

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

LOCATION:  
Grass Dale Center  
Delaware City, DE 19706  
May 9, 2018  
8:30 a.m.

**Meeting Minutes**

Board Members:

Susan Frank, Bert Scoglietti, Sean Garvin, Michael Morton, Courtney Stewart, Herbert Netsch, Danny Episcopo, Connie Holland, Dale Slotter, Carol Houck, Laura Lee

Staff:

Jeff Randol, Executive Director  
Peggy Thomas, Site Manager  
Jack Strong, Construction Manager  
Max Walton, Connolly Gallagher

Members of the Public:

Tim Konkus, Michael Hitch, Bob Malinowski

**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 April 11th, 2018 meeting minutes. Mr. Netsch asked that the April minutes be amended to show that he voted against the motion to authorize Mr. Randol to spend up to \$50,000 for Fortify Music Festival planning. No additional comments or questions were presented, and a motion was made to approve the minutes of the April meeting by Mr. Netsch, seconded by Mr. Scoglietti. Motion carried.

**III. Treasurer's Report**

Mr. Scoglietti noted on page one of the Treasurer's Report (handout) that the Corporation received Historic Tax Credits of \$271, 326.40 on April 13<sup>th</sup> (highlighted in red).

On page two, under Open Projects, some committed amounts have been adjusted (highlighted in red). After reviewing the Capital budget, Mr. Randol and Mr. Scoglietti adjusted commitments in a few categories to more accurately reflect expected costs in those categories. No new funds were allocated to any of the affected projects.

On page three, for FY 2018, \$50,000 from the Appropriations fund was transferred to the Operating account, and the remaining balance, just over \$119,000, was transferred to the Capital

account, leaving a zero balance in the Appropriations account. The total unencumbered, uncommitted, unreserved balance is \$ 387, 341.71. This balance includes unrealized Historic Tax Credits. The State budget meeting is scheduled for Thursday, May 17<sup>th</sup>, 2018. A motion to approve the Treasurer's Report was made by Ms. Stewart, seconded by Ms. Holland. Motion carried.

## **V. Legal**

Mr. Walton commented as follows:

The Rockwell agreement is moving slower than expected, however, there was productive conversation with Rockwell on Tuesday, May 8<sup>th</sup>, and Mr. Walton and Mr. Randol believe they will be able to bring a contract to the Board at the next meeting.

The Black Dog Agreement consists of a standard Purchase and Sale Agreement (handout). The agreement was sent to the Buyer's attorney who made no changes to the agreement. A subdivision plan will eventually be submitted to Delaware City and it's expected there will be a couple of variances needed for these lots. In addition to the Sale Agreement, there is also a Conservation and Historic Easement (handout) that builds in protections and will help insure the historic character of the six duplexes remains. For example, the Corporation has first right of refusal for any future sale of the duplexes. Mr. Randol noted the agreement follows the Secretary of the Interior's standards for historic restoration. The contractor anticipates seeking Historic Tax Credits, which allows the state and FDRPC to review all the plans for the buildings to make sure they conform to the restoration standards. The builder will restore the historic exterior of the buildings. Ms. Lee stated she will that she would prefer that SHPO review the easement. FDRPC will not be doing any remediation to the duplexes, but will be responsible to subdivide and obtain setback variances due to limited space behind the buildings. Once the buildings are sold, the properties will be subject to Delaware City taxes. The builder will also have to bring all projects before the Corporation's Historic Preservation Committee. A motion to approve the agreement and easement with the condition that SHPO review the easement was made by Mr. Scoglietti, seconded by Mr. Netsch. Motion carried.

Mr. Walton and Mr. Randol responded to drafts of the State Agency leases and are waiting on comments back from the state. Mr. Netsch noted the long delay in obtaining State Agency. Mr. Walton explained that the process has been long and slow, however, he is hopeful because the last draft submitted to the State is down to two major deal points – insurance and CAM. Mr. Randol stated that insurance is an issue between both parties, however, the agreement saves the state agencies money on CAM compared to what they are currently spending. Until the agreements are executed, the agencies continue to cover the cost of maintenance and landscaping.

New Castle County will ultimately take over and own the sewer infrastructure on the site. FDRPC and the County have signed an agreement for Officers Row sewer service. The County has given a large credit for growth (unused capacity), so impact fees were lower than expected. An agreement for the Canal District is expected shortly.

## **VI. Executive Director's Report**

A. Tour of the Site – Mr. Randol will provide an update while the Board tours immediately after the Board meeting today.

## **V. Committee Reports**

**Economic Development** - No report.

**Project Funding** – No updates to report.

**Historic Preservation** – Committee met in April for an update. A draft of the Fort DuPont Rules and Regulations were distributed for comment.

**Personnel** – Ms. Frank stated the committee has met several times recently to go over annual reviews and goals for next year. Mr. Randol submitted a proposal to hire a Maintenance Manager to handle many of the jobs on the site that the Corporation is currently contracting to other vendors. Having a Maintenance Manager on staff would be more cost effective in managing CAM. Ms. Frank stated the Committee agrees with what Mr. Randol is proposing. The committee plans to have a report for the next Board meeting.

**Governance Committee** - Ms. Holland, Mr. Scoglietti and Ms. Houck have agreed to serve on the Committee, though Ms. Frank continues to seek additional members. The Committee's first meeting has not yet been scheduled.

## **VI. New Business**

No new business was presented.

## **VII. Public Comment**

No public comment

## **X. Adjourn**

There being no additional business or comments, Mr. Scoglietti made a motion to adjourn the meeting, seconded by Mr. Morton. Motion carried.