

**FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION  
BOARD OF DIRECTORS MEETING**

LOCATION:  
Grass Dale Center  
Delaware City, DE 19706  
July 10, 2019  
8:30 a.m.

**Meeting Minutes**

Board Members:

Susan Frank, Bert Scoglietti, Courtney Stewart, Dale Slotter, Danny Episcopo, Connie Holland, Shawn Garvin, Tim Diliplane, Julie Fedele (on behalf of Michael Morton)

Staff:

Jeff Randol, Executive Director  
Peggy Thomas, Site Manager  
Max Walton, Connolly Gallagher  
Christina Thompson, Connolly Gallagher

Members of the Public:

Chris Castagno, Tim Konkus, Bob Malinowski, Mike Nally, Jim Bauerly, Tim Luciano, Tim Huddleston

**I. Call to Order**

Ms. Frank called the Fort DuPont Redevelopment and Preservation Corporation Board of Directors meeting to order at approximately 8:30 a.m.

**II. Minutes**

Ms. Frank asked if there were any questions or comments regarding the June 2019 meeting minutes. No questions were presented, and a motion was made to approve the minutes of the June 2019 meeting by Ms. Holland, seconded by Mr. Slotter. Motion carried.

**IV. Treasurer's Report**

Mr. Scoglietti provided a financial report for FY 2019 (handout) and highlighted the following:

Page 1, Line 4100-45, Rental Income – Building 45 revenue was lower than originally budgeted because the building was completed later than expected. Line 4202 and 4203, Real Estate Sales – Revenue reflects the sale of two lots on Officers Row and 5 lots in the Canal District. Line 4380, Refinery Grant – The project is in process, funds not yet received. Page 2, Line 4500-45, HTCs – Tax credits for Building 45 have been sold, though funds not yet received. Page 3, Line 6706, Building 15 – Renovations on Building 15 were delayed in FY 19 for budgeting purposes, although remediation work was completed. Renovation will resume July 1<sup>st</sup>. Line 6722, Living Shoreline – This expenditure is related to the Refinery

Grant which has been awarded but not yet funded. Line 6743, Guard House – This project was rescheduled to FY2 for budgeting purposes and pending discussions with a potential tenant. Page 4, Line 7125, Snow & Ice Removal – These expenditures were less than initially budgeted. Page 5, Net Income for Fiscal Year 2019 was \$77,852.52.

Mr. Scoglietti reviewed how the state budget process works and explained that the Corporation received its operating budget request of \$2,250,000 but its supplemental requests for the roundabout and levee were not approved by the General Assembly.

## **V. Legal**

Mr. Walton commented as follows:

A. Friends of Fort DuPont 501 3c – This is a charitable corporation that will allow for private funding, grants and donations for various causes on the site. Mr. Randol explained that some operations, such as festivals, performing arts programs and the creation of a park system, will likely move from under the direction of FDRPC to the Friends of Fort DuPont. Friends of Fort DuPont will have no less than three and no more than twenty directors, which will include the Fort DuPont’s Executive Director. Mr. Randol will serve as the initial Director until the board is elected and the bylaws approved. A motion was made to authorize Mr. Walton to file the Articles of Incorporation for The Friends of Fort DuPont by Mr. Diliplane, seconded by Ms. Stewart. Motion Carried.

B. Certificate of Incorporation and Bylaws Amendments (per HB 40) - Changes to the Certificate of Incorporation adds the four new board positions, including the Delaware City Town Manager, and replaces the Advisory Council with Sub-Committees. Changes to the Bylaws, specifically, Article II, Section 1 outlines the appointment process for the new Board positions and sub-committees. The Governance and Personnel Committee will accept nominations and bring those nominations to the Board within sixty days. Article 3, Section 3 outlines Sub-Committees as having an advisory role, except for provisions outlined in the Declaration; the Board will designate final approval authority to committees. Mr. Walton proposed a formal job description for each committee to outline each committee’s responsibilities.

A motion to approve the Certificate of Incorporation Amendment and Amendment to Bylaws [*with election of new directors increased from sixty to ninety days*] was made by Mr. Episcopo, seconded by Mr. Diliplane. Motion carried.

D. Election of Officers (Vice Chair, Treasurer, Secretary) –

E. Nomination of Directors (per HB 40) – See below

F. Creation of Sub-Committees – See Section C, above

G. Conflict of Interest Form – Mr. Walton asked that all Board members sign the Conflict of Interest form and return to Mr. Randol.

Ms. Frank recommended that Ms. Stewart serve as Vice Chair until the Governor appoints a new Chairperson and that Mr. Garvin continue to serve as Secretary and that Mr. Scoglietti continue to serve as Treasurer. A motion to approve the officers as recommended by Ms. Frank was made by Mr. Diliplane, seconded by Mr. Episcopo. Motion carried.

## Executive Director's Report

Mr. Randol commented as follows:

A. Year End Review – Mr. Randol provided a year-end review as follows:

1. Infrastructure Upgrades
  - a. Completed Roads and Infrastructure for Phase 1B of the Canal District.
  - b. Started work on Infrastructure for Phase 1C of the Canal District, which will open up 7 canal towns and 11 single lots to Rockwell.
  - c. Started construction on the Promenade, which is scheduled to be graded and graveled for emergency access by August 1, 2019
  - d. Replaced 50% of Old Elm Ave with new roadway .
  - e. Replaced Wingate Road.
  - f. Installed new primary electric to site.
  - g. Flood Mapping (LOMAR) completed for Phases 1A and 1B of Officers Row and the Canal District.
  - h. Transfer of sewer infrastructure to NCC.
  - i. Installed stormwater drain lines to manage surface water in Parade Ground and by Duplexes.
2. Housing Sales
  - a. Closed on 5 lots in the Canal District with 2 Additional lots under contract.
  - b. Closed on 2 lots in Officers Row with a third under agreement.
3. Leasing
  - a. Leased 1306 and 1308 Officers Row along with 2801 Quartermaster, 2803 Staff Lane and 2703 Staff Lane. All restored homes fully occupied.
  - b. Finalized leases with the state agencies
4. Restoration
  - a. Completed restoration of 1306 Officers Row (#25).
  - b. Completed restoration of 1308 Officers Row (#45).
  - c. Replaced Roof on the Barracks/Paynter Building (#53).
  - d. Started work on the Administrative Building (#15).
  - e. Started work on two of the Old Battery Lane Duplexes (#26 & #27).
5. New Development
  - a. Entered into a Letter of Intent with developer for 300+ apartments, 100 room hotel & conference center, restaurant and commercial space. Site planning is underway. Agreement expected in August.
  - b. Submitted Plans for Marina.
6. Special Events
  - a. Held the first Fortify Music Festival.
  - b. St. Georges Blues Festival.
  - c. ABC Crab Feast.
  - d. Whippet Races, Vintage Baseball, Canine Frisbee.
7. Legislative Actions
  - a. HR40. Delaware Bill expands FDRPC Board and replaces Advisory Council with Sub-Committees.
  - a. S.3021 "America's Water Infrastructure Act of 2018". Federal Legislation approved transfer of the Branch Canal between the 5<sup>th</sup> Street Bridge and Delaware River to FDRPC.
8. Historic Tax Credits
  - a. Sale of HTCs on 1306 and 1308 Officers Row to Apple Corp for \$595,281
  - b. Agreement with Apple Corp to purchase tax credits for the Administration Building (#15) and exterior improvements to the Paynter Building (#53) for a total of \$436,346.
9. Signage & Landscaping
  - a. Installed 8 Wayside markers at historic locations.

- b. Installed new street signs.
- c. Planted trees around the property and created new landscaping beds.

B. Grass Dale Campground Site Plan – Mr. Nally, Mr. Bauerly and Mr. Huddleston representing Bluewater Development, presented an overview of the current site plan for the proposed RV Resort Park (handout). Mr. Nally commented as follows:

The number of total sites on the presented preliminary plan is 429, reduced from 511 on the concept plan previously presented to the Board. Of those 429 sites, 358 are RV/cottage sites, interchangeable based on market demands. Pull-through lots are popular and are a premium in the RV community.

The plan is for three separate communities with a connector road by. The park count will remain around 420 sites with designated primitive tent sites. Amenity will include a community center at the current Grass Dale location and will include planned recreation, multiple pools and open space. Observation platforms and a kayak launch shown on the plan are tentative based on the permitting process. Engineering design is focused on avoiding wetlands areas.

Bluewater is in the preliminary engineering stage and has a PLUS meeting scheduled for July 24<sup>th</sup>. Bluewater believes the preliminary plan is a good one, is sensitive to wetlands, has a good density, and a quality mix that maximizes the site without overburdening it. Mr. Huddleston reviewed each community area within the park and further explained the different types of sites within each of those communities. The park mix includes 20 cottages, 50 pull-throughs and 358 RV/cottage flexible sites. Primitive areas are the last sites to be included after engineering is complete. There is no year-round living on the site. The first three years of marketing will determine the final overall mix for the entire resort. Bluewater will present their plan to Delaware City's Planning Commission and the Commission will determine if the plan conforms to its Conditional Use Zoning. Construction is expected to take six to seven months once planning and approvals are in place.

C. Fortify Festival – The festival is scheduled for August 10<sup>th</sup>. Artesian has placed inserts in their billing and online bills that will go out to approximately eighty thousand households. Out and about will run three articles about the festival and a social media blitz begins in July. Approximately \$52,000 has been received to date. Attendance at the 2018 festival was approximately 800. Goal for 2019 is 1500.

## **VI. Committee Reports**

A. Economic Development – Meeting scheduled today, July 10 at 3:30.

B. Finance Committee – The committee met last Monday, July 1<sup>st</sup> to prepare a budget for FY20. Two budget overviews (handouts) were presented and reviewed by Mr. Scoglietti. The first budget overview assumed revenue and expenses without the RV Resort operation, the second budget overview included the RV Resort. A motion to approve the FY20 budget based on the first scenario, without RV Resort revenue and expenses, was made by Mr. Diliplane, seconded by Ms. Stewart. Motion carried.

C. Historic Preservation – The Committee met the week of July 1<sup>st</sup> and finalized guidelines for all districts. Those guidelines will be reviewed by Delaware City's HPC and SHPO. Once comments are received, a presentation to Board will be made.

D. Governance & Personnel – Ms. Stewart noted the committee met twice since the last board meeting and has been working on Mr. Randol’s annual performance review which the committee will review with Mr. Randol at its next meeting. A salary recommendation will be presented to the Board at its August meeting.

**VII. New Business** – No new business was presented.

**VIII. Public Comment** – No public comments presented.

**IX. Adjourn** – The August Board of Directors meeting will be held on Tuesday, August 13<sup>th</sup> at 3:30 p.m. There being no additional business or comments, Mr. Diliplane made a motion to adjourn the meeting, seconded by Mr. Slotter. Motion carried.