

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

LOCATION:  
Via Zoom Teleconference  
November 12, 2020  
8:30 a.m.

**Meeting Minutes**

Board Members: Bryon Short, Bert Scoglietti, Shawn Garvin, Michael Morton, David Baylor, Connie Holland, Neal Dangelo, Danny Episcopo, Dale Slotter, Eric Smith, Paul Parets, Courtney Stewart, Pam Scott

Staff:

Jeff Randol, Executive Director  
Peggy Thomas, Site Manager  
Mindy Baker, Administrative Assistant  
Max Walton, Connolly Gallagher  
Sandy Doherty, Connolly Gallagher  
Lisa Hatfield, Connolly Gallagher

Members of the Public:

Julie Fedele, Bob Lucas, Betty Barrett, Tim Diliplane, Dan Saunders, Tim Konkus

I. Call to Order

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

II. Minutes

Mr. Short asked if there were any questions or comments regarding the October 2020 meeting minutes. No questions were presented and a motion was made to approve the minutes of the October 2020 meeting by Mr. Parets, seconded by Mr. Morton. A roll call vote was taken and the motion was carried unanimously.

III. Legal

Ms. Hatfield stated that she is drafting changes to the Conflict of Interest policy, but there are no other updates to report.

IV. Treasurer's Report

- A. Financial Statement - Mr. Scoglietti presented a Financial Report and provided a brief overview as follows:
- Page 1, Line 4010 - State Appropriation - As of the end of October, \$1,650,000 had been drawn. The balance will be drawn down by January or February 2021.
  - Line 4020 - Roundabout - Funding was turned down by the Secretary of State from the Transportation Infrastructure Improvement Fund as had been previously approved by the TIIF and DelDot Secretary. Adjustments to the budget will be made.
  - Line 4204 - Canal District - Real Estate up \$400,000 over last report and reflects closing on 4 lots in October. An additional 4 lots are expected to close by year end.

- Page 3, Line 6710.11 - Canal Stabilization - Expenses have increased due to ongoing site work in Phase 1C-1D.
- Line 6800 - Utilities - Electric billing is higher than budgeted due to continued occupancy of Tilton building by DHSS. Utilities are a pass thru to commercial tenants. The revenue will offset expenses.

A motion to approve Treasurer's Report was made by Mr. Baylor, seconded by Ms. Holland. A roll call vote was taken, motion carried unanimously.

#### V. Executive Director Report

Mr. Randol commented as follows:

- A. Canal District - 4 lots in Phase 1C were sold; Phase 1D is underway with 1 lot under agreement. Rockwell will start three town homes by end of year.
- B. OBL Duplexes Term Sheet – Mr. Randol presented general terms from Applied Bank for two loans.

Loan 1 - \$885,000 construction and permanent mortgage loan  
 Loan 2 - Phase D - 10 lots - \$500,000, to close in November

There was a discussion regarding leasing or selling of rehabbed duplexes. Mr. Randol stated that the buildings would need to be subdivided and that the corporation could elect to sell in the future.

A motion was made to authorize subdivision of the OBL Duplex Lots and to proceed with obtaining loan commitments as outlined. Motion was made by Ms. Holland, seconded by Ms. Scott. A roll call vote was taken, motion carried unanimously.

- C. Master Plan Review

Mr. Randol reviewed the Master Plan layout, stating the plan is fluid, meaning the components of the plan may continue to change with new development opportunities, but the overall uses for the site are consistent. Mr. Randol provided a chart comparing changes between the 2013 Sasaki plan and the plans as they have evolved.

Marina District -

- Completion of the storm water management plan is in progress
- Boat ramp parking retains the same number of parking spots, but the lot itself will be reconfigured
- Plan now includes 75 wet slips along with dry sack storage, retail space, condos, restaurant and a banquet center

Park & Recreation – Plans have been developed for recreational amenities located near the waterfront and will be available to the general public.

Barracks District. – Mr. Randol noted that the corporation received notice from the state to terminate their lease on the remaining health center facilities effective 7/31/21. Efforts are underway to convert the barracks buildings into residential. Other commercial uses had been explored without success. Currently there is interest in creating market rate apartments.

- D. Roundabout - Mr. Randol noted that an RFP will be issued for construction of the roundabout.

VI. Committee Reports

A. Finance Committee

1. FY22 Budget - The committee met to determine the Corporation's funding request to the State for FY22 of \$3,100,000. This would include \$2.3 million for restoration, infrastructure and park improvements along with \$800,000 toward the cost of constructing the roundabout.

A motion was made to increase the budget request from the current \$2,250,000 to \$3,100,000 for FY22 by Ms. Scott, seconded by Mr. Slotter. A roll call vote was taken, motion carried unanimously.

2. Audit - Mr. Scoglietti stated an RFP is being prepared for a five-year audit. The cost of the five-year audit is not yet known, however, the projected cost for FY21 is between \$20,000 - \$25,000. A motion was made to update the October motion from a 1 year audit to a 5 year audit by Mr. Parets, seconded by Mr. Smith. A roll call vote was taken, motion carried unanimously.

B. Historic Preservation - No updates to report.

C. Governance and Personnel - Ms. Stewart noted that draft updates for various policies were sent to the Board and that the Committee will request approval at the December meeting. Board members can review and forward comments to Mr. Randol.

Mr. Short stated that two additional sub-committees were going to be created and that the sub-committees were advisory only. One would be Communications and the other a Master Plan sub-committee.

VII. Delaware City Communication - Mr. Baylor stated that Mr. Randol had prepared a report for Mayor and Council which Mr. Slotter read at the October Delaware City Council meeting. This was very helpful and nothing further to report.

VIII. New Business - Request by Mr. Parets to return to face-to-face meetings as soon as possible. Secretary Garvin stated that the state is working very hard to stop the Covid spread and suggested it is too soon to hold in person meetings. The consensus was to wait until conditions improve.

A. Committee Appointments.

i. Finance Committee - Mr. Scoglietti recommended Tim Diliplane to serve on the Finance Committee. A motion to approve was made by Mr. Parets, seconded by Mr. Baylor. A roll call vote was taken, motion carried unanimously.

ii. A motion to create a Communications sub-committee and Master Plan subcommittee was made by Ms. Stewart, seconded by Ms. Scott. A roll call vote was taken, motion carried unanimously.

IX. Public Comment

- Mr. Diliplane inquired as to the impact of barracks apartments on the traffic study. Mr. Randol stated it would lessen traffic from the commercial uses previously considered in the study.

- Mr. Saunders expressed that he was thankful for the Master Plan update and that Delaware City and FDRPC meetings are going well.

X. Executive Session.

A motion was made to go into Executive Session by Mr. Dangelo, seconded by Mr. Garvin. A roll call vote was taken, motion carried unanimously.

XI. Adjourn.

Upon returning from Executive Session, A motion was made to adjourn by Mr. Parets and seconded by Mr. Garvin. A roll call vote was taken, motion carried unanimously.