



December 15, 2020
KEP Board Meeting
(Zoom Meeting)

Board Members Present

Mike Petit de Mange
Robin Christiansen
Joanne Masten
Doug Morrow
Judy Diogo
Jerry Esposito
Shelly Cecchett
Gregg Moore
Denis McGlynn
Bob MacLeish
Shane Breakie
Richard Wilkins
Linda Parkowski

Absent

Brooks Banta
Damian DeStefano
Chuck Spiegelman

Guest

Dave Hugg
Jeremy Rothwell
Matthew Harline

Gregory Moore called the meeting to order at 7:35am.

After it was determined there was quorum present, the board moved forward with the meeting.

There being no addition to the agenda, on motion made,
by Denis McGlynn, seconded by Judy Diogo, the agenda was approved.

The minutes were sent to the board in advance, on motion made by Denis McGlynn, seconded by Bob MacLeish, the October 2020 minutes were approved.

Financial Report – There were three months of financial reports, September, October & November. Linda Parkowski stated that we received contributions totaling \$35,000 from the Greater Kent Committee Fund Raising efforts to date as well as \$11,250 raised from private businesses. Expenses include marketing and advertising costs, office supplies, virtual conferences, and IEDC trainings. Gregg proposed the idea of creating a fundraising committee through the board and discussed following a similar method that the Greater Kent Committee organized.

Motion to accept the financial reports by Denis McGlynn, seconded by Shelly Cecchett.
Motion carried.



Chairman's Report – Gregg Moore

Gregg discussed the ongoing Four M project and referred to Dave Hugg to provide a most recent update. Dave reported that all permits for the box plant have been approved, with the exception of one DNREC permit, which will be addressed soon. Approvals for the contractors to start building will begin in a phased manner.

The groundbreaking event took place at the Duck Creek Business Park in Smyrna in November and the site is progressing.

Gregg and Linda attended a follow up meeting with Milford in regards to their decision to withdrawal their KEP membership. Milford has stated they will start their own economic development program with the hiring and creation of a new position and will not participate in the KEP.

Gregg referred to Mike Petit de Mange to discuss Master Planning updates. Mike reported the Levy Court is reviewing the plans, the land use, and how to address the PLUS process for Little Heaven and Frederica. Century Engineering has performed traffic analysis and from there will work through highway capacity. Levy Court is holding public hearings on the plans and once they have been adopted, zoning district changes will be created to support the plans after the New Year.

Judy Diogo provided election updates in the House and the Senate. She discussed several bills drafted that are going through legislation. These include the raising of minimum wage, legalization of marijuana, paid family leave, and renewable portfolio which addresses energy costs. The Chamber is working with the local business community to gather statements on the impact these bills will have on their businesses.

Judy discussed the distribution of the COVID vaccination that has begun and the order of which they will be administered. She also mentioned a bill being drafted to address the Emergency Orders, and is hopeful the elected legislators will be able to have discussions with the Governor in this regard.

Business Developer's Report – Shannon Heal

Shannon reported that the virtual site tours and testimonials are going through the editing process and the testimonial videos will be presented at the Economic Forecast and the upcoming GKC membership meeting.

Shannon has compiled a list of all businesses in the East Dover Industrial Area and will continue to make updates. Letters will be composed and mailed to these businesses to introduce them to the KEP.



The website is updated on a continuous basis. Lists of resources for prospective companies have been created. These resources include local attorneys, banks, electrical contractors, engineering firms, and workforce training information. Local contractors will also be researched and added, and once reviewed, these resources will be posted to the website.

Shannon has created all Power Points for recent meetings and presentations including those with Smyrna, Cheswold, Smyrna-Clayton Rotary Club, and the RFI Response Exercise. She also has kept Zoom Prospector listings current and makes updates on a monthly basis.

Shannon has participated in IEDC trainings on the topics of Business Retention & Expansion and Real Estate Development & Reuse. She is registered for Land Use courses through UD IPA, which will begin in January.

Letters to all Kent County Municipalities have been created and mailed, informing them of the KEP's mission and requesting to have a follow up meeting. Shannon will be making phone calls to connect with the Municipalities in regards to the letter and scheduling meetings.

Recent media coverage and interviews were announced.

Executive Director's Report – Linda Parkowski

Linda discussed the two Ordinances that were updated by Levy Court, the Strategic Fund and the Tax Abatement. Also, the C-PACE program was approved by Levy Court and is awaiting an agreement to be signed by Mike Petit de Mange.

The KEP completed two healthcare-related meetings with Bayhealth and Christiana Care in regards to opportunities for growth in Smyrna and in Central Delaware.

Linda has been attending Smyrna's Economic Development Committee meetings and recently presented to Smyrna's Town Council and the Smyrna-Clayton Rotary Club.

The KEP is working on a simulated proposal RFI exercise. This will help align and gather information needed for these requests in the future. It will also give a path forward in the Food and Beverage Manufacturing sector, as this is the sector used for this exercise.

Linda, Shannon, Dave, Jeremy and various realtors hosted a manufacturing firm on a site tour and showed them various sites through Kent County for their business expansion project. They will begin narrowing down the sites and continuing discussions.

Linda is still working closely with the Milford Wellness Village and Polytech. She stated they may be a candidate for the C-PACE Program in Sussex County, as they are interested in some energy efficiency programs.



The transportation studies for Horsepond/Lafferty and Garrison Oak and the East-West Freight Route are still ongoing. Meetings with Delmarva Railroad have been held to continue discussions on preserving sites along the rail for industrial use as opposed to housing.

The Broadband Committee has an upcoming meeting where an action plan will be discussed to bring to the county and state levels for improvements.

Linda shared her screen with the updated project pipeline. Project Cape has moved up into “Located Projects” as they await settlement. She went over the new “Middle Stage” and “Early Stage” projects and the potential investment numbers.

Public Comment –

The meetings for the next 6 months will take place on Zoom.

The meeting was adjourned at 8:35 am

The next meeting will be February 16, 2021.