



Transportation Infrastructure Investment Fund Council

Meeting Minutes

May 18, 2023

3:00 p.m.

Virtual via Zoom and In-Person (Delaware Room, DelDOT Admin. Bldg.)

Members Present:

Mr. Joe Westcott (CHAIR)
Dr. Martin Nunlee
Mr. Robert Book
Mr. Bill Strickland
Ms. Mona Parikh

Members Absent:

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| Representative Bill Bush | Delaware House of Representatives District 29 |
| Senator Jack Walsh | Delaware Senate District 9 |
| Ms. Cornelia Johnson | |

Guests:

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| Pamela Steinebach | Delaware Department of Transportation |
| Susanne Laws | Delaware Department of Transportation |
| Todd Reavis | Delaware Department of Transportation |
| Liddy Campbell | Delaware Department of Transportation |
| George Lees | Department of Justice/Delaware Department of Transportation |
| Holly Postle | Delaware Division of Small Business |
| Andrew Harton | Delaware Division of Small Business |
| Scott Johnson | 1313 Owner, LLC |
| Caren Coffy | McCormick and Associates of Middletown, LLC |
| Krystal Frank | |
| Jacob Owens | |

Agenda Item # 1: Welcome and Introductions

Discussion: Quorum was confirmed.

Discussion: Ms. Steinebach thanked Mr. John Riley and Senator Nicole Poore for their years of service on the TIIF Council. She welcomed Senator Jack Walsh to the TIIF Council. Ms. Steinebach also reminded the TIIF Council that one Council seat remains vacant and if anyone is interested, they can apply on the following website: <https://governor.delaware.gov/boards-commissions/>

Agenda Item # 2: Approval of the November 16, 2022, Meeting Minutes

Discussion: Mr. Westcott acknowledged that the meeting materials were sent out last week for the Council's review. A motion to approve the November 16, 2022, meeting minutes was made by Mr. Robert Book. The motion was seconded by Mr. William Strickland. **Approved by the Council.**

Agenda Item # 3: Review of Received Transportation Infrastructure Investment Fund Grant Applications

Discussion: Ms. Steinebach introduced the first of two received applications for the Council's consideration, the Round Two Grantee of 1313 Owner, LLC. She summarized the project description highlighting that this project is the revamping of the former Hercules Building. Ms. Steinebach mentioned that she and Susanne Laws that took a tour of the building and provided pictures of the current completed improvements. Ms. Steinebach mentioned the Applicant was previously awarded \$325,000.00 and has completed Phase I which covers the streetscaping improvements. Phase II will include roadway paving but will not begin until building improvements are completed.

Ms. Steinebach explained that there should be two votes: First vote to request an interim progress payment for Phase I improvements of \$132,250.00, second vote to request a grant term extension for the remainder of the award (\$692,750.00) which would expire in February 2026.

Dr. Martin Nunlee asked if an assessment was done to determine if the money requested is necessary for the Phase I improvements. Ms. Steinebach explained that the applicant submitted the reimbursement paperwork which includes receipt information totaling the grant amount requested.

Mr. Wescott asked about the Phase II delay relative to work being done on the building first. Mr. Scott Johnson explained the fundamentals of each phase; the remainder of grant funds will cover the cost of the extensive work that is required to finish the project.

Ms. Steinebach introduced the second application for the Council's consideration, McCormick and Associates of Middletown, LLC. Ms. Steinebach explained the proposed project includes a 3,600 square foot office building to be utilized for outpatient psychiatric mental health services. She provided information to the Council on the public endorser and performance measures for this project. Ms. Steinebach introduced Mr. Andrew Harton from the Delaware Division of Small Business who provided an overview of the financial stability of the proposed project, that the Applicant is in good standing with a valid business license, and no compliance issues were found. Ms. Steinebach stated the applicant has requested \$105,298.00.

Agenda Item # 4: Executive Session to Discuss Applications

Discussion: Mr. Westcott asked the Council members if there was a need for an executive session and there were no comments made by the Council.

Agenda Item # 5: Vote on Received TIIF Grant Applications

1313 Owner, LLC: Mr. Westcott asked for a motion to vote on the requested interim progress payment in the amount of \$132,250.00. A motion was made by William Strickland and the motion was seconded by Dr. Nunlee. **Approved by the Council unanimously.**

Mr. Westcott asked for a motion to vote on the requested two-year grant term extension for the remainder of the award, \$692,750.00, with term expiration of February 2026. A motion was made by Dr. Nunlee, and the motion was seconded by Ms. Mona Parikh. **Approved by the Council unanimously.**

McCormick and Associates of Middletown, LLC: Mr. Westcott asked for a motion to vote on the application for \$105,298.00. A motion was made by Mona Parikh and the motion was seconded by Dr. Nunlee. **Approved by the Council unanimously.**

Agenda Item # 8: Future Meetings

Discussion: Ms. Steinebach stated that the next deadline for TIIF application submissions is September 5, 2023. The next Council meeting is scheduled for July 26, 2023, to review applications received by the May 8, 2023, deadline.

Agenda Item # 9: Public Comment

Discussion: No public comment was offered.

Adjournment

A motion to adjourn the meeting was made by Dr. Nunlee. The motion was seconded by Robert Book. The meeting was adjourned at 3:30 p.m.

Minutes Prepared by: Liddy Campbell, DelDOT Planning

Minutes Reviewed by: Susanne Laws, P.E., DelDOT Planning