

**FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION**  
**EXECUTIVE COMMITTEE MEETING**

The FDRPC Executive Committee meeting was held September 25, 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**

Ms. Ruth Ann Miller (Controller General of the State of Delaware)  
Dr. Courtney Stewart (Office of Management and Budget)  
Mr. Bert Scoglietti (FDRPC Treasurer)  
Ms. Wendy Rogers (Resident of Fort DuPont)

**COMMITTEE MEMBERS ABSENT**

None

**STAFF MEMBERS PRESENT**

Mr. Tim Slavin, FDRPC Executive Director  
Ms. Janice Moturi, FDRPC Deputy Director/Controller

**OTHERS PRESENT**

Mr. Karl Baker

**CALL TO ORDER**

Chair McMahon called the FDRPC Executive Committee meeting to order at 9:31 a.m.

**APPROVAL OF MINUTES – FDRPC EXECUTIVE COMMITTEE MEETING OF AUGUST 28, 2023**

**Dr. Stewart moved for approval of the August 28, 2023 FDRPC Executive Committee meeting minutes. The motion was seconded by Ms. Miller and carried with Mr. Scoglietti abstaining.**

**STATUS ON KEY PROJECTS**

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

**Old Elm Avenue**

The project to correct the elevation difference between Old Elm Avenue and the entranceway that causes a dip when exiting or entering the campus will be mobilizing on Monday, October 9, 2023, which is the Monday after Delaware City Day and the Delaware Autism Walk. The FDRPC helps support these events with its campus. Messaging to the residents about detours and what they can expect will begin the following week.

**Theater, Chapel and Bakery Buildings**

Work on the theater, chapel and bakery buildings is underway. All of those sites have been tested and the theater has been remediated and the air quality is being tested. When the air quality in the theater is good, new electric service will be installed to provide power into the building and the slow process of bringing

the building back can begin. Some areas of the chapel that had asbestos wrap around pipes in the crawl space are being remediated. Once that remediation is complete, they will move on to the bakery.

#### Old Battery Lane Duplex - Building 21

A new roof was recently installed on Building 21, the older duplex located on Old Battery Lane. The contractor's performance and pricing were highly satisfactory, prompting them to request a quote for the PX building. The PX building is currently in dire need of attention and is one of the five structures that are to be mothballed. A competitive bid was received for this project and it is currently under review. It appears likely that they will proceed with the renovation. Additionally, it is planned to replace the plywood covering the windows in the building, which is in poor condition. This improvement alone is expected to significantly enhance the building's overall appearance compared to its current state.

#### Old Battery Lane Environmental Covenant

An environmental covenant for the Old Battery Lane projects was received from DNREC. This includes the Archive Building for DNREC and the two FDRPC duplexes. This is one of the last steps in the process. The environmental covenant is with the legal team for review. Once it is filed, it is posted for a 20-day public comment period. The step after that should be the issuance of permits.

#### Vandalization of Governor Bacon Health Center/Tilton Building

On the previous Monday, it came to their attention that the Governor Bacon Hospital/Tilton building had been subjected to substantial vandalism over the preceding weekend. This vandalism included the breaking of windows and glass in the interior doors, as well as the removal of exit signs. The estimated cost of repairs, as reported to the Delaware City Police, qualifies this incident as a potential felony. The police have already identified the culprits, who happen to be juveniles that boasted about their actions on social media. They are presently addressing this matter and are open to considering various forms of adjudication, such as community service that could be performed on the premises. The urgency to address this vandalism is imperative because the building is actively being shown to potential occupants, and its current condition is far from appealing. Objects were thrown through the screens on the porches, giving the impression of neglect.

The suspects gained entry to the building through an allegedly unlocked back door. Although there is a regular security check system in place, efforts are being intensified to enhance the alarm system, which contributes to the ongoing operational costs of the buildings, whether they are occupied or not. The longer these properties remain vacant, the more these costs accumulate. There is a dedicated effort underway to ensure that these buildings are repopulated, repurposed, and put back into use. It's worth noting that this is not the first instance of vandalism, as prior incidents involved juveniles damaging the cameras on the trails.

#### FDRPC Employee Handbook

The Employee Handbook has undergone several revisions with the involvement of Excelsior, the firm that was engaged through their employment liability practices insurance company. They conducted a comprehensive review of the manual and brought it in line with the latest best practices. Additionally, they have made efforts to align the employee handbook with some, but not all, of the practices observed by the state of Delaware.

As part of the changes, employees will transition from a 40-hour work week to a 37.5-hour work week, and they will now observe state holidays instead of having their own set of holidays. They have also made some minor adjustments to the language in the handbook. Pending approval by the executive committee, the updated employee handbook will be presented to the FDRPC Board during the meeting scheduled for October 11, 2023.

During the discussion, Mr. Scoglietti mentioned that he had some minor, immaterial comments that he would send Mr. Slavin.

In response to Dr. Stewart, Mr. Slavin clarified that the transition from a 40-hour work week to a 37.5-hour work week wouldn't impact personnel costs since employees' salaries would remain unchanged. He further noted that employees were informed that this adjustment would replace a salary increase.

**Dr. Stewart moved to approve the employee handbook, as revised, pending the comments from Mr. Scoglietti. The motion was seconded by Mr. Scoglietti and unanimously carried.**

#### Meeting Time/Format

At the request of some members of the community, the September FDRPC Board meeting was held in the evening to encourage more community involvement. The number of public attendees remained the same or less as for the morning meetings and a few Board members were unable to attend, making it difficult to obtain a quorum.

Due to the reduced number of agenda items for the October 11, 2023 agenda, Mr. Slavin proposed holding the meeting via Zoom with an anchor location rather than having members make the long drive for a short meeting.

**Dr. Stewart moved to return to 8:30 a.m. Board meetings and to offer a Zoom option for the October 11, 2023 Board meeting. The motion was seconded by Ms. Miller and unanimously carried.**

#### EXECUTIVE SESSION – LEGAL AND PERSONNEL

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

Meeting recessed at 9:46 a.m.

Meeting reconvened at 10:04 a.m.

#### ACTIONS TO BE VOTED UPON FROM THE EXECUTIVE SESSION – PERSONNEL MATTERS

**Mr. Scoglietti moved to authorize himself to proceed with reaching out to affected parties with regards to the 401K issue discussed in executive session with a response date no later than October 31, 2023. The motion was seconded by Dr. Stewart and unanimously carried.**

#### NEXT MEETING DATE

The next meeting is scheduled for October 30, 2023 at 9:30 a.m.

**ADJOURNMENT**

**Dr. Stewart moved for adjournment, seconded by Mr. Scoglietti and unanimously carried.**

Meeting Adjourned at 10:06 a.m.

APPROVED: October 30, 2023