

Trustees of the New Castle Common
Meeting Minutes
January 7, 2020

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

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

Absent: H. Gambacorta (*Asst. Treasurer*)

The monthly meeting of the Trustees was held on Tuesday, January 7, 2020, in the Trustees Room of Old Town Hall. Mr. Gallagher called the meeting to order at 7 p.m. A moment of silence was called.

President's Communication

Mr. Gallagher announced a quorum is present as required by the Modern Rules of Order. There were no questions from last month's meeting to be answered.

Mr. Gallagher declared a vacancy on the Board. He appointed a new Election Committee to fill Mrs. Ross' vacancy. Committee members are Messrs. Clayton, DeAscanis, Episcopo and Yacucci.

Mr. Gallagher announced that Dr. Yacucci will join the Land Management Committee.

Mr. Gallagher noted that election results of the 11/9/19 Trustee election will be reported later in the meeting. They were inadvertently omitted from last month's meeting.

Monthly Calendar – Property Maintenance Committee – 1/31/20, 4 p.m. + Penn Farm presentation (*to be announced*); Land Management Committee – 1/30/20, 5 p.m.; Finance Committee – 1/8/20, 4 p.m.; Outreach Committee -- (*to be announced*); Bylaws Committee – (*to be announced*); TNCC Board Meeting – 2/4/20, 7 p.m.

Committee meetings will be announced to the full Board when dates are determined.

Minutes

12/3/19 Meeting Minutes – Corrections were noted. **Mr. Clayton made a motion to approve the 12/3/19 meeting minutes as amended. Mr. DeAscanis seconded the motion. The motion was approved.**

Treasurer's Report – Mr. Castagno reporting.

Treasurer's Report for 12/31/19 and Drawdown Report for 2019-2020 Year to Date was sent out electronically prior to the meeting.

Mr. Castagno made a motion to approve the Treasurer's Report dated 12/31/19 as distributed. Mr. Clayton seconded the motion. The motion was approved.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Alfree reporting.

Mr. Alfree called for an executive session to discuss matters of real estate.

- Mylex – The committee recommends an amendment to the current lease allowing Mylex to lease through the next three (3) years, expiring in February 2022 (minus two [2] years for discussions). The same terms and conditions will remain. Mr. Taylor is preparing the amendment.

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- Mexican Restaurant – The tenant rents the AT&T hut for storage. The rent increase will be effective 7/1/20.
- ABC Phone (Verizon) – The lease expires on 6/30/20; the tenant wants to renew their lease. Gary Parker is working on an appraisal for the property.
- Delaware Greenways Initiative (DGI) – A letter has been finalized for the green roof. Mr. Taylor is drafting a letter officially releasing DGI from the lease and putting the Trust back in charge of Penn Farm.
- Ferry Cut-Off – Interest has been expressed in the vacant property at Ferry Cut-Off. The committee has asked for financial information from the party before lease negotiations begin.
- Property Surveys – Mr. Alfree stated the committee will identify another six properties to be surveyed. They will be included in the budget for the next fiscal year. Mr. Wilson questioned maps used for some surveys. Specifically, he cited the Bull Hill meadows survey saying an old map was used. Mr. Wilson will work with Mr. Marinelli, including making contact with the surveying firm.
- Former Tremont Site – Mr. Marinelli has been in contact with Mr. O’Hara. According to Mr. O’Hara he has been actively marketing the property. Mr. O’Hara will provide a report on interest in the property by end of this week.
- Glacier Auto – Mr. Alfree reported a State contractor will be cleaning up the site in the next week or so.

OUTREACH COMMITTEE REPORT – Mr. Meek reporting.

Mr. Meek reported on grant requests received by 12/31/19. He will send the Board a document showing grant requests submitted. There are five (5) new organizations requesting grant monies. Grant requests total approximately \$330,000; about the same as in previous years.

Mr. Meek anticipates a committee meeting soon to discuss the grant requests and review information from organizations. Another meeting will be held in February. He welcomed Board members to attend the meetings.

PROPERTY MAINTENANCE COMMITTEE – Mr. Clayton reporting.

(Property Maintenance Update provided to the Board.)

- Geese Chasers – The contract has been renewed.
- Penn Farm -- The architect will give a presentation before the next Board meeting. The Board will be notified when the date is determined.
- Mr. Marinelli is researching new speakers/microphones for the Board Room.

Mr. Castagno gave an update on the Bowling Alley parking lot. The committee expects responses to the bid package soon. The bid package was reviewed by the Property Maintenance Committee and Drew Hayes of ForeSite Engineering. Construction is expected in the spring.

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FINANCE COMMITTEE REPORT – Mr. Castagno reporting.

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

Mr. Castagno reported the committee will meet with our investment managers on 1/8/20, 4 p.m. to review 4th quarter invested capital.

The Finance Committee will be developing the budget over the next month and a half. There will be a special budget meeting in March to go through the proposed budget line by line in preparation of adoption before 4/1/20.

Mr. Castagno informed that the committee is evaluating some other savings accounts that are more interest bearing. More information will be provided later.

OTHER COMMITTEES

Battery Park Committee – Mr. Castagno reporting.

No report.

Bylaws Committee – Mr. Toner reporting.

Mr. Toner said a meeting is being planned and notice will be provided to the Board once a date and time have been established.

Election Committee

No report.

Encroachment Committee – Mr. Meek reporting.

Mr. Meek requested an executive session to discuss matters of real estate.

COMMUNICATIONS – Mr. Alfree reporting.

- A ‘thank you’ note was received from Debbie Turner acknowledging the Board for her holiday gift.
- Good Will Fire Co. sent an invitation to their company banquet on 2/1/20 at the Minquadale Fire Co. Mr. Clayton will clarify who is being invited.
- An updated Trustee/staff contact list was provided to the Board.
- Mr. Alfree distributed officer interest forms to the Board. In accordance with the bylaws the forms are to be returned to the Trust Office by 1/21/20.

Mr. Alfree announced the results of the 11/9/19 Trustee election. A total of 464 votes were cast.

Anthony J. Rispoli received 118 votes.

Dr. Gregory Yacucci received 346 votes.

Dr. Yacucci was sworn in as a Trustee on 11/9/19 by President Gallagher.

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Public Comment

Resident Dorsey Fiske stressed the importance of having the full bylaws, policies and procedures available on the website before the next Trustee election. She is still considering options regarding her bylaw violation charge against Mr. Wilson. Ms. Fiske hopes the beneficial owners of the Trust will be informed of the expense involved with the Third Street parking lot and why our assets are being spent for the parking lot.

ACTION ITEMS

- Leases documenting insurance -- Land Management Committee talked about having leases documenting insurances.
- Dog Waste – (5/7/19) Mr. Meek will speak with City Council concerning documentation stating the City will commit to empty the containers. (6/4/19) Property Maintenance Committee and Battery Park Committee to make recommendation to the Board.
- 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.

The Board voted to go into executive session at 7:35 p.m.

The Board returned to regular session at 8:23 p.m.

With no further business before the Board, a motion was made and seconded to adjourn the meeting at 8:23 p.m.

Deborah P. Turner
Stenographer

Trustees of the New Castle Common
Meeting Minutes
February 4, 2020

Present: Messrs. F. Gallagher (*President*), T. Episcopo (*Vice President*), M. Alfree (*Secretary*), C. Castagno (*Treasurer*), H. Gambacorta (*Asst. Treasurer*), T. Clayton (*Asst. Secretary*), C. DeAscanis, J. Meek, P. Toner, C. Viola, G. Yacucci, and Mr. A. Taylor, Esq.
Also present: M. Marinelli, Property Manager, D. Turner, Stenographer
Absent: T. Wilson

The monthly meeting of the Trustees was held on Tuesday, February 4, 2020, in the Trustees Room of Old Town Hall. Mr. Gallagher called the meeting to order at 7 p.m. A moment of silence was called.

President's Communication

Mr. Gallagher announced a quorum is present as required by the Modern Rules of Order. There were no questions from last month's meeting to be answered.

Mr. Gallagher read a resolution in honor of William "Erve" Thatcher that reads follows:

WHEREAS, William "Erve" served the Trustees of the New Castle Common and its residents and earned the admiration and respect of the community and its citizens through his dedication and tireless efforts on behalf of us all;

WHEREAS, "Erve" served faithfully the Good Will Fire Company as a member for 65 years.

WHEREAS, Mr. Thatcher loved and honored his extended family, close friends, and The City of New Castle;

WHEREAS, prior to working for the Trustees and the City of New Castle, Mr. Thatcher worked for 38 years for the U.S. Postal Service and prior to that he honorably served his country in the Army National Guard;

NOW THEREFORE, BE IT RESOLVED that a copy of this Resolution be recorded in the minutes of the Trustees of the New Castle Common, and that a copy be given to the family of William "Erve" Thatcher.

Mr. Gallagher said all Trustees have signed the resolution and a copy will be recorded in the minutes and a copy will be given to the family of William "Erve" Thatcher.

Monthly Calendar – Property Maintenance Committee – 2/28/20, 5 p.m.; Land Management Committee – 2/27/20, 5 p.m.; Bylaws Committee – 2/18/20, 5 p.m.; TNCC Board Meeting – 3/3/20, 7 p.m.

Minutes

1/7/20 Meeting Minutes – **Mr. Gambacorta made a motion to approve the 1/7/20 meeting minutes as distributed. Mr. Clayton seconded the motion. The motion was approved.**

Treasurer's Report – Mr. Castagno reporting.

Treasurer's Report for 1/31/20 was sent out electronically prior to the meeting.

Mr. Castagno made a motion to approve the Treasurer's Report dated 1/7/20 as submitted.

Mr. Clayton seconded the motion. The motion was approved.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Alfree reporting.

- Glacier Auto (Route 13 & Basin Road) – Mr. Alfree reported the State of Delaware has visited the site and removed all but 5-6 trees allowing more visibility.
- Mylex – Mr. Marinelli has learned that Mylex is having issues with a homeless population cutting locks on their gate. The committee will follow up with the State of Delaware (as with Glacier Auto).
- ABC Phone (Verizon) – The lease expires on 6/30/20; the tenant wants to renew their lease. Verizon has the appraisal from Gary Parker and the committee is waiting to hear from them.
- Delaware Greenways Initiative (DGI) – Messrs. Gallagher and Alfree met with Toby Hagerott concerning use and rental of the Penn Farm barn. Mr. Hagerott's firm is interested in caring for, rental, cleanup and care of the facility. He is developing an application for use similar to the application used in Battery Park. It will be reviewed by Mr. Taylor. The Trust would receive a percentage of what Mr. Hagerott's firm charges rather than a flat fee like we received from DGI. Mr. Alfree stressed the importance of safety for our property, especially the barn. The committee encouraged nonprofits' use of the barn for events. Mr. Hagerott is open to this.
- Green Roof – The Trust has legally settled allowing DGI to exit from their lease. Mr. Taylor is drafting a letter officially releasing DGI from the lease and putting the Trust back in charge of Penn Farm. Options for the green roof include removing the roof, have someone put another roof on top of it, and possibly putting ivy or another no-maintenance plant on the roof. More information will be provided later.
- Penn Mart -- Their lease will go up substantially. Mr. Marinelli has notified them.
- Ferry Cut-Off – The party interested in the vacant property at Ferry Cut-Off (former doctor office) has not complied (to date) with the committee's request for financial information before lease negotiations begin. Mr. Marinelli is continuing to communicate with the party.
- Property Surveys – Mr. Alfree stated the committee will identify another six properties to be surveyed. They will be included in the budget for the next fiscal year. He asked for the Board's input on which properties they suggest be surveyed in the next cycle. FOLLOW UP – At last month's meeting Mr. Wilson questioned maps used for some surveys. Mr. Marinelli said the surveyor was correct; Mr. Wilson's concern has been resolved.
- Former Tremont Site – To date there has been no activity. We will continue trying to get a report on interest in the property from Mr. O'Hara.

OUTREACH COMMITTEE REPORT – Mr. Meek reporting.

Mr. Meek reported the committee has reviewed all grant requests. A summary of the grant requests will be sent to the Board.

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Application for Delaware Master Naturalist – In December Mr. Meek applied for the Delaware Master Naturalist Program. The application was accepted. As part of the program, Mr. Meek will attend a class and three (3) volunteers will work at the Hermitage for 40 hours over the next two (2) months. Work will include removal of weeds and vines.

Mr. Meek asked Mr. Toner to talk about a proposal designed to provide financial assistance to senior citizens in the City needing help maintaining their sidewalks and roofs. It is not a grant request. Mr. Toner gave details on a proposed joint effort between the Trustees and City of New Castle. The first year would be a pilot program to determine the need for a program. The program would be funded by the Trust and administered by the City. Mr. Gallagher asked Mr. Meek to send all the information about the program to the full Board for their review.

PROPERTY MAINTENANCE COMMITTEE – Mr. Clayton reporting.

(Property Maintenance Update provided to the Board.)

- Little Free Library (Library) – Mr. Castagno updated the Board on the request to put a Little Free Library in Bicentennial Park. The request was raised in the October 2019 meeting. The Property Maintenance Committee was tasked with reviewing the request and making a recommendation. The committee has no objections and suggests moving forward with the Library with the proviso the Library be organized and managed by the City of New Castle. Mr. Castagno said the committee has received a letter from the City stating the City has accepted full responsibility for the placement, maintenance, and removal of the Library if and when needed. City Council has approved the Library. The Board had no objections.
- Tree Work – Mr. Meek reiterated his request to have a qualified tree person look at trees overlapping the school's property at the Hermitage. Mr. Clayton said the committee is looking into getting another tree vendor.

FINANCE COMMITTEE REPORT – Mr. Castagno reporting.

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

Mr. Castagno stated the Finance Committee manages significant holdings of capital. He was pleased to report the value of the asset has doubled in the last ten years.

Mr. Alfree reminded that the Trust's fiscal year ends on 3/31/20 and grant monies not used by that time will be forfeited.

OTHER COMMITTEES

Battery Park Committee – Mr. Castagno reporting.

No report.

Bylaws Committee – Mr. Toner reporting.

No report.

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Election Committee – Mr. Episcopo reporting.

Mr. Episcopo reported a Trustee election has been scheduled for 3/21/20, 8 a.m. to 4 p.m. at the Good Will Fire Company. To date one (1) candidate has filed for the vacancy. Mr. Episcopo advised the last day to file for the seat is 2/20/20.

Encroachment Committee – Mr. Meek reporting.

No report.

COMMUNICATIONS – Mr. Alfree reporting.

- Mr. Alfree reported that 16 students were issued scholarships last semester and 8 also received the bonus of \$900 for last semester. He thanked the Scholarship Committee for their work.
- Mr. Alfree said no officer ballots will be distributed tonight because no officer positions were challenged; no election is necessary. He will announce officers for the next fiscal year beginning 4/1/20 at the March meeting.

Public Comment

Resident Roderick Gillespie thinks the Board should suspend the parking lot planned for West Third Street. He distributed a document to Board members detailing his concerns. He is open to discussing his concerns with the Board.

Resident Dorsey Fiske was not aware a Board vacancy had been declared. She was informed the vacancy was declared at the January meeting. Ms. Fiske asked if bids for the West Third Street parking lot have been received and may the beneficial owners see them and if not, why not.

Resident Binnie Beale believes the West Third Street parking lot is intended for certain commercial interests with properties on Delaware Street who would like to develop those properties and need parking for that development.

Resident Karen Whalen said residents do not want the West Third Street parking lot. Residents do not know the purpose of the lot. It is detrimental to the residents of West Third Street and will destroy the character of the neighborhood and affect property values. She spoke of activity in Battery Park and the South Street lot that is shameful and the West Third Street parking lot will not help.

ACTION ITEMS

- Leases documenting insurance -- Land Management Committee talked about having leases documenting insurances.
- Dog Waste – (5/7/19) Mr. Meek will speak with City Council concerning documentation stating the City will commit to empty the containers. (6/4/19) Property Maintenance Committee and Battery Park Committee to make recommendation to the Board.
- 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.

Trustees of the New Castle Common
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With no further business before the Board, a motion was made and seconded to adjourn the meeting at 7:46 p.m.

Deborah P. Turner
Stenographer

Trustees of the New Castle Common
Meeting Minutes
March 3, 2020

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

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

Absent: H. Gambacorta (*Asst. Treasurer*)

The monthly meeting of the Trustees was held on Tuesday, March 3, 2020, in the Trustees Room of Old Town Hall. Mr. Gallagher called the meeting to order at 7 p.m. A moment of silence was called.

President's Communication

Mr. Gallagher announced a quorum is present as required by the Modern Rules of Order. He has responded to all questions from last month's Public Input.

Monthly Calendar – Property Maintenance Committee – 4/3/20, 5 p.m.; Land Management Committee – 4/2/20, 5 p.m; Finance/Budget Meeting – TBD; Trustee Election – 3/21/20; TNCC Board Meeting – 4/7/20, 7 p.m.

Minutes

2/4/20 Meeting Minutes – **Mr. Alfree made a motion to approve the 2/4/20 meeting minutes as distributed. Mr. Toner seconded the motion. The motion was approved.**

Treasurer's Report – Mr. Castagno reporting.

Treasurer's Report for 2/29/20 was sent out electronically prior to the meeting.

Mr. Castagno made a motion to approve the Treasurer's Report dated 2/29/20 as submitted.

Mr. DeAscanis seconded the motion. The motion was approved.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Alfree reporting.

- ABC Phone (Verizon) – The lease expires on 6/30/20; negotiations continue.
- Farm Stand (Penn Farm) -- Negotiations continue with Terry Gormley.
- Property Surveys – Mr. Alfree announced the six properties to be surveyed in the next fiscal year. They are: Twin Spans, Anchor Mill Road, Dunkin Donuts, Avis Car Rental, Burger King, and M&T Bank.
- Rents and receivables are current.

Mr. Alfree said the committee received a letter from Colonial School District asking for easement access (approx. 10') behind the former William Penn High School for the purpose of tree removal. The district also proposes removing a fence they own. Mr. Meek is opposed to removing the fence citing it helps to protect Trust property. He said tree experts have indicated the trees can be removed in sections via a back road to the school. The Land Management Committee will look into the request. Mr. Clayton suggested a joint meeting of the Land Management Committee, Property Maintenance Committee and the school district.

Trustees of the New Castle Common
Minutes of March 3, 2020

OUTREACH COMMITTEE REPORT – Mr. Meek reporting.

Mr. Meek sent a summary of grant requests to the Board. He removed one item (Opera Presentation in the Immanuel Church parish hall) from the requests because the event will take place before the Budget Meeting.

Delaware Master Naturalist – Mr. Meek announced that volunteers will be working on various Trust properties soon and each of them should sign a hold harmless agreement. Mr. Taylor will provide an agreement to Mr. Meek.

PROPERTY MAINTENANCE COMMITTEE – Mr. Clayton reporting.

(Property Maintenance Update provided to the Board.)

- Bulkhead/Living Shoreline Plan – Mr. Clayton informed the grant request was denied. The committee is looking at options.
- Brick Pointing of Old Town Hall – Mr. Clayton said the work may not be done until June. The Historic Area Commission still needs to approve the work.

FINANCE COMMITTEE REPORT – Mr. Castagno reporting.

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

Mr. Castagno mentioned a Budget Meeting to review next year's fiscal year budget will be scheduled for March. Board members will be informed of the date and time. He has spoken to both of the Trust's investment advisors about the impact of the coronavirus on the current market. No change in direction is recommended.

Mr. Toner revisited the proposal he spoke about in the February meeting. The proposal is designed to provide financial assistance to senior citizens in the City needing help maintaining their sidewalks and roofs. It is not a grant request. Mr. Castagno recommended reviewing the proposal at the Budget Meeting. Mr. Gallagher likes the concept, but has questions and would like to discuss the proposal at the Budget Meeting.

OTHER COMMITTEES

Battery Park Committee – Mr. Castagno reporting.

Applications for park use (primarily for weddings) are starting to be received.

Bylaws Committee – Mr. Toner reporting.

No report.

Election Committee – Mr. Episcopo reporting.

Mr. Episcopo reported a Trustee election has been scheduled for 3/21/20, 8 a.m. to 4 p.m. at the Good Will Fire Company. Two (2) candidates will be on the ballot. They are Angelo Rispoli and Brenda Antonio. Early voting starts on 3/4/20, 10 a.m. and ends on 3/20/20, 2 p.m.

Encroachment Committee – Mr. Wilson reporting.

Mr. Wilson reported the committee is addressing several encroachment issues and has met with the City Code Enforcement Officer.

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COMMUNICATIONS – Mr. Alfree reporting.

- Mr. Alfree reported an acknowledgement was received from St. Peters/Holy Spirit Church for the Board's \$250 cash donation in memory of Erve Thatcher.
- Committee Interest Forms were distributed by Mr. Alfree. He asked the Board to indicate what committees they would like to serve on and what committees they do not want to serve on. New committee assignments will begin in June.
- Mr. Alfree announced officers for the next fiscal year (4/1/20 to 3/31/21) as follows:
 - President – Fred G. Gallagher, Jr.
 - Vice President – Thomas L. Clayton, Sr.
 - Secretary – Michael J. Alfree, Sr.
 - Assistant Secretary – Thomas A. Episcopo
 - Treasurer – Christopher J. Castagno
 - Assistant Treasurer – Gregory T. Yacucci
- Battery Park Restrooms – Mr. Alfree noted over the last couple of weeks conflicting information has been published in the *New Castle Weekly* concerning damage being done in the public restrooms. He reiterated to the Board that a large amount of money has been spent on repairs to the restrooms.
- Little Free Library (Library) – At last month's meeting the Property Maintenance Committee suggested moving forward with the Library with the proviso the Library be organized and managed by the City of New Castle. Mr. Alfree has reconsidered his position and is not in favor of having the Library in Bicentennial Park. Further, he noted residents are storing their trash cans in Bicentennial Park. Notices will be placed on the trash cans and if the problem persists the trash cans will be discarded.

Public Comment

Resident Dorsey Fiske said she was assured the Policies and Procedures and Bylaws would be posted on the Trust website; however, this has not been done. She reiterated her request to post the documents on the website. Ms. Fiske responded to Mr. Gallagher's email to her dated 2/29/20. Concerning her question about viewing bids for the proposed West Third Street parking lot, she disputes Mr. Gallagher's response that this information has not been shared with anyone outside the Trust.

Resident Roderick Gillespie reiterated his belief the Board should suspend the parking lot planned for West Third Street. He suggested the Board stake out the perimeter of the parking lot so residents can see its size and offered to stake out the area if the Board will grant him approval to do so. He expressed concern with storm water runoff from the M&T parking lot onto the area of the West Third Street parking lot, the volume of asphalt involved with the parking lot, no public workshop about the parking lot, and the City's planning group, AECOM, suggested improving existing lots rather than build this lot.

Resident William Boyles read a letter outlining his comments about Trustee conflict of interest and cited instances he believes are conflicts of interest.

Trustees of the New Castle Common
Minutes of March 3, 2020

ACTION ITEMS

- Leases documenting insurance -- Land Management Committee talked about having leases documenting insurances.
- Dog Waste – (5/7/19) Mr. Meek will speak with City Council concerning documentation stating the City will commit to empty the containers. (6/4/19) Property Maintenance Committee and Battery Park Committee to make recommendation to the Board.
- 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 before the Board, a motion was made and seconded to adjourn the meeting at 7:38 p.m.

Deborah P. Turner
Stenographer

Trustees of the New Castle Common
Budget Meeting Minutes
March 29, 2020

Present: Messrs. F. Gallagher (*President*), T. Episcopo (*Vice President*), M. Alfree (*Secretary*), C. Castagno (*Treasurer*), H. Gambacorta (*Asst. Treasurer*), T. Clayton (*Asst. Secretary*), C. DeAscanis, J. Meek, P. Toner, C. Viola, T. Wilson, and G. Yacucci
Also present: D. Turner, Stenographer

The purpose of the meeting is to review and discuss the operating budget for the 2020-2021 fiscal year (4/1/2020-3/31/2021). The meeting was held by phone on Sunday, March 29, 2020, due to the State of Emergency caused by the corona virus pandemic. Mr. Gallagher called the meeting to order at 4:30 p.m. A quorum is present. A moment of silence was called.

Mr. Gallagher turned the meeting over to Mr. Castagno. (*Copies of the operating budget for fiscal year 4/1/2020 to 3/21/2021 were provided to the Board prior to the meeting.*)

Revenue Forecast – Total: \$1,657,000

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

Mr. Gallagher inquired about the tenant's potential inability to make lease payments to the Trust. Mr. Castagno spoke to Property Manager Mike Marinelli and no specific request has been made to date. Federal and (soon to be) State provisions will be in place to support businesses with monies for payroll and leasing. He said the Trust may need to provide some relief in certain circumstances; however, we anticipate receiving payment by the end of the year.

Mr. Castagno made a motion to approve the Revenue page as distributed. Mr. Episcopo seconded the motion. The motion was approved.

Personnel – Total: \$96,943

Mr. Castagno reported the Finance Committee forecasts a 7% increase over last year. This reflects no increase in salary rates. He noted the hours in Maintenance Labor are higher, but the rate is the same.

Mr. Gambacorta suggested an increase in salary for the Property Manager. Discussion followed.

Mr. Alfree made a motion to change the line item of Property Manager to reflect an increase of 3%. Mr. Gambacorta seconded the motion. The motion was approved.

Mr. Castagno made a motion to approve the Personnel operating budget for 2020-2021 as amended. Mr. Toner seconded the motion. Motion was approved.

Administration – Total: \$260,000

Mr. Castagno reported the Finance Committee forecasts a 16% decrease in Administration over last year's budget.

He said the significant difference is Leasing Commission. Payment for leasing commission will continue, but the timeframe for a new deal being achieved versus when payments would begin likely would not take place until next fiscal year. The committee does not think we would have a liability or expense in the next fiscal year.

Administration and Elections -- Mr. Castagno reminded the Board in lieu of having the *New Castle Weekly* as part of our Outreach function, the Trust now pays for advertising.

Mr. Castagno made a motion to approve the Administration operating budget for 2020-2021 as presented. Mr. Gallagher seconded the motion. Motion was approved.

Debt Service – Total: \$142,000

Capital Payments (Line of Credit) -- Mr. Castagno reported the Trust has a line of credit for \$2 million at PNC Bank to support capital improvements. To date the Trust has not used the line of credit; however, the line item remains in the event cash flow is needed.

Mr. Castagno made a motion to approve the Debt Service operating budget for 2020-2021 as presented. Mr. Clayton seconded the motion. Motion was approved.

Community Grant Contributions – Total: \$355,184

(The Outreach Committee has reviewed grant requests.) Mr. Castagno invited Mr. Meek to provide an explanation for each line item.

- Arasapha Garden Club – The request is for holiday wreaths for businesses in the City. The Outreach Committee recommends \$2,000. No opposition.
- Beautification Committee – This represents the purchase of flowers by Gene Dempsey who organizes gardens and maintains the gardens. Mr. Dempsey submits receipts for reimbursement. The Outreach Committee recommends \$3,800. No opposition.
- Friends of Bellanca – The request is for creation of an exhibit about female pilots. No receipts/evidence was provided for last fiscal year. The committee does not favor continued support, but is concerned with no other activities taking place in the building. The Outreach Committee recommends \$2,000 with the understanding that receipts must be submitted for the aforementioned exhibit. No opposition.
- *New Castle Crier* – Mr. Castagno informed this item is not a grant request. It is for Trust-related publications and insertions in MSC billings. The position of the Finance Committee is the Trust should not be supporting this item and should phase out of it. The recommendation is to provide funding for six (6) months at a cost of \$1,584. Mr. Wilson said the City refused to fund the publication initially and the Trust unanimously approved paying for it. It is believed that if the Trust does not provide funding the publication will cease. Mr. Gallagher commented it was not the intention of the Finance Committee to support it indefinitely. Mr. Episcopo mentioned this is the only publication that goes to every citizen of New Castle. He said it is a good way to put notices out to citizens.

Mr. Gallagher made a motion to fund the *New Castle Crier* for the next six months. The motion was seconded. No opposition.

- Good Will Fire Company – The request is the same as last year. The Outreach Committee recommends \$140,000. No opposition.
- Italian Monument – The request is for a video camera to help with theft. It is the third request for video cameras. The Outreach Committee does not feel the Trustees should be in the position of installing cameras in the City and does not recommend funding. No opposition.

Trustees of the New Castle Common Budget Meeting
Minutes of March 29, 2020

- New Castle Library – While the library will likely be closed for some time, Mr. Clayton said it depends on these funds to help with salaries. The Outreach Committee recommends \$55,000. No opposition.
- A Day In Old New Castle – Cancelled.
- Concerts – The request typically covers eight concerts during the summer. There could still be 7-8 concerts in July and August. The Outreach Committee recommends \$2,000. No opposition.
- Bike Station – The request was for \$2,000. The Outreach Committee did not recommend any funding. No opposition.

New Castle Historical Society:

- Old Library Exhibits – The library is currently closed. The request is to create a library exhibit about women’s suffrage voting. The Outreach Committee recommends \$3,000. No opposition.
- Christmas/Dickens – The Outreach Committee recommends \$1,000. No opposition.
- Outdoor Signage – The Outreach Committee does not recommend funding. They believe the City or another party should provide support. No opposition.
- Visitors Center – The request is largely for salaries and will allow The Arsenal to remain open. The Outreach Committee recommends \$9,000. No opposition.

- New Castle Little League – No request received from them. The Outreach Committee did not recommend any monies. No opposition.
- New Castle Police Department/Good Will Fire Co. – No requested received. The Finance Committee recommended \$1,000. No opposition.
- Separation Day – The City announced the event is postponed, not cancelled. The Outreach Committee recommended \$5,000. No opposition.
- New Castle Senior Center – The request is partial funding for transportation provided by the Center. Currently the Center is closed. The Outreach Committee recommended \$15,000. No opposition.
- St. Anthony’s Society – The request is to help with the group’s solo fundraising event. The Center is currently closed. The Outreach Committee recommended \$1,500. No opposition.
- Colonial School District (Penn Farm) – The request was unclear how it would benefit the City of New Castle and City children. The Outreach Committee did not recommend funding. No opposition.
- Community Collaboration – The request is to provide financial support for City children who attend a week-long day camp affiliated with Attack Addiction (drug addiction/abuse) to be held in the Wilmington area this summer. Mr. Wilson explained receipts for children who live in the City of New Castle who participate would need to be submitted to receive reimbursement. Cost per person to attend the camp is \$500. The cost includes transportation, lunch and camp attendance. The Outreach Committee did not reach a unanimous recommendation. After discussion by the Board, **Mr. Wilson made a motion to budget \$12,000 for the first year of the project and reimbursement will only be given after proof of City residency is provided. Mr. DeAscanis seconded the motion. No opposition.**

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- Delaware Nature Society (DNS) – The request is to use the Hermitage Nature Area to teach students from Carrie Downie Elementary and New Castle Elementary about nature. Beginning in the fall, staff from DNS would conduct classes with 3rd and 5th grade students using the school and the Hermitage Nature Area. Because of the nature of feeder patterns there are some students who do not reside in the City who will benefit. Mr. Wilson thinks the school district should fund teaching classes; this is not a Trust function. The Trust will not pay for an additional teacher. **A roll call vote was called.**

Mr. Alfree – no

Mr. Castagno – yes

Mr. Toner – absent for vote; call dropped

Mr. Gambacorta – yes

Mr. Viola – no

Mr. Clayton – yes

Mr. Episcopo – no

Mr. Meek – yes

Mr. DeAscanis – no

Dr. Yacucci – no

Mr. Wilson – no

Mr. Gallagher – no

The Board did not approve funding by a vote of 7 against, 4 in favor, 1 absent.

(New Castle Arts Council requests are the result of Mayor Quaranta's desire to bring more arts to the City.)

- New Castle Arts Council – Opera – The event took place prior to consideration for funding.
- New Castle Arts Council – Dance – The event is associated with A Day In Old New Castle, which has been cancelled.
- New Castle Arts Council – Rock the Chalk – The event involves 10-15 artists spread around the Court House area drawing on the street. The request of \$2,000 supports about 5% of the overall cost of the event. Mr. Wilson is against the event saying it is in conflict with a historic town, the location is wrong, it promotes graffiti, the event would run the same day as Arts on the Green, and cleaning the chalk from the street will be needed afterwards. Mr. Meek noted that language could be put in place requiring organizers to clean up the streets after the event. He noted the BBQ event on The Green is not of an historic nature. He added that getting people in town is important. While not a unanimous recommendation, the Outreach Committee recommended \$2,000. **A roll call vote was called.**

Mr. Alfree – no

Mr. Castagno – yes

Mr. Toner – absent for vote; call dropped

Mr. Gambacorta – no

Mr. Viola – no

Mr. Clayton – no

Mr. Episcopo – no

Mr. Meek – yes

Mr. DeAscanis – no

Dr. Yacucci – no
Mr. Wilson -- no
Mr. Gallagher – no

The Board did not approve funding by a vote of 9 against, 2 in favor, 1 absent.

- New Castle Arts Council – Paint History New Castle – The request is to provide funding to promote art competitions and artists to coming to the City. The Outreach Committee recommended \$800. **A roll call vote was called.**

Mr. Alfree – no
Mr. Castagno – yes
Mr. Toner – absent for vote; call dropped
Mr. Gambacorta – yes
Mr. Viola – no
Mr. Clayton – yes
Mr. Episcopo – yes
Mr. Meek – yes
Mr. DeAscanis – yes
Dr. Yacucci – yes
Mr. Wilson – yes
Mr. Gallagher – yes

The Board approved funding by a vote of 9 in favor, 2 against, 1 absent.

- College Tuition Support – Operating the same as in the past. The Outreach Committee recommends \$100,000. No opposition.

Mr. Meek asked the Board if there is anything more the Trust can do to support citizens losing their jobs, etc. and businesses in the City as it relates to the corona virus pandemic. Mr. Gallagher said the Trust is a land trust and exists to oversee the land and see that it is used for the benefit of the citizens of New Castle. We do not have the resources to do what Mr. Meek speaks about. Mr. Episcopo announced that Municipal Services Commission is coordinating with the Salvation Army to provide assistance to citizens of New Castle.

Mr. Castagno made a motion to approve the Community Grants operating budget for 2020-2021. Mr. Clayton seconded the motion. The motion was approved.

Government Grants – Total: \$265,000

Senior Home Maintenance Program – 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. Mr. Gallagher wants to have a procedural document written outlining how the program will function before any monies are awarded. The Outreach Committee recommends \$40,000. No opposition.

Mr. Castagno made a motion to approve Government Grants for 2020-2021 as distributed subject to a procedure being written for the program and administered by the City government. Mr. Clayton seconded the motion. The motion was approved.

Property Maintenance – Total: \$404,625

Mr. Castagno reported the Proper Maintenance Committee is forecasting a 5% increase over last year. He highlighted some of the increases.

- Battery Park – An increase of almost \$30,000 from last year. The Property Maintenance Committee feels strongly about getting the garage roof fixed, rehabbing the ticket house, tree work, new mulch on the playground, and continuing the geese project.
- Dobbinsville Area -- Meadows Project – About \$6,000 was added for an additional planting and continued maintenance.
- Ferry Lots – Meadows Project – Another meadow is being planted and continued maintenance. The Conservation District is no longer providing phragmites support and the City is not going to spray for phragmites. The Trust handled spraying this year.
- Ward Triangle – Planting another meadow.
- Bull Hill – Planting another meadow.
- Hermitage – Tree maintenance and additional trees. Mr. Meek recommended adding \$5,000 to fund invasive plant removal and for ongoing maintenance. He reiterated the need for a tree expert to assess trees there. No opposition.
- Dewey Park – Tree work is needed.
- Good Will Fire Co. – Mr. Clayton informed that since the Property Maintenance Committee's meeting a block wall on Good Will's property is falling onto a neighboring property. The wall needs to be removed and properly rebuilt. Mr. Castagno suggested adding \$6,000 to help cover the work. No opposition.

Mr. Castagno made a motion to approve the Property Maintenance operating budget for 2020-2021 as amended. Mr. Clayton seconded the motion. Motion was approved.

Bulkhead – Mr. Episcopo inquired about the bulkhead near the wharf. Mr. Castagno said it is not unsafe but it will be a capital item. Through the City the Trust applied for a shoreline grant, but was not successful. He expressed the need to revisit the subject and go through the capital budget process. He is hopeful the City will get funding through the State for work. The Property Maintenance Committee will handle.

Mr. Alfree advised he will draft letters to groups receiving funds from the Trust and send them in 1-2 weeks. Mr. Gallagher thanked Mr. Castagno for his work.

Mr. Gallagher announced there will not be a meeting in April unless business is presented.

Trustees of the New Castle Common Budget Meeting
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With no further business, Mr. Alfree made a motion to adjourn the meeting. Mr. DeAscanis seconded the motion. Motion was approved. The meeting was adjourned at 6:20 p.m.

Deborah P. Turner
Stenographer

Trustees of the New Castle Common
Meeting Minutes
April 07, 2020

Meeting cancelled due to Coronavirus pandemic – per Governor’s Directive

Trustees of the New Castle Common
Meeting Minutes
May 5, 2020

Present: Messrs. F. Gallagher (*President*), T. Clayton (*Vice President*), M. Alfree (*Secretary*), T. Episcopo (*Asst. Secretary*), C. Castagno (*Treasurer*), G. Yacucci (*Asst. Treasurer*), C. DeAscanis, H. Gambacorta, J. Meek, P. Toner, C. Viola, T. Wilson, and Mr. A. Taylor, Esq.
Also present: D. Turner, Stenographer

The monthly meeting of the Trustees was held on Tuesday, May 5, 2020. The meeting was held by phone due to the State of Emergency caused by the corona virus pandemic. Mr. Gallagher called the meeting to order at 7 p.m. A moment of silence was called.

President's Communication

Mr. Gallagher announced a quorum is present as required by the Modern Rules of Order.

Monthly Calendar – Property Maintenance Committee – 5/29/20, 5 p.m.; Land Management Committee – 5/28/20, 5 p.m.; TNCC Board Meeting – 6/2/20, 7 p.m.

Minutes

3/29/20 TNCC Budget Meeting Minutes – Corrections were made. **A motion was made to approve the 3/29/20 TNCC Budget Meeting minutes as amended and seconded. The motion was approved.**

Note: Meeting minutes for 3/3/20 will be addressed at the June meeting.

Note: There was no Trustee meeting in April.

Treasurer's Report – Mr. Castagno reporting.

Treasurer's Reports for 3/31/20 and 4/30/20 were sent out electronically prior to the meeting.

Mr. Castagno said the Trust's banking with M&T Bank will finish by the end of May. He noted that cash in PNC Bank is an interest-bearing savings account.

3/31/20 Treasurer's Report -- Mr. Gallagher asked about the PNC service charge for three months and if we have an idea what interest we might get from the interest-bearing savings account. Mr. Castagno said the charge is for online deposit fees (rather than going to the bank branch). He said the expense is being tracked and he thinks that discounts from the credit card and interest income from the savings account will offset the service charge expense.

Mr. Meek noted the Treasurer's Report shows a \$695 grant to A Day In Old New Castle (ADIONC). The 2019-2020 year-to-date Drawdown Report shows a current drawdown of \$3,195 and \$695 as a negative for ADIONC. Mr. Meek said nothing was granted to ADIONC because it is closed due to the virus. Mr. Castagno informed he responded to these entries via email to the Board. He will look at the invoice in question and report back to the Board.

Mr. Castagno made a motion to approve the Treasurer's Report dated 3/31/20 as submitted. Mr. Clayton seconded the motion. The motion was approved.

4/30/20 Treasurer's Report – Mr. Alfree noted the entry of Bull Hill Meadows for \$1,110.21 listed as capital, but there is no capital budget for this fiscal year. He is unsure if it was intended for last fiscal year. Mr. Castagno said he explained in an email the entry was part of

the capital budget and has now been moved to the Capital Projects Completed sheet. The capital budget is not subject to a fiscal year; when a project ends it is added to the Capital Projects Completed sheet. He added that the Treasurer's Report shows what has been paid.

Mr. Castagno made a motion to approve the Treasurer's Report dated 4/30/20 as submitted. Mr. Meek seconded the motion. The motion was approved.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Alfree reporting.

The committee did not meet.

- ABC Phone (Verizon) – The lease expires on 6/30/20. Verizon has agreed on a lease amount for another five-year lease. At the next Land Management Committee meeting lease terms will be ready for approval and recommendation to the Board for approval. Mr. Taylor commended Mr. Marinelli's work negotiating terms with this tenant. Mr. Alfree informed that Verizon is the first of our tenants asking for lease relief at the rate of 50% of the current lease for the next couple of months. We have refused their request without proof of hardship in writing. We are willing to waive late fees for several months. Further, Mr. Alfree said Verizon is aware they must pay any rent balance by a certain date. Mr. Castagno asked if they have agreed to the deferment being proposed in their agreement. Mr. Alfree said they have not seen an actual request for deferment. They have talked about deferment and we have told them 'no'.
- Dunkin Donuts – Mr. Alfree reported the tenant is waiting for an access agreement so they can file with New Castle County. Mr. Taylor will finalize the agreement and get it to Mr. Marinelli by the end of the week.

Mr. Alfree stated that Richard Stat's general manager passed away unexpectedly. Once arrangements have been made a card will be sent on behalf of the Trust.

OUTREACH COMMITTEE REPORT – Mr. Meek reporting.

Mr. Meek spoke of an issue involving the Arasapha Garden Club's 2019 grant award of \$2,000 and the grant process.

Arasapha Garden Club (Club) – The Club was approved for a grant of \$2,000 for the 2020-2021 fiscal year. Mr. Alfree said the Club's summary and receipts for 2019-2020 was attached to their 2020 grant request (submitted before 12/31/19). They were inadvertently missed and not paid by 3/31/20. This was not the error of the applicant and the Club will be reimbursed. Noting the bookkeeping issue associated with expenses from one fiscal year being paid in the next fiscal year, Mr. Alfree stated the award letter for future grant recipients will be made clear that receipts that cover the award given this fiscal year must be received by the Trust by 3/15/2021 or the applicant will forfeit reimbursement. Mr. Meek added the Outreach Committee will create an updated form to be uploaded to the website making it clear what the duties of the grant recipient are.

New Castle Senior Center (Center) – The Center submitted two requests for fiscal year 2020-2021. They were approved for a \$15,000 grant at the Budget Meeting, but the second request

Trustees of the New Castle Common
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for \$9,425 to replace ceiling lights with LED lighting was not noticed. The Board conducted a vote by phone and approved \$9,425 for the lighting.

Amendments will be made to the Finance Report and the year-end drawdown report.

Hermitage Natural Area (Area) – Mr. Meek said the Area was created as a capital project in 2016. The limited original plan is now complete and has been moved out of capital and is now maintenance. He described some of the maintenance required (ex.-removal of invasive plants, tree work). Mr. Alfree informed there is \$10,970 remaining in the Area budget. Mr. Meek plans to move forward with tree work in the Area. Due to the COVID-19 pandemic he has restricted volunteers from working in the natural area.

PROPERTY MAINTENANCE COMMITTEE – Mr. Clayton reporting.

(Property Maintenance Update provided to the Board.)

- Bulkhead/Living Shoreline Plan – Mr. Clayton reported the bulkhead sustained a lot of damage during a recent storm. A temporary fence has been put up to keep the public away. Mr. Castagno informed he is working with the City on a plan to identify emergency funding through the City to the Department of Natural Resources and Environmental Control for emergency grants to replace the wooden bulkhead with riprap or another solution. Further, if we cannot find emergency funding we will need to look at alternative funding, perhaps through the Trust. Mr. Castagno said Drew Hayes (Foresite Engineering) is preparing costing for design work. He noted that the high tide and winds put a lot of water on the park and the underground drainage performed well. He thanked Lynn Reisinger who helped clear the trail and Antonio’s Landscaping for their work cleaning up debris washed up by the high tide. Mr. Gallagher asked the Property Maintenance Committee to look at a temporary fix for a portion of the walkway where water has washed soil out from under the macadam causing a safety issue. Mr. Clayton will look at the area.
- “Bowling Alley” Parking for City (for construction to start in the spring) – Mr. Meek asked if funding has been arranged and if it is known how much it will cost. Mr. Clayton said this is for materials and is within the budget of what was approved. Mr. Castagno said the Property Maintenance Committee has received one bid and additional bids should be received soon; the committee is confident it will be under budget.
- Town Hall Shutters – Mr. Meek informed the Board of a resident’s complaint to him about the amount of noise that contractors were making during the work and language the contractor used when she approached them. Mr. Meek thinks someone should speak with the contractor. Mr. Clayton will follow up with the contractor.

FINANCE COMMITTEE REPORT – Mr. Castagno reporting.

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

Mr. Castagno reported the committee met with the Trust’s investment advisors to review the coronavirus situation. At the end of 2019 the Trust’s assets were at an all-time high. As of the end of April our blended account (including fixed assets and equity) were down about 10%. Both investment managers think it will take about 12-18 months to recover.

Trustees of the New Castle Common
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Drawdown Report 4/1-3/31/20 – Mr. Castagno drew attention to the line for Workman’s Compensation Insurance; only \$247 of \$10,000 budgeted has been spent. This is the result of getting Certificates of Insurance (COI) from contractors. Without a COI the Trust must cover workers compensation expenses. He thanked Barbara Alfree, Mary Fontinha, Mark Zitz, Mike Marinelli, and the Property Maintenance Committee for their work in securing COI’s from contractors.

Mr. Gallagher noticed a couple of items on the March drawdown and one on the April drawdown that are not on the capital budget. He provided the items to Mr. Zitz. Mr. Castagno will follow up with Mr. Zitz.

As of 4/30/20 Mr. Castagno said two projects were moved to the Capital Projects Completed list – Town Hall Brick Pointing and Shutters and the Meadows. When major improvements are finished they are moved to the completed list. Bee fixtures are part of the Meadows Plan. Now that major improvements are finished, meadows are under routine maintenance for each respective property. During the 3/29/20 Budget Meeting a meadow function under property maintenance (planting/seeds, labor, general maintenance) was included for every property with a meadow.

Revenues – Mr. Castagno reported 99% of rent collected and 96% collected in taxes. Sewer is down to about 72%; this is a timing issue associated with the mailing of sewer invoices. He said with all receipts forecasted in the last fiscal year we are at 97%.

OTHER COMMITTEES

Battery Park Committee – Mr. Castagno reporting.

The park is closed except for the walkway and other uses that obey the Mayor’s and Governor’s declarations under the current state of emergency.

Mr. Meek asked if the Mayor’s edict requiring citizenship to use the park has been extended after today. Mr. Toner informed that Mayor Quaranta has extended it to 5/12/20.

Mr. Castagno said there are no plans for bike police this year.

Bylaws Committee – Mr. Toner reporting.

Mr. Toner will generate an email to committee members and Mr. Taylor containing work to be addressed.

Election Committee – Mr. Episcopo reporting.

No report.

Encroachment Committee – Mr. Wilson reporting.

Mr. Wilson reported he sent an email earlier about discussions with several people in Dobbinsville. The drug problem in the playground area appears to be the reason why many encroachments (swing sets, trampolines, etc.) are taking place. Residents want to keep their

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children closer to their homes. Mr. Wilson thinks the area can be cleaned up except for swing sets and trampolines until City police are able to make the area safer.

Mr. Castagno stressed that encroachment letters protecting the Trust from adverse possession should still be sent out. Emphasis will be included in the letter stating that while swing sets are being allowed for a period of time, the area remains Trust property. Mr. Wilson mentioned a trash pile on the river side of Dobbinsville that will be included in the cleanup. Mr. Gallagher wants encroachment letters to go out to areas outside of Dobbinsville.

Ward Triangle Meadow – Mr. Gallagher asked Mr. Taylor if the Trust will have additional liability associated with bees. Mr. Taylor said there is no additional liability to the Trust per se and he has not found any beekeepers association that provides automatic insurance. If someone gets stung they could file suit against the Trust. Mr. Taylor said it is the Trust's decision concerning risk tolerance. He suggested fencing and/or signage around the area. Mr. Wilson clarified the Trust only has bee hives at the Ward Triangle Meadow. Bee hives elsewhere are privately owned.

Mr. Gallagher talked to Mr. Marinelli who believes bee hives that Tom Lunt is using are on Trust property. Because of the close proximity to houses, Mr. Gallagher thinks Mr. Lunt should receive a letter. Mr. Clayton added that students have bee hives along the hedgerow at Penn Farm. Mr. Wilson is unaware that permission was given for bee hives.

Fort Casimir Honey Co. – Mr. Lunt is managing his own bee hives and is the volunteer manager of Trust bee hives. Mr. Toner questioned what happens to honey from Trust bee hives. Mr. Wilson is unsure and will look into it. He will explore possible charitable groups to receive proceeds from the sale of the honey. Mr. Gallagher suggested possibly including compensation to Mr. Lunt for his work.

COMMUNICATIONS – Mr. Alfree reporting.

- Mr. Alfree said that Board minutes for 3/3/20 were not included in Board packs for this month and will be on the agenda in June.
- Committee assignments were distributed to the Board and become effective on 6/1/20.
- A 'recycle event' is being planned for the first week in June.

Public Comment

Due to circumstances associated with the pandemic the meeting was conducted via conference call.

ACTION ITEMS

- Leases documenting insurance -- Land Management Committee talked about having leases documenting insurances.
- Dog Waste – (5/7/19) Mr. Meek will speak with City Council concerning documentation stating the City will commit to empty the containers. (6/4/19) Property Maintenance Committee and Battery Park Committee to make recommendation to the Board.

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- 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 before the Board, Mr. Episcopo made a motion to adjourn the meeting. Mr. DeAscanis seconded the motion. The meeting was adjourned at 8:50 p.m.

Deborah P. Turner
Stenographer

Trustees of the New Castle Common
Meeting Minutes
June 2, 2020

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

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

Absent: H. Gambacorta

The monthly meeting of the Trustees was held on Tuesday, June 2, 2020. The meeting was held by phone due to the State of Emergency caused by the corona virus pandemic. Mr. Gallagher called the meeting to order at 7 p.m. A moment of silence was called.

President's Communication

Mr. Gallagher announced a quorum is present as required by the Modern Rules of Order.

Monthly Calendar – Shred Event – *6/11/20; Property Maintenance Committee – 7/3/20, 8 a.m.; Land Management Committee – 7/2/20, 5 p.m.; TNCC Board Meeting – 9/1/20, 7 p.m.

*Materials for shredding should be taken to the Trust Office by close of business on 6/10/20.

Minutes

3/3/20 TNCC Meeting Minutes – Correction was made. **Mr. Wilson made a motion to approve the 3/3/20 TNCC Meeting minutes as amended. Mr. Alfree seconded the motion. The motion was approved.**

5/5/2020 TNCC Meeting Minutes – **Mr. Episcopo made a motion to approve the 5/5/20 TNCC Meeting Minutes as distributed. Mr. Clayton seconded the motion. The motion was approved.**

Treasurer's Report – Mr. Castagno reporting.

Treasurer's Report for 5/31/2020 was sent out electronically prior to the meeting.

Mr. Castagno informed the Trust's banking is now with PNC Bank. Further, he said a credit card is being used to pay bills that provides a 1% discount. These funds and interest income from the savings account will help offset the service charge expense.

Mr. Castagno made a motion to approve the Treasurer's Report dated 5/31/20 as submitted. Mr. DeAscanis seconded the motion. The motion was approved.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Alfree reporting.

The committee met on 5/28/20.

- ABC Phone (Verizon) – Mr. Taylor said rental terms were agreed to; he is finishing the lease amendment and will get it to Mr. Marinelli this week.
- Dunkin Donuts – Mr. Alfree reported the tenant has the documents needed for the access agreement and can file with New Castle County.
- Survey/encroachment concern on a property on Third Street (before the vacant lot and tennis courts) – The property has been added to the list of properties to be surveyed this fiscal year to determine ownership of the property. Mr. Wilson has spoken with Matthew

Trustees of the New Castle Common
Minutes of June 2, 2020

Capanna (on behalf of the Encroachment Committee) who acknowledged the dispute and that part of his fence may be on Trust property. Mr. Capanna is willing to agree to move off the property should the Trust need the property.

- Third and Chestnut Streets -- One of our surveys revealed the Tom Lunt property at Third and Chestnut Streets is encroaching on Trust property when Mr. Lunt steps off his porch on the Third Street side. In addition it was noted that Mr. Lunt parks his vehicle on Trust property. Mr. Wilson spoke with Mr. Lunt on behalf of the Encroachment Committee and has turned the matter over to the Land Management Committee. Mr. Alfree is scheduled to meet with Mr. Lunt on 6/4/20 to see what Mr. Lunt would like to do about the encroachment. The committee decided a land swap is needed and they will make a recommendation to the Board.
- Wheely's Farm Stand – They have approval and are ready to open. Messrs. Gallagher and Alfree will sign the lease, effective the day they are to open.
- Colonial School District (District) – New Castle Elementary School (old Wm. Penn High School) – The District sent a letter to the Trust asking for improvements to 9th Street Extended on the roadway behind the school. The District uses the roadway for pickup of students. In addition to roadway improvements the District wants to remove some trees, take down the fence and move 5 to 10 feet onto Trust property. Mr. Alfree said the Trust owns 9th Street Extended all the way to the Hermitage. In discussions with the District, Messrs. Alfree and Marinelli indicated if the Trust gives them a 5 to 10 foot easement we would ask that the District pay for some part of road improvements that includes the 'circle' at the Hermitage. The committee is asking the contractor to give us a price to mill and pave 9th Street Extended and the Hermitage circle. Mr. Alfree outlined options the committee plans to present to the District. Mr. Wilson said the District was made aware years ago that 9th Street Extended belongs to the Trust. Mr. Taylor will look for a paper trail and include it in the easement making it clear the Trust owns the street.
Mr. Marinelli suggested giving the street a different name. Mr. Meek suggested Hermitage Road. No opposition from the Board.

Mr. Castagno requested the Land Management Committee evaluate and deliberate the possibility of capturing some economic consideration for the amount of property that MSC currently uses on Trust property. MSC is a commercial enterprise. Mr. Castagno added that MSC now charges the Trust for utilities and capital improvements even on non-commercial properties. He thinks this is a fair way to approach the matter. Mr. Marinelli noted if there are any easements in place he is unsure if changes can be made. Mr. Taylor will review the matter and provide feedback.

Progressive Club – Mr. Gallagher asked Mr. Wilson for an update on the status of the Trust acquiring the property. Mr. Wilson has a call scheduled with Barbara Hony to discuss and then will refer her to Mr. Alfree with the Land Management Committee.

OUTREACH COMMITTEE REPORT – Mr. Wilson reporting.
The committee will be meeting over the summer.

PROPERTY MAINTENANCE COMMITTEE – Mr. Clayton reporting.

(Property Maintenance Update provided to the Board.)

- Bulkhead/Living Shoreline Plan – Mr. Castagno said the committee anticipates getting quotes for bulkhead removal over the summer. He spoke to The Conservation District to learn the process for expediting permits and identifying emergency funding.
- Battery Park -- Mr. Clayton explained the process to be used to reopen the restrooms in Battery Park as it relates to the Property Maintenance Committee. Mr. Alfree disagrees with opening the restrooms in Battery Park at this time. He said the Trust should not incur expenses associated with opening the restrooms if the City is not doing the same. Mr. Wilson suggested keeping the restrooms closed going forward. This issue will be discussed further later in the meeting.
- Mr. Gallagher revisited the matter of the Property Maintenance Committee looking at a temporary fix for a portion of the walkway where water has washed soil from under the macadam causing a safety issue. Mr. Gallagher cited concern with Trust liability should someone get hurt in the area and the Trust knowing a safety issue is present. Mr. Castagno noted there are funds budgeted in the maintenance budget for walkway repairs.

Fifth Street Library -- Mr. Castagno reported the committee has satisfied the HVAC issue at the Fifth Street Library. He recognized Tom Clayton's work to get the work completed.

Meadows – Mr. Wilson reported that all the meadows have been cut and seeded for this year. We have our own bees on the Ward property. Tom Lunt is a volunteer beekeeper managing the Trust's bee hives. Mr. Wilson is working with Foresite Engineering to develop a plan to install a natural walking bridge going into the Bull Hill meadow. He will keep the Board informed of his progress.

Hermitage Natural Area (Area) – Mr. Meek will continue to oversee the Area and work with the committee when support is needed.

FINANCE COMMITTEE REPORT – Mr. Castagno reporting.

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

Mr. Castagno reported as of the end of May the Trust's invested capital was down 9% from the Trust's assets all-time high at the end of 2019.

Drawdown Report – Revenue page – Mr. Castagno reported through the COVID-19 experience we have worked with our tenants experiencing hardship allowing deferment of rent. Mr. Castagno explained that tenants get relief now but are expected to satisfy their rent obligation by March 2021. He noted maximum deferment of less than 5%. Mr. Castagno thanked Messrs. Marinelli, Alfree, Gallagher, and Taylor for their work to facilitate deferment.

Operating Budget for 5/31/20 – Mr. Castagno reported that two projects are now completed. Old Town Hall finished with a surplus and the Fifth Street Library is done. They will be moved to the Capital Projects Completed list.

OTHER COMMITTEES

Battery Park Committee – Mr. Castagno reporting.

Reopening of Battery Park – Mr. Castagno reviewed a plan developed by the committee (dated 5/30/20) outlining proper precautions from a health perspective and ensuring the plan is manageable for the Board through the Property Maintenance Committee. He wants the Board to vote on the plan that includes the closure of restrooms and playground equipment and then determine opening restrooms and playground equipment as information is received. Mr. Alfree believes that playground equipment should be removed. Mr. Castagno said the Governor has announced Phase II for reopening the State's economy to begin on 6/15/20.

Mr. Castagno made a motion to approve the plan dated 5/30/20. Mr. Alfree seconded the motion. Motion approved.

The Board was advised to send information from government agencies, etc. to Mr. Castagno to help the committee to formulate a proposal for Board approval for reopening Battery Park. Voting will be via electronic vote. There was no opposition from the Board.

Bylaws Committee – Mr. Toner reporting.

No report.

Election Committee – Mr. Episcopo reporting.

Mr. Episcopo informed the Department of Elections advised the closest date to secure a voting machine for the Trustee election would be 8/29/20. There are no dates available September to November. He asked the Board to keep this date confidential to give him time to meet with Messrs. Gallagher, Alfree, Castagno and Marinelli, and he will then contact the candidates. It is recognized the date is contingent on the status of the COVID-19 virus. There was brief discussion about changing voting procedures to vote in the Trust Office. Mr. Episcopo said this would constitute a bylaws change. And, while there is merit to the idea, the Board agreed to keep with the current procedure of voting at Good Will Fire Co. since the election is being rescheduled from March.

Encroachment Committee – Mr. Wilson reporting.

Mr. Wilson reported encroachment letters have been sent.

Dobbinsville – Encroachment letters have been sent giving the deadline of 6/15/20 for residents to remove personal property off of Trust property. At that time Messrs. Wilson and Marinelli will manage cleanup of the properties not in compliance. Mr. Wilson expects problems with cleanup on the river side of Dobbinsville with some residents.

COMMUNICATIONS – Mr. Alfree reporting.

- A 'thank you' note from Beverly Ross was received on the death of a family member.
- A 'recycle event' is planned for 6/11/20.
- A letter was received from Pam Patone at MSC informing that MSC is looking for a location downtown for an electric vehicle charging station. Mr. Alfree will meet with Ms. Patone and keep the Board updated. Mr. Marinelli suggested the Land Management Committee include this matter when they discuss Mr. Castagno's suggestion (earlier in meeting).

Trustees of the New Castle Common
Minutes of June 2, 2020

Public Comment

Due to circumstances associated with the pandemic the meeting was conducted via conference call.

ACTION ITEMS

- Leases documenting insurance -- Land Management Committee talked about having leases documenting insurances.
- Dog Waste – (5/7/19) Mr. Meek will speak with City Council concerning documentation stating the City will commit to empty the containers. (6/4/19) Property Maintenance Committee and Battery Park Committee to make recommendation to the Board. (6/2/20) **Mr. Meek said we have no intention of placing dog waste poles in the park; therefore, there is no need to speak to City Council. The item is being removed from Action Items.**
- 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 before the Board, Mr. Alfree made a motion to adjourn the meeting. Mr. Episcopo seconded the motion. The meeting was adjourned at 8:35 p.m.

Deborah P. Turner
Stenographer

Trustees of the New Castle Common
Meeting Minutes
September 1, 2020

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, H. Gambacorta, J. Meek, P. Toner, C. Viola, T. Wilson, and A. Taylor, Esq.

Also present: D. Turner, Stenographer

Absent: C. DeAscanis

The monthly meeting of the Trustees was held on Tuesday, September 1, 2020. The meeting was held by phone due to the State of Emergency caused by the corona virus pandemic. 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 thanked the Election Committee (Chairman Episcopo, Messrs. Clayton, DeAscanis, Yacucci, Alfree, Wilson and Toner) and all the Trustees who helped with the election. He recognized Mr. Marinelli, Mrs. Fontinha, and Mrs. Alfree who handled early voting. More votes were processed during early voting than on Saturday.

Mr. Gallagher welcomed new Trustee Brenda Antonio. Ms. Antonio will serve on the Land Management Committee and Outreach Committee.

Monthly Calendar – Property Maintenance Committee – 10/2/20, 5 p.m.; Land Management Committee – 10/1/20, 5 p.m.; TNCC Board Meeting – 10/6/20, 7 p.m.
Outreach Committee – tentative 9/8/20 meeting via Zoom or phone

Minutes

6/2/20 TNCC Meeting Minutes – Corrections made. **Mr. Gambacorta made a motion to approve the 6/2/20 TNCC Meeting minutes as amended. Mr. Episcopo seconded the motion. The motion was approved.**

Treasurer's Report – Mr. Castagno reporting.

Treasurer's Reports for 6/30/20, 7/31/20, and 8/31/20 were sent out prior to the meeting.

6/30/20 -- **Mr. Castagno made a motion to approve the Treasurer's Report dated 6/30/20 as submitted. Mr. Gambacorta seconded the motion. The motion was approved.**

7/31/20 -- Mr. Castagno noted an adjustment to Property Maintenance, Battery Park – Repairs to River Walk Path Sink Holes (Capital) will be moved to Operating (Living Shorelines).

Mr. Castagno made a motion to approve the Treasurer's Report dated 7/31/20 as submitted. Mr. Clayton seconded the motion. The motion was approved.

8/31/20 – Mr. Wilson reported the purchase of honey from Tom Lunt for all Trustees. He confirmed with the Finance Committee that the purchase would not cause a budget issue.

Mr. Castagno made a motion to approve the Treasurer’s Report dated 8/31/20 as submitted. Mr. Gambacorta seconded the motion. The motion was approved.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Alfree reporting.

- Third and Chestnut Streets – Tom Lunt was sent an encroachment letter. A piece of property towards the dike will be surveyed to determine ownership of the land.
- Airbase Carpet Mart – Mr. Taylor will look into the status of the lease.
- Pusan – Mr. Taylor will follow up with Mr. Marinelli about their agreement.
- Colonial School District (District) – New Castle Elementary School (old Wm. Penn High School) – The District is asking the Trust for improvements to 9th Street Extended on the roadway behind the school that is owned by the Trust. The District uses the roadway behind the school for offloading of students. In addition to roadway improvements the District wants to remove/trim some trees, take down the fence and move 5 to 10 feet onto Trust property at District expense. Several pieces of equipment belonging to the District are on Trust property by upwards of 10 feet. The District was asked to pay for part of the road improvements that includes the ‘circle’ at the Hermitage while the Trust would grant a 5 to 10 foot easement. The District does not have funding for the project. They would like to remove some trees along the fence at their expense. Mr. Alfree said the Board needs some type of temporary easement/agreement addressing liability for vehicles using 9th Street Extension.

Progressive Club – Mr. Alfree reported the committee continues attempts to schedule a meeting with representatives (Barbara Hony and Reverend Williams) of the organization to determine their interest in the Trust purchasing the property. He reminded the Board of our interest in purchasing the property at a reasonable amount and either demolish the building and replace it with a historic sign or leave the building intact and maintain the grass. The building is in poor condition; some Board members indicated they are not in favor of maintaining the building. Mr. Gallagher stated if the Progressive Club is not cooperative the Trust should abandon efforts and move on.

OUTREACH COMMITTEE REPORT – Mr. Wilson reporting.

The committee met in June. They reviewed some of the grant applications and will redo the grant request sheet.

PROPERTY MAINTENANCE COMMITTEE – Mr. Clayton reporting.

(Property Maintenance Update provided to the Board.)

Mr. Meek reported a resident contacted him about whether surveying being done behind her property is associated with the Battery Park Redevelopment Plan or a railroad trail. Mr. Clayton informed that no Trust surveying is being done in the resident’s area.

Bees – At Mr. Gallagher’s request, Mr. Wilson reviewed the Trust’s bee arrangement with Tom Lunt.

Trustees of the New Castle Common
Minutes of September 1, 2020

- Ward Triangle -- Bees belong to the Trust. Mr. Lunt is a beekeeper for the Trust. Mr. Lunt purchased bee hives for the Trust when he purchased his own bee hives and was reimbursed by the Trust. Mr. Lunt monitors and treats the bees for disease and harvests honey when supplies warrants.
- Third and Chestnut Streets – Bees belong to Mr. Lunt.
- Hermitage Natural Area – Mr. Meek reported four (4) bee hives are now in the area. Mr. Wilson is uncertain who owns the bees.

Mr. Wilson announced the Trust does not want to be in the honey business. Honey harvests belong to Mr. Lunt in exchange for his work. Mr. Wilson explained the bees are needed for pollinating flowers in the meadows and the Hermitage Natural Area. The bees also pollinate residents' yards in the areas.

Mr. Gallagher would like all bee hive arrangements to be identical. He asked Mr. Wilson to coordinate arrangements with Mr. Meek.

FINANCE COMMITTEE REPORT – Mr. Castagno reporting.

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

Capital Improvement Request (emailed to all Board members) – A proposal for removal of the dilapidated bulkhead and shoreline enhancement at a cost of \$75,000 was proposed. Mr. Castagno explained that work includes improving a section of shoreline connecting with the existing riprap to Delaware Street, removing old concrete and the old wooden bulkhead.

The City is the applicant to the Army Corps of Engineers. The application will be submitted soon and work will begin once the permit is processed. Three (3) quotes have been received; the Property Maintenance Committee is working through them.

Mr. Castagno reported there is about \$26,000 in the Living Shoreline engineering budget that will be put back in the budget.

Mr. Gambacorta made a motion to install a living shoreline, remove the old wooden bulkhead and replace with riprap at a cost of \$75,000. Mr. Meek seconded the motion. The motion was approved.

Audit -- (Hard copies of the audit put in Board mailboxes.) The committee met with the new auditors. Mr. Castagno noted it is best practice to change auditors every 3-5 years. He recognized Messrs. Mike Marinelli, Mark Zitz and Mrs. Mary Fontinha for their hard work with the audit.

Drawdown Reports (6/30/20, 7/31/20, 8/31/20) – Mr. Castagno reviewed each report. Drawdown Report (8/31/20) -- With approval of the Capital Improvement Request, the line item for Living Shoreline will be moved from the Capital Budget to the Capital Projects Completed page.

Trustees of the New Castle Common
Minutes of September 1, 2020

Deferment of lease payments – Mr. Castagno reported some tenants requested deferment based on difficulties associated with the pandemic; however, all but one tenant will be caught up by the end of September. The remaining tenant will be caught up by end of the year.

OTHER COMMITTEES

Battery Park Committee – Mr. Castagno reporting.
The park is closed due to the corona virus pandemic.

Bylaws Committee – Mr. Toner reporting.

Mr. Alfree said the Board wants to look into changing how elections are conducted. Any change would require a major bylaws adjustment. Mr. Castagno proposed the Elections Committee have a draft process ready for review before the next Board meeting.

Election Committee – Mr. Episcopo reporting.

Mr. Episcopo reported on the 8/29/20 election results as follows:

- A total of 426 votes were cast.
Brenda W. Antonio received 345 votes. Angelo J. Rispoli received 81 votes.
- Early voting – A total of 252 votes were cast.
Brenda W. Antonio received 218 votes. Angelo J. Rispoli received 34 votes.
- Saturday -- A total of 174 votes were cast.

Ms. Antonio was sworn in as a Trustee.

Mr. Episcopo thanked everyone for their help with the election. He added that many challenges were experienced and met from getting the election scheduled to new voting machines.

Encroachment Committee – Mr. Wilson reporting.

Dobbinsville – The committee is working with residents; significant improvements made. The committee continues to address an issue involving a fire pit. The resident has been given a final warning. Mr. Wilson plans to talk with Mr. Marinelli about signage for the area alerting residents that possessions left on Trust property may be removed at any time. Mr. Gallagher questioned items still remaining on Trust property and asked Mr. Wilson to take photos when the area is clear.

MSC Relationship/Trust Representative

Mr. Castagno explained the Municipal Services Commission (MSC) has three (3) commissioners. Commissioners are appointed by the Mayor, City Council and the Trustees of the New Castle Common. Mr. Castagno is making a recommendation to relinquish the Trust's appointment. The Trust's next appointment is March 2021. If the Trust decides to forego having a representative, MSC would need to make a charter change.

Trustees of the New Castle Common
Minutes of September 1, 2020

Mr. Alfree said he has talked with MSC Secretary, Pam Patone, telling her the Board is considering their options. He noted when the Trust appoints someone to the Board of MSC no guidance is given to that person. Further, Mr. Alfree noted in the last several months the Trust's appointment has voted to charge the Trust or not approve assistance with Trust projects.

Mr. Gambacorta is not in favor of giving up the Trust appointment saying the appointment has existed almost 50 years. He believes the Trust appointment to MSC is a representative of the community and we will lose credibility if we discontinue the appointment. Mr. Meek prefers having a cordial relationship with some influence on the MSC Board.

Mr. Alfree noted the topic is significant and asked all members of the Board to think about the subject and be prepared to discuss next month.

Mr. Castagno made a motion to authorize the Trust Secretary to communicate with the MSC Secretary our interest in relinquishing our appointment to the commission. Mr. Wilson seconded the motion.

Mr. Alfree suggested tabling further discussion until the October meeting to allow Board members time to consider the proposal. **No vote was taken.**

Next Meeting – The Board discussed the concept of Zoom meetings. Mr. Gallagher does not consider Zoom meetings to be any more efficient as conference calls. Mr. Meek believes the public should have access to meetings. The Board thinks there is benefit to having an in-person meeting.

Mr. Wilson made a motion to hold the October Trustee Board Meeting in the New Castle Library with six-foot social distancing with only Trustee members and associates present. Mr. Gambacorta seconded the motion.

Mr. Gallagher informed that Terri Gormley, *New Castle Weekly*, has requested calling into Trustee meetings to get information to the public. He believes getting information to the public via the newspaper is advantageous. Ms. Gormley would be considered an 'associate.' Mr. Gallagher cited safety concerns associated with the pandemic for not opening to the public. Mr. Episcopo suggested inviting the public to submit questions.

As President, Mr. Gallagher announced the Trustees' October meeting will be held in the New Castle Library with six-foot social distancing and only Trustee members and associates present.

COMMUNICATIONS – Mr. Alfree reporting.

- The Trust received 'thank you' notes from two scholarship recipients – Elizabeth Ciskanik and Mary Sullivan-Ritter.

Mr. Wilson made a motion to allow Mr. Taylor access to funding, if necessary, to provide each Board member with an updated and current copy of the Trust's charter. The idea was met with some resistance. Mr. Taylor said the 'blue book' is incomplete in that it ends in 1944; however, it would be helpful to have one consolidated document to show what has been added and what has been deleted over time. **The motion died for lack of a second.**

Mr. Wilson suggested creating a City of New Castle Historic Sports Complex on the property of the New Castle Little League. There is citizen support for flag football and basketball. He asked for a committee to look into the project.

Mr. Wilson asked that political or group flags not be displayed on Trust properties. He was offended by a flag hanging in the New Castle Library. He raised the issue with President Gallagher who advised he could express his opinion as a private citizen. Mr. Gallagher said while the Trust owns the library building we have nothing to do with the operations of the library. Further, Mr. Gallagher warned that telling non-profits we provide funding to how to operate is a slippery slope. Mr. Taylor will look into the matter and render an opinion.

Mr. Gallagher received a letter from a resident of Fourth Street saying she fell in a hole as she walked across the Battery. He received the letter six (6) weeks after the resident fell, but she wanted to make sure it didn't happen to someone else. Mr. Gallagher wrote the resident telling her the problem has been fixed.

Mr. Gallagher received an email from a citizen asking about Trust meetings going to Zoom. He will respond back informing we will not be using Zoom and are looking at other options.

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 before the Board, Mr. Episcopo made a motion to adjourn the meeting. Mr. Clayton seconded the motion. The meeting was adjourned at 9 p.m.

Deborah P. Turner
Stenographer

Trustees of the New Castle Common
Meeting Minutes
October 6, 2020

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

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

Absent: B. Antonio

The monthly meeting of the Trustees was held on Tuesday, October 6, 2020. The meeting was held in the New Castle City Library allowing ample room for physical distancing. 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 said he has responded to all questions received during the month. He reiterated he will not respond to the same question repeatedly.

Mr. Gallagher announced that Trustee Henry Gambacorta has resigned from the Trustees of the New Castle Common, effective 9/30/20. (*Mr. Gallagher read Mr. Gambacorta's letter aloud.*) Mr. Gambacorta was the last lifetime member of the Trust. Mr. Gallagher recognized Mr. Gambacorta for his 48 years as a Trustee noting that during his tenure he has held all officer positions, some multiple times. Mr. Gallagher thanked Mr. Gambacorta for his enormous contribution to the Trust and to the City of New Castle, adding he will be sorely missed on the Board.

Future meetings – Mr. Gallagher stated that Trustee meetings will take place at the New Castle City Library for the foreseeable future. Attendance will remain limited to the Board and associates citing safety reasons for not opening meetings to more people.

Monthly Calendar – Property Maintenance Committee – TBD; Land Management Committee – 10/29/20, 5 p.m.; Outreach Committee – 10/19/20, 7 p.m.; Finance Committee – 10/21/20, 4 p.m.; TNCC Board Meeting – 11/3/20, 7 p.m.

Minutes

9/1/20 TNCC Meeting Minutes – Corrections made. **Mr. Clayton made a motion to approve the 9/1/20 TNCC Meeting minutes as amended. Mr. DeAscanis seconded the motion. The motion was approved.**

Treasurer's Report – Mr. Castagno reporting.

Treasurer's Report for 9/30/20 was sent out prior to the meeting.

Mr. Castagno made a motion to approve the Treasurer's Report dated 9/30/20 as submitted. The motion was seconded. The motion was approved.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Alfree reporting.

- Getty Oil/Dunkin Donuts – Getty Oil has informed they will no longer enter into long-term leases. Their present lease expires 2/28/21. The committee learned that Getty Oil is

Trustees of the New Castle Common
Minutes of October 6, 2020

subleasing without the Committee's knowledge, a violation of the lease. The committee believes it is important to have an environmental clearance from Getty before their lease expires.

- Pusan – Mr. Taylor made revisions to the agreement. Pusan's bank attorney is expected to contact Mr. Taylor to go over revisions. Mr. Gallagher would like to get this matter resolved citing the amount of time already invested.
- Tremont – The broker agreement with Mr. O'Hara is officially cancelled.
- M&T Drive Up – The lease expires 8/25/21. M&T would like to renew their lease. The committee will be working with them on a 5-10 year lease.
- Property surveys – Three property surveys have been surveyed to date. There is still money in the budget for additional surveys. The committee requested that Board members let them know if they have a property to be surveyed. Mr. Meek would like Vandemark & Lynch (surveyor) to install a more permanent monument in the ground in the back of the New Castle Elementary School (next to the Hermitage Nature Area). Mr. Alfree asked the surveyor for actual detailed prints of each property the surveyor has surveyed.
- Colonial School District (District) – New Castle Elementary School (old Wm. Penn High School) – Messrs. Alfree and Marinelli and Mrs. Antonio have meet with the District several times. No progress to date; the committee will wait to hear from the District.
- Progressive Club – Mr. Alfree reported efforts to talk with Club representatives have been unsuccessful. A letter will be sent to President Barbara Hony informing if they want to talk about the Trust's interest in the Progressive Club they must contact us.
- Airbase Carpet Mart – Mr. Marinelli said the amended agreement needs to be signed. Once signed it will satisfy the auditor's concerns.

Mr. Alfree said two (2) trees on Trust property are leaning on the fence along the back border of the school (Colonial School District) and will be removed. Removal of damaged trees from storms located in Battery Park will be included with this work.

OUTREACH COMMITTEE REPORT – Mr. Wilson reporting.

Mr. Wilson announced that 2021-22 grant applications will be available on the website tomorrow (10/7/20). The committee will meet regularly through March.

PROPERTY MAINTENANCE COMMITTEE – Mr. Clayton reporting.

(Property Maintenance Update provided to the Board.)

- Bulkhead/Living Shoreline Plan – Work will begin in November, pending approval of permits.
- Frenchtown Ticket House (rebuilding the Ticket House) – Work is behind schedule due to difficulty finding materials.
- Tree planting – Native trees will be planted in Battery Park to replace trees lost in storms. John Antonio will do the planting and is familiar with trees acceptable in the City.
- Farm Stand – Mr. Alfree inquired about getting the roof covered. Mr. Clayton said that dirt would be removed from the top of the roof soon. The roof will then be capped.

Capital Improvement Plan (CIP) Projects

Mr. Castagno presented the Ferry Wharf Properties Concept Plan at a cost of \$3,500. He reviewed the concept plan and map provided to the Board. Purpose of the project is to improve access to meadow and river viewing, improve the existing parking lot (2nd & Chestnut Streets), and address storm water management. Once a concept plan is developed focus will turn to developing an engineering plan and funding for construction. Discussion followed.

Mr. Castagno made a motion to approve the capital request of \$3,500 to develop a concept plan for Ferry Wharf properties. Mr. Clayton seconded the motion. The motion was approved.

Mr. Castagno presented a capital request for Battery Park -- New Castle-Frenchtown Railroad Grant Match at a cost of \$25,000. Scope of work includes the design and engineering of the Historic New Castle-Frenchtown Railroad Trail. Mr. Castagno noted the project is contingent on successfully getting a matching grant of \$25,000 from the Department of Natural Resources and Environmental Control's "Rails to Trails" program. The City of New Castle will apply for the grant. Mr. Castagno reviewed the description of improvements and map provided to the Board. He said we would seek grant funding for construction once the design and engineering is complete. Mr. Meek objects to the Board not being given the opportunity to discuss what will be in Battery Park going forward, i.e., bandshell, etc.

Mr. Meek made a motion that the Board table making a decision tonight, rather, we should review the request and discuss what we want Battery Park to look like at the next Board meeting. The motion died for lack of a second.

Mr. Castagno made a motion to approve the grant request as submitted. Mr. Clayton seconded the motion. The motion was approved by a vote of 10 in favor and 1 opposed (Meek).

Sports Complex – A concept design (prepared by a vendor) of a potential sports complex to be located near the Little League fields/Bellanca was distributed to the Board. Two regulation basketball courts and multipurpose fields are included. The subject will be discussed at the next Board meeting.

FINANCE COMMITTEE REPORT – Mr. Castagno reporting.

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

Mr. Castagno reviewed the documents.

OTHER COMMITTEES

Election Committee – Mr. Gallagher reporting.

Mr. Gallagher announced a vacancy on the Board, effective 9/30/20. A committee will be established. Any Trustee wishing to serve on the committee should contact Mr. Gallagher.

Battery Park Committee – Mr. Castagno reporting.

The park is still closed; however, there are a number of groups expressing interest in cleaning the beach.

Bylaws Committee

Mr. Castagno distributed draft amendments for certain Policies, Procedures, and Bylaws for Board consideration. The Board was asked to review the amendments and be prepared to discuss at the next Board meeting.

Encroachment Committee – Mr. Wilson reporting.

Dobbinsville – Mr. Wilson reported that encroachment has now increased in the area. He proposed sending letters to residents providing a deadline to remove encroachments. The committee will work with a vendor to discard items not removed. The Board agreed with Mr. Wilson's path forward. Mr. Alfree commended Mr. Wilson's efforts to get the residents to clean up their neighborhood.

Mr. Castagno indicated the Board started working on a policy statement for open space some time ago. The statement would establish the Trust's policy that allows for taking action as needed when encroachments are present on any Trust property. Mr. Gallagher assigned the issue to the Land Management Committee.

Bee Hives -- Mr. Alfree informed he asked Mr. Taylor to develop a legal agreement between the Trust and Tom Lunt that covers both parties as it pertains to beehive operations. Mr. Alfree asked for a draft by the Board's next meeting. The Land Management Committee will oversee.

COMMUNICATIONS – Mr. Alfree reporting.

No communications were received.

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 adjourn the meeting. The motion was seconded. The meeting adjourned at 8:25 p.m.

Deborah P. Turner
Stenographer

Trustees of the New Castle Common
Meeting Minutes
November 3, 2020

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, November 3, 2020. The meeting was held in the New Castle City Library allowing ample room for physical distancing. 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 said he has responded to all questions received during the month.

Mr. Gallagher has appointed Messrs. Clayton, DeAscanis, Episcopo, Toner and Wilson to the Election Committee.

Monthly Calendar – Property Maintenance Committee – 11/23/20, 4 p.m.; Land Management Committee – 11/24/20, 5 p.m.; Outreach Committee – 11/16/20, 7 p.m.; TNCC Board Meeting – 12/1/20, 7 p.m.

Minutes

10/6/20 TNCC Meeting Minutes – Corrections made. **Mr. Alfree made a motion to approve the 10/6/20 TNCC Meeting minutes as amended. Mr. Wilson seconded the motion. The motion was approved.**

Treasurer's Report – Mr. Castagno reporting.

Treasurer's Report for 10/31/20 was sent out prior to the meeting.

Mr. Castagno made a motion to approve the Treasurer's Report dated 10/31/20 as submitted. The motion was seconded and approved.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Alfree reporting.

- Mr. Marinelli reported that Receivables are in good shape. He is working with some tenants who are behind in their rent to resolve the issue.
- Getty Oil/Dunkin Donuts – The committee requested and received an appraisal for the property. The committee will start lease negotiations with Kenny Patel next week. Mr. Marinelli has talked with a representative for Getty Oil who assured him that their subtenant is responsible for all environmental remediation before the lease expires and will make sure it is handled properly.
- Pusan – The lease agreement has been signed and turned over to them. In addition, they are picking up insurance and taxes.
- Lunt – Mr. Taylor is investigating the Lunt property as it relates to a parcel of land that Vandemark & Lynch designated as being owned by the William Herbert estate. Once his investigation is done we will speak with Mr. Lunt about cleaning up encroachment issues.

Trustees of the New Castle Common
Minutes of November 3, 2020

- Bees – The committee will be adding this item as a separate agenda item going forward. The committee is working with Mr. Taylor to develop a legal agreement that protects the Trust and Mr. Lunt as it relates to Mr. Lunt’s beekeeping operation.
- M&T Drive Up – The lease expires 8/25/21. M&T would like to renew their lease. The committee will begin negotiations with them.
- Property surveys – Mr. Marinelli is pricing permanent markers and may have a quote before the next Board meeting. **Mr. Alfree made a motion authorizing Mr. Marinelli to move forward if the permanent markers cost less than \$2,500 at the Hermitage. Mr. Castagno seconded the motion. The motion was approved.**

Representing the Property Maintenance Committee, Mr. DeAscanis reported the committee would like to look into disposing of Trust property on Moore’s Lane (between the homes and the new storage facility). The Land Management Committee will put the issue on their agenda.

Mr. Wilson suggested the committee look into the purpose of the Trustee-owned parcel of land behind the Burger King and Chick-fil-A on Route 13. Mr. Castagno said there could be a revenue opportunity from billboards at the site.

OUTREACH COMMITTEE REPORT – Mr. Wilson reporting.

Mr. Wilson announced that grant applications have been posted. The committee has advertised in the newspaper and there will be an insert in the MSC billing.

PROPERTY MAINTENANCE COMMITTEE – Mr. Clayton reporting.

(Property Maintenance Update provided to the Board.)

Mr. Clayton reviewed the report with the Board.

Capital Improvement Plan (CIP) Projects

CORRECTION -- Ferry Wharf Properties Concept Plan (Plan) -- \$3,500 – Mr. Castagno noted a mistake relating to the cost that was reported in October; the actual cost of the Plan is \$5,300.

Mr. Castagno made a motion to approve the adjustment to the capital request to \$5,300 to develop a concept plan for Ferry Wharf properties. The motion was seconded and approved.

Good Will Fire Co. – Cupola Restoration -- \$7,000 – Mr. Clayton reported the weather vane has been in place since 1973. Scope of work includes repair and replacement of the rotted structure and getting quotes for construction.

Mr. Castagno made a motion to approve the capital request for cupola restoration not to exceed \$10,000. Mrs. Antonio seconded the motion. The motion was approved.

Farm Stand Shade Roof Restoration -- \$8,000 – Mr. DeAscanis described the work to be done. Scope of work includes removing vegetation and improving roof drainage.

Mr. DeAscanis made a motion to approve the capital request for Farm Stand shade roof restoration at a cost of \$8,000. Mr. Clayton seconded the motion. The motion was approved.

Sports Complex/Little League fields – Drainage -- \$15,000 – Messrs. DeAscanis and Episcopo described drainage work to be performed at the Little League fields. Mr. Toner asked how drainage work at the Little League fields factors into a long-term plan for a sports complex at this location. Mr. Wilson responded that previous discussions never involved removing the Little League fields; any sports complex additions would be in the open space around the Little League fields and not replacing them.

Mr. DeAscanis made a motion to approve the grant request as submitted. Mr. Toner seconded the motion. The motion was approved.

Mr. Gallagher asked for volunteers to serve on an ad hoc committee to look into long-term planning at the sports complex.

Penn Farm House – Final design and renovation -- \$1,500,000 – Mr. Castagno reviewed the plan as presented. The proposal is to finish the plan put forth at previous meetings. The facility would provide office and meeting space for Trustee staff and Trustees. There was discussion about interior layout and functionality of the building as shown on the design.

Mr. Castagno made a motion to approve the request as submitted. Mr. Clayton seconded the motion. The floor was opened for discussion. Mr. Meek expressed his concerns with the plan as presented. Mr. Castagno explained the plan consolidates the Trust’s administrative needs, including meetings and archive storage, and preserves the house.

A roll call vote taken.

Mr. Castagno – Yes

Mr. Clayton – Yes

Mr. Wilson – Yes. He would like to move our business to our historical landsite.

Mr. Yacucci – Yes. He would like to see the Trust’s operations consolidated and used.

Mr. Meek – No

Mr. Alfree – Yes. We have been talking about this for a long time and he supports the unanimous recommendation from the Property Maintenance Committee.

Mrs. Antonio – Yes. She likes the idea of preserving the property; is there a way to look at the interior and layout to address discussions heard tonight? Mr. Castagno said changes can be made to the plan.

Mr. Toner – Yes. He likes being separated from City Council.

Mr. Episcopo – Yes

Mr. DeAscanis – Yes

Mr. Gallagher – No. He cited the cost to move the office to the farm. We should be able to spend less money for a facility and our operations do not require this kind of investment.

The motion was approved by a vote of 9 in favor and 2 (Meek, Gallagher) against.

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 reported the committee is revisiting other

investment managers noting that best practices rotate every 3-5 years. Mr. Castagno said the Trust's retail banking has been moved from PNC Bank to M&T Bank. M&T Bank reached out with better pricing and a more user-friendly online banking portal. We will be looking into a credit card through M&T.

Mr. Gallagher reported that City Council has presented a resolution requesting \$5,000 of funds committed to Separation Day from the Trustees be reallocated for trash cans for Delaware Street and vicinity. Mr. Gallagher said because of the pandemic he would like to consider this as a separate budgetary item rather than a reallocation of funds. **Mr. Gallagher made a motion that based on the resolution from City Council that we allocate \$5,000 to the City for the purchase of trash cans for Delaware Street and vicinity. Mr. Toner seconded the motion. The motion was approved.**

Trustee Appointment to the Municipal Services Commission (MSC) – Mr. Taylor gave a history of the Trustees and MSC. He believes a conflict of interest is now present and his recommendation is to relinquish the Trustee appointment to MSC.

Mr. Castagno made a motion to authorize the Trustee Secretary to communicate on behalf of the Board its interest in relinquishing its appointment to the MSC. Mr. DeAscanis seconded the motion. The motion was approved.

OTHER COMMITTEES

Battery Park Committee – Mr. Castagno reporting.

The park is still closed; however, there are a number of groups expressing interest in cleaning the beach.

Mr. Meek referenced a letter he received after it was sent to the City from a resident noting a wedding in Battery Park where CDC guidelines were not being practiced. He is concerned about requiring permit applicants for an event in the park to assure that CDC guidelines are being practiced. Mr. Castagno noted the permit specifies that CDC requirements are to be followed.

Bylaws Committee

At the October Board meeting Mr. Castagno distributed draft amendments for certain Policies, Procedures, and Bylaws for Board consideration. The Board reviewed and discussed the amendments.

- Procedures Amendment, VI, Election of Board Members, Election Process, Qualified Voters, Runoff Elections, Vote by Mail
- Policies Amendment, IV, Trustees, Resignation of a Trustee
- Bylaw Amendment, Article XIII, Election of Board Members

Encroachment Committee – Mr. Wilson reporting.

Dobbinsville – Mr. Marinelli is working to secure a contractor to handle cleanup in Dobbinsville. The Committee is also working on signage.

Trustees of the New Castle Common
Minutes of November 3, 2020

Next Meeting – Mr. Gallagher announced the December meeting will take place in the New Castle City Library.

COMMUNICATIONS – Mr. Alfree reporting.

Each Trustee received an ear of corn representing their annual pay.

- Thank you notes were received from the Young family and Marinelli family on behalf of their deceased family member.
- Mr. Alfree read aloud a letter addressed to Mr. Gallagher from Trustee Carlo F. Viola informing of his resignation as a Trustee as of November 2020.

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 adjourn the meeting. The motion was seconded. The meeting was adjourned at 9:20 p.m.

Deborah P. Turner
Stenographer

Trustees of the New Castle Common
Meeting Minutes
December 1, 2020

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: D. Turner, Stenographer

The monthly meeting of the Trustees was held on Tuesday, December 1, 2020. The meeting agenda showed the meeting to be held in the New Castle City Library; however, due to the rise in corona virus cases 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 has responded to all questions received during the month.

Mr. Gallagher announced a Sports Complex Ad Hoc Committee has been formed. Mrs. Antonio, Messrs. DeAscanis, Toner and Wilson will serve on the committee.

Monthly Calendar – Property Maintenance Committee – 12/30/20, 5 p.m.; Land Management Committee – 12/29/20, 5 p.m.; Outreach Committee – 12/21/20, 7 p.m.; TNCC Board Meeting – 1/5/21, 7 p.m.

Minutes

11/3/20 TNCC Meeting Minutes – A correction was made. **Mr. Clayton made a motion to approve the 11/3/20 TNCC Meeting minutes as amended. Mr. Episcopo seconded the motion. The motion was approved.**

Treasurer's Report – Mr. Castagno reporting.

Treasurer's Report for 11/30/20 was sent out prior to the meeting.

Mr. Castagno made a motion to approve the Treasurer's Report dated 11/30/20 as submitted. Mr. Clayton seconded the motion. The motion was approved.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Alfree reporting.

- Receivables are in good shape. Mr. Alfree said Mr. Marinelli continues to work with some tenants who are behind in their rent to resolve the issue.
- The committee is negotiating several leases and will report back to the Board once they are finalized.
- 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.
- Tremont – There is interest in the site.
- Avis – They have asked for a lease structure of three years followed by another three years. The committee will allow this request noting the site is small.
- Bees – The committee worked with Mr. Taylor to develop a legal agreement that protects the Trust and Mr. Lunt as it relates to Mr. Lunt's beekeeping operation on Trust properties. The committee worked through several versions concluding with the version Mr. Alfree is

presenting tonight. Mr. Alfree briefed the Board on what is included in the current version. Mr. Meek prefers another version allowing an increase in the number of bee hives. Mr. Alfree suggested approving the version of the lease being presented tonight and changes can be requested at a future meeting.

Mr. Clayton made a motion to accept the version presented tonight. Mr. Toner seconded the motion. The motion was approved with 10 in favor and one opposing (Meek).

- Property Markers – Mr. Alfree reported that Mr. Marinelli is coordinating permanent markers for each Trust-owned property that has been surveyed. Cost is \$400 for each marker.

OUTREACH COMMITTEE REPORT – Mr. Wilson reporting.

Mr. Wilson reported notifications of grant requests have been sent via the Municipal Services Commission billing, the *Town Crier* and the *New Castle Weekly*. Notes have been sent to last year's grant recipients informing they must submit again.

PROPERTY MAINTENANCE COMMITTEE – Mr. Clayton reporting.

(Property Maintenance Update provided to the Board.)

Mr. Clayton reviewed the report. Mr. Gallagher asked if surface cracks on the tennis courts will be repaired. Mr. Clayton was unaware of the problem. The committee will look into the cracks.

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

Battery Park Committee – Mr. Castagno reporting.

The park is still closed; however, beach cleanups continue. Mr. Castagno recognized Lynn Reisinger and Mr. Clayton for their efforts with picking up bags of beach trash.

Bylaws Committee

Mr. Castagno distributed final proposals for bylaws changes for certain Policies, Procedures, and Bylaws for Board consideration. The Board reviewed and discussed the amendments.

- Procedures Amendment, VI, Election of Board Members, Election Process, Qualified Voters, Runoff Elections, Vote by Mail – Mr. Meek raised concerns about the timeline when a candidate files for a Trustee position and is deemed unqualified to be on the ballot. Mr. Wilson noted that candidates have a time limit to submit their name and must show proof of their eligibility at that time.

Election Process -- Mr. Gallagher suggested adding text in #4 to read "...within 7 calendar days...".

Mr. Castagno made a motion to approve the Procedures dated 11/25/2020 as amended.

Mr. Alfree seconded the motion. The motion was approved.

- Policies Amendment, IV, Trustees, Resignation of a Trustee

Mr. Castagno made a motion to approve the Policies dated 11/25/2020 as submitted. Mr. Alfree seconded the motion. The motion was approved.

Trustees of the New Castle Common
Minutes of December 1, 2020

- Bylaw Amendment, Article XIII, Election of Board Members – **Mr. Castagno made a motion to approve the Bylaws dated 11/25/2020 as submitted. Mr. Alfree seconded the motion. The motion was approved.**

Election Committee – Mr. Episcopo reporting.

Mr. Episcopo reported that due to the resignation of Henry Gambacorta, the Trustees will hold an election. It will run from 1/25/21 to 2/6/21 to fill the vacancy. All voting will be in the Trustee Office; volunteers will be needed to assist the staff. Candidates for the vacancy can register up until 12/24/20. Pertinent dates and times and other information will be sent to the Board and the *New Castle Weekly*.

Encroachment Committee – Mr. Wilson reporting.

Dobbinsville – Mr. Wilson will be addressing problems in Dobbinsville by the end of the year.

Next Meeting – Mr. Gallagher announced the January meeting will take place 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. Episcopo made a motion to adjourn the meeting. Mr. DeAscanis seconded the motion. The meeting was adjourned at 7:55 p.m.

Deborah P. Turner
Stenographer