



October 19, 2021  
KEP Board Meeting  
(In Person/Zoom Hybrid Meeting)

**Board Members Present**

Mike Petit de Mange  
Robin Christiansen  
Joanne Masten  
Judy Diogo  
Jerry Esposito  
Shelly Cecchett  
Gregg Moore  
Denis McGlynn  
Bob MacLeish  
Richard Wilkins  
Chuck Spiegelman  
Jordan Schulties

**Absent**

Tabitha Gott  
Shane Breakie

**Guest**

Jeremy Rothwell  
Marilyn Smith  
Matthew Harline

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 Robin Christiansen, seconded by Denis McGlynn, the agenda was approved.

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

**Financial Report** – There were two months of financial reports, August and September. Linda Parkowski noted the State of Delaware increased their contribution for this year and expenses labeled “other” are for the Rail Study being conducted by the Dover/Kent MPO. Expenses in September labeled “legal fees” are for engagement with Potter Anderson for the revision of the KEP’s bylaws.

Motion to accept the financial reports by Robin Christiansen, seconded by Denis McGlynn.  
Motion carried.

**Chairman’s Report – Gregg Moore**

Gregg discussed more details regarding the KEP’s legal engagement with Potter Anderson. He stated one of the things the firm found necessary was filling out a Conflict of Interest Policy and confirmed they are distributed in board members’ packets.

Gregg and Linda mentioned the new revision of the bylaws will be brought before the board at the December meeting, or the following in February if they are not complete.



Gregg discussed the property adjacent to the Civil Air Terminal and its' future, being that property size that currently is available has been a deterrent for potential projects. This property has been under consideration with Kent County and City of Dover, and sparked the KEP's interest in rewriting the bylaws for future redevelopment opportunities.

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

Shannon discussed the recent news coverage in The New Journal, Business View Magazine, and Delaware Public Media. She also went over the advertising calendar being rounded out for the year in Northeast Real Estate Business and discussed the plans to meet with the advertising agency to create the campaign for 2022.

Shannon has begun putting together the 2022 trade show calendar now that events are mostly holding in person conferences again. She also mentioned that the KEP is in the beginning stages of planning next years' site selector engagement and tour.

Shannon attended multiple meetings and committees including the PLUS meeting, MPO Council Meetings, Kent and Sussex E3 Regional Council, CDCC Board, Smyrna Economic Development Committee, Dover Economic Development Committee, and has met with many companies referred by the Delaware Division of Small Business.

Lastly, Shannon discussed an education video that is in the early planning stages with the Delaware Department of Labor. It will be focused on showcasing manufacturing careers to Delaware high school students and can eventually be rolled out for County use.

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

Linda discussed DelDOT's application for the EDA Build Back Better Grant for the Civil Air Terminal and the latest update on waiting for the Joint Use Agreement to be signed.

The Lafferty Lane Warehouse project has gone through the PLUS meeting and Linda has sent the builder multiple potential tenants.

The Harrington Terminal Study is ongoing and the KEP is very involved in the process. The industrial park along the rail is in the planning stages and meetings with all parcel owners are regularly held.

Linda has held preliminary meetings with Discover Bank, who administers the Excite Sussex Revolving Loan Fund. An initial meeting has been held to discuss potential of having a similar fund for Kent County.



Linda is working on the evaluation committee for the Downtown Dover Master Planning. They have narrowed it down to three companies to do a master plan for the entire downtown area.

The KEP is working with the City of Dover to have Garrison Oak's engineering redesigned to change the lot layouts. Upon receiving a budget from the engineering firm, the project can possibly be submitted for the Site Readiness Fund in January.

Meetings have been held with County and Municipality Planners to discuss recent zoning changes and acceptable uses in town ordinances. Linda has given her input toward these discussions based on what she learned is needed for the future from attending conferences this year.

The KEP has met with multiple companies for business retention and expansion and is assisting them with their plans.

Linda was the keynote speaker for the Central Delaware Economic Summit at Del Tech. The conference was very well received and covered positively in the press. Mike Petit de Mange also did a "lightning round" presentation at the Delaware Chamber of Commerce event, which also was a great highlight for Kent County.

Recent meetings include the Milford Wellness Center, the Mayor of Cheswold, and the Dover Freight Study is going on.

The KEP also held a tour of the Duck Creek Business Campus in Smyrna for legislators including Nancy Cook, Bruce Ennis, and Bill Carson, allowing more eyes to be on the potential for the project.

The Assistant Secretary of Commerce for the EDA was in Delaware for a tour with Senator Carper. Linda was invited to speak at the lunch portion of the event and discussed the various projects going on in Kent County.

Linda and Shannon met with DNREC recently to discuss their Brownfield program and become more informed of the process.

The KEP also met with a developer involved with a project for the Duck Creek Business Campus. Beginning details were discussed and next steps are to schedule a call with the Town of Smyrna's Planning department.



Linda toured USA Fulfillment with Chick's Saddlery. Chick's is looking to expand their fulfillment side of their operation and Linda assisted in making that connection.

The KEP is working with the Dover Kent MPO on the Rail Corridor Study to identify potential sites along the rail. Initial meetings have been held and the study is in beginning stages.

The KEP met with a local healthcare company on their plans for expanding their Geriatric Psychology division. They expressed interest in Kent County locations and the KEP was able to provide them with local contacts.

#### **Public Comment –**

The meeting was adjourned at 8:50 am

The next meeting will be December 7th, in person/Zoom hybrid at 8:00am.