



FORT DUPONT

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Fort DuPont Redevelopment and Preservation Corporation
Executive Committee Meeting

August 28, 2023 - 9:30 a.m.

Anchor location:

Fort DuPont Redevelopment and Preservation Corporation Office
260 Old Elm Avenue
Delaware City DE 19706

Link: <https://us06web.zoom.us/j/84755754133?pwd=eXovb3NYeU1TQXhScWt1RIJSTkhvZz09>

Zoom Meeting ID: 847 5575 4133

Passcode: 315270

AGENDA

1. Call to Order
2. Approval of Minutes – FDRPC Executive Committee Meeting of July 31, 2023
3. Status on Key Projects
4. Executive Session (if needed)
5. Action Items resulting from Executive Session (if needed)
6. 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 July 31, 2023 via Zoom with the anchor location at the FDRPC office at 260 Old Elm Avenue, Delaware City, Delaware with Chair John McMahon presiding. Committee members present were Dr. Courtney Stewart (Office of Management and Budget) (departed at 10:07 a.m.), Mr. Bert Scoglietti (Treasurer), and Ms. Wendy Rogers (Resident of Fort DuPont).

Also present were Mr. Tim Slavin, FDRPC Executive Director, Ms. Janice Moturi, FDRPC Deputy Director/Controller, and Mr. Jeff Flynn of Applied Bank (departed at 10:34 a.m.).

CALL TO ORDER

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

APPROVAL OF MINUTES – FDRPC EXECUTIVE COMMITTEE MEETING OF JUNE 30, 2023

Mr. Scoglietti moved for approval of the June 30, 2023 FDRPC Executive Committee meeting minutes. The motion was seconded by Dr. Stewart and unanimously carried.

STATUS ON KEY PROJECTS

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

- **Fiscal Year 2022 Audit**
The FY 2022 audit has been finalized. Because George Fournaris of Belfint, Lyons & Shuman, P.A. will be unavailable to present the audit to the board until September, a copy of the audit will be circulated to the board at the August meeting and then brought forward for discussion and acceptance in September. There were three major findings in the audit having to do with the allocation of costs from properties sold, the cash disbursement documentation and approval process, and evaluation of donated capital assets. Processes are in place to address those findings and a document library has been built to support future audits.
- **Employee Handbook**
The Employee Handbook has been updated through a service that was offered through their employment practices liability carrier from a firm called Excelsior. They have gone through the final draft and it is now being reviewed for style and editing. There are three things that they did in the draft that will be presented to the board in September:
 - Alignment with HR best practices and filling policy gaps.
 - Changes necessary to bring the Handbook into alignment with HB 355. There were specific instructions in the Bill about employees and that is now in Delaware code.
 - Better alignment with state government practices, especially as it pertains to the length of the work week and holidays.

A red line version of the Employee Handbook will be presented to the FDRPC Board in September.

- Fiscal Year 2024 Budget

The FY 2024 Budget will be presented at the August FDRPC Board meeting. The bond bill appropriation remained unchanged from last year. There was a minor change in the epilogue language which allows them up to \$400,000 of the appropriation for administrative and operational costs. It was previously capped at \$300,000. It will be a lean, challenging year; however, they can still get things done.

The budget includes a three-year Capital Investment Plan (CIP) which represents the capital projects they envision the campus needing over time. The CIP will create a better sense of the amount of deferred maintenance that was on the campus when the FDRPC was created and help them address some of the criticism regarding state funding. They are doing their best to capitalize and monetize some of the assets and put that money back into the campus.

- Old Elm Avenue Project

They are waiting for the second of two bids for the Old Elm Avenue project, which includes the dip and the top coat. The base bid is the dip and the alternate is the top coat. Once the bids are received, they will issue a contract and plan to mobilize by the end of August. This is a four-week project that they hope to finish before any fall weather.

- Theater and Chapel

Environmental testing has begun at both the theater and the chapel in advance of the environmental clean out of those spaces, which is to simply get them broom swept, remove the unnecessary items, and, in the case of the theater, establish electrical service. The exterior of the chapel requires some window work and site work at the front near the porch. The exterior of the theater requires addressing doors on the North and South side, as well as the lighting along the ticket window at the front. Neither separate appropriation that had been requested for the chapel and the theater were funded in the bond bill and they are pursuing another line of funding.

- Old Battery Lane

They are in the final days of the 30-day publication period for the plan from DNREC for the two duplexes on Old Battery Lane. Once complete, they will connect the water and sewer lines and finish the work for those two duplexes, which have been all but ready to go. They represent lost annual income to the Corporation of \$120,000 simply because they could not be occupied. Further down on Old Battery Lane is Building 30 which is a similar two-story duplex with a caved in roof. A quote has been accepted to replace the roof and that work will be starting the next week. The single-story duplex cannot be used for residential use because it is in the flood plain. Staff is considering an adaptive reuse of the building.

- Tilton Building

The National Guard has inquired about relocating their band unit and museum function to the Tilton Building. Military and civilian members of their project, legal, and operations staff toured the building and thought that it would be a perfect fit for them.

- Real Estate

The contract on 1311 Officers Row was set to expire after three extensions because the buyer has had difficulty obtaining financing for their building project. The property will be re-listed by Emory Hill.

The FDRPC closed on 1303 Officers Row for \$730,000 and 1305 and 1307 Officers Row at \$125,000 each. All of the rental properties are occupied.

- Strategic Planning

The feedback from the strategic planning is finish what you started, such as the revetment of the canal bank, the promenade, and Marina Village. The second part of the feedback is that more community involvement is necessary. The local people feel the Board does not have broad representation from the community. Mr. Slavin advised that the Marina Village project would be discussed in executive session. He reviewed the proposed roster for committees (**Exhibit #1**) which will include more people from the community.

EXECUTIVE SESSION

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

Meeting recessed at 9:56 a.m.

RECONVENE

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

Meeting reconvened at 10:46 a.m.

ACTIONS TO BE VOTED UPON FROM THE EXECUTIVE SESSION

Mr. Scoglietti moved that the Executive Committee move forward with its recommendation to the full board at its August 9, 2023 meeting regarding refinancing of existing Fort DuPont debt on the terms discussed in executive session with the representative from Applied Bank. The motion was seconded by Ms. Rogers and unanimously carried.

SCHEDULING OF FUTURE MEETINGS

Mr. Slavin suggested that the Regular meetings of the Executive Committee occur on the last Monday of each month at 9:30 a.m.

Mr. Scoglietti moved to hold future Regular meetings of the Executive Committee on the last Monday of each month at 9:30 a.m. The motion was seconded by Ms. Rogers and unanimously carried.

ADJOURNMENT

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

Meeting Adjourned at 10:47 a.m.

Exhibits

Exhibit #1 - Proposed Roster

APPROVED: *August 28, 2023