



FORT DUPONT

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Fort DuPont Redevelopment and Preservation Corporation
Executive Committee Meeting

June 30, 2023 9:30 a.m.

<https://us06web.zoom.us/j/87474058726?pwd=eDZoMlI0OS9wdVYvVnZQeUthYWxCUT09>

Zoom Meeting ID: 874 7405 8726

Passcode: 165700

Find your local number: <https://us06web.zoom.us/j/87474058726?pwd=eDZoMlI0OS9wdVYvVnZQeUthYWxCUT09>

Anchor location:

FDRPC Office

260 Old Elm Avenue

Delaware City DE 19706

AGENDA

1. Call to Order
2. Approval of Minutes
 - a. Executive Committee Meeting of February 27, 2023
 - b. Executive Committee Meeting of March 28, 2023
3. Executive Session - Personnel
4. Action Items resulting from Executive Session (if needed)
5. 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
EXECUTIVE COMMITTEE MEETING

The Fort Dupont Redevelopment and Preservation Corporation (FDRPC) Executive Committee meeting was held via Zoom with the anchor location at the FDRPC office at 260 Old Elm Avenue, Delaware City, Delaware on February 27, 2023 with Chair John McMahon presiding. Committee members present were Ms. Ruth Ann Jones (Controller General of the State of Delaware), Dr. Courtney Stewart (Office of Management and Budget), Mr. David Baylor (Delaware City Manager), and Ms. Wendy Rogers (Resident of Fort DuPont).

Staff members present were Mr. Tim Slavin – Executive Director and Mr. Bert Scoglietti – Treasurer.

CALL TO ORDER

Chair McMahon called the Fort DuPont Redevelopment and Preservation Corporation (FDRPC) Executive Committee meeting to order at 9:32 a.m.

FINANCIAL REPORTS

Mr. Bert Scoglietti, FDRPC Treasurer, reminded members that the financial reports would be presented with a 1-month lag going forward in order to make them available to board members for review prior to the meetings. He noted that the next report would not include the most recent expenditure for the roundabout, which is a February expenditure. Mr. Scoglietti stated that the report will show the drawdown of the full state appropriations, including 2022 and 2023, for the roundabout.

Mr. Scoglietti advised that they were working on a proposal for Applied Bank to refinance the debt on Officer's Row and the duplexes. He stated that he expects the proposal to be complete before June 30, 2023.

STATUS ON KEY PROJECTS

Mr. Tim Slavin, Executive Director of the FDRPC, provided updates on the following key projects:

Roundabout

- The project is ahead of schedule and they are now waiting for the asphalt plant to open. The plan is to do the topcoat the following week and then install guardrails, lights and signage.
- The first payment of \$635,000 has been made for the roundabout and there are two payments remaining. Mr. Slavin noted that A-Del held the bid for the original design. He advised that there was a slight markup on some materials and there was a significant design change order for the temporary entrance.
- They have asked A-Del for pricing on another project scope change to correct the elevation difference between Old Elm Avenue and the entranceway that causes a dip when you are exiting or entering the campus. Mr. Slavin advised that this project was originally scheduled to be a part of the Old Elm finish coat after Marina Village, however, addressing it now would avoid approximately \$100,000 in mobilization costs.

Mr. David Baylor, Delaware City Manager, stated that the roundabout looks nice; however, he wished it was designed better. It has a wide center and coming down from the Reedy Point bridge there is an “s” that could result in people losing their tires. Mr. Baylor noted that both the fire and police are concerned about it and signage will be a key component to making people aware of the “s”. Mr. Slavin advised that the “s” was designed as a calming device and they are checking with the designer to ensure that it was built as designed. Mr. Baylor noted that, concerns aside, the roundabout is a beautiful added amenity.

Marina Village

- Delaware City Council deferred action in January and they have opened the dialogue regarding their concerns. A member of city council and the city engineer provided a list of 30 open issues. Mr. Slavin advised that he would be asking City Council to defer consideration until March so that they can resolve the list of issues and allow Council time to fully understand the document. He noted that some items are informational, some require resolution for the special use permit, and some require resolution for the plan of record. Mr. Slavin stated that this is the first time Delaware City is going through the special use permit process, which they created for FDRPC, and they are learning together.

Public Events

- A community update was held to provide status reports on the FDRPC projects. Approximately 40 people attended and the meeting lasted roughly 90 minutes with an additional 30 minutes spent answering questions after the meeting.
- A workshop meeting was held with Hitchcock Design Group on the parks and amenities conceptual plan. Mr. Slavin reminded members that Hitchcock Design was previously contracted with to begin to identify possible alternatives for public spaces on the Fort DuPont campus. A conceptual study was developed to show possible recreational functions; however, there was no input from the community. The workshop and discussions were very productive and a follow-up meeting was held with a work group to distill the public comments. Mr. McMahan and Ms. Rogers noted how well received the workshop was and how excited the participants were about the project.

Permitting

- Mr. Slavin advised that they were tracking permitting issues with the Old Battery Lane project. He noted that they had 2 duplexes with 4 rental units that will produce \$10,000 per month in income. Mr. Slavin stated that they are behind with the stormwater and sediment permitting with DNREC. He noted that the process was initiated in January 2022 and he has reached out to Mr. Dave Small at Verdantas and they may consider contracting resources with the Verdantas permitting division to serve as a navigator or ombudsman to push them through the process, which is lengthy and detailed. Responding to Mr. Scoglietti, Mr. Slavin advised that the duplexes are done with the exception of water, sewer, and porches.

Requests for Proposals (RFP)

- Lawn Services – the RFP should be available Friday, March 3, 2023. There is a requirement that the contractor be located within a certain distance of Fort DuPont and the contract can be awarded to more than one bidder.
- Insurance – a meeting is scheduled with the insurance agency to review all of their insurances. The current annual premium for all insurance is approximately \$95,000 per year and there may be room for some savings.
- Legal Services – can be a single award or multiple based on the types of issues.

MARCH 8, 2023 AGENDA ITEMS

- Strategic Planning Presentation – Delaware Alliance for Nonprofit Advancement (DANA)
Mr. Slavin advised that there would be a brief introduction and presentation by Ms. Sheila Bravo of the Delaware Alliance for Nonprofit Advancement (DANA) on the strategic planning process. He noted that a small strategic planning committee will help govern the process. Mr. Slavin stated that the proposal includes one-on-one interviews with board members and community members, focus group interviews, a town hall meeting, and a survey.
- Canal Ownership
Mr. Slavin reviewed the history of the canal ownership issue and advised that a decision would probably need to be made in the next 90 days.

BOND BILL HEARING

Mr. Slavin advised that the FDRPC bond bill hearing is scheduled for March 23, 2023 and he and Chair McMahon are planning to attend. He noted that some community members who have expressed interest in lending their support may also attend.

EARTH DAY CLEANUP/TREE PLANTING

On Friday, April 21, 2023, the Department of Natural Resources and Environmental Control (DNREC) will be holding a cleanup event at Fort DuPont for Earth Day. FDRPC will follow the next day, April 22, 2023, with a volunteer community event to plant trees around the chapel and garden beds of native, sustainable plants. The event will likely be followed by lunch.

HUMAN RESOURCES/PERSONNEL

Deputy Director/Controller

Mr. Slavin advised that he, Ms. Wendy Rogers, and Mr. David Baylor served as the first-round panel for the Deputy Director/Controller position. There were 16 applicants and nine applicants were invited for a first-round interview, of which six accepted. He stated that two well qualified applicants will be invited to a second-round interview.

Benefit Review

Mr. Slavin advised that FDRPC employees are eligible for some but not all state benefits and he is exploring additional benefits for them, such as life insurance, vision, and long-term disability. Mr. Scoglietti noted that the holidays listed in the employee handbook do not include all of the state holidays. Mr. Slavin advised that Excelsior Consulting was currently reviewing the handbook to bring everything up to best practice.

ADJOURNMENT

By unanimous consent, the meeting was adjourned at 10:03 a.m.

APPROVED: *JUNE 30, 2023

FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION
EXECUTIVE COMMITTEE MEETING

The Fort Dupont Redevelopment and Preservation Corporation (FDRPC) Executive Committee meeting was held March 28, 2023 via Zoom with the anchor location at the FDRPC office at 260 Old Elm Avenue, Delaware City, Delaware with Chair John McMahan presiding. Committee members present were Mr. Bert Scoglietti (designee of Ruth Ann Jones - Controller General of the State of Delaware), Dr. Courtney Stewart (Office of Management and Budget), Mr. David Baylor (Delaware City Manager), and Ms. Wendy Rogers (Resident of Fort DuPont).

Mr. Tim Slavin, Executive Director, and Mr. Brett Norton, Legal Counsel, were present.

Mr. Brandon Holveck, a member of the public, was also present.

CALL TO ORDER

Chair McMahan called the Fort DuPont Redevelopment and Preservation Corporation (FDRPC) Executive Committee meeting to order at 9:33 a.m.

Due to time constraints, Mr. Tim Slavin, Executive Director, requested that the agenda items be taken out of order to hold the executive session first.

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

Meeting recessed at 9:34 a.m.

RECONVENE

Mr. Baylor moved to reconvene the FDRPC Executive Committee meeting, seconded by Mr. Scoglietti and unanimously carried.

Meeting reconvened at 9:59 a.m.

POTENTIAL ACTION ON PERSONNEL MATTERS

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

STATUS ON KEY PROJECTS

Mr. Tim Slavin, Executive Director, provided the status on key projects, as follows:

- They were successful in hiring Ms. Janice Moturi as the Deputy Director/Controller. Ms. Moturi has been getting her paperwork ready, the on-boarding process is underway, and she will begin Monday, April 10, 2023. Mr. Slavin stated that she will be a wonderful addition.
- The roundabout is all but finished. The crews were back on site that day to address connecting Old Elm Avenue to the roundabout. After July 1, 2023, they will rebid that as a separate project because there is a little bit of a dip in elevation that was not part of the roundabout project. Mr. Slavin advised that they hope to award the project in August and mobilize sometime by the end of the summer. At

the conclusion of the project, they will do the top coat for all of Old Elm Avenue and that side of the campus will be complete.

- They have asked for Marina Village, the second phase of residential housing, to be deferred in front of City Council to the April meeting. They had some very productive discussions with the city about what they wanted to see as far as amendments to the Marina Village design. They have vetted their numbers for parking requirements and stormwater management and they had new drawings made.
- There is no update on the Marina ownership issue. Mr. Slavin had a conversation with Verdantas about their role in the past on this and he is waiting to hear back from the Army Corps of Engineers.
- Fort DuPont has a role and responsibility to enforce the declarations and covenants on the properties that were sold and that will be restarted. It was initially started when some of the first residences were built in the canal district and then it was paused. They will resume enforcement because they do have some minor violations that are starting to show. This requires them to have two committees always in operation. One is the Design and Historic Preservation Committee, which is in operation, and the second is a maintenance committee which deals with the common area maintenance fee structure.
- Mr. Slavin thanked Ms. Wendy Rogers for being the lightning rod for some of the issues with the neighbors.

Responding to Mr. Scoglietti, Mr. Slavin advised that Emory Hill does not participate in enforcement of the declarations and covenants. Their only responsibility is to manage the residential leases. However, there are third parties that do inspections, issue letters, etc. for homeowner's association collective fees. Fort DuPont had done that previously with a firm called IPS and will probably want to put together a bid for those services.

ADJOURNMENT

Mr. Scoglietti moved for adjournment, seconded by Ms. Rogers and unanimously carried.

Meeting Adjourned at 10:05 a.m.

APPROVED: *JUNE 30, 2023