



December 7, 2021  
KEP Board Meeting  
(In Person/Zoom Hybrid Meeting)

**Board Members Present**

Mike Petit de Mange  
Joanne Masten  
Judy Diogo  
Jerry Esposito  
Shelly Cecchett  
Gregg Moore  
Denis McGlynn  
Bob MacLeish  
Chuck Spiegelman  
Tabitha Gott  
Shane Breakie  
Jordan Schulties

**Absent**

Robin Christiansen  
Richard Wilkins

**Guest**

Dave Hugg  
Jeremy Rothwell

Gregory Moore called the meeting to order at 8:00am.

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

Addition to the agenda in regards to order of presentations, on motion made, by Denis McGlynn, seconded by Denis Bob MacLeish, the agenda was approved.

The minutes were sent to the board in advance, on motion made by Denis McGlynn, seconded by Joanne Masten, the October 2021 minutes were approved.

**Financial Report** – There were two months of financial reports, September and October. Linda Parkowski discussed the financials and introduced the budget for 2022.

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

**Chairman's Report – Gregg Moore**

Gregg discussed the engagement with Potter Anderson and the revision of bylaws. He discussed along with Linda that the articles of incorporation needed to be up to date and that the revision allows for redevelopment opportunities. Gregg noted the process is on hold and additional meetings with Kent County Levy Court will be necessary.



### **Business Developer's Report – Shannon Heal**

Shannon went over the recent media coverage including the Garrison Oak Redesign as mentioned in the Delaware Business Times. She also discussed the advertising campaign for 2022 and expects the initial advertising concepts to be delivered back to KEP soon.

Shannon also mentioned the 2022 trade show calendar the KEP will be attending and that the KEP is in the beginning stages of planning for the next site selector engagement in the spring.

Shannon has participated in the Wage Scale Working Group meetings by the Rodell Foundation and went to the State of the Base event at the Dover Air Force Base hosted by the Central Delaware Chamber of Commerce.

Shannon coordinated a meeting between Delaware Department of Labor and Town of Smyrna to discuss future partnerships for job fairs similar to the ones currently held in City of Dover.

Shannon also has managed several projects and site visits and is currently organizing more for the beginning of 2022.

### **Executive Director's Report – Linda Parkowski**

Linda discussed the Harrington Industrial Park and the recent tour the KEP hosted with the City of Harrington, Northeast Freight Transfer and members of City Council, legislation, and the Delaware Prosperity Partnership. She went into further detail about the future of rail opportunities and the site of the proposed industrial park.

The Site Readiness Fund will begin in early 2022 and is going to be managed by Delaware Prosperity Partnership. Linda went over the priority projects for Kent County that she feels should be submitted for the Fund and where the KEP will concentrate efforts. Jordan Schulties went into further detail about timeline for the Fund application.

Linda has engaged with Discover Bank, who administers a revolving loan fund, the Excite Sussex Fund. Discover suggested doing a similar program for Kent County and has met with Linda, Mike Petit de Mange, and Susan Durham. The group is set to present in front of Kent County Levy Court in the next week.

The Downtown Dover Master Plan is ongoing and has hopefully identified a company to start the master plan process in January. Linda has also attended meeting with the Food Bank of Delaware and the United Way ALICE program.



The Rail Corridor Study by the Dover Kent MPO is identifying parcels adjacent to the rail and is garnering positive attention to possibly continue the study statewide. One of the next steps is to address zoning something different in the various Comprehensive Plans.

The East West Truck Study is also being done and is identifying problems with truck routes and improvements that will be necessary as logistics operations grow.

The Kent County Broadband Committee held a meeting to discuss updates from the State. The State committed \$100 million toward broadband and Comcast and Verizon will be doing the last mile connections, which will come to no cost to the land owners.

The environmental assessment was signed by the Department of Defense for the Central Delaware Aviation Complex. Now the joint-use agreement is in the revision state.

The Kent County Levy Court's Strategic Fund has been used to recruit two large businesses. Linda also submitted the Garrison Oak redesign to the Fund and was able to introduce USA Fulfillment to the Fund for a piece of new equipment that is crucial to their business.

The Excellence in Education Grants were awarded in November at the event sponsored by State News. These programs will enable change toward the workforce.

The EDGE Grants were awarded in November and Linda was able to participate as a judge. The Grants allow for small businesses to take their companies to the next level.

The KEP met with DEMEP, which provides training for manufacturers and is administered through Del Tech. They would like to partner with the KEP in engaging local businesses and recently hosted a tour that was attended by Shannon.

The KEP hosted a Planners Meeting with planners from municipalities and the County. The planning and building process requires tree planting on the new properties. The County currently allows for the trees to be planted elsewhere, and a discussion came up about "tree banks". The KEP arranged a meeting with the Department of Forestry to gauge their interest.

DelDOT Leadership met with the KEP to discuss economic development priority projects. The projects included were the Garrison Oak Road Connector and applications that will be coming up for TIFF Funding.

The KEP currently has 27 active projects and frequent inquiries.



**Public Comment –**

The meeting was adjourned at 9:14 am

The next meeting will be February 22nd, via Zoom at 8:00am.