

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

Delaware City, DE 19706  
October 13, 2021  
8:30 a.m

**Meeting Minutes**

**Board Members:**

Bryon Short, Shawn Garvin, Ruth Ann Jones, Courtney Stewart, David Edgell, Paul Parets, David Baylor, Eric Smith, Pam Scott

**Staff:**

Jeff Randol, Executive Director  
Peggy Thomas, Site Manager  
Crystal Pini-McDaniel, Administrative Assistant  
Bert Scoglietti, Treasurer  
Richard Forsten, Saul Ewing  
Terry Buchanan, Social Media Proxy

**Members of the Public:**

Tim Konkus, Tim Dilliplane, Mark Wise

**I. Call to Order**

Mr. Short called the Fort DuPont Redevelopment and Preservation Corporation Board of Directors meeting to order at approximately 8:42 a.m.

**II. Approval of Minutes**

A motion was made to approve the minutes of the September 2021 meeting by Ms. Stewart, seconded by Ms. Scott. A vote was taken, motion carried.

**III. Treasurers Report**

A. Financial Report for July through September 2021. Mr. Scoglietti highlighted the following line items:

- Page 1, Line 4010 State Appropriation – In September a request for \$650,000 was submitted, bringing the balance of State Appropriations to \$1,375,000 and the balance on the Bike Path Funding to \$75,000.
- Page 1, Line 4202 Offers Row Ph1A – Amount reflects sale of one lot which closed in September.
- Page 1, Line 4205 Canal District-Ph 1D – There is no change, four lots settled in October which will be reflected on next month's P&L.
- Page 3, Line 6712 Building 24-Theater – Increase of \$26,000 reflects continuing stabilization and exterior work. Work has continued on the theater with stabilization, increasing the spending by \$26,000 since last month.
- Page 3, Line 6721 Roundabout – There is an increase in spending raising the actual to \$74,353.63 with the roundabout roadwork to begin in February 2022.
- Page 3, Line 6734 Building 23-Band Barracks – There is an increase in spending of \$17,776.40 as the building is being prepared for DNREC to move in by April 2022.
- Page 3, Line 6738 Duplexes on OBL – Increased expenses of \$55,000 are due to renovations starting on buildings 26 & 27.
- Page 3, Line 6767 -POW Building – Increase reflects new roof.

- Page 3, Line 6825 Sewer – There was an increase of \$45,000 due to three years of postponed charges from New Castle County. Billing was postponed by NCC while billing issues were being resolved. Sewer charges were back-billed out to the tenants, which will help offset the payment to NCC.
- Page 4, Lines 7105 Lawn Care & 7140 Landscaping Maintenance – Increased expenditures through the summer and early fall.
- Page 4, Line 7551 Video – There was an additional payment for the virtual museum and video project of \$24,666.
- Net income through September 2021 was \$206,514.93.

A motion to accept the Financial Report as presented was made by Ms. Scott, seconded by Ms. Stewart. A vote was taken, motion carried.

#### **IV. Executive Director Report**

Mr. Randol provided the following updates:

1. Canal District
  - a. Closed on remaining Rockwell lots leaving a balance of \$50,000 on the Site Development loan.
2. Gas Installation
  - a. Installation of gas to the site has been completed.
  - b. Contractor, Reskovitz of Wilmington is managing the home conversions from propane to gas in the Canal District.
3. Declaration
  - a. We are working with residents on potential changes to the Declaration. Committee is reviewing and will present to all residents for a vote. Proposed changes would then come to the Board for review.
4. Audit
  - a. FDRPC Audit is underway. Expectation is that it will be completed in November and presented in December.
  - b. Met with Mr. Lucas on 10/7 to review the Common Area Expenses. Updated budget with actual expenses will be circulated to the residents along with an invoice after further discussion.
5. New Roofs: In addition to completion of new roofs for the Maintenance Shop, POW and Chapel, we have completed the installation of Slate roofs on NCO buildings 42 & 43.
6. Work on Building 23 is underway. We have removed asbestos and are demolishing walls to accommodate the new floor plan for DNREC Parks. Brick repairs on exterior are now completed.
7. Tree planting - An additional 95 trees have been installed around the site bringing the total tree planting over the last two years to 177 trees.
8. Buildings 12 & 13 - Contracts for demolition have been signed and work is scheduled to begin this fall. Safety remains a major concern. Cost is roughly \$50,000 each due to the asbestos and lead.
9. Tilton Walkway - We have also contracted for the removal of the walkway between Tilton and Building 23 (future DNREC park office).
10. Buildings 9 & 10. These are the two oldest residences on the property. We completed the environmental assessment report last month and have bids to remediate. \$4,305 for building 9 and \$31,605 for building 10 due to the asbestos in the plaster. These buildings will need to be elevated and placed on new foundations in order to comply with the flood plain ordinance. Currently the finished floors are below Base Flood Elevation. Estimate to raise the two buildings is approximately \$50,000. New foundation and crawl space will be an additional \$50,000.
11. Roundabout is on schedule for Feb-May. We will be putting the job out to bid in November.
12. We have engaged Hitchcock Design Group out of Illinois, to work with us on the final designs for the Park and Recreation area. This will tie into the Bike Trail with restroom, trail head parking, etc.

Questions were asked about the Roundabout including how long Route 9 (northbound) will be shut down and if there are any other alternative routes possible. Route 9 is expected to be closed for Roundabout construction approximately three months, and DelDot has ruled out any other alternatives for the road shut down except for an

emergency access road for emergency vehicles only. Mr. Short stated it's the intention for the Corporation to work with the city to communicate details on the construction and detour.

A question was asked about dedication of the streets and if it would include other improvements such as storm water management and street lights. Mr. Baylor stated that the discussions haven't gotten that far yet, but it will certainly be discussed.

Mr. Short asked about the progress of the bike path since there is a significant part of the bond bill allocated for this project. Mr. Randol stated that FDRPC is working with Duffield on the plans for the bike path and would expect approvals to be in place next spring with construction to follow.

## V. Committee Reports

- A. Finance. Mr. Scoglietti stated there is an October 15, 2021 deadline for the Bond Bill application for FY23. The recommendation for next year's Bond Bill is \$2,250,000 for general operations, infrastructure and preservation along with an additional \$750,000 for park amenities.

A motion to request \$ 2,250,000 plus an additional \$750,000 for park amenities from the Bond Bill was made by Mr. Parets, seconded by Ms. Scott. A vote was taken, motion carried. Mr. Garvin abstained since the Bond Bill proceeds pass through DNREC.

- B. Historic Preservation. Mr. Randol stated that there was no meeting in September.

- C. Governance & Personnel.

- i. Rental Policy. Ms. Stewart asked if there were any questions regarding the last version sent to the board for review.

Questions:

Mr. Garvin asked what is expected of each renter and how expectations are measured. Ms. Stewart said that may be difficult to measure being that part of the responsibility is to keep an eye on the property. Certainly the response to storm events can be measured. There are general expectations in addition to the employees taking reasonable action to correct something when they see it; they'll be the eyes and ears on the site.

Mr. Smith asked what the rental numbers are and how it will be shown in the budget. There is a percentage that will be taken from the market rate and reflected in the budget.

It was asked if there will be a tax implication, how many employees currently live on site, and if they are currently aware of the policy. Mr. Randol stated yes there will be a tax implication, there are currently three employees living on site and they are all aware of the policy.

The effective date of the Employee Rental Policy will be January 1, 2022.

A motion to accept the Rental Policy as presented with a start date of January 1, 2022 was made by Mr. Baylor, seconded by Ms. Scott. A vote was taken, motion carried.

Master Planning Committee. Ms. Scott gave an overview of last week's meeting. The marina area with boat storage is now finalized. The park and recreation area is being worked on and the corporation is engaging Hitchcock Design Group. FDRPC is working to get more non-residential uses onto the site including a brewery. Currently there isn't much demand for office use. The committee is recommending that an RFP be sent to real estate firms to assist in marketing and that the corporation engage a firm to prepare a market study.

Questions:

Mr. Edgell asked regarding an RFP for a real estate firm, how it will be structured and how will they be compensated. Ms. Scott said there hasn't been any detailed conversation yet on the RFP. Mr. DeAngelo offered to help with the RFP and would be able to recommend firms that may have an interest.

Mr. Edgell mentioned that there may be a need to pay a firm for a market analysis.

Mr. Parets asked how many residential dwellings there are currently on the property and approximately how many residents are on site. Ms. Thomas stated that currently there are 71 residential dwellings and approximately 150 residents residing on the site.

## **VI. Legal**

Mr. Forsten stated that the corporation is inching closer to closing the Blue Water deal but it has not officially closed yet.

## **VII. Delaware City Communications**

Mr. Baylor stated that the city is working with Mr. Randol regarding the Low Speed Vehicle ordinance and currently they are in the fact gathering stage, working w/DelDot and DMV. One of the challenges is the city's main road is a DelDot road and their guidelines are in conflict with DMV. It was asked if the ordinance was being modeled after another city's ordinance. Mr. Baylor said that the city is looking at other communities and their ordinances.

## **VIII. New Business**

Mr. Parets proposed meeting quarterly or bi-monthly with the option to meet in between if the Executive Director or any three board members request a meeting. The question was raised about the by-laws and if they set forth the frequency of board meetings. The by-laws will be reviewed by the Governance and Personnel committee. A suggestion was given to leave the schedule as is with monthly meetings and then cancel if warranted. Mr. Short said that we need to make sure the public is not confused by our scheduling or questioning the reasoning for the cancellation.

Mr. Baylor stated that as we work through the roundabout the city has three shuttle buses in which they would like to offer to residents to alleviate the extra travel south.

## **IX. Public Comment**

No public comment.

## **X. Executive Session**

Motion was made by Ms. Stewart and seconded by Ms. Scott to enter into Executive Session for the purpose of discussing employee compensation. Motion approved.

## **XI. Return to Public Session**

No action taken.

## **XII. Adjourn**

Mr. Short asked if there were any further questions or comments. Hearing none he asked for a motion to adjourn. A motion was made by Ms. Scott, seconded by Mr. Parets. A roll call vote was taken, motion carried.