

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

LOCATION:
Via Zoom Teleconference
December 9, 2020
8:30 a.m.

Meeting Minutes

Board Members: Bert Scoglietti (Acting Chair), David Baylor, Neal Dangelo, Danny Episcopo, Dale Slotter, Laura Lee, Eric Smith, Courtney Stewart, Ruth Ann Jones, Pamela Scott, Dan Scholl

Staff:

Jeff Randol, Executive Director
Peggy Thomas, Site Manager
Mindy Baker, Administrative Assistant

Counsel:

Max Walton
Lisa Hatfield

Members of the Public:

Julie Fidele, Bob Lucas, Tim Diliplane, Tim Konkus, Rep. Longhurst, Senator Poore

I. Call to Order

Chairman Short was not able to attend and asked that Mr. Scoglietti chair the meeting in his absence. Mr. Scoglietti called the Fort DuPont Redevelopment and Preservation Corporation Board of Directors meeting to order at approximately 8:30 a.m.

II. Minutes

Mr. Scoglietti asked if there were any questions or comments regarding the November 12, 2020 meeting minutes. No questions were presented and a motion was made to approve the minutes by Ms. Stewart, seconded by Ms. Scott. A roll call vote was taken and the motion was approved.

III. Legal

Mr. Walton stated that there were no updates to report.

IV. Treasurer's Report

A. Financial Statement - Mr. Scoglietti presented the Financial Report with a brief overview as follows:

- Page 1, Line 4010 - State Appropriation - Amount drawn down is unchanged from previous month. The balance of \$600,000 will be partially drawn down in January and the balance in April.
- Line 4200 - Real Estate Sales - In the Canal District there are two closings scheduled and three more expected in January 2021.
- Page 2, Line 6505.2 - Master Planning - Increase represents continued site planning of the marina village.
- Line 6713 - Chapel - Expenses represent work being done on the retaining wall and parking lot.
- Line 6716.30 - Roads/Utilities - Phase 1D - Expenses are up due to work being done on the final portion of Phase 1D due to availability of fill soil that was planned for next year.
- Page 4, Line 7140 - Landscaping Maintenance - Expenses are up due in part to tree planting and work along Wingate Park.

Total expenses to date are \$2.2 million dollars and consistent with the budget.

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

IV. Executive Director Report

Mr. Randol commented as follows:

A. Canal District

4 lots in Phase 1C were sold; Phase 1D is underway with 4 lots under agreement and under construction.

B. OBL Duplexes Term Sheet

Mr. Randol presented a term sheet (attached) from Applied Bank that included two loans.

Loan 1 - \$885,000 for construction on the two duplex buildings along Old Battery Lane, and
 Loan 2 - \$500,000 for Phase 1D site work on 17 lots.

There was a discussion regarding leasing or selling of rehabbed duplexes. Mr. Randol said that plans were to rent the units for now. The buildings are being subdivided and could be sold in the future if the Board elected to do so.

A motion was made by Ms. Scott and seconded by Mr. Dangelo to authorize subdivision of the OBL Duplex lots and to proceed with the loan commitment as set forth in the term sheet. A roll call vote was taken, motion carried.

C. Construction Progress

1. Old Elm is almost completed. The road has been reconstructed from Maple to the point where the new entrance will be constructed.

2. Phase 1D is underway. This final phase has been broken into 2 stages. Most of the fill associated with the final phase has been installed, which is why expenses are over budget for the year.
3. The shoreline of the Branch Canal has been cleaned up, thanks to the Army Corps.
4. Repairs to the theater continue . The work consists of brick and structural repairs. Carpentry work on the exterior and painting to be done in the spring/summer.

D. Landscaping

1. Tree planting program was completed for this calendar year with over 80 trees planted.
2. Landscaping on the Wingate wall was completed. Next is the installation of lights.
3. The Chapel retaining wall is nearing completion. Now with Old Elm completed the parking lot can be finished.

E. Lennar is working on the building designs and will have plans to the DHPC for review shortly.

F. Master Planning committee is meeting on the 11th.

G. The Campground plans were approved by Delaware City.

V. Committee Reports

- A. Finance Committee - No meeting was held since last Board meeting. The committee will be meeting in January to perform a mid-budget review.
- B. Historic Preservation - No meeting was held since last Board meeting. Laura Lee, chair of the DHPC commended Mr. Randol and staff on the restoration progress and reuse of buildings. Action by the Board to approve funding for preservation of duplexes on Old Battery Lane is another positive action in preserving the historic buildings and especially those at risk of being demolished.
- C. Governance and Personnel
 - i) Policies and Procedures - Ms. Stewart informed the Board that the committee met the previous week for final review of policies. No changes have been made since last Board meeting, except for the Conflict of Interest policy, which is under further review. A motion to approve the Bank Reconciliation, Disbursement, Purchasing, and Travel Policies as presented was made by Ms. Scott, seconded by Mr. Episcopo. A roll call vote was taken, motion carried with Mr. Baylor and Mr. Smith voting in the negative without having the benefit of clean copies vs the marked up versions.

- ii) HR Manual/Employee Handbook - Ms. Stewart presented the HR Manual without changes from the version circulated to the Board and commented that staff is working on a safety policy to be added to the HR Manual/Employee Handbook.

A motion to approve the HR Manual/Employee Handbook was made by Mr. Scholl, seconded by Mr. Episcopo. A roll call vote was taken, motion carried.

VI. Delaware City Communications - Mr. Baylor stated that Mr. Slotter has been presenting monthly reports at the Mayor and City Council meetings. No other items were brought up for discussion.

VII. New Business - Audit. Mr. Scoglietti noted that it was voted during the last Board meeting to extend the audit from a one year to a five year audit and that an RFP is being prepared.

VIII. Public Comment - Representative Longhurst commended the corporation for its progress and also the importance of annual audits. As funding from the state continues, annual audits will be required.

IX. Adjourn - A motion to adjourn the meeting was made by Mr. Slotter, seconded by Mr. Scholl. A roll call vote was taken, motion carried.