



Fort DuPont Redevelopment and Preservation Corporation Board of Directors Meeting

June 14, 2023 8:30 a.m.
Delaware City Fire Hall
815 5th Street
Delaware City DE 19706

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes - Fort DuPont Redevelopment and Preservation Corporation Meeting of May 10, 2023
4. Treasurer's Report
5. Executive Director's Report
6. Committee Reports
 - a. Design and Historic Preservation Committee Meeting of April 24, 2023
 - b. Design and Historic Preservation Committee Meeting of May 22, 2023
7. Request of Mark Donaldson, 815 Crawford Lane, to purchase parcel 20-009.00-205
8. Update on the Branch Canal Ownership Issue
9. Delaware City updates
10. Public comment
11. Executive Session (if necessary)
12. Actions to be voted upon from Executive Session (if applicable)
13. Next meeting date: July 12, 2023 at 8:30 a.m.
14. Adjourn

Please note: Pursuant to 29 Del. C 10004(e)(2), this Agenda may be changed to include additional items including executive sessions or to delete items that arise at the time of the meeting.

Potential executive session pursuant to 29 Del. C. 10004(b)(9) ("Personnel matters in which the names, competency and abilities of individuals employees...are discussed.")

Potential executive session pursuant to 29 Del. C. 10004(b)(2) (“discussions regarding sales or leases of real property) and 29 Del C. 10004 (b)(6) (discussion of the content of documents, excluded from the definition of “public record,” where such discussion may disclose the contents of such documents).

Potential executive session pursuant to 29 Del. C. 1004 (b)(4) (“Strategy sessions, including those involving legal advice or opinion from an attorney-at-law..”) and 29 Del. C. 10004(b)(6) (discussion of the contents of documents, excluded from the definition of “public record,” where such discussion may disclose the contents of such documents.

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

The Fort Dupont Redevelopment and Preservation Corporation Board of Directors meeting was held on May 10, 2023 at the Delaware City Fire Hall, 815 5th Street, Delaware City, with Chair John McMahon presiding. Board members present were Ms. Ruth Ann Jones (Controller General of the State of Delaware), Dr. Courtney Stewart (Office of Management and Budget), Mr. David Edgell (Office of State Planning Coordination), Mr. Rony Baltazar-Lopez (Department of State), Mr. David Baylor (Delaware City Manager) (arrived at 8:48 a.m.), Mr. Kevin Whittaker (Resident of Delaware City), Mr. Douglas Eriksen (Resident of Delaware City), and Ms. Wendy Rogers (Resident of Fort DuPont). Board members absent were Senator Spiros Mantzavinos (Capital Improvements Committee), Representative Sean Matthews (Capital Improvements Committee), Secretary Shawn Garvin (Department of Natural Resources and Environmental Control (DNREC)), Mr. Kurt Foreman (Delaware Prosperity Partnership), and Mr. Michael Graci (Resident of Fort DuPont).

Staff members present were Mr. Tim Slavin – Executive Director, Ms. Janice Moturi – Deputy Director/Controller, Mr. Bert Scoglietti – Treasurer, and Mr. Richard Forsten and Ms. Pam Scott of Saul Ewing Arnstein and Lehr LLP.

Ms. Lynn Dilliplane, Chair of the Delaware City Historic Preservation Commission, was also present to speak.

CALL TO ORDER

Chair McMahon called the Fort DuPont Redevelopment and Preservation Corporation (FDRPC) Board of Directors meeting to order at 8:30 a.m.

APPROVAL OF MINUTES – FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION (FDRPC) BOARD MEETING OF APRIL 12, 2023

Dr. Stewart moved for approval of the FDRPC Board meeting minutes of April 12, 2023. The motion was seconded by Mr. Eriksen and unanimously carried.

TREASURER’S REPORT

Mr. Bert Scoglietti, Treasurer, reviewed the Fort DuPont Redevelopment and Preservation Corporation Budget vs. Actuals: FY2022-2023 - FY23 P&L for July 2022 - March 2023 and noted the following:

- **4100 Total Rental Income** – this line item is up about \$27,000, which is normal for the month.
- **4202 Officers Row Ph1A** – this line item will show a fairly large increase in next month’s report from the sale of two lots on Officer’s Row that occurred in April. The gross proceeds were \$225,000 and the net proceeds after costs were about \$207,000. That money has been deposited in the FDRPC’s accounts.
- **6460 Total Environmental** – this line item is up about \$15,000 from last month and reflects ongoing expenses, including soil analysis.

- **6505 Total Professional Fees – Engineering** – this line item, although it is still trending below budget, is up about \$13,000 from last month, with those expenditures occurring in the area of the bike path, as well as Marina Village. They are working on getting reimbursement on some of the expenses for Marina Village from Lennar, as per the contract with them.
- **6721 Roundabout** – this line item is up about \$295,000 from last month.
- **6741 Building 30-Stable** – this line item is up about \$37,000 from last month.
- **7000 Total Operating Expenses** – operating expenses continue to trend well below budget and is up only about \$1,500 from last month.
- **7100 Total Common Area Maintenance** – this line item is up about \$15,000. Progressing through the spring, there are increasing expenditures for lawn care and equipment maintenance.
- **7700 Total Payroll Expenditures** – this line item is trending with budget and is up about \$45,000 from last month.
- **Total Expenses (line 197)** – this line item is up about \$566,000 since last month, with over half of that due to expenses for the roundabout.

Mr. Whittaker moved for acceptance of the Treasurer’s Report, seconded by Mr. Eriksen and unanimously carried.

EXECUTIVE DIRECTOR’S REPORT

Mr. Tim Slavin, Executive Director, reviewed the Executive Director’s Monthly Report For the period April 1, 2023 to April 30, 2023 and noted the following:

Capital Projects

- **Entranceway.** The light poles for the entranceway were installed on Monday, May 8, 2023. The traffic camera will be installed by DeIDOT and the final inspection has been scheduled. Once it passes inspection, the project will be closed out. The second phase of the project will address the connection from the roundabout onto Old Elm Avenue. The final designs are being made now with a plan to bid the project out in June and be ready for mobilization in August. It is a three-to-four-week project that involves remediating the dip and then putting top coat asphalt all the way down Old Elm Avenue.
- **Branch Canal Issues.** A meeting was held on Monday, May 8, 2023 with the legal representatives that the board had asked for. Mr. Richard Forsten attended, along with legal representatives from DNREC and Delaware City. They continue to identify the issues that are involved, such as whether the language that was in the federal legislation is valid and if so, what that means and if not what that means. They are not in a position to add any additional information.

Capital Projects (Continued)

- **Marina Village.**
 - **Special Use Permit granted.** The Delaware City Council granted a Special Use Permit to FDRPC for the Phase Two Residential for Marina Village on April 17, 2023. FDRPC now proceeds toward getting the plan of record recorded and approved and obtaining environmental, transportation, fire and public safety, Planning Commission, and City Council approvals.
 - **Remediation of area.** FDRPC has received approval from DNREC to proceed with the remediation of two small ‘hot spots’ of soil contamination in Operational Unit 7 (OU-7) which includes the Marina Village area. The contamination is naturally-occurring arsenic and the two options for remediation were to either remove the soils and give the contaminated soil to New Jersey or Pennsylvania and put clean soil back in its place or leave it in place and monitor it until the end of time. The former was chosen because it was a cleaner approach.
 - **Test surcharge.** FDRPC has received approval from DNREC to proceed with a test surcharge area for the Marina Village project to learn how much they have to compact that land with additional soil and how long it will take to settle. This is a small project in size, but a long project in time.
 - **Section 6f application.** FDRPC has contracted with Verdantas to prepare all supporting materials necessary for the proposed removal of Land and Water Conservation Fund section 6f protections on 27.22 acres comprising the Marina Village location. The protections would be transferred to 27.56 acres immediately adjacent to Marina Village. The newly-protected lands would include the Parade Grounds. The National Park Service approves all such transfers; DNREC serves as the applicant for the proposed transfer.

OPERATIONS

- **Real Estate Update.**
 - Lots at 1304 and 1306 Officer’s Row were sold on April 20, 2023 for a total of \$225,000 and 1311 Officer’s Row is under contract with an expected closing date in July 2023. Mr. Slavin thanked Ms. Grace Mudrick of NAI Emory Hill for their efforts to market the properties.
 - All residential properties are leased at market rate.
- **FOIA Officer.** There were no FOIA requests in April. There is one open request that was submitted in May.
- **Audit.** The audit of FDRPC financials for the fiscal year ending June 30, 2022 is continuing with Belfink, Lyons and Shuman. It is anticipated that the audit will come back with commentary from the auditor since it has been somewhat of an uphill climb to get the documentation in place. The documentation that was inherited was erratic, inaccurate, and sometimes just not present. They

will have a good template for what is expected in the next audit. Ms. Janice Moturi, Deputy Director/Controller will be the point person for all audit related issues.

- **Request for Proposals for Lawn Cutting Service.** An amended Request for Proposals for lawn-cutting service was completed. The initial RFP attempted to keep the business and the economic impact of FDRPC spending as close to Delaware City as possible. The RFP was criticized as being too skewed and only one response was received and only one company attended the mandatory pre-bid meeting. FDRPC Executive Director Tim Slavin then canceled the RFP citing the potential for a non-competitive bid. The RFP was revised to open the proposals up to anyone who wanted to submit and removed the requirement for the pre-bid meeting and the RFP was re-issued. There were 20 firms that were interested and eight to nine companies attended a pre-bid meeting or came to the site and walked through it. There were three formal submissions and the contract was awarded to Cutting Edge, which is a Delaware City business.
- **Landscape Improvement.** A sustainability ethic for all of the land management on the site is being established. Mr. Larry MacLaren, FDRPC Landscape Maintenance Manager, designed and led a volunteer planting of an area now called Chapel Grove, which is a small area immediately adjacent to the chapel. The planting was 90% native plants, including a stand of river birches that will eventually replace the older trees that are likely going to age out. The University of Delaware Extension Office has been invited to do demonstration projects related to invasive species and pollinator gardens that they may introduce.

Mr. Whittaker moved for acceptance of the Executive Director's Report, seconded by Dr. Stewart and unanimously carried.

COMMITTEE REPORTS

Design and Historic Preservation Committee Report of April 10, 2023

Mr. Douglas Eriksen, Chair of the Design and Historic Preservation Committee, reviewed the Committee's report of April 10, 2023.

Ms. Jones moved for acceptance of the Design and Historic Preservation Committee Report of April 10, 2023, seconded by Ms. Rogers and unanimously carried.

REQUEST OF MARK DONALDSON, 815 CRAWFORD LANE, TO PURCHASE PARCEL 20-009.00-205

Mr. Tim Slavin, Executive Director, requested that this item be deferred due to the absence of Mr. Donaldson.

By unanimous consent, the Request of Mark Donaldson, 815 Crawford Lane, to Purchase Parcel 20-009.00-205 was deferred until June 14, 2023.

UPDATE ON THE BRANCH CANAL OWNERSHIP ISSUE

Mr. Richard Forsten of Saul Ewing Arnstein and Lehr LLP, Fort DuPont Redevelopment and Preservation Corporation's (FDRPC) legal counsel, advised that, as directed at the previous meeting, he met with the attorney from Delaware City and the attorney from the Department of Natural Resources and

Environmental Control (DNREC) by phone to discuss the Branch Canal legislation passed by Congress in 2018 (Water Resources Development Act (WRDA) 2018).

Mr. Forsten reviewed the details of the legislation and advised that the three participants on the call agreed that the legislation was still in force because when a legislature directs an agency to do something within a certain time period, it is considered directory and not mandatory in the sense that if, for whatever reason, the agency was not able to accomplish that task within the time period, the task could still be performed. He noted that there is a long and rich history of judicial decision to that effect and the courts recognize that agencies sometimes cannot get to things in a timely fashion. Mr. Forsten also advised that if you had a rogue agency that just did not like what the legislature was telling it to do, it would drag its feet and then just say they could not do it. He stated that the case law was clear that the Army Corp of Engineers still had the authority to transfer the properties.

Mr. Forsten noted that DNREC's attorney, Mr. Will Kassab, recalled in 2018 and 2019 talking to the U.S. Army Corps of Engineer's (USACE) attorney about this and they said the 180 days was not mandatory. Mr. Forsten advised that Mr. Kassab is reaching out to the Corps' current attorney then he, Mr. Kassab, and the attorney for Delaware City will get back together by phone in another week and a half to update themselves on the Corps' position.

Mr. Forsten advised that the question of how they want to proceed still remains. It appears that they can proceed with the transfers but there is a fair amount of work to be done, assuming they want to proceed.

Mr. David Baylor, Delaware City Manager, stated that since it was apparently initiated by the FDRPC, the onus was on either the FDRPC, the state or Delaware City. He recalled that the former FDRPC executive director, Jeff Randol, moved forward to get an evaluation or appraisal of the property, which came back at around \$500,000 to \$600,000. Mr. Baylor asked if the Board wanted to move forward with the acquisition of the canal.

Mr. Forsten stated that the Army Corps had decided that, from its point of view, the Branch Canal was surplus, meaning if they could dispose of it, they would, and that Jeff Randol's timing was happenstance or a happy coincidence because it gave the Corps somebody to give the ground to. The Corps' attorney commented that the process set forth in the statute was also easier or less time consuming and cleaner than the surplus process the Army Corp normally uses to dispose of surplus land. Mr. Forsten reminded members that Secretary Garvin advised them at the previous meeting that even though the statute had expired, the Corp always has the ability to dispose of surplus land. Mr. Forsten advised that if the Marina is going forward, they will at least need that part of the property because the area where they would like to put the Marina is owned by the Army Corp. Mr. Baylor stated that he would like to see the state acquire that property because it would be the cleanest thing for all parties involved. He noted that any private entity owning the canal would be problematic to both the residents of Delaware City and the FDRPC.

INFORMATIONAL ITEM: DECLARATION OF COVENANTS (RICHARD FORSTEN AND PAM SCOTT)

Ms. Pam Scott of Saul Ewing Arnstein and Lehr LLP, Fort DuPont Redevelopment and Preservation Corporation's (FDRPC) legal counsel, reviewed the memorandum which provided a brief overview of the Amended and Reinstated Declaration of Covenants, Conditions, Agreements, Restrictions and Licenses pertaining to the Fort DuPont Complex ("Fort DuPont") (the "Declaration"). She noted that the Declaration does the following:

- Establishes a set of deed restrictions for the properties that make up the Fort DuPont complex

- Divides those properties between residential and non-residential uses
- Addresses the Grassdale parcel
- Includes a set of rules and regulations about uses and other things that would include conflicts that that can take place

Ms. Scott noted that the main goal of the Declaration of Covenants was to address the common areas within the Fort DuPont complex. Similar to purchasing a home in a development that has open space, a homeowner's association or maintenance corporation is usually established to take care of that open space and collect a fee from the homeowners to maintain it on an annual basis. The Fort DuPont Redevelopment and Preservation Corporation (FDRPC) does not have a homeowner's association, but rather the FDRPC is responsible for maintaining all the common areas within the complex. Ms. Scott advised that the common areas are divided into district common areas which are open space areas within the particular districts within the complex. There are also shared common areas within Fort DuPont, such as the playgrounds, the walking trail, etc. She advised that the document essentially sets up the ability for the Corporation to maintain these areas, to collect from the lot owners and the non-residential owners charges that are determined every year in order to cover the costs associated with maintaining these areas.

Ms. Scott stated that the declaration also establishes two committees. One is the Maintenance Committee, which essentially is charged with overseeing the maintenance of these areas and determining what the fees are going to be every year for the homeowners and the non-residential owners. The fee is based on a formula that is set forth in the declaration. The maintenance committee has not yet been established.

Ms. Scott noted that once the maintenance fee is determined, notices will be sent to all of the property owners within a certain time frame that sets forth all the costs associated with the maintenance and how that determination was made. The corporation has not been charging that fee for a number of years and there may have been some confusion and misunderstanding as to how all of this worked.

The other committee is the Design and Historic Preservation Committee (DHPC) which has been in existence for some period of time and, as required by the declaration, that group has been meeting and has set up their own guidelines with respect to what their obligations are. The committee's role really is to review the architectural controls associated with development within Fort DuPont. If a homeowner wants to make improvements to the exterior of their property, they would need to obtain approval through DHPC. The committee also could be charged with addressing any violations of the rules and regulations reported to them.

Mr. Tim Slavin, FDRPC Executive Director, thanked Ms. Scott for preparing the information. He noted that it was the first step in communicating it to the community, the property owners, and the people who will be affected by it. It is a complicated issue that requires repeated messaging and the opportunity for questions and answers. Mr. Slavin advised that they would be scheduling a public meeting for the residents who will be affected. He noted that this was the first step towards being transparent. This activity was paused a few years ago and is about to resume and they want to make sure everyone understands that.

Mr. Baylor indicated that there was some confusion around the role of Delaware City and the role of the FDRPC with respect to the historic preservation element. He suggested that Mr. Forsten get in touch with

Delaware City's legal counsel because they have a totally different understanding of anything being done over at Fort DuPont with respect to following the Delaware City process, making sure that it comes before our HBC and, where appropriate, it goes through the other elements of either Planning Commission or our Board of Adjustments. He thought those things needed to be ironed out before having the public meeting because they have always aspired to be as one city and they cannot have multiple processes within one city. Mr. Baylor thought it would eliminate a lot of confusion going forward and help smooth the process.

DELAWARE CITY UPDATES

Mr. David Baylor, Delaware City Manager, announced that the Mayor and Council meeting would be held Monday, May 15, 2023 at 5:30 p.m. at the Delaware City Fire Hall. He noted that there were two ordinances on the agenda, one is to allow mobile businesses like food trucks to operate within the town and the other is a special events permit. Mr. Baylor advised that the agenda is posted for those to review on their website and designated areas around town.

Mr. Baylor announced that Artesian Water would provide a presentation Thursday, May 18, 2023 at 5:30 p.m. at the Delaware City Fire Hall. He noted that this is the next phase of Artesian's acquisition of the Delaware City water system and the information is necessary to help people understand the transition. Mr. Baylor advised that the connectivity between Fort DuPont and Delaware City is going to raise the pressure in Delaware City, which is currently significantly lower than it should be. He noted that it is important primarily for the Delaware City residents because the increased pressure in their houses is going to cause some issues when it goes from 30PSI to 60PSI. Mr. Baylor said that, to his understanding, there would be no impact on service for the residents at Fort DuPont. Mr. Baylor advised that this also creates a redundancy system within the city that, in case any well went down within the city or Fort DuPont, there is a backup system so water service will not be disrupted.

Mr. Baylor announced that the Delaware City Day Committee meeting would be held Thursday, May 11th and there are monthly HPC meetings, planning meetings, and Board of Adjustment meetings that are posted on the website.

PUBLIC COMMENT

Ms. Lynn Dilliplane, Chair of the Delaware City Historic Preservation Commission (DCHPC), stated that it was nice to see a procedure being used that they put in order when this was initiated from the very beginning. She noted that they had guidelines for the Corp to follow with design issues when somebody wanted to add a patio to their house, a staircase or whatever they needed to do. The FDRPC Design and Historic Preservation Committee has the guidelines and can approve within those guidelines. She advised that no one had to come back to the DCHPC for every change. Ms. Dilliplane stated that this was the first time she had seen it being used and the procedure that they set up so many years ago actually does work. She stated that she really appreciated it because a lot of work went into that original document of guidelines of designs.

RECESS INTO EXECUTIVE SESSION – LEGAL MATTERS

Mr. Baylor moved to recess into executive session, seconded by Mr. Whittaker and unanimously carried.

Meeting recessed at 9:10 a.m.

RECONVENE

Mr. Eriksen moved to reconvene the FDRPC Board meeting, seconded by Ms. Jones and unanimously carried.

Meeting reconvened at 9:50 a.m.

ACTIONS TO BE VOTED UPON FROM THE EXECUTIVE SESSION – LEGAL MATTERS

There was no action to be taken as a result of the executive session.

NEXT MEETING DATE

The next meeting is scheduled for June 14, 2023 at 8:30 a.m.

ADJOURNMENT

Mr. Baylor moved for adjournment, seconded by Mr. Whittaker and unanimously carried.

Meeting Adjourned at 9:51 a.m.

APPROVED: *June 14, 2023

Fort DuPont Redevelopment and Preservation Corporation
Budget vs. Actuals: FY_2022_2023 - FY23 P&L
 July 2022 - April 2023

	Actual	Total		% of Budget
		Budget	over Budget	
Income				
4005 Carryforward		250,000.00	-250,000.00	0.00%
4010 State Appropriation	2,575,000.00	2,250,000.00	325,000.00	114.44%
4100 RENTAL INCOME	67,564.04	0.00	67,564.04	
4100-15 Building 15	5,760.00	17,280.00	-11,520.00	33.33%
4100-25 Building 25	14,800.00	42,000.00	-27,200.00	35.24%
4100-36 Building 36		8,000.00	-8,000.00	0.00%
4100-42 Building 42		30,360.00	-30,360.00	0.00%
4100-43 Building 43	11,600.00	34,800.00	-23,200.00	33.33%
4100-45 Building 45	9,650.00	46,800.00	-37,150.00	20.62%
4100-46 OBL Duplexes		20,000.00	-20,000.00	0.00%
4100-DH DHSS		8,400.00	-8,400.00	0.00%
4100-DN DNREC		10,500.00	-10,500.00	0.00%
4100-OM OMB	9,315.00	9,315.00	0.00	100.00%
4100-S Storage		3,600.00	-3,600.00	0.00%
4110 SPECIAL EVENT REVENUE		0.00	0.00	
4111 Misc Events	5,250.00	6,700.00	-1,450.00	78.36%
Total 4110 SPECIAL EVENT REVENUE	\$ 5,250.00	\$ 6,700.00	-\$ 1,450.00	78.36%
4130 CAM REVENUE		0.00	0.00	
4131 Lawncare - CAM (State Tenants)	3,200.00	16,040.00	-12,840.00	19.95%
4132 Snow/Ice - CAM (State Tenants)	12,514.00	25,112.00	-12,598.00	49.83%
Total 4130 CAM REVENUE	\$ 15,714.00	\$ 41,152.00	-\$ 25,438.00	38.19%
4150 TENANT REIMBURSEMENTS		0.00	0.00	
4151 Utility Reimbursements	81,752.22	100,000.00	-18,247.78	81.75%
Total 4150 TENANT REIMBURSEMENTS	\$ 81,752.22	\$ 100,000.00	-\$ 18,247.78	81.75%
Total 4100 RENTAL INCOME	\$ 221,405.26	\$ 378,907.00	-\$ 157,501.74	58.43%
4200 REAL ESTATE SALES		0.00	0.00	
4202 Officers Row Ph1A	206,899.16	120,000.00	86,899.16	172.42%
Total 4200 REAL ESTATE SALES	\$ 206,899.16	\$ 120,000.00	\$ 86,899.16	172.42%
4500 HISTORIC TAX CREDITS				
4500-30 OBL Duplexes		185,000.00	-185,000.00	0.00%
TOTAL 4500 HISTORIC TAX CREDITS	\$ 0.00	\$ 185,000.00	-\$ 185,000.00	0.00%
4800 BANK LOANS - BUDGETED PROCEEDS		0.00	0.00	
4811 OBL Duplexes	545,911.21	623,426.00	-77,514.79	87.57%
Total 4800 BANK LOANS - BUDGETED PROCEEDS	\$ 545,911.21	\$ 623,426.00	-\$ 77,514.79	87.57%
Total Income	\$ 3,549,215.63	\$ 3,807,333.00	-\$ 258,117.37	93.22%
Gross Profit	\$ 3,549,215.63	\$ 3,807,333.00	-\$ 258,117.37	93.22%

	Actual	Budget	Total over Budget	% of Budget
Expenses			0.00	
6030 Bank Charges	61.19	0.00	61.19	
6400 Building Improvements{77}	2,900.00	0.00	2,900.00	
6409c 09c Painting-Interior	-99.71	0.00	-99.71	
6417 Supplies & Materials	2,085.77	0.00	2,085.77	
Total 6400 Building Improvements{77}	\$ 4,886.06	\$ 0.00	\$ 4,886.06	
6460 ENVIRONMENTAL	82,393.61	0.00	82,393.61	
6464 Soil Analysis	8,810.25	50,000.00	-41,189.75	17.62%
Total 6460 ENVIRONMENTAL	\$ 91,203.86	\$ 50,000.00	\$ 41,203.86	182.41%
6480 SPECIAL EVENT EXPENSES	500.00	0.00	500.00	
6500 PROFESSIONAL FEES	1,935.00	0.00	1,935.00	
6505 Prof Fees - Engineering	4,601.50	0.00	4,601.50	
6505-01 Marina	1,500.00	200,000.00	-198,500.00	0.75%
6505-02 Master Planning	22,899.25	50,000.00	-27,100.75	45.80%
6505-03 Canal District	1,571.08	0.00	1,571.08	
6505-04 Roads/Utilities	940.50	100,000.00	-99,059.50	0.94%
6505-05 Bike Path	92,262.25	0.00	92,262.25	
6505-06 Survey		10,000.00	-10,000.00	0.00%
6505-08 Geotechnical	17,055.90	0.00	17,055.90	
6505-09 Round-a-bout	47,578.25	25,000.00	22,578.25	190.31%
6505-11 Subdivisions		15,000.00	-15,000.00	0.00%
6505-12 OBL Duplexes	685.00	15,000.00	-14,315.00	4.57%
6505-13 Section 6F/106		10,000.00	-10,000.00	0.00%
6505-14 Marina Village	43,653.50	0.00	43,653.50	
6505-15 Park & Recreation	1,850.00	50,000.00	-48,150.00	3.70%
6505-20 Branch Canal	4,057.00	0.00	4,057.00	
Total 6505 Prof Fees - Engineering	\$ 238,654.23	\$ 475,000.00	-\$ 236,345.77	50.24%
6515 Prof Fees - Architectural	240.00	10,000.00	-9,760.00	2.40%
6520R Prof Fees - Legal	234,757.19	250,000.00	-15,242.81	93.90%
6525R Prof Fees - Accounting	41,504.00	50,000.00	-8,496.00	83.01%
6535R Prof Fees - HR		2,500.00	-2,500.00	0.00%
6536 Community Association		6,000.00	-6,000.00	0.00%
6545 Roadways/Utilities	7,886.75	0.00	7,886.75	
Total 6500 PROFESSIONAL FEES	\$ 524,977.17	\$ 793,500.00	-\$ 268,522.83	66.16%
6535 PERMITTING	3,924.00	0.00	3,924.00	
6600R FEES - OTHER	4,749.50	0.00	4,749.50	
6606 Permit Fees	5,487.04	5,000.00	487.04	109.74%
6610 Bank Fees	131.72	4,000.00	-3,868.28	3.29%
6620 HTC Fees		9,500.00	-9,500.00	0.00%
6625 Bank Charges	4.95	0.00	4.95	
6627 Applied Bank Fees	8,198.18	0.00	8,198.18	
Total 6625 Bank Charges	\$ 8,203.13	\$ 0.00	\$ 8,203.13	
6631 Del City Rental Tax	2,694.82	0.00	2,694.82	
Total 6600R FEES - OTHER	\$ 21,266.21	\$ 18,500.00	\$ 2,766.21	114.95%

	Total			
	Actual	Budget	over Budget	% of Budget
6700 IMPROVEMENTS	18,695.67	0.00	18,695.67	
6704 Building 45-1308 Officers Row	19,567.00	0.00	19,567.00	
6706 Building 15-Post Headquarters	0.00	0.00	0.00	
6712 Building 24-Theater	826.00	0.00	826.00	
6716 Canal District	24,354.00	0.00	24,354.00	
6716.30 Roads/Utilities	139,000.00	0.00	139,000.00	
Total 6716 Canal District	\$ 163,354.00	\$ 0.00	\$ 163,354.00	
6717 Site Utilities	2,330.56	0.00	2,330.56	
6721 Roundabout	1,610,432.46	0.00	1,610,432.46	
6724 Marina	23,517.50	0.00	23,517.50	
6734 Building 23-Band Barracks	5,090.00	0.00	5,090.00	
6735 Landscaping	120.00	0.00	120.00	
6738 Duplexes on OBL		623,426.00	-623,426.00	0.00%
6738-01 Building 26	278,612.90	0.00	278,612.90	
6738-02 Building 27	258,467.37	0.00	258,467.37	
Total 6738 Duplexes on OBL	\$ 537,080.27	\$ 623,426.00	-\$ 86,345.73	86.15%
6741 Building 30-Stable	370,818.27	0.00	370,818.27	
6744 Maintenance Shop	1,825.00	0.00	1,825.00	
6748 Building 52-Tilton	21,692.22	0.00	21,692.22	
6759 Community Garden	700.92	0.00	700.92	
6766 Old Battery Lane	2,586.75	0.00	2,586.75	
6767 Building 82-POW Building	575.00	0.00	575.00	
6768 DNREC Magazine		100,000.00	-100,000.00	0.00%
6770 DNREC Maintenance Bldg	13,785.08	500,000.00	-486,214.92	2.76%
6772 Park & Recreation Amenities	19,102.50	0.00	19,102.50	
Total 6700 IMPROVEMENTS	\$ 2,812,099.20	\$ 1,223,426.00	\$ 1,588,673.20	229.85%
6700X Site Evaluation (deleted)		0.00	0.00	
6735x Site Design (deleted)	365.00	0.00	365.00	
Total 6700X Site Evaluation (deleted)	\$ 365.00	\$ 0.00	\$ 365.00	
6769 DNREC Relocation		0.00	0.00	
6769-05 Repository	22,271.23	0.00	22,271.23	
Total 6769 DNREC Relocation	\$ 22,271.23	\$ 0.00	\$ 22,271.23	
6800 SITE UTILITIES	210.15	0.00	210.15	
6810 Electric	155,659.22	85,000.00	70,659.22	183.13%
6815 Gas	3,935.54	50,000.00	-46,064.46	7.87%
6820 Water	11,078.70	5,000.00	6,078.70	221.57%
6825 Sewer	11,293.97	5,000.00	6,293.97	225.88%
6835 Trash	3,159.00	5,000.00	-1,841.00	63.18%
Total 6800 SITE UTILITIES	\$ 185,336.58	\$ 150,000.00	\$ 35,336.58	123.56%

	Total			
	Actual	Budget	over Budget	% of Budget
7000 OPERATING EXPENSES		0.00	0.00	
7005 Museum		5,000.00	-5,000.00	0.00%
7009 Computer Support	200.00	2,500.00	-2,300.00	8.00%
7010 Office Supplies	6,123.13	15,000.00	-8,876.87	40.82%
7020 Travel		2,500.00	-2,500.00	0.00%
7025 Meals and Entertainment	18.34	2,000.00	-1,981.66	0.92%
7030 Utilities - Office	7,111.91	5,000.00	2,111.91	142.24%
7035 Phone/Internet - Office	5,940.90	7,500.00	-1,559.10	79.21%
7040 Repairs & Maintenance	2,551.00	5,000.00	-2,449.00	51.02%
7045 Discretionary Expenses		2,500.00	-2,500.00	0.00%
7050 Equipment and Furnishings		20,000.00	-20,000.00	0.00%
7051 Uniforms	2,801.01	5,000.00	-2,198.99	56.02%
Total 7000 OPERATING EXPENSES	\$ 24,746.29	\$ 72,000.00	-\$ 47,253.71	34.37%
7100 COMMON AREA MAINTENANCE	18,814.68	0.00	18,814.68	
7105 Lawn Care	88,158.20	125,000.00	-36,841.80	70.53%
7110 Storm Water Management	3,065.00	30,000.00	-26,935.00	10.22%
7115 Pest Control	1,660.00	5,000.00	-3,340.00	33.20%
7120 Fire & Security Monitoring	2,666.23	20,000.00	-17,333.77	13.33%
7125 Snow & Ice Removal		20,000.00	-20,000.00	0.00%
7130 Building Repairs & Maintenance		25,000.00	-25,000.00	0.00%
7135 Road Repairs		5,000.00	-5,000.00	0.00%
7140 Landscaping Maintenance	50,579.36	75,000.00	-24,420.64	67.44%
7141 Auto	2,216.71	15,000.00	-12,783.29	14.78%
7145 Equipment Expense	28,865.09	40,000.00	-11,134.91	72.16%
7146 Supplies	17.99	15,000.00	-14,982.01	0.12%
7830 Utilities	18,824.81	7,500.00	11,324.81	251.00%
Total 7100 COMMON AREA MAINTENANCE	\$ 214,868.07	\$ 382,500.00	-\$ 167,631.93	56.17%
7200 DEBT EXPENSE		0.00	0.00	
7205 Officers Row - Applied Prin/Int Loan 0380	69,322.00	64,344.00	4,978.00	107.74%
7210 DMHEF Repayment		9,996.00	-9,996.00	0.00%
7215 OBL Duplexes - Applied Prin/Int Loan 0810	42,345.82	53,100.00		
7225 Truck Loan - WSFS	8,885.40	17,771.00		
Total 7200 DEBT EXPENSE	\$ 120,553.22	\$ 145,211.00	-\$ 24,657.78	83.02%
7500 MARKETING EXPENSES	400.00	0.00	400.00	
7510 Advertising & Promotion	128.37	24,000.00	-23,871.63	0.53%
7520 Graphics/Branding/Messaging		2,500.00	-2,500.00	0.00%
7525 Marketing Collateral		10,000.00	-10,000.00	0.00%
7550 Website & Social Media	11,184.27	25,000.00	-13,815.73	44.74%
7555 Marketing - Other	456.00			
Total 7500 MARKETING EXPENSES	\$ 12,168.64	\$ 61,500.00	-\$ 49,331.36	19.79%

	Total			
	Actual	Budget	over Budget	% of Budget
7700 PAYROLL EXPENDITURES		0.00	0.00	
7710 401k	7,524.46	10,000.00	-2,475.54	75.24%
7720 Employee Benefits - Health	60,245.20	84,000.00	-23,754.80	71.72%
7721 Employee Benefits - Dental	372.38	0.00	372.38	
7730 Payroll Tax Expense	37,399.07	44,327.00	-6,927.93	84.37%
7740 Salaries & Wages	430,163.16	554,084.00	-123,920.84	77.64%
Total 7740 Salaries & Wages	\$ 430,163.16	\$ 554,084.00	-\$ 123,920.84	77.64%
7750 Payroll Service Fees	1,819.74	3,000.00	-1,180.26	60.66%
Total 7700 PAYROLL EXPENDITURES	\$ 537,524.01	\$ 695,411.00	-\$ 157,886.99	77.30%
7850 INSURANCE	2,333.52	0.00	2,333.52	
7851 General Liability	13,445.62	13,446.00	-0.38	100.00%
7852 Flood Insurance	5,768.00	0.00	5,768.00	
7853 Property	18,854.01	45,000.00	-26,145.99	41.90%
7854 Builder's Risk		3,610.00	-3,610.00	0.00%
7855 Workers Comp Insurance	5,822.00	14,000.00	-8,178.00	41.59%
7856 Auto	18,680.95	13,000.00	5,680.95	143.70%
7857 D & O/ E&O Insurance	8,070.00	2,515.00	5,555.00	320.87%
7858 Business Owners	3,747.14	1,410.00	2,337.14	265.75%
7859 Pension & Crime		150.00	-150.00	0.00%
Total 7850 INSURANCE	\$ 76,721.24	\$ 93,131.00	-\$ 16,409.76	82.38%
Administrative Expenses	1,250.00	0.00	1,250.00	
Legal Fees - Operating	14,113.00	0.00	14,113.00	
Property Management		0.00	0.00	
7880 Repair & Maintenance	4,750.00	0.00	4,750.00	
7890 Payroll	0.00	0.00	0.00	
7900 Security	210.00	0.00	210.00	
Total Property Management	\$ 4,960.00	\$ 0.00	\$ 4,960.00	
Total Expenses	\$ 4,673,794.97	\$ 3,685,179.00	\$ 988,615.97	126.83%
Net Operating Income	-\$ 1,124,579.34	\$ 122,154.00	-\$ 1,246,733.34	-920.62%
Other Income		0.00		
Reimbursed Expenses	1,789.79	0.00	1,789.79	
Total Other Income	\$ 1,789.79	\$ 0.00	\$ 1,789.79	
Other Expenses		0.00		
ASK MY ACCOUNTANT	70,266.58	0.00	70,266.58	
Total Other Expenses	\$ 70,266.58	\$ 0.00	\$ 70,266.58	
Net Other Income	-\$ 68,476.79	\$ 0.00	-\$ 68,476.79	
Net Income	-\$ 1,193,056.13	\$ 122,154.00	-\$ 1,315,210.13	-976.68%



Executive Director Monthly Report

For the period May 1, 2023 to May 31, 2023

Our board meeting will be held on June 14, 2023 at 8:30 a.m. at the **Delaware City Fire Hall**. Board packets will be distributed via email (as a pdf attachment).

Capital Projects

- **Roundabout final inspection scheduled.** The final inspection of the entranceway/roundabout has been scheduled for June 29, 2023 by DeIDOT. FDRPC will await receipt of all paperwork and certificates before closing out this project.

- **Marina Village**
 - a. **Plan of Record.** FDRPC is now proceeding with the Plan of Record for Marina Village. The preliminary plan has been submitted to Delaware City for consideration by the Planning Commission. Additionally, the plan requires Board of Adjustment approval to address the parking requirements for the stacked condominiums. Additional approvals (Office of State Fire Marshal, DeIDOT, DNREC) are underway.
 - b. **Remediation plan pending.** The remediation plan to address a small hot-spot of naturally-occurring arsenic is currently under review by DNREC.

- c. **Test surcharge plan approved.** The test surcharge plan has been approved by DNREC (pending completion of the remediation cited above). The test period for the settling of the soils is expected to take up to 12 months.
- d. **Section 6f application.** The application to the National Park Service requesting the transfer of 6f protection is scheduled for on or before June 30, 2023.

Operations

- **Real estate update.**
 - a. Sold: No real estate was sold during the month of May.
 - b. Under contract:
 - FDRPC is under contract for 1305 and 1307 Officers Row with an expected closing date of July 12, 2023.
 - FDRPC is under contract for 1311 Officers Row with an expected closing date of no later than July 31, 2023.
 - c. Leasing: All residential properties are leased and being managed by NAI Emory Hill.

- **FOIA Officer.** The Department of Justice denied a complaint by Jack Guerin that FDRPC was in violation of the Freedom of Information Act. Guerin's complaint was directed at FDRPC's response that records requested were available for inspection. The Department of Justice opinion stated that FDRPC was not in violation.

- **Audit.** The audit of FDRPC financials for the fiscal year ending June 30, 2022 is continuing with Belfink, Lyons and Shuman.

- **Financial Policies.** Two draft financial policies are attached to this report for informational purposes—the Purchasing and Procurement Thresholds, and the Financial Reserves Policy. These policies will be brought before the board for enactment with the proposed FY 24 operating and capital budget.

- A **Request for Proposals** for lawn-cutting service was completed and an award was made to Cutting Edge of Delaware City. Cutting Edge was one of three (3) respondents to the RFP.
- **Strategic Plan public engagement continues.** The Delaware Alliance for Nonprofit Advancement (DANA) has now completed the interviews, focus groups, and town hall meeting portion of the Strategic Plan. An on-line survey was deployed to the community on June 6th and will remain open for a week. Upon completion of this information gathering, DANA will present its findings to the Strategic Planning Committee. DANA has requested planning sessions with the full board for later this summer; FDRPC and DANA will confirm those dates.

Other

- **Cultivation activities.** FDRPC continued its efforts to cultivate interest in available properties for adaptive re-use, with a special focus on the Tilton and Paynter Buildings. Staff is gathering resources to support a stronger marketing of these properties.
- FDRPC hosted the **St. George's Blues Festival** on June 3-4. The festival is held on the grounds just to the north of the theater building.



Purchasing and Procurement Thresholds

Material and Non-Professional Services

- Less than \$50,000 – Open Market Purchase
- \$50,000 - \$99,999.99 – 3 Written Quotes
- \$100,000 and over – Formal Bid

The threshold for material and non-professional services is a yearly cumulative amount for a fiscal year (July 1-June 30).

Public Works

- Less than \$250,000– Open Market Purchase
- \$250,000 to \$399,999.99-- 3 Letter Bids
- \$400,000 and over – Formal Bid

The threshold for Public Works is on a contract-by-contract basis. Contracts may not be fragmented to avoid reaching the dollar amount. Annual thresholds do not apply.

Professional Services

- Less than \$200,000 Open Market
- \$200,000 and over – Formal RFP Process

The threshold for Professional Services is on a contract-by-contract basis. Contracts may not be fragmented to avoid reaching the dollar amount. Annual thresholds do not apply.

Effective Date: _____



Financial Reserves Policy

FDRPC will strive to maintain a minimum **Budget Reserve**, of at least 5% of the current year's operating revenues for the Operating and Capital Project Fund, excluding the carry forward balance. The purpose of the Budget Reserve is to meet temporary fluctuations in cash flows and to provide a cushion for loss of revenues until operating changes can be implemented. If the final Budget Reserve exceeds the amount as approved in the budget, such funds shall be used as designated by and with the approval of the FDRPC Board of Directors.

Once achieved, at no time should FDRPC's Budget Reserve fall below their specified percentages. If a shortfall occurs in the Budget Reserve and immediately restoring the balances to the specified percentage would cause an extreme burden on FDRPC, the Budget Reserve may, with the approval of the Board of Directors, be restored to the specified percentage within one (1) year, but in any case, no longer than three (3) years.

FDRPC will establish a **Contingency Reserve**. FDRPC may only use monies in the Contingency Reserve to cover emergencies of a non-recurring nature that are over and above the normal course of operations. Examples are uninsured losses, storms or hurricane damages. The Contingency Reserve will not be used to balance the operating budget. On or before December 31, 2025, the Contingency Reserve shall maintain a balance of at least 1% of the current year's operating revenues for the Operating and Capital Project Fund, excluding the carry forward balance.

FDRPC will create a **Capital Asset Replacement Fund**. Optimally, the amount set aside for future asset replacements should equal the annual depreciation of the current assets. This fund will be initiated in FY 24 and an annual contribution of \$50,000 shall be budgeted per year until the minimum of \$250,000 is achieved.

Effective date: _____

FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION
DESIGN AND HISTORIC PRESERVATION COMMITTEE MEETING

The Fort Dupont Redevelopment and Preservation Corporation (FDRPC) Design and Historic Preservation Committee meeting was held on April 24, 2023 at the FDRPC Administrative Office, 260 Old Elm Avenue, Delaware City, Delaware with Chair Doug Eriksen presiding. Committee members present were Ms. Laura Lee, Ms. Roberta DeLeo, and Mr. Rob McPherson

Staff members present were Mr. Richard Forsten of Saul Ewing Arnstein and Lehr LLP.

Mr. Michael Lutz was also present.

CALL TO ORDER

Chair Eriksen called the Fort DuPont Redevelopment and Preservation Corporation (FDRPC) Design and Historic Preservation Committee meeting to order at 3:38 p.m.

APPROVAL OF MINUTES – DHP COMMITTEE MEETING OF APRIL 10, 2023

Mr. McPherson moved for approval of the April 10, 2023 DHP Committee meeting minutes. The motion was seconded by Ms. DeLeo and unanimously carried.

NEW BUSINESS - FENCE REQUEST – 521 COOK STREET (LOT 51) (MICHAEL LUTZ)

Members reviewed the request of Mr. Michael Lutz to erect a fence, 48-inches tall, in the back yard of 521 Cook Street (lot 51). The fence, which will be installed by Blue Hen Fence Company, will be constructed of black aluminum. Mr. Lutz provided a Community Change Request Form, a mortgage survey plan which indicated the proposed location of the fence, and a photo of the proposed fence.

Mr. Lutz advised that the fence would run to the end of his porch because if it ran to the end of his house it would be flush against his neighbor's air conditioning unit, which would not be good for the air conditioning unit and would make it difficult to service it.

Ms. Lee moved for approval of the plans, as adjusted for the air conditioner. The motion was seconded by Ms. DeLeo and unanimously carried.

OLD BUSINESS - DECK DESIGN REVIEW - 918 REYNOLDS STREET (YVONNE FLAGG)

During their meeting of April 10, 2023, members discussed the request of Ms. Yvonne Flagg for a deck design review for 918 Reynolds Street. After a lengthy discussion regarding deck dimensions, setback requirements, and placement, members scheduled a meeting for April 24, 2023 to review the deck request.

Ms. Flagg provided plans for the foundation, deck, roof, and work area. Front, right, left, and rear elevations, as well as 3D perspectives, were also provided for the deck addition. The materials were noted as fiber cement trim fascia, standing seam metal roof, 10-inch square columns, screened in porch with painted wood frames, aluminum railings with square balusters, and composite decking to match existing.

Chair Eriksen advised that Ms. Flagg noted that they had the Community Guidelines and planned to adhere to the architectural design styles for their area. She asked that, before the drawings get more detailed and

annotated, they be provided confirmation that it passes the design review. She also requested clarification on any restrictions on patio paving or exterior trash enclosures.

Members reviewed the deck design materials that were provided for conformity with Fort DuPont's Design Guidelines and Standards of September 16, 2020.

Mr. McPherson moved to accept the drawings and the design conforming to the Fort DuPont Guidelines and Standards of September 16, 2020, following Section 6A, Paragraph 2 for the materials, with the exception of Line 12 where the gutters should match the house and not be half-round. The motion was seconded by Ms. DeLeo and unanimously carried.

UPDATES

None.

PUBLIC COMMENT

None.

NEXT MEETING DATE - MAY 22, 2023 AT 3:30 P.M.

Chair Eriksen advised that he would not be available for the next meeting.

ADJOURNMENT

Ms. Lee moved for adjournment, seconded by Mr. McPherson and unanimously carried.

Meeting Adjourned at 4:19 p.m.

APPROVED: MAY 22, 2023

FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION
DESIGN AND HISTORIC PRESERVATION COMMITTEE MEETING

The Fort Dupont Redevelopment and Preservation Corporation (FDRPC) Design and Historic Preservation Committee meeting was held on May 22, 2023 at the FDRPC Administrative Office, 260 Old Elm Avenue, Delaware City, Delaware with Mr. Dave Turley presiding in the absence of Chair Doug Eriksen. Committee members present were Ms. Roberta DeLeo, Ms. Laura Lee, and Ms. Billie Travalini.

Staff members present were Mr. Tim Slavin, FDRPC Executive Director, and Mr. Richard Forsten of Saul Ewing Arnstein and Lehr LLP.

CALL TO ORDER

Acting Chair Turley called the Fort DuPont Redevelopment and Preservation Corporation (FDRPC) Design and Historic Preservation Committee meeting to order at 3:40 p.m.

APPROVAL OF MINUTES – DHP COMMITTEE MEETING OF APRIL 24, 2023

Ms. Lee moved for approval of the April 24, 2023 DHP Committee meeting minutes. The motion was seconded by Ms. DeLeo and unanimously carried.

NEW BUSINESS – PATIO DESIGN REVIEW - 533 COOK STREET (LINDA AND JOSEPH BALDT)

Members reviewed the request of Linda and Joseph Baldt to construct a concrete stamped patio in the back yard approximately 33' x 19' and 10' x 10' grading with 2 square steps at the base of the patio to the Promenade approximately 6'. The patio will be trimmed in river rock to prevent the outgrowth of grass and weeds. The work is to be completed by Cipolloni Concrete. Ms. Baldt provided a Community Change Request Form and a site plan for the proposed patio. Mr. Turley noted that a list of materials was not included.

After a lengthy review of the patio design, members determined that there were pending questions regarding the materials, patio height, setbacks, slope, drainage, and Delaware City and Fort DuPont requirements.

Ms. Lee moved to defer consideration of the patio design review for 533 Cook Street (Linda and Joseph Baldt) to a future meeting. The motion was seconded by Mr. Turley and unanimously carried.

UPDATES

Mr. Tim Slavin, Executive Director, provided the following updates:

- In addition to the standard bond bill amount of \$2.25 million, FDRPC also requested \$1 million for the Chapel building and \$750,000 for the theater.
- One of the goals for next fiscal year is to get the duplexes on Old Battery Lane in operation as rentable units. The two completed duplexes are waiting for stormwater sediment control permits

from DNREC to allow installation of the sewer system. That site has 13 or 14 operable units for brownfields and that requires a bit more diligence.

- There is still one duplex with a bad roof and they have tentatively earmarked money for mothballing five properties next fiscal year using the Secretary of the Interior's standard to slow deterioration. The process includes buttoning down the exterior shell to prevent moisture, boarding up the windows in a tasteful way that allows for passive ventilation, installing a security system and establishing a monitoring program. The properties will then be addressed when additional funding is received.
- Trail maintenance is shared between FDRPC and Parks. Mr. Slavin met Mr. Blake Moore of the University of Delaware Cooperative Extension through the Delaware Master Naturalist class he is taking. Mr. Moore came to Fort DuPont the previous week and he has some projects lined up for them, one of them being a pollinator bed in the chapel grove.
- Staff is considering alternatives to the use and management of the parade ground. Some of the suggestions have been creating a softer border around it, creating a meadow in the middle with a walking path, creating a walking opportunity with benches, and planting mini or micro clover as an alternative longer term, low maintenance green coverage.

PUBLIC COMMENT

None.

NEXT MEETING DATE – JUNE 26, 2023 AT 3:30 P.M.

Acting Chair Turley advised that the next meeting was scheduled for June 26, 2023 at 3:30 p.m. Mr. Slavin noted that a special meeting may be called to consider the Baldt's request. Ms. Travalini advised that she would be unavailable from June 15th to the 27th. Ms. DeLeo advised that she would be unavailable on the 26th.

ADJOURNMENT

Ms. Lee moved for adjournment, seconded by Ms. DeLeo and unanimously carried.

Meeting Adjourned at 4:14 p.m.

APPROVED: JUNE 6, 2023