Transportation Infrastructure Investment Fund Council

Meeting Minutes

April 30, 2025
11:00 a.m.
Virtual via Zoom and In-Person (Delaware Room, DelDOT Admin. Bldg.)

Members Present:

Mr. Joe Westcott (CHAIR)
Representative Bill Bush
Mr. Rob Book
Ms. Cornelia Johnson
Mr. Bill Strickland

Guests:

Susanne Laws	Delaware Department of Transportation
Lanie Clymer	Delaware Department of Transportation
Pamela Steinebach	Delaware Department of Transportation
George Lees	Delaware Department of Justice – DAG for DelDOT
Tami Venn	Delaware Department of Transportation
Stephanie Foster	Delaware Department of Transportation
Jamal Carter	Delaware Department of Transportation
Kristina Robinson	Delaware Division of Small Business (DSB)
Jory Moore	Delaware Division of Small Business (DSB)
Robert Wittig	DSM
Fred Wittig	DSM
Michael Willey	Silicato Development
Dennis Silicato	Silicato Development
Dave Kuklish	Bohler Engineering
Danielle Sullivan	REACH Riverside Development Corp.
Stephen Rosenfeld	VanDemark and Lynch, Inc
Rob Pierce	City of Milford
Lauren Swain	City of Milford
Chris Coviello	CMT, Inc.
Debbie Coviello	CMT, Inc.
John Hanlon	FR First Park New Castle, LLC
John Conners	FR First Park New Castle, LLC
Megan Glick	Lighthouse Construction
Mike Glick	Lighthouse Construction
Zack Prebula	Kent Economic Partnership
Mike Riemann	Becker Morgan Group, Inc.
Jeff Garrison	Garrison Homes, LLC
James Smith	Barnes & Thornburg

Jason Nix
Nafisah Wilson
Jim Weller

Agenda Item # 1: Welcome and Introductions

Discussion: Mr. Westcott welcomed everyone. He led the roll call for the Council. **Quorum was confirmed.**

Agenda Item # 2: **Approval of the November 14, 2024, Meeting Minutes**

Discussion: Mr. Westcott acknowledged that the meeting materials had previously been distributed for the Council's review. A motion to approve the November 14, 2024, meeting minutes was made by Mr. Book. The motion was seconded by Ms. Johnson.

Roll call vote was taken:
Mr. Westcott: For
Rep. Bush: For
Mr. Strickland: For
Mr. Book: For
Ms. Johnson: For
The motion to approve the minutes carried.

Agenda Item #3: Status of Previous Approvals – deferred to a future meeting

Agenda Item #4: Review of and Vote on Requests for Extensions and Progress Payments

City of Milford Corporate Center (Round 6 and 10) Extension Request:

Discussion: Ms. Laws introduced the request by noting that in Round 6, the city received $2,766,799.26, and the TIIF agreement was signed on February 1, 2023. In Round 10, the city received another $2,283,730.37, making the total funding $5,050,530.26. The amendment to the TIIF agreement was signed on May 15, 2024, and the original agreement remains unchanged, set to expire on February 1, 2026. The City of Milford will start Phase 1 of the TIIF work, which involves construction of the site entrances. They expect to finish construction by March 2026. To ensure they receive reimbursement for Phase 1 and the following phases, the grantees requested that the grant term be extended by one year, to expire February 1, 2027. The applicant also asked for the option of interim progress payments from DelDOT, as outlined in the approved Record Plan phasing notes. Ms. Laws mentioned that representatives of the grantee are present at the meeting should anyone have any questions.

Public comment: None

Executive Session: None

Mr. Westcott inquired if two votes could be combined or if separate approvals were needed. Ms. Laws clarified that two distinct votes were necessary for the amendment. Mr. Westcott asked the Council if they had any questions for Ms. Laws.

Mr. Westcott suggested a one-year extension was appropriate since the project is well underway. After confirming that there were no further questions, Mr. Westcott called for a motion to approve the one-year extension of the grant term, expiring on February 1, 2027. Mr. Strickland made the motion, and Mr. Book seconded.

Roll call vote was taken:
Mr. Westcott: For
Rep. Bush: For
Mr. Strickland: For
Mr. Book: For
Ms. Johnson: For

The request to recommend a one-year grant term extension for Round 6 and 10 City of Milford Corporate Center was approved.

Mr. Westcott indicated that part two of the request, concerning interim progress payments at DelDOT's discretion, has been a standard practice that DelDOT has adopted. He then asked if there was a motion to approve. Mr. Book made the motion, and Mr. Strickland seconded.

Roll call vote was taken:
Mr. Westcott: For
Rep. Bush: For
Mr. Strickland: For
Mr. Book: For
Ms. Johnson: For

The request was approved to authorize the City of Milford to submit interim progress payment requests for reimbursement, the amounts and timings of which are to be determined at DelDOT's discretion.

Agenda Item #5: Review of Received TIIF Grant Applications

CMT Inc.:

Discussion: Ms. Laws provided an overview of the project, which includes three warehouse/flex/manufacturing buildings to be marketed as small business incubator space located in Harrington in a State Strategies Level 1 investment area. She stated that representatives of the applicant are available for any questions from the Council.

Ms. Laws provided a summary of the TIIF Scope of Work, which includes a single right-in/right-out/left-in site entrance on US 13 northbound (opposite an existing full movement crossover) with right turn lane and bike lane, left turn lane modifications to crossover, engineering design and construction inspection.

Ms. Robinson provided an overview of the applicant's financial stability, noting that a compliance review by DSB found no significant labor law violations. The applicant is validly organized and in good standing and holds a valid business license. She also stated that the successful implementation of this project would create 32 jobs in year three and therefore increase state and local tax revenue by $249,448.98 annually.

Mr. Westcott asked if the Site Readiness Grant had been reviewed and approved.

Ms. Robinson confirmed that the grant was approved, and an agreement has been initiated.

Ms. Laws reviewed the performance measures. She stated in summary that the applicant is requesting $1,481,492.10.

Public Comment: Mr. Zach Prebula, Director of Business Development at Kent Economic Partnership, expressed support of the project, stating that the fund will enhance its viability and enable businesses to expand more effectively. He noted that, as the economic development organization for Kent County, they endorse this initiative due to rising costs. This fund will improve the project's feasibility and assist businesses in finding and expanding their operations.

Executive Session: None

Mr. Westcott asked for a motion to recommend an award to CMT Inc. in the amount of $1,481,492.10. Rep. Bush made the motion, and Mr. Strickland seconded.

Roll call vote was taken:
Mr. Westcott: For
Rep. Bush: For
Mr. Strickland: For
Mr. Book: For
Ms. Johnson: For

The motion was approved to recommend award to CMT Inc. in the amount of $1,481,492.10.

Felton Drive-in LLC:

Discussion: Ms. Laws provided an overview of the project, which includes six buildings for small trades and business flex warehouse space in phase one, and an addition of another 190,000 square feet in phase two, all located in Felton in a State Strategies Level 2 investment area. She stated that representatives of the applicant are available for any questions from the Council.

Ms. Laws provided a summary of the TIIF Scope of Work, which includes a right-in/right-out site entrance on US 13 southbound, right turn lane with bike lane, sidewalk across frontage connected to transit stop, tree removal in clear zone, engineering design and a contingency.

Ms. Robinson provided an overview of the applicant's financial stability, noting that a compliance review by DSB found no significant labor law violations. Felton Drive-In LLC is validly organized and in good standing and holds a valid business license. She also stated that the successful implementation of this project would create 72 jobs in year three and therefore increase state and local tax revenue by $581,248.60 annually.

Mr. Westcott asked if the Site Readiness Grant has been approved.

Ms. Robinson confirmed that the grant was approved, and they have a fully executed grant agreement.

Ms. Laws reviewed the performance measures. She stated in summary that the applicant is requesting $322,429.80.

Public Comment: Mr. Zach Prebula, Director of Business Development at Kent Economic Partnership, stated that Kent Economic Partnership supports this project because it takes vacant raw land, turns it into an industrial park, and helps attract businesses here.

Executive Session: None

Mr. Westcott asked for a motion to recommend an award to Felton Drive-In LLC in the amount of $322,429.80. Rep. Bush made the motion, and Ms. Johnson seconded.

Roll call vote was taken:
Mr. Westcott: For
Rep. Bush: For
Mr. Strickland: For
Mr. Book: For
Ms. Johnson: For

The motion was approved to recommend award to Felton Drive-In LLC in the amount of $322,429.80.

FR First State Park New Castle LLC:

Discussion: Ms. Laws provided an overview of the project, which includes two speculative industrial park buildings, with a potential for 7 tenants located in New Castle in a State Strategies Level 1 investment area. She stated that representatives of the applicant are available for any questions from the Council.

Ms. Laws provided a summary of the TIIF Scope of Work, which includes two full movement site entrances with auxiliary lanes, on Christiana and Churchmans Roads, signal upgrades, pedestrian crossings, transit stop, sidewalk connection, mill and overlay, shared use path, engineering design and a contingency.

Ms. Robinson provided an overview of the applicant's financial stability, noting that a compliance review by DSB found no significant labor law violations. The applicant is validly organized and in good standing and holds a valid business license. She also stated that the successful implementation of this project would create 435 jobs in year three and therefore increase state and local tax revenue by $3,173,008.63 annually.

Ms. Laws reviewed the performance measures. She stated in summary that the applicant is requesting $1,606,018.35.

Mr. Westcott inquired about the status of the construction and whether it had been started yet. Mr. John Hanlon, Executive Director of First Industrial, stated that construction has begun.

Public Comment: None

Executive Session: None

Mr. Westcott asked for a motion to recommend an award to FR First Park New Castle LLC in the amount of $1,606,018.35. Mr. Strickland made the motion, and Mr. Book seconded.

Roll call vote was taken:
Mr. Westcott: For
Rep. Bush: For
Mr. Strickland: For
Mr. Book: For
Ms. Johnson: For

The motion was approved to recommend award to FR First Park New Castle LLC in the amount of $1,606,018.35.

Reach Riverside Development Corp:

Discussion: Ms. Laws provided an overview of the project, which includes a new and expanded Kingswood Community Center as part of the Imani Village redevelopment in the city of Wilmington. It will include an early learning academy and a pediatrics healthcare center. She stated that representatives of the applicant are available for any questions from the Council.

Ms. Laws provided a summary of the TIIF Scope of Work, which includes reconstruction of E. 26th Street between US 13 (Northeast Boulevard) and Bowers Street to include dedicated bike lanes, median separation of travel lanes, lighting, new sidewalk and shared-use path, traffic signal modifications, pedestrian crossings, engineering design and a contingency.

Ms. Robinson provided an overview of the applicant's financial stability, noting that a compliance review by DSB found no significant labor law violations. The applicant is validly organized and in good standing. The applicant's 501c(3) status was confirmed. She also stated that the Kingswood Community Center currently maintains 46 jobs, and the successful implementation of this project would create 56 additional new jobs in year three and therefore increase state and local tax revenue by $$381,865.00 annually.

Ms. Laws reviewed the performance measures. She stated in summary that the applicant is requesting $2,005,553.00.

Public Comment: None

Executive Session: Yes, held later in the meeting, to seek legal advice on the impact of a lack of quorum, due to the abstention of the Chair, on the vote to recommend for award.

Mr. Westcott stated that his employer, Capital One, has a relationship with this applicant and therefore he will abstain from voting on this application.

Mr. Westcott asked for a motion to recommend an award to REACH Riverside Development Corporation in the amount of $2,005,553.00. Mr. Bush made the motion, and Mr. Strickland seconded.

Roll call vote was taken:
Mr. Westcott: Abstained
Rep. Bush: For
Mr. Strickland: For
Mr. Book: For
Ms. Johnson: For

The motion was initially approved to recommend award to REACH Riverside Development Corporation in the amount of $2,005,553.00. However, following an Executive Session held later in the meeting, the vote was found to be invalid due to lack of voting quorum. A meeting to vote on this application will be held at a later date.

SCMC Rt 24 LLC:

Discussion: Ms. Laws provided an overview of the project, which includes professional medical office space to be occupied by Beebe Healthcare medical, new primary, and specialty care practices. There is a second phase plan, which includes additional medical professional space, all located in Rehoboth Beach in State Strategies Levels 1 and 2 investment areas. She stated that representatives of the applicant are available for any questions from the Council.

Ms. Laws provided a summary of the TIIF Scope of Work, which includes a full movement site entrance, widening and restriping of Healthy Way to create a protected left turn lane and right

turn lane into the site entrance, sidewalk across frontage, widening for future right turn lane onto Lexus Way (future Airport Road extended), engineering design and a contingency

Ms. Robinson provided an overview of the applicant's financial stability, noting that a compliance review by DSB found no significant labor law violations. The applicant is validly organized and in good standing, and a business license was provided. She also stated that the successful implementation of this project would create 71 new jobs in year three and therefore increase state and local tax revenue by $308,130.00 annually.

Ms. Laws reviewed the performance measures. She stated in summary that the applicant is requesting $465,614.00.

Mr. Westcott inquired about the state strategies investment levels and wanted more clarification on their meaning.

Ms. Laws provided a concise explanation from the Delaware Office of State Planning. Level 1 uses state resources to maintain and enhance community character and promote efficient new growth, emphasizing opportunity creation. Level 2 aims to foster efficient use of existing public and private investments and enhance community identity. Unlike Level 1, which applies primarily to municipalities, Level 2 also includes areas outside of towns.

Public Comment: None

Executive Session: None

Mr. Westcott asked for a motion to recommend an award to SCMC Rt 24 LLC in the amount of $465,614.00. Mr. Book made the motion, and Ms. Johnson seconded.

Roll call vote was taken:
Mr. Westcott: For
Rep. Bush: For
Mr. Strickland: For
Mr. Book: For
Ms. Johnson: For

The motion was approved to recommend award to SCMC Rt 24 LLC in the amount of $465,614.00.

Generally Excluded Development Types (GEDTs)

Discussion: Ms. Laws reminded the Council that the next two applications were reviewed according to the Council's adopted Employment Standard Guidelines (ESG). She provided a summary of the ESG, which allows the Council to consider funding GEDTs, including partial funding, based on public benefit factors. There are four criteria in addition to the other criteria

required for standard applications: 1. How their particular jobs creation differs from other similar GEDTs; 2. How the GEDT will stimulate secondary growth near the project; 3. Environmental justice analysis of the impacts a GEDT will have on the surrounding area; and 4. The economic analysis report prepared by DSB to assess economic benefit indicators associated with the GEDT.

Ms. Laws also stated that the transportation improvements under consideration for GEDTs are limited to improvements with direct public benefit, and that the Council allows DelDOT to have discretion in determining the TIIF scopes of work for GEDTs.

WitSil Lincoln Associates LLC:

Discussion: Ms. Laws provided an overview of the project, which includes a convenience store with fueling station in Lincoln in a State Strategies Level 3 investment area, to be leased by Wawa. She stated that representatives of the applicant are available for any questions from the Council.

Ms. Laws provided a summary of the TIIF Scope of Work, which includes widening and restriping of Fitzpatrick Road and Johnson Road to provide dedicated left, through and right turn lanes, with associated traffic signal modifications and pedestrian crossings, engineering design, construction inspection, utility relocation, and a contingency.

Ms. Laws also provided a summary of the four additional GEDT criteria, and Ms. Robinson briefly explained the IMPLAN report provided by DSB.

Ms. Robinson provided an overview of the applicant's financial stability, noting that a compliance review by DSB found no significant labor law violations. The applicant is validly organized and in good standing, and a business license was provided. She also stated that the successful implementation of this project would create 34 new jobs in year three and therefore increase state and local tax revenue by $291,595.79 annually.

Ms. Laws reviewed the performance measures. She stated in summary that the applicant is requesting $1,795,300.00.

Mr. Strickland noted that the scope refers to Fitzpatrick Road and Johnson Road and believes it should be Fitzgerald Road. Ms. Laws stated he was correct; it should be Fitzgerald.

Mr. Strickland inquired about what it meant to be a Level 3 investment area.

Ms. Laws explained the role of the Delaware Office of State Planning in providing descriptions and explanations about infrastructure investments. The state considers three investment levels for infrastructure development. Level 1 and Level 2 areas will be prioritized for investment until they are substantially developed. However, Level 3 areas, typically more rural, will also be considered for investment when they logically extend existing systems and are appropriate for development. Level 3 areas usually experience new development but are significantly less dense than Level 1 and Level 2.

Public Comment: None

Executive Session: None

Mr. Westcott asked for a motion to recommend an award to WitSil Lincoln Associates LLC in the amount of $1,795,300. Mr. Book made the motion, and Mr. Strickland seconded.

Roll call vote was taken:
Mr. Westcott: For
Rep. Bush: For
Mr. Strickland: For
Mr. Book: For
Ms. Johnson: For

The motion was approved to recommend award to WitSil Lincoln Associates LLC in the amount of $1,795,300.

RMG Harrington LLC:

Discussion: Ms. Laws provided an overview of the project, which includes a coffee shop with drive-through in Harrington in a State Strategies Level 2 investment area, to be leased by Starbucks. She stated that representatives of the applicant are available for any questions from the Council.

Ms. Laws provided a summary of the TIIF Scope of Work, which includes widening on US 13 northbound and Jackson Ditch Road eastbound for a dedicated bike lane, curb replacement, storm drainage and pole relocation outside of clear zone, engineering design, construction inspection, utility relocation, and a contingency.

Ms. Laws also provided a summary of the four additional GEDT criteria, and Ms. Robinson briefly explained the IMPLAN report provided by DSB.

Ms. Robinson provided an overview of the applicant's financial stability, noting that a compliance review by DSB found no significant labor law violations. The applicant is validly organized and in good standing, and a business license was provided. She also stated that the successful implementation of this project would create 9 new jobs in year three and therefore increase state and local tax revenue by $1,404,559.00 annually.

Ms. Laws reviewed the performance measures. She stated in summary that the applicant is requesting $375,543.25.

Public Comment: None

Executive Session: None

Mr. Westcott asked for a motion to recommend an award to RMG Harrington LLC in the amount of $375,543.25. Mr. Book made the motion, and Ms. Johnson seconded.

Roll call vote was taken:
Mr. Westcott: For
Rep. Bush: For
Mr. Strickland: For
Mr. Book: For
Ms. Johnson: For

The motion was approved to recommend award to RMG Harrington LLC in the amount of $375,543.25.

Executive Session

Ms. Laws stated that, per Mr. Lees, an Executive Session was needed to provide legal counsel to the Council. Mr. Westcott called for an Executive Session. The Executive Session began at 1:04 p.m**.**

Mr. Lees gave legal advice. The Executive Session ended at 1:09 p.m.

As a result of the Executive Session, the vote on the REACH Riverside Development Corporation application was announced as nullified due to lack of a voting quorum. The Council agreed to reconvene at its next earliest availability to vote on the application.

Agenda Item # 6: Public Comment
None

Agenda Item # 7: Future Meetings

Discussion: Ms. Laws stated that the next deadline for TIIF application submissions is Monday, May 19, 2025. The next scheduled Council meeting is Tuesday, August 5, 2025, at 11 a.m.

Agenda Item # 8: Adjournment
Rep. Bush moved to adjourn the meeting, and Mr. Strickland seconded. The meeting was adjourned at 1:11 p.m.

Minutes Prepared by: Tami Venn, DelDOT Planning
Stephanie Foster, DelDOT Development Coordination
Minutes Reviewed by: Susanne K. Laws, P.E., DelDOT Development Coordination

Approved by TIIF Council on 9/17/25