

Trustees of the New Castle Common
Meeting Minutes
January 7, 2025

Present: C. DeAscanis (*President*)
M. Alfree (*Secretary*)
T. Masiello (*Assistant Secretary*)
D. Baldini (*Treasurer*)
F. DeAscanis (*Assistant Treasurer*)
T. Wilson
T. Episcopo
R Marini
M. Corcoran
T. Clayton (*Mr. Clayton left the meeting at 8:15 p.m.*)
P. Toner
G. Yacucci

Absent: F. Gallagher (*Vice President*)

Also present: A. Taylor, Esquire (*Trust Attorney*)
L. Willis, General Manager

The monthly meeting of the Trustees was held on Tuesday, January 7, 2025, in the Trustees Board Room at Penn Farm beginning at 7:00 p.m. Mr. C. DeAscanis called for a moment of silence.

President's Communication

Mr. C. DeAscanis stated that there was no report from the President.

Monthly Calendar

- TNCC Board Meeting – 1/7/2025, 7:00 p.m.
- Outreach Committee – 1/13/2025, 5:30 p.m.
- PMC Meeting @ NC Library – 1/14/2025, 10:00 a.m. (*All Board members invited*)
- Finance Committee – 1/15/2025, 5:00 p.m.
- Property Maintenance – 1/16/2025, 4:00 p.m.
- Bylaws Committee – 1/21/2025, 4:30 p.m.
- Strategy Committee – 1/28/2025, 5:30 p.m.
- Land Management – 1/29/2025, 5:00 p.m.

A motion to accept the Calendar as amended was made by Mr. Wilson. The motion was seconded by Ms. Masiello and was unanimously passed.

Minutes

12/3/24 TNCC Meeting Minutes – **As the Board members did not have sufficient time to review them prior to the meeting, Mr. Alfree recommended that approval of the 12/3/24 TNCC Meeting minutes be tabled to the February meeting. The recommendation received unanimous approval from the Board.**

Treasurer's Report – Mr. Baldini reporting.

Treasurer's Reports were sent out prior to the meeting.

Mr. Baldini reviewed receipts, disbursements, and investments; and responded to questions from the Board.

During discussion it was noted that:

- The locks on the 3rd Street Library will be changed on Friday, January 10th.
- The lock on the side door of 201 Delaware Street has been changed.
- The fire alarm inspection is semi-annual.

A motion was made by Mr. Toner to approve the Treasurer's Report as submitted. The motion was seconded by Mr. Wilson and was unanimously passed.

General Manager's Report – Ms. Willis reporting.

Ms. Willis reported that:

- Ms. Willis drafted a letter to obtain contact information from all lessees.
- Ms. Willis will schedule meetings with all lessees.
- Ms. Carlin is working on getting bills paid.

Mr. Episcopo requested that Ms. Willis attend the PMC meeting at the Library on January 14th. Mr. Alfree suggested that Mr. Episcopo show Ms. Willis the vault at the Library.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Alfree reporting.

- Mr. Alfree stated that there was nothing substantial to report from the mediation meeting last month. Therefore, the Lease will be activated and each party will have an appraiser, and a third party will be selected. The Trust will be bound by their decision through the arbitration process. Ms. Marini added that attending the mediation meeting was worthwhile.
- Big Lots has closed nationally. Mr. Yacucci added that some stores may remain open; however the store in New Castle will close.
- Tremont Motel Site - Mr. Alfree and Ms. Willis will meet with Parathiban Jayaraman (PJ) in January to discuss the lease. Mr. Alfree gave a high level overview of the terms. In response to questions from Board members, Mr. Alfree noted that the proposed use is for apartments and that he did not think they had received County approval yet.
- Sewer / Tax Bills – Mr. Alfree reported that Mr. Baldini and Ms. Carlin have been working to collect delinquent taxes and sewer payments from Glacier and Y-Car. In response to a question from Ms. Masiello, Mr. Alfree stated that partial/delinquent payments are being addressed in the letter sent to lessees, and new leases need to be revised to be more specific regarding payment of taxes and sewer bills.
- Mr. Alfree stated that he had two matters of real estate to discuss in executive session.

PROPERTY MAINTENANCE REPORT – Mr. Episcopo reporting.

- Battery Park Shoreline – Mr. Episcopo reported that Cirillo Bros. is doing a good job on Phase 1 of the project. Mr. Bergstrom has been monitoring the work closely and reported that everything is going smoothly. Mr. Episcopo stated that the current permit expires in July.

Phase 2 is for a section of approximately 500' up from the flagpole toward the wharf; and Mr. Episcopo stated he would be asking for a motion to approve funds for another capital improvement to complete that phase. Mr. Clayton noted that the area that is the worst for washing out under the blacktop is from the boat ramp to Phase 1; however, the active permit does not include that section. An in-depth discussion of the project ensued, during which Mr. Baldini asked if the active permit could be extended.

A motion to approve raising the capital budget by \$200,000 was made by Mr. Episcopo. The motion was seconded by Mr. Toner. A roll-call vote was taken:

Mr. Toner – Yes

Mr. Episcopo – Yes

Mr. F DeAscanis – Yes

Mr. Wilson – Yes

Ms. Corcoran – Yes

Mr. Alfree – Yes

Mr. Clayton – Yes

Mr. Baldini – Yes

Ms. Masiello – Yes

Mr. Yacucci – Yes

Ms. Marini – Yes

Mr. C. DeAscanis – Yes

The motion passed unanimously.

- Ft. Casimir – Mr. Wilson reported that the Historic Area Commission rejected the Trust's proposal to install recycled plastic bollards and fencing at the Ft. Casimir site. A quote for wood bollards and fencing for \$11,000 was received. Messrs. Baldini and Wilson will discuss the appeal process, and will meet with Foresite Associates. A discussion of the project and options ensued.
- Old Library – Mr. Wilson reported that after removing the Mylar coating from the skylights in the Old Library, it was noted that the smoked glass windows are in fairly good shape; and the decision was made to clean everything and install new Mylar packing. The vendor has been instructed to hire a helper to assist with the work. Mr. Episcopo noted that the vendor needs to apply for a business license from the City before any work begins.

FINANCE COMMITTEE REPORT – Mr. Baldini reporting.

Mr. Baldini reviewed the drawdowns and projects, and responded to questions from the Board.

OUTREACH COMMITTEE REPORT – Ms. Masiello reporting.

Ms. Panzarella received all documentation for grant requests and the committee will review the data at the next meeting.

OTHER COMMITTEES

Battery Park Committee – Mr. Clayton reporting.

There was no report from the committee.

Bylaws Committee – Mr. Baldini reporting

POLICY XII, SECTION 12.03 LIMITS ON FINANCIAL AUTHORITY

Mr. Baldini reported that no questions or comments were received on the proposed amendment to Policy XII, Section 12.03, Limits on Authority that was presented to the Board at the December 3, 2024, Board meeting.

A motion was made by Mr. Alfree to approve the 90% target of the projected revenue for the annual operating budget of the TNCC. The motion was seconded by Ms. Marini. A roll-call vote was taken:

Mr. Toner – Yes

Mr. Episcopo – Yes

Mr. F DeAscanis – Yes

Mr. Wilson – Yes

Ms. Corcoran – Yes

Mr. Alfree – Yes

Mr. Clayton – Yes

Mr. Baldini – Yes

Ms. Masiello – Yes

Mr. Yacucci – Yes

Ms. Marini – Yes

Mr. C. DeAscanis – Yes

The motion passed unanimously.

POLICY V. ASSETS SECTION 5.04

Mr. Baldini reported that no questions or comments were received on the proposed amendment to Policy V. Assets Section 5.04 that was presented to the Board at the December 3, 2024, Board meeting.

Mr. Wilson noted that the amendment would apply to future leases and it cannot be retroactive.

A motion was made by Ms. Masiello to approve the proposed amendment to Policy V. Assets Section 5.04. The motion was seconded by Mr. Episcopo. A roll-call vote was taken:

Mr. Toner – Yes

Mr. Episcopo – Yes

Mr. F DeAscanis – Yes

Mr. Wilson – Yes

Ms. Corcoran – Yes

Mr. Alfree – Yes

Mr. Clayton – Yes

Mr. Baldini – Yes

Ms. Masiello – Yes

Mr. Yacucci – Yes

Ms. Marini – Yes

Mr. C. DeAscanis – Yes

The motion passed unanimously.

Mr. Baldini stated that:

- The bylaws will be revised effective January 7, 2025, to reflect the two motions passed.
- At Mr. Gallagher's suggestion the format of the bylaws will be changed to left-justified. No Board vote is required. Mr. Alfree requested that Board members discard the old version of the bylaws when the updated version is received.

Mr. Alfree noted that the Trust is having a shredding event and invited Board members to bring their shredding to the Trust Office to be collected.

Strategy Committee

Mr. C DeAscanis noted that in Mr. Gallagher's absence there would be no report from the Strategy Committee.

Scholarship Award Update – Mr. Alfree reporting

- Eleven applications were received, which is down from previous years.
- The committee would like to offer scholarships to individuals entering trade schools/apprenticeships, and welcomes any ideas on how to accomplish that proposal. A discussion of incorporating trade schools/apprenticeships into the scholarship program ensued. A discussion of offering scholarships to individuals who have already graduated and want go back to school to further their education followed during which it was noted that the language on the application would need to be adjusted to reflect

Trustees of the New Castle Common
Minutes of January 7, 2025

their inclusion. It was noted that advanced degree programs (i.e., Masters, Doctorates, etc.) would not be eligible.

Next Meeting

The next Board meeting is Tuesday, February 4, 2025, at 7:00 p.m.

COMMUNICATIONS – Mr. Alfree reporting.

- Thank you notes were received from Good Will Fire Department, Arasapha, and ONCOR for donations from the Trust.

A motion to move to executive session for two (2) matters of real estate was made by Mr. Alfree. Mr. Toner seconded the motion. The motion passed unanimously and the meeting moved to executive session at 8:16 p.m.

The Board returned to regular session at 8:45 p.m.

A motion to adjourn was made and seconded. The motion passed unanimously and the meeting adjourned at 8:45 p.m.

Respectfully Submitted,

Kathleen R. Weirich
Stenographer

Trustees of the New Castle Common
Meeting Minutes
February 4, 2025

Present: C. DeAscanis (*President*)
F. Gallagher (*Vice President*)
M. Alfree (*Secretary*)
T. Masiello (*Assistant Secretary*)
D. Baldini (*Treasurer*)
F. DeAscanis (*Assistant Treasurer*)
T. Wilson
T. Episcopo
R Marini
M. Corcoran
T. Clayton
P. Toner

Absent: G. Yacucci

Also present: A. Taylor, Esquire (*Trust Attorney*)
L. Willis, General Manager

The monthly meeting of the Trustees was held on Tuesday, February 4, 2025, in the Trustees Board Room at Penn Farm beginning at 7:00 p.m. Mr. C. DeAscanis called for a moment of silence.

President's Communication

Mr. C. DeAscanis stated that there was no report from the President.

Monthly Calendar

- TNCC Board Meeting – 2/4/2025, 7:00 p.m.
- Outreach Committee – 2/10/2025, 5:30 p.m.
- Property Maintenance – 2/13/2025, 4:00 p.m.
- Bylaws Committee – 2/18/2025, 4:30 p.m.
- Finance Committee – 2/19/2025, 5:00 p.m.
- Strategy Committee – 2.25/2025, 5:30 p.m.
- Land Management – 2/26/2025, 5:00 p.m.

A motion to accept the Calendar as amended was made by Mr. Wilson. The motion was seconded by Ms. Masiello and was unanimously passed.

Minutes

12/3/24 TNCC Meeting Minutes – Mr. Gallagher made a motion to approve the 12/3/24 TNCC Meeting minutes as amended. The motion was seconded by Mr. Clayton and was unanimously passed.

1/7/25 TNCC Meeting Minutes – **Mr. Gallagher made a motion to approve the 1/7/25 TNCC Meeting minutes as amended. The motion was seconded by Mr. Clayton and was unanimously passed.**

Mr. Alfree noted that The Weekly is showing Scholarships under the Outreach Committee and explained that Scholarships is a separate entity with the Board Secretary being the liaison.

Treasurer's Report – Mr. Baldini reporting.

Treasurer's Reports were sent out prior to the meeting.

Mr. Baldini reviewed receipts, disbursements, and investments; and responded to questions from the Board.

A motion was made by Mr. Gallagher to accept the Treasurer's Report dated January 31, 2025, as submitted. The motion was seconded by Ms. Masiello and was unanimously passed.

General Manager's Report – Ms. Willis reporting.

Ms. Willis reported that:

- Ms. Willis has been meeting with lessees, Trust staff, and city staff.
- Ms. Carlin continues to recoup delinquent rents.
- Mr. Wilson took Ms. Willis and Marini on a tour of New Castle.
- Ms. Willis completed and submitted her Notary registration.
- At Mr. Baldini's request, Ms. Willis obtained the County listing of all Trust properties and she noted that Mr. Baldini's list was missing only one nuisance parcel that was on the County's list.
- Ms. Willis noted that Mr. Jim Travers contacted her about renting the Old Library to use as a writing space. Mr. Episcopo opined that matter should be referred to LMC.

Ms. Masiello noted that Mr. Marinelli contacted her and expressed his willingness to help Ms. Willis and answer any questions she may have.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Alfree reporting.

- Delinquent Rents – Ms. Carlin has been working very hard to recoup delinquent rents.
- Faith Harvest Christian Academy – Rev. Raymond Williams at Faith Harvest Christian Academy and the Trust have come to an agreement regarding rents. Mr. Alfree added that Rev. Williams accepted two St. Peter students at a tuition equivalent to St. Peter's tuition for this year for both students.
- 326 Associates – The committee met with Mr. Stat regarding clean-up of debris collecting in the fence. It was made clear to Mr. Stat that the Retention Pond needs to be cleaned out.
- Penn Mart – Two extra pump stations will be installed at BJ's; however, there have been many complaints regarding traffic flow in the parking lot relative to the pumps. Mr.

Alfree contacted BJ's parent company to discuss the matter and is waiting for a response. Mr. Alfree will continue to monitor the situation.

- 201 Delaware Street – There has been a lot of interest in 201 Delaware Street.
- 3rd Street Library
 - Mr. Alfree will forward communications he received regarding interest in filming a movie at the Old Library to the Outreach Committee.
 - The committee received a request from the organizers of A Day in Old New Castle to put a display in the Old Library during its 250th anniversary.
- Mr. Alfree stated that he has two matters of real estate to discuss in executive session.

Regarding the Board's agreement to accommodate a Dog Park at The Hermitage, Mr. Toner stated that the City has taken their plans for a Dog Park to the old Public Works location on 4th Street and recommended that the Board close the offer.

A motion was made by Mr. Toner to close the offer to the City for space at the Hermitage for a Dog Park. The motion was seconded by Mr. Clayton and unanimously passed.

PROPERTY MAINTENANCE REPORT – Mr. Episcopo reporting.

- Snow Removal – Mr. Episcopo noted that they did a fantastic job with snow removal during the recent snow events.
- Battery Park – Phase 2 of the shoreline is almost completed. The walkway will probably not get done until spring. Mr. Episcopo noted that work concludes the Permit and the Trust will have to coordinate with the city for new Permits to continue work down to the Sailing Club.
- Bartlett – The Elm trees will be treated again this year.
- 5th Street Library – Mr. Episcopo met with Julie and reviewed a list of work that needs to be done. An air conditioning unit needs to be replaced in the meeting room because it is too big for the space. The equipment has been ordered and should be delivered in six (6) weeks.
- 3rd Street Library – All work in the 3rd Street Library has been completed. Mr. Wilson explained the work that was done. In response to a question from Ms. Masiello, Mr. Wilson noted that all clean-up for the job was included in the original quote.
- 201 Delaware Street – Mr. Wilson noted interior work that needs to be done at 201 Delaware Street. He noted that one electric receptacle outside the 3rd floor conference room was capped because it was never connected, and there will be no electric there. The work should be completed by Friday, January 7th. Mr. Clayton added that the heating issue was corrected, and fire extinguisher issues will be addressed shortly.
- Penn Farm – The light at the gate at Penn Farm is out again. MSC is waiting for a part. A discussion of the frequency of that light failing ensued. Mr. Alfree will monitor the situation.

Trustees of the New Castle Common
Minutes of February 4, 2025

- Penn Farm Barns – Mr. Episcopo noted the recent wind damage to the barns. The committee will research methods to reduce the wind velocity across the fields to prevent further wind damage.
- Ft. Casimir – The committee met with Foresite to discuss appropriate fencing options at the Ft. Casimir Site.
- 3rd Street Drainage – The State has agreed to dig out the drainage area, and to put up a guard rail along 3rd Street starting just past the War Memorial.
- Memorial Sign at Ft. Casimir – A letter was received from the National Association of the Colonial Dames in the State of Delaware requested approval to put up a new sign. The letter states the wording would be “Bull Hill Park: An Evolving Landscape 1600-2024”. Mr. Wilson noted that the correct location is “Ft. Casimir Site” and he will confirm that the vendor has the correct name for the sign. During discussion, it was noted that the Trust has final approval of the sign.
- Penn Farm Barns – Mr. Wilson recommended that the barn windows be trimmed in red. The cost would be approximately \$6,000 to polyurethane and paint the trim on all windows. He added that at the suggestion of the Finance Committee, PMC will look into the condition of the ceilings at both barns to determine what work needs to be done there as well.

FINANCE COMMITTEE REPORT – Mr. Baldini reporting.

Mr. Baldini reviewed the drawdowns and projects, and responded to questions from the Board.

Mr. Baldini noted that the approved budget amounts for *Farm Stand Drainage* and *Penn Farm Parking Area* on the Capital Budget were reversed on the previous Report, and that was corrected on the current Report. Mr. Episcopo will review Capital Budget projects and notify Mr. Baldini which of them can be closed out.

OUTREACH COMMITTEE REPORT – Ms. Masiello reporting.

The committee reviewed all grant requests and will be drafting templates for acceptance and denial letters for Board approval. Mr. Alfree noted that grant requests should be presented at the Budget meeting.

St. Vincent DePaul – Mr. Wilson noted that as a result of the severe summer and winter weather, the needs of New Castilians far out-weighed the amount of funds allocated to St. Vincent DePaul to assist with utility bills; and St. Vincent DePaul has asked for additional grant funds that would allow them to serve the citizens of the City of New Castle through March 31, 2025. The committee reviewed the new grant, which is \$6,000, and asked the Board for approval for an immediate additional grant of \$2,500.

A motion was made by Mr. Wilson to approve an additional \$2,500 grant to St. Vincent DePaul on their 2024-2025 grant request.

In response to a question from Mr. Gallagher, Mr. Wilson explained that when a request for funds comes in to St. Vincent DePaul he inspects the house to make certain that it is not vacant before funds are released. Mr. Wilson also stated that each resident can only receive a maximum of \$200 one time per year. In response to a question from Ms. Corcoran, Mr. Wilson stated that St. Vincent DePaul's books are available to be viewed by the Trustees.

The motion was seconded by Ms. Masiello and unanimously passed.

3rd Street Library – Mr. Alfree reiterated that he will provide all communications regarding the request to film at the 3rd Street Library to the Outreach Committee. A discussion of the correct committee to handle the matter ensued. Ms. Corcoran volunteered to coordinate the filming.

OTHER COMMITTEES

Battery Park Committee – Mr. Clayton reporting.

- Restrooms – Mr. Wilson stated that they talked with Joe Day to find out what the city is doing on the video. The committee is meeting the new camera people on the 19th, and hopefully the locks will be taken care of next week.

Bylaws Committee – Mr. Baldini reporting

- Mr. Gallagher stated that Policies and Procedures will be available online to Board members only. Mr. Pfaff will give instruction to Board members on how to access the documents the month after they are uploaded to the website.
- In response to a question from Mr. Wilson, Mr. Baldini opined that the Trust is not ready to consider how AI can be helpful to the Trust. Mr. Toner opined that investigating whether there is any relevant application under which the Trust could use AI to help its business practices would be tasked to the General Manager.

Strategy Committee

The Strategy Committee did not meet in January.

COMMUNICATIONS – Mr. Alfree reporting.

- Mr. Alfree submitted an article to The Weekly regarding the success of the Trust Scholarship Program. He thanked the members of the Scholarship Committee for their hard work. This semester four (4) students received a \$4,000 grant and nine (9) students received a \$4,000 grant plus the \$750 bonus. One student fell below 12 credits and did not qualify. Two (2) William Penn students graduating in June 2025 have already applied and the committee will keep their applications on file.
- Ms. Gallagher and Mr. Alfree will meet with William Penn counselor(s) in the next few months to discuss how the Trust can offer scholarships for students entering the trades vs college.
- Good Will Fire Company sent a thank-you note for the grant they received from the Trustees.

Trustees of the New Castle Common
Minutes of February 4, 2025

- Ms. Susan Clayton sent a thank-you note for the flowers she received from the Trustees.
- Mr. Gallagher sent a thank-you note for the basket he received from the Trustees.

Next Meeting

The next Board meeting is Tuesday, March 4, 2025, at 7:00 p.m.

A motion to move to executive session for two (2) matters of real estate was made by Mr. Alfree. The motion passed unanimously and the meeting moved to executive session at 8:08 p.m.

The Board returned to regular session at 9:10 p.m.

A motion to authorize the Land Management Committee to finalize a lease for 201 Delaware Street, 2nd and 3rd floors, under the terms and conditions discussed during the Executive Session was made, seconded and was unanimously passed.

A motion to adjourn was made and seconded. The motion passed unanimously and the meeting adjourned at 9:11 p.m.

Respectfully Submitted,

Kathleen R. Weirich
Stenographer

Trustees of the New Castle Common
Meeting Minutes
March 4, 2025

Present: C. DeAscanis (*President*)
F. Gallagher (*Vice President*)
M. Alfree (*Secretary*)
T. Masiello (*Assistant Secretary*)
D. Baldini (*Treasurer*)
F. DeAscanis (*Assistant Treasurer*)
T. Wilson
T. Episcopo
R Marini
M. Corcoran
T. Clayton
P. Toner
G. Yacucci

Also present: A. Taylor, Esquire (*Trust Attorney*)
L. Willis, General Manager
Bill Boyle, President, Friends of Bellanca Airfield Museum
Jessica Rosica, President, New Castle Little League
Shannon Lewis, New Castle Little league

The monthly meeting of the Trustees was held on Tuesday, February 4, 2025, in the Trustees Board Room at Penn Farm beginning at 7:00 p.m. Mr. C. DeAscanis called for a moment of silence.

Mr. Episcopo introduced Bill Boyle, President of the Friends of Bellanca Airfield Museum.

Friends of Bellanca Airfield Museum

Mr. Boyle gave a report on the activities of the Friends of Bellanca Airfield Museum in 2025:

- A new driveway sign was installed
- A new permanent top-spring-loaded trash can was installed.
- Six security cameras were installed on the hanger.
- A new Show Contract and Agreement was finalized for car shows beginning with the upcoming season; including that participants will park in the Little League parking lot (if there are no Little league games) to avoid parking on Centerpoint Drive. Mr. Alfree noted that the Contract should list the Trustees of the New Castle Common in the insurance contract as well as Bellanca.
- The rolling doors have been repainted.
- The rooftop sign has been very successful.
- A new steel entrance door was installed leading to the Conference Room and bathrooms.
- The Conference Room is almost finished. A complete kitchen was donated.
- The rest rooms are being renovated and will be complete before the April opening.
- A new updated computer line has been installed.

Trustees of the New Castle Common
Minutes of March 4, 2025

- The wings have been re-installed on the donated Bellanca plane.
- Plans for 2025:
 - Replace sodium vapor lights with LED lights in the hanger.
 - Repair the sliding doors.
 - Frame up new walls in preparation for air conditioning and heat in the Conference Room.
 - Have a fundraiser in the spring featuring one of the first electric planes.

Mr. Boyle noted that the Museum is open from April through October. Ms. Masiello said that the tour he gave the Trustees was wonderful. Mr. Episcopo asked Mr. Boyle to send a list of Officers to Ms. Willis.

Mr. Episcopo introduced Jessica Rosica and Shannon Lewis from the New Castle Little League.

New Castle Little League

Ms. Rosica, President of the New Castle Little League, reported on the activities of the Little League in 2025:

- They are in the process of registering for the spring season. 70% of the 130 enrollees are from New Castle.
- This year they have a Juniors Team.
- They started a Junior Umpire Program this year.
- The Softball Program is doing very well.
- They received a \$150,000 Community Reinvestment Grant for lights on the softball field.
- New Castle Little League has one of the best fields in Delaware and they hosted the State Tournament last year for Majors Team; and this year they will host the State Tournament for Seniors Team.
- This year they received a \$125,000 Community Reinvestment Grant to: replace the fences and backstops; move the backstop on the Minors field back; redo the fence and gate for the T-Ball field; redo all the dugouts; new fencing for the batting cages; and electrical work on the scoreboards.
- The Senior Field is 300' and is in high demand, and they are working on it so they can host tournaments there.

Ms. Rosica noted that Opening Day is April 5th; and on a Pep Rally will be held on the evening of April 4th.

Mr. Episcopo commended the Little League group for pursuing the grants on their own. He also asked Ms. Rosica to send a list of Officers to Ms. Willis. Ms. Rosica stated that she will work with Mr. Boyle on use of the Little League parking lot for events held at the Museum.

President's Communication

Mr. C. DeAscanis expressed his appreciation to everyone for their hard work and dedication to keep the Trust running smoothly.

Trustees of the New Castle Common
Minutes of March 4, 2025

Monthly Calendar

- TNCC Board Meeting – 3/4/2025, 7:00 p.m.
- Property Maintenance – 3/13/2025, 4:00 p.m.
- Finance Committee – 3/19/2025, 5:00 p.m.
- Special Budget Meeting – 3/23/25, 4:00 p.m.
- Bylaws Committee – 3/25/2025, 4:30 p.m.
- Strategy Committee – 3/25/2025, 5:30 p.m.
- Outreach Committee – 3/25/2025, 5:30 p.m.
- Land Management – 3/26/2025, 5:00 p.m.

Mr. Baldini requested that all committee budget inputs be given to him no later than March 14th. The Special Budget meeting will be Sunday, March 23, 2025, at 4:00 p.m.

Mr. Wilson requested approval to bring a sub tray in for the March 23rd Special Budget meeting.

Minutes

2/4/25 TNCC Meeting Minutes – **Mr. Clayton made a motion to approve the 2/4/25 TNCC Meeting minutes as amended. The motion was seconded by Mr. Episcopo and was unanimously passed.**

Treasurer's Report – Mr. Baldini reporting.

Treasurer's Reports were sent out prior to the meeting.

Mr. Baldini reviewed receipts, disbursements, and investments; and responded to questions from the Board.

A motion was made by Mr. Gallagher to accept the Treasurer's Report dated February 28, 2025, as submitted. The motion was seconded by Mr. Wilson and was unanimously passed.

General Manager's Report – Ms. Willis reporting.

Ms. Willis reported that:

- Ms. Panzarella is transitioning back to work after her surgery.
- The Trustees made a donation to the MS Society in honor of Ms. Panzarella's sister, who recently passed away, and a basket from Spoonful of Comfort was sent to Ms. Panzarella's house.
- Ms. Willis continues to meet with Lessees.
- The Contract for the Tremont property was signed.
- Ms. Willis will attend a Webinar called "Employment is Dead – How Disruptive Technologies are Revolutionizing the Way We Work" on March 7th.
- Ms. Willis will be working with Mr. Baldini on the Budget.
- Ms. Willis is compiling reassessments for all lessees and will be drafting a communication to them.

Trustees of the New Castle Common
Minutes of March 4, 2025

Mr. Baldini commended Ms. Willis for her assistance in setting up ZOOM in the conference room to enable him to participate in an important meeting.

At Mr. Wilson's request, the President dissolved the Ad Hoc Committee for a General Manager search.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Alfree reporting.

- Tremont Property – The 60-year Agreement with the Tremont Property has been signed.
- 201 Delaware Street 2nd and 3rd Floors – An Agreement has been finalized effective this month for the 2nd and 3rd floors of 201 Delaware Street.
- Delinquent Accounts – Mr. Alfree commended Ms. Carlin for her outstanding work in researching and collecting delinquent rents; most recently for Glacier Auto and Faith Harvest Academy.
- Insurance Inspection – Mr. Alfree thanked Mr. Episcopo for taking the time to meet with and insurance inspector who wanted to inspect each of the buildings. Mr. Alfree contacted Mr. Salter regarding the inspection, and Mr. Salter informed him that the inspector should have contacted him first.
- New Castle County Reassessment – Ms. Willis is compiling documents from Tyler Technology regarding reassessments for the Trust properties. Mr. Alfree noted that the increases of some of the reassessments are enormous. In response to a question from Mr. Toner, Mr. Gallagher stated that the reassessment will be revenue neutral, and the numbers will be used for school taxes, City of New Castle taxes, etc. A discussion of how Tyler Technology handled the process and the reassessed values ensued. Mr. Taylor stated that the Trust is handling the situation in the correct manner. He added that the assessments that were sent out do not consider any exemptions for which the Trust may be eligible. Mr. Baldini explained the process that the Trust is following regarding sending reassessment letters to the lessees, and how the Trust will work on any challenges that they feel are appropriate.

PROPERTY MAINTENANCE REPORT – Mr. Episcopo reporting.

- Battery Park – The committee is still waiting for parts for the door for the restroom in Battery Park.
- 201 Delaware Street – The heating was checked, fire extinguishers were tested, and a downspout that blew off in a recent wind event is being looked at.
- 5th Street Library – The inside is being painted and inside lights are being replaced.
- Penn Farm Barn – Messrs. Episcopo and Hagerott are meeting an electrician at the Barn on March 5th regarding several issues there.
- Insurance Inspection – Mr. Episcopo is meeting the insurance inspector on Friday, March 7th to go to several more buildings. Mr. Episcopo explained exactly what the inspector is taking pictures of.

Trustees of the New Castle Common
Minutes of March 4, 2025

- Leases – Mr. Episcopo asked that Ms. Wills provide him with the Leases for the 5th Street library and Good Will Fire Company.
- Committee Meeting – The next committee meeting is March 13th.
- Farm Stand – During a meeting with Messrs. Hagerott and Alfree, it was noted that the Farm Stand will be opened on Tuesdays. Mr. Wilson referenced a picture of a sign that was approved by PMC to be set up on both sides of the white sign.

A motion was made by Mr. Wilson to approve the new signage presented to the Board. The motion was seconded by Mr. Gallagher and was unanimously passed.

- Penn Farm Barns – In response to a question from Mr. Gallagher, Mr. Wilson noted that there has been wind damage to both Penn Farm barns, and two companies will be submitting estimates to repair the damage.
- Food Truck – Mr. Wilson noted that the oil leakage from the food truck would eventually drain into the Trust property. Ms. Tantillo informed Mr. Wilson that the City will clean the blacktop area and the food truck has been removed.
- Barn Events – Mr. Hagerott informed Mr. Wilson that he holds about 12 events each year at the Barn. He charges \$3,000 for a wedding. Either Mr. Hagerott or his partner is on site during all events. Their contract has a \$1M hold harmless insurance policy. Mr. Hagerott did note that there are attendees who continue to smoke, despite adequate signage indicating that Penn Farm is a smoke-free facility. The committee requested that if anyone is caught smoking the security deposit will be forfeit.
- Wetlands Property – Mr. Wilson noted that the wetlands property on Chestnut Street between the 3rd Street Bridge and in front of the bus parking lot belongs to the Trust with the exception of a certain section; and the property owner is selling the property. The realtor informed Mr. Wilson that they are asking for \$69,000 for the entire parcel; but they are interested in dividing the parcel.

Mr. Wilson made a motion to approve the Land Management Committee look into the possibility of purchasing the wetlands as described to the Board. The motion was seconded by Mr. Clayton and was unanimously passed.

Mr. Wilson will provide LMC with all pertinent information on the property.

FINANCE COMMITTEE REPORT – Mr. Baldini reporting.

Mr. Baldini reviewed the drawdowns and projects, and responded to questions from the Board.

Mr. Baldini requested approval to purchase a scanner to facilitate the year-end close and for Ms. Willis to use for the reassessment project. The cost is \$400.00.

A motion to approve the purchase of a scanner was made by Mr. Baldini. The motion was seconded by Mr. Gallagher and was unanimously passed.

OUTREACH COMMITTEE REPORT – Ms. Masiello reporting.

- The committee strategized for the future and everything is on target for 2025-26.
- Consuella Petty submitted all required documentation and verification of ownership and the grant for Buttonwood School was approved.

A discussion of when receipts are due ensued, after which it was agreed that the application would be revised to state receipts are due no later than March 1st.

OTHER COMMITTEES

Battery Park Committee – Mr. Clayton reporting.

There was no report from the committee.

Bylaws Committee – Mr. Gallagher reporting

- A Report will be submitted to the Board at the April meeting, after which the Ad Hoc Bylaws Committee will be done.

Strategy Committee

- The Strategy Committee will be meeting with the Outreach Committee to review long-range projects.

Next Meeting

The next Board meeting is Tuesday, April 1, 2025, at 7:00 p.m.

COMMUNICATIONS – Mr. Alfree reporting.

- Scholarships – Mr. Toner explained that he has been looking into the possibility of expanding the Scholarship Program to include Public Safety professionals seeking a Bachelor's Degree who are not residents of New Castle, but whose completion of the degree would clearly translate into a benefit to New Castle Residents; which aligns with the Trust Mission Statement.

Mr. Toner asked the Board to consider allowing employees of the New Castle Police Department and Good Will Fire Company to receive the benefit of the Trust Scholarship Program in exchange for a two-year commitment to the City of New Castle post-graduation.

During a discussion with Mr. Taylor, Mr. Taylor felt the two years the recipients would be willing to commit to would be an adequate level of time in exchange for the financial benefit to them. Additionally, Mr. Toner spoke with Neumann University in Aston, PA, for more information regarding the Bachelor's Degree in Public Safety they offer.

Mr. Taylor added that the sub-committee would work on defining the details and working with the Scholarship Committee. The request was favorably received and an in-depth discussion of Mr. Toner's request and the parameters of expanding the Scholarship Program ensued.

Mr. Toner made a motion for the Trust to expand its Scholarship Program from residents to include City of New Castle public safety personnel. The motion was seconded by Mr. Clayton and was unanimously passed.

- Mr. Alfree thanked Ms. Weirich for volunteering to fill in during Ms. Panzarella's recovery, noting that she has done a wonderful job.
- Mr. Alfree shared an article "Unlocking Silence – 5th Sean's Room Opens, First in Delaware Public Schools". Mr. Alfree read the article regarding the opening of a safe space to help students cope with issues related to mental health. The coordinator of Sean's Room at St. Georges High School is Emily Riale, who was a four-year recipient of the Trust Scholarship Fund, and she is now giving back to St. George's.
- Election of Officers – Mr. Alfree read the results of the Election of Officers for the Board of Trustees for the year April 2, 2025 through March 21, 2026:

President	Thomas H. Wilson, Jr.
Vice President	Fred G. Gallagher, Jr.
Treasurer	David A. Baldini
Assistant Treasurer	Francis J. DeAscanis, Jr.
Secretary	Michael J. Alfree, Sr.
Assistant Secretary	Tina Loncki Masiello
- Board Members Photograph – Mr. Alfree thanked everyone for coming together for the Board photograph. Mr. Alfree will have the photograph framed and it will be hung in the hallway of the Penn Farm building. He noted that 8" x 10" prints will be available to any Board members who want one.

A motion to adjourn was made by Ms. Masiello and was seconded by Mr. Toner. The motion passed unanimously and the meeting adjourned at 8:39 p.m.

Respectfully Submitted,

Kathleen R. Weirich
Stenographer

Trustees of the New Castle Common
Budget Meeting Minutes
March 23, 2025

Present: C. DeAscanis (*President*)
F. Gallagher (*Vice President*)
M. Alfree (*Secretary*)
T. Masiello (*Assistant Secretary*)
D. Baldini (*Treasurer*)
F. DeAscanis (*Assistant Treasurer*)
T. Wilson
T. Episcopo
R Marini
M. Corcoran
T. Clayton
P. Toner
G. Yacucci

Also present: L. Willis, General Manager

The purpose of the meeting is to review, discuss and approve the operating budget for the 2025-2026 FY (4/1/2025-3/31/2026). Mr. C. DeAscanis called the meeting to order at 4:06 p.m.

Operating Budget – Mr. Baldini Reporting
(See attached budget worksheet.)

Mr. Baldini provided a financial summary of the Trust to the Board. Thereafter the draft Operating Budget was reviewed by line item.

Mr. Alfree made a motion to approve the draft Personnel Budget section of the Operating Budget for the 2025-2026 fiscal year dated March 19, 2025, as submitted. The motion was seconded by Mr. Gallagher and was unanimously carried.

Mr. Gallagher made a motion to approve the draft Administration Budget section of the Operating budget for the 2025-2026 fiscal year dated March 19, 2025, as submitted. The motion was seconded by Mr. Clayton and was unanimously carried.

Community Grants Budget Worksheet

- Mr. Alfree recommended that \$5,000 be budgeted under Miscellaneous for unplanned community events.

Ms. Masiello made a motion to approve the draft Community Grants Budget section of the Operating Budget for the 2025-2026 fiscal year dated March 19, 2025, as amended with \$5,000 in the Miscellaneous category. The motion was seconded by Mr. Gallagher and unanimously carried.

Trustees of the New Castle Common
Budget Workshop Minutes of March 23, 2025

Mr. Gallagher made a motion to approve the draft City Grants Budget section of the Operating Budget for the 2025-2026 fiscal year dated March 19, 2025, as submitted. The motion was seconded by Ms. Masiello and was unanimously carried.

Property Maintenance Budget Worksheet

- Mr. Wilson reported that the City is interested in exchanging the half of the 2nd and Chestnut Street Parking lot they own for a small parcel of land owned by the Trust on Moore's Lane.
- The committee agreed to include the property between the 6th Street and 3rd Street bridges in the Trust's spraying program.
- Mr. Wilson stated that last year Tree, Inc. recommended removing and replacing almost 30 trees along the Battery from Battery Park to Dobbinsville.

Mr. Toner made a motion to approve the draft Property Maintenance Budget section of the Operating Budget for the 2025-2026 fiscal year dated March 19, 2025, as submitted. The motion was seconded by Ms. Masiello and was unanimously carried.

2025-2026 TNCC Revenue Budget Worksheet

- Mr. Baldini reported on projected revenues for the 2025-2026 fiscal year.

2025-2026 TNCC Capital Budget Worksheet

- Mr. Baldini reported on Open Property Maintenance Projects and New Capital Projects.
- Mr. Wilson reported that PMC received quotes for repairs to the Penn Farm barns, including roof repairs, wood protection and preservation, and preventive maintenance. This will be voted on at the April 2025 TNCC Board meeting.
- Messrs. Toner, Wilson and Clayton reported that Councilperson Day informed them that the City is planning on revamping its Battery Park surveillance system. This would tie surveillance of the restrooms, the basketball courts, and the Battery Park playground into the Battery Park surveillance system which will be monitored and operated from the City Administration building; and the City would agree to accept the playground, basketball courts and restrooms. A discussion of the proposal ensued during which Mr. Alfree suggested that a legal agreement be executed between the City and the Trust; adding that this would be a City Grant and not part of the Capital Budget.

Mr. Toner made a motion to approve a City Grant not to exceed \$12,000 exclusively for Battery Park restroom surveillance. The motion was seconded by Ms. Marini and was unanimously carried.

Mr. Gallagher made a motion to approve the draft City Grants Budget section of the Operating Budget for the 2025-2026 fiscal year dated March 23, 2025, as amended. The motion was seconded by Ms. Masiello and was unanimously carried.

Trustees of the New Castle Common
Budget Workshop Minutes of March 23, 2025

- Mr. Toner reported that PMC recommends that the Trust approve the purchase and installation of six metal picnic tables in Battery Park. A discussion of the recommendation ensued. This will be voted on at the April TNCC Board meeting.

Miscellaneous

- Mr. Wilson reported that ONCOR has requested that the City install chess tables in Battery Park.
- Mr. Alfree reported that Mr. Earl Carpenter, a former teacher at Salesianum High School and former owner of the New Castle Weekly, passed away.
- Paul Lester installed crush and run on the Penn Farm driveway, and stated that he would not charge the Trust for the work.
- Corn will be planted at Penn Farm in April.
- Mr. Alfree thanked Mr. Wilson for dinner at the meeting.
- Mr. Alfree distributed copies of the TNCC Board picture to all Board members. Mr. Alfree thanked Mr. Leary on behalf of the Trust.

Mr. Gallagher made a motion to adjourn. The motion was seconded by Ms. Masiello. The motion was unanimously approved and the meeting adjourned at 5:32 p.m.

Respectfully Submitted,

Kathleen R. Weirich
Stenographer

Trustees of the New Castle Common
Meeting Minutes
April 1, 2025

Present: T. Wilson (*President*)
F. Gallagher (*Vice President*)
M. Alfree (*Secretary*)
T. Masiello (*Assistant Secretary*)
D. Baldini (*Treasurer*)
F. DeAscanis (*Assistant Treasurer*)
T. Episcopo
R Marini
M. Corcoran
T. Clayton
P. Toner
G. Yacucci

Absent C. DeAscanis

Also present: A. Taylor, Esquire (*Trust Attorney*)
L. Willis, General Manager
B. Pfaff, PC Solutions
J. Carlin, Assistant Manager
J. Panzarella, Administrative Coordinator

The monthly meeting of the Trustees was held on Tuesday, April 1, 2025, in the Trustees Board Room at Penn Farm beginning at 7:00 p.m. Mr. Wilson called for a moment of silence.

Mr. Wilson turned the meeting over to Mr. Gallagher, who introduced Mr. Bill Pfaff from PC Solutions to give a presentation on updates to the Trust Website. Mr. Pfaff explained the updates and demoed new Tab on the website.

President's Communication

- Mr. Wilson thanked the Trustees for selecting him as President for the next fiscal year, stating that he will do his best to abide by the Trust Oath to protect the Trust.
- Mr. Wilson met with the City Administrator to discuss holding occasional meetings with the City to have open discussions to build a strong relationship between the City and the Trust. The details of the meetings have not yet been established, and Mr. Wilson will keep the Board informed when more information is available.
- Councilperson Mattaway contacted the Trust regarding an opportunity for the Trust to participate in the *Two Lights for Tomorrow* program. Mr. Wilson will refer this to the Outreach Committee and details will be discussed during the committee report.
- Mr. Wilson stated that he would be referring the Boulder Project to PMC.
- Mr. Wilson stated that violations have been received from the City regarding people using Trust parking lots as storage facilities. Details will be discussed during the PMC report.

Trustees of the New Castle Common
Minutes of April 1, 2025

Monthly Calendar

- TNCC Board Meeting – 4/1/2025, 7:00 p.m.
- Outreach and Strategy Committees Joint Meeting – 4/14/25, 5:30 p.m.
- Finance Committee – 4/15/2025, 5:00 p.m.
- Property Maintenance – 4/24/2025, 4:00 p.m.
- Land Management – 4/30/2025, 5:00 p.m.

Mr. Gallagher stated that the Bylaws Committee has completed its assigned task and requested that the President dissolve the Ad Hoc Bylaws Committee.

The May and June TNCC Board meetings will begin at 6:00 p.m.

Minutes

3/4/25 TNCC Meeting Minutes – **Mr. Clayton made a motion to approve the 3/4/25 TNCC Meeting minutes as amended. The motion was seconded by Mr. Gallagher and was unanimously passed.**

3/23/25 TNCC Budget Meeting Minutes – **Mr. Alfree made a motion to approve the 3/23/25 TNCC Budget Meeting minutes as amended. The motion was seconded by Ms. Masiello and was unanimously passed.**

Treasurer's Report – Mr. Baldini reporting.

Treasurer's Reports were sent out prior to the meeting.

Mr. Baldini reviewed receipts, disbursements, and investments; and responded to questions from the Board.

In response to a question from Mr. Gallagher, Mr. Baldini will research the credit card payment of \$156 to clarify the source of the charge.

Mr. Alfree requested that a line item be added to the Report showing the total monthly cost of utilities for all Trust properties. A discussion of the cost of utilities for various properties ensued.

A motion was made by Mr. Alfree to accept the Preliminary Treasurer's Report dated March 31, 2025, as submitted. The motion was seconded by Mr. Clayton and was unanimously passed.

General Manager's Report – Ms. Willis reporting.

Ms. Willis reported that:

- Faith Harvest Academy is caught up through April 1st.
- All but a few of the assessments are done. The role of the Trust will be determined as the process moves forward.

Trustees of the New Castle Common
Minutes of April 1, 2025

- Ms. Willis and Mr. Baldini worked on the budget this month.
- Staff has been doing administrative housekeeping to streamline processes.
- Ms. Willis attended the AI Webinar, noting that at this time AI is not anything that will fit in with the Trust processes. She will continue to monitor how AI might benefit the Trust.
- Ms. Willis met with Mr. Bergstrom and Foresite Engineers.
- Ms. Willis noted that Mr. Alfree hung vintage Trustee pictures in the 2nd floor Conference Room and encouraged all Trustees to view them.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Alfree reporting.

- Chestnut Street Property – At Mr. Wilson's request, LMC researched purchasing a parcel on Chestnut Street that abuts Trust property. The property owner was not interested in making a donation of the parcel, and after due consideration, the committee is not recommending that the Trust pursue purchasing the parcel. Mr. Alfree stated that the property owner owes approximately \$5,000 in back taxes on the parcel; noting that if the Board were to agree, the most LMC would recommend would be to pay the back taxes and the transfer fees to obtain the parcel. A discussion of the merit of acquiring the parcel ensued. Mr. Wilson stated that LMC has recommended that the Trust not pursue the matter at this time. The Board agreed by consensus. Mr. Alfree will notify the property owner of the Board's decision.
- Delaware Division of Historical & Cultural Affairs – Mr. Alfree reported that artifacts found at the Ft. Casimir site and noted in the 2012 Excavation Inventory and the 2019 Investigation Inventory are currently being housed with the State. A request has been received for the Trust to execute a Deed of Gift of those artifacts to the Delaware Historical & Cultural Affairs (DDHCA) office. The LMC recommends executing the Deed of Gift.

Mr. Alfree made a motion to authorize having the President execute the Deed of Gift to turn over all artifacts in the 2012 Excavation Inventory and the 2019 Investigation Inventory to the Delaware Division of Historical & Cultural Affairs.

In response to questions from the Board, Mr. Alfree stated that:

- The New Castle Historical Society is on the list of organizations approved by the DDHCA. Mr. Alfree added that the artifacts would always be available for the Trustees to view.
- The Trustee Charter is also being housed with the State and periodically the Trust sends a letter to the State reminding them that they are in possession of the Trustee Charter and that it belongs to the Trustees. Mr. Taylor added that at his request the State informed him via email of how the Charter is indexed. He suggested that the Trustees visit the Archives in Dover as a group and have the Charter pulled out to have a photograph taken with the Charter to document the Trustees' ownership.

The motion on the floor was seconded by Mr. Gallagher and was unanimously passed.

- National Society of the Colonial Dames of America – Mr. Alfree reported that the National Society of the Colonial Dames in the State of Delaware (NSCDA) is requesting permission to put up another sign and a bench at Ft. Casimir. Mr. Wilson added that in paragraph 3 of the request it states that the sign would be entitled “*Bull Hill Park: An Evolving Landscape 1600-2024*”; noting that he informed Wade Catts of South River Heritage Consulting that the sign should say “Ft. Casimir” and not “Bull Hill Park”. Mr. Catts assured Mr. Wilson that the correct identification would be on the sign, as noted on page 1 of his letter dated December 10, 2024.

During discussion, it was agreed that the NSCDA would need to apply to the Historic Area Commission (HAC) for approval of the sign and bench.

A motion was made by Mr. Alfree to approve the request of the National Society of Colonial Dames in America (NSCDA) as discussed, with the name correction, on the condition that the NSCDA receives approval from the Historic Area Commission. The motion was seconded by Mr. Gallagher and was unanimously passed.

- Old Library – A request was received from Robert Godwin, owner of Godwin’s Fitness Club in New Castle, to use the first floor of the Old Library as a space for young adult and youth martial arts training every Saturday. Mr. Godwin would charge a small fee for participants (\$5 or \$10) and a minimal rental fee (\$25 or \$50) would be charged to cover the cost of utilities.

Mr. Godwin has been teaching martial arts for 40+ years, and is certified in CPR, personal training/wellness and fitness, kettle training, and martial arts.

Mr. Alfree asked for approval to have the LMC negotiate a Draft Lease Agreement and bring it back to the Board at the June meeting. Mr. Baldini added that he is an advocate of this type of activity for young individuals, particularly high risk youth. A discussion of the merits of the program and requirements of the proposed Lease Agreement ensued.

After discussion, the Board gave unanimous approval to have LMC negotiate a Draft Lease Agreement for review by the Board at the June TNCC Board meeting.

- Mr. Alfree stated he had a matter of real estate to discuss in Executive Session.

PROPERTY MAINTENANCE REPORT – Mr. Clayton reporting.

- Mr. Episcopo stated that Mr. Emory of Good Will Fire Company informed him that there is a large Oak tree in the back that is in poor health. Mr. Clayton will research to determine if the subject tree is on Trust property.
- Town Hall – Plaster repair is being done on one window.
- Boulder Project – Mr. Wilson reported that a request was received to install boulders to protect the grassy area by the Penn Farm Barn from being driven or parked on during Barn events. Cirillo Bros. gave an estimate of \$12,000. A discussion of the request ensued during which installing a fence was recommended. Mr. Wilson will obtain estimates for fencing to match the fence at the Farm Stand.

FINANCE COMMITTEE REPORT – Mr. Baldini reporting.

Mr. Baldini reviewed the drawdowns and projects, and responded to questions from the Board.

Mr. Baldini reported that:

- Thanks to the efforts of Mses. Willis, Panzarella and Carlin 99% of rental income has been received.
- The Capital Budget list now reflects only approved projects.
- Video Equipment for Battery Park - Funds were moved from Capital Projects to City Grants for video equipment in Battery Park contingent on the Trust and the City executing the Playground Agreement. Mr. Taylor revised the Draft Agreement and will review it with Messrs. Wilson and Toner. Mr. Toner added that the equipment will be hard-wired; three cameras will be mounted to capture faces as people enter the restrooms; and a camera will be installed on the Trust building capturing faces as people approach the building.

A motion was made by Mr. Baldini to approve a City Grant for video equipment for Battery Park restroom surveillance not to exceed \$12,000 to be executed after the Agreement between the Trust and the City. The motion was seconded by Ms. Marini and was unanimously passed.

- Picnic Tables – Installing six metal picnic tables on concrete pads in Battery Park was proposed at the March TNCC Board meeting. Mr. Clayton will choose the locations for installation.

Mr. Toner made a motion to approve an amount not to exceed \$15,000 for the purchase and installation of six (6) metal picnic tables to be installed on concrete pads in Battery Park. The motion was seconded by Mr. Episcopo and was unanimously passed.

In response to a question from Mr. Alfree, the file will reflect the bid process that was followed. Mr. Wilson stated that the business intent for any project is to follow the commitment to obtain, or attempt to obtain, three bids.

- Dog Park – In response to a question from Mr. Toner, Mr. Taylor recommended that a letter be sent from the Trust to the City indicating that since a different site has been selected for the Dog Park, the Trust considers the matter closed as far as The Hermitage.
- 201 Delaware Street – Mr. Baldini stated that a vote for a second HVAC compressor for 201 Delaware was is required. During discussion, it was noted that the approved amount was for both compressors and no action is required.
- 3rd Street Library

Mr. Toner made a motion to approve an amount not to exceed \$20,000 to repair the steps at the 3rd Street Library. The motion was seconded by Mr. Gallagher and was unanimously passed.

- Penn Farm Barns – Mr. Wilson is getting quotes for work on the Penn Farm Barns. He noted that in addition to the repairs he requested a preventative maintenance contract.

OUTREACH COMMITTEE REPORT – Ms. Masiello reporting.

- The Outreach Committee met with the Strategy Committee to brainstorm on how to collaborate and move forward with the mission of the Trustees.
- Ms. Corcoran reported that Possum Park Players Film Division asked to use the 3rd Street Library three more times for additional filming. The committee recommended that they donate the Location Fee to the Friends of the Library Garden in the name of the Trust. The committee is working on appropriate dates.
- Two Lights for Tomorrow – Mr. Wilson reported that Councilperson Mattaway contacted the Trust to participate in *Two Lights for Tomorrow* in recognition of Paul Revere's Ride. Mr. Wilson proposed getting two portable lanterns to be displayed in the 2nd floor of the Penn Farm building and providing two lanterns to be displayed in Town Hall.
- Trust Parking Lots – Mr. Wilson proposed writing an article in the paper about the abuse of parking lots, listing all Trust parking lots. Mr. Wilson explained that vehicles are being left in parking lots for extended periods of time, people have left broken down vehicles in parking lots, cars are being repaired in parking lots, and commercial vehicles are being left in parking lots. He proposed leaving a printed notice on the window of violating vehicles indicating a date by which the vehicle must be removed or it will be towed. Mr. Wilson will submit a draft of the article to the Board before it is published.

OTHER COMMITTEES

Battery Park Committee – Mr. Clayton reporting.

There was no report from the committee. In response to a question from Mr. Clayton, it was noted that the committee cannot be dissolved, and Mr. Taylor suggested that going forward the Battery Park Committee report be removed from the Agenda.

Bylaws Committee – Mr. Gallagher reporting

- There was no report from the committee; and as previously reported, Mr. Gallagher requested that the President dissolve the Ad Hoc Bylaws Committee.

Strategy Committee

- The Strategy Committee met with the Outreach Committee to review long-range activities of the Outreach Committee.

Next Meeting

The next Board meeting is Tuesday, May 6, 2025, at 6:00 p.m.

COMMUNICATIONS – Mr. Alfree reporting.

- A thank you note was received from Ms. Panzarella for the Trust's support and generosity during her surgery and with regard to personal family matters.
- A thank you note was received from Ms. Majewski for the Trust's scholarship award.

- Scholarship Committee – The Scholarship Committee Chairperson met with Mr. Alfree and Ms. Panzarella to review changes to the website.

Regarding the Board's recommendation that the scholarship bonus be added to the scholarship amount the committee requested that the scholarship award be \$5,000 per semester. Mr. Alfree recommended the committee's request and the Board gave unanimous approval.

The committee is working on the possibility of submitting scholarship awards electronically to the educational institution.

Mr. Alfree reported that he hopes to meet with the Police and Fire Chiefs next week to discuss the details of the scholarship grant for first responders. Issues that need to be resolved are:

- (1) The status of recipients (i.e., full-time vs part-time),
- (2) The Chiefs' role in awarding scholarships, and,
- (3) The recipient's agreement to remain employed with the City as a condition of the scholarship.

Mr. Alfree added that the committee has requested that a separate line item be created in the Budget for the first responder scholarship.

Mr. Alfree made a motion to move into Executive Session for a matter of real estate. The motion was seconded by Mr. Gallagher. The motion was unanimously passed and the meeting moved to Executive Session at 8:42 p.m.

The Board returned to the regular meeting at 9:06 p.m.

A motion to adjourn was made and was seconded. The motion passed unanimously and the meeting adjourned at 9:16 p.m.

Respectfully Submitted,

Kathleen R. Weirich
Stenographer

Trustees of the New Castle Common
Meeting Minutes
May 6, 2025

Present: T. Wilson (*President*)
F. Gallagher (*Vice President*)
M. Alfree (*Secretary*)
T. Masiello (*Assistant Secretary*)
D. Baldini (*Treasurer*)
F. DeAscanis (*Assistant Treasurer*)
T. Episcopo
R Marini
M. Corcoran
T. Clayton
P. Toner
G. Yacucci

Absent C. DeAscanis

Also present: A. Taylor, Esquire (*Trust Attorney*)
L. Willis, General Manager
J. Carlin, Assistant Manager
J. Panzarella, Administrative Coordinator

The monthly meeting of the Trustees was held on Tuesday, May 6, 2025, in the Trustees Board Room at Penn Farm beginning at 6:00 p.m. Mr. Wilson called for a moment of silence.

Mr. Wilson asked Mr. Alfree to call Mr. Taylor to remind him of the change in meeting time.

President's Communication

- Mr. Wilson stated he had a matter of policy to discuss in executive session.
- Mr. Wilson distributed a map showing where new signage regarding bicycle helmets will be posted in Battery Park. The State of Delaware is passing out bicycle helmets for anyone who needs one. They are available at the New Castle Courthouse.

Monthly Calendar

- TNCC Board Meeting – 5/6/2025, 7:00 p.m.
- Outreach and Strategy Committees Joint Meeting – 5/12/25, 5:30 p.m.
- Finance Committee – 5/14/2025, 5:00 p.m.
- Property Maintenance – 5/22/2025, 4:00 p.m.
- Land Management – 5/28/2025, 5:00 p.m.

Mr. Wilson noted that a schedule of movies that will be held at Old Town Hall is included in the Board packet.

Trustees of the New Castle Common
Minutes of May 6, 2025

Minutes

4/1/25 TNCC Meeting Minutes – **Mr. Gallagher made a motion to approve the 4/1/25 TNCC Board Meeting minutes as amended. The motion was seconded by Mr. Clayton and was unanimously passed.**

Treasurer's Report – Mr. Baldini reporting.

Treasurer's Reports were sent out prior to the meeting.

Mr. Baldini reviewed receipts, disbursements, and investments; and responded to questions from the Board on the 3/31/25 FINAL report.

Mr. Baldini responded to questions from the Board, noting that:

- The invoices submitted by the Buttonwood School did not total the full grant amount that was approved. Therefore, the check for \$10,000.00 was cancelled and a new check for the exact amount of receipts received of \$7,807.00 was issued. Thus, the Buttonwood grant does not appear on the 3/31/25 FINAL Report, but is reflected on the April report.
- M&T Bank Fees paid by the Trust and the fluctuation of that amount that is sometimes reported was explained. Mr. Alfree suggested that going forward M&T Fees are noted on the report as “net from services fees”.
- At this time the Trust has all the tools in place to go totally electronic; which could handle wire transfers for scholarships.
- The Trust is still paying for internet at the 3rd Street Library. A discussion of the necessity of internet at the 3rd Street Library ensued. Mr. Clayton will research that matter and report back to the Board.

Mr. Baldini reviewed receipts, disbursements, and investments; and responded to questions from the Board on the 4/30/25 report.

A discussion of painting the interior of the 5th Street Library and how it is being accomplished ensued.

In response to a question from Mr. Episcopo, the cost of electricity at the 3rd Street Library was discussed.

In response to a question posed by Mr. Alfree at the March meeting, Mr. Baldini explained that they are working on the utility matrix to get lessee utilities separated out.

A motion was made by Mr. Clayton to accept the Final Treasurer's Report dated March 31, 2025, and the Treasurer's Report dated April 30, 2025, as submitted. The motion was seconded by Mr. Yacucci and was unanimously passed.

General Manager's Report – Ms. Willis reporting.

Ms. Willis reported that:

Trustees of the New Castle Common
Minutes of May 6, 2025

- A representative from MSC did a walkthrough of Penn Farm to show Ms. Willis where all the meters are, how to read them, and which meters belong to the various buildings.
- Mses. Willis and Carlin met with representatives of MSC to clear up issues with billing. Going forward a separate bill will be submitted for each property.
- Ms. Willis met with Bill at Bellanca to tour the property.
- Ms. Willis is working with Mr. Zitz on projections through 2028. During that process, Ms. Willis found some leases that are significantly in arrears. A certified letter was sent out and Ms. Willis also phoned the lessee. No response has been received to date. Mr. Alfree recommended that further conversation be held in executive session.
- Ms. Willis is doing projections for sewer. Ms. Carlin scanned all the sewer bills for 2nd Quarter and sent them out on Quick Books.
- Mses. Willis and Carlin will meet with Mr. Zitz next week to review all numbers for final projections and accounting clean-up.

LAND MANAGEMENT COMMITTEE REPORT – Mr. Alfree reporting.

- Mr. Taylor has the Final Draft of the new License Agreement for Godwin Fitness at the Old Library.
- Mr. Alfree re-stated that the Trust is not interested in purchasing the properties on Chestnut Street at this time.
- Mr. Wilson is managing the additions at Ft. Casimir, and they have been informed that they will have to go through the Historic Area Commission (HAC). Mr. Wilson noted that they may want to dig alongside the houses, which may require closing part of the parking lot; opining that the Trustees should consider the merits of moving forward with that proposal.

PROPERTY MAINTENANCE REPORT – Mr. Clayton reporting.

- The bathroom work in Battery Park is finished.
- Two picnic tables have been installed in Battery Park.
- Mr. Clayton has been cleaning up in Battery Park.
- All quotes are in for the 201 Delaware Street mini-splits.
- Pro Works was called in to put in a new sewage pump in the bathrooms in Battery Park.
- A quote for the curb, the brickwork, and the steps at the 3rd Street Library is being obtained.
- Mr. Wilson is working on the 5th Street Post Office Parking Lot handicap lines. Notices will be sent to all residents informing them when the area must be vacant.
- The permits for Ft. Casimir have been submitted and it should be on the HAC Agenda soon. Mr. Wilson responded to questions from the Board regarding emergency vehicle access, noting that there is an opening of approximately 20' wide for emergency access.

FINANCE COMMITTEE REPORT – Mr. Baldini reporting.

Mr. Baldini reviewed the drawdowns and projects, and responded to questions from the Board.

Mr. Baldini reported that the Trust is in excellent position at the end of the fiscal year.

Mr. Baldini noted that there was an oversight for a \$2,000 Police Department Grant request for items they purchase for activities that was inadvertently omitted from the Budget and requested Board approval to add it.

A motion was made by Mr. Baldini to accept the new Grant for \$2,000.00 to be added to the Budget.

Ms. Masiello noted that two Grants were approved; but only one was included.

The motion was seconded by Mr. Toner and was unanimously passed.

Scholarships – Mr. Alfree stated that he heard from Scholarship Chairperson Tish Gallagher and was informed that there may be a larger number of applicants than anticipated and the budgeted amount may be insufficient. Mr. Alfree also stated that he will meet with the Police and Fire Chiefs this month, and funding for those scholarships were not in the budget. Mr. Alfree added that Ms. Gallagher and he plan to meet with a representative from William Penn High School to clarify the parameters of applying for a Trust Scholarship. During discussion it was noted that all local high schools receive a letter from the Trust regarding the Scholarship Program.

OUTREACH COMMITTEE REPORT – Ms. Masiello reporting.

- The Outreach Committee met with the Strategy Committee to brainstorm on how the Trust can be beneficial to the community.
- Battery Park Clean-Up – Mr. Clayton noted that the Bank of America is sponsoring a clean-up in Battery Park on Friday, May 9th starting at noon, and volunteers to drive a golf cart or the Kubota are welcome. Volunteers may arrive at 1:00 p.m. Ninety-five people are signed up to help with the event.

OTHER COMMITTEES

Strategy Committee – Mr. Gallagher reporting.

- The Strategy Committee met with the Outreach Committee to review long-range activities of the Outreach Committee. The group discussed the possibility of the Trust surveying the citizens of New Castle via a professional survey to understand how the Trust can benefit the citizens of New Castle.

Benefits:

- (1) Learn what is important to the majority of citizens of the greater population supported by the Trust.

Trustees of the New Castle Common
Minutes of May 6, 2025

- (2) Identify additional opportunities for the Trust to work with citizens that the Trust may not have worked with in the past.
- (3) It is a proactive approach to learn citizen's concerns.
- (4) It could help residents differentiate the responsibilities of the Trust from those of City government.

A discussion of the proposal ensued. Mr. Gallagher stated that the Strategy and Outreach committees would meet to discuss whether to go forward with more research or not. He asked that any additional comments be forwarded to him prior to the May Strategy/Outreach joint meeting on May 12th.

Next Meeting

The next Board meeting is Tuesday, June 3, 2025, at 6:00 p.m.

COMMUNICATIONS – Mr. Alfree reporting.

- All committee activities were previously noted and Mr. Alfree had nothing further to report.

Mr. Alfree made a motion to move into Executive Session for a matter of real estate, a personnel matter, and for Mr. Taylor to discuss matters of policy. The motion was seconded by Mr. Toner. The motion was unanimously passed and the meeting moved to Executive Session at 7:24 p.m.

The Board returned to the regular meeting at 8:15 p.m.

Mr. Wilson reported that Christopher DeAscanis has resigned from the Board of Trustees effective immediately. Mr. DeAscanis and his family have relocated outside the City of New Castle.

A motion to adjourn was made and was seconded. The motion passed unanimously and the meeting adjourned at 8:17 p.m.

Respectfully Submitted,

Kathleen R. Weirich
Stenographer