

FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION
BOARD OF DIRECTORS MEETING

The Fort Dupont Redevelopment and Preservation Corporation Board of Directors meeting was held on October 11, 2023 at the Delaware City Fire Hall, 815 5th Street, Delaware City, with Chair John McMahon presiding.

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.

BOARD MEMBERS PRESENT

Secretary Shawn Garvin (Department of Natural Resources and Environmental Control (DNREC) (arrived at 9:00 a.m.)

Ms. Ruth Ann Miller (Controller General of the State of Delaware)

Dr. Courtney Stewart (Office of Management and Budget)

Mr. David Edgell (Office of State Planning Coordination)

Mr. Kurt Foreman (Delaware Prosperity Partnership)

Mr. Henry Hill (Delaware City Manager)

Senator Spiros Mantzavinos (Chair, Bond Bill Committee) (arrived at 8:40 a.m.)

Mr. Rony Baltazar-Lopez (Secretary of State)

Mr. Kevin Whittaker (Delaware City Resident)

Ms. Wendy Rogers (Fort DuPont Resident)

BOARD MEMBERS ABSENT

Representative Sean Matthews (Co-Chair, Bond Bill Committee)

Mr. Doug Eriksen (Delaware City Resident)

Mr. Michael Graci (Fort DuPont Resident)

STAFF MEMBERS PRESENT

Mr. Tim Slavin, FDRPC Executive Director

Ms. Janice Moturi, Deputy Director/Controller

Mr. Richard Forsten (Saul Ewing Arnstein and Lehr LLP) (arrived at 8:36 a.m.)

Ms. Pam Scott (Saul Ewing Arnstein and Lehr LLP)

OTHERS PRESENT

Mr. Jack Guerin

APPROVAL OF MINUTES – FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION (FDRPC) BOARD MEETING OF SEPTEMBER 13, 2023

Ms. Rogers noted that Dr. Stewart had been listed as absent and then recorded as making a motion on page 3 of the minutes.

Ms. Scott noted that she was in attendance at the September 13, 2023 meeting; however, she was not listed as being present.

Mr. Foreman moved for approval of the FDRPC Board meeting minutes of September 13, 2023, as corrected. The motion was seconded by Mr. Edgell and unanimously carried.

WELCOME NEW BOARD MEMBER – HARRY HILL

Mr. Harry Hill, City Manager, Delaware City, introduced himself and briefly provided his background information.

TREASURER’S REPORT

Ms. Janice Moturi, Deputy Director/Controller, reviewed the Fort DuPont Redevelopment and Preservation Corporation Budget vs. Actuals for July 2023 - June 2024 and noted the following:

- 4010 State Appropriation – No additional funding was received for August.
- 4100 Rental Income – A check for \$28,000 was received. This amount is slightly higher month over month due to catch-up for previous months.
- 4900 Other Revenue – This line item includes reimbursements from a one-time legal expense.
- 6500 Professional Fees – This line item is slightly flat from August. There will be an uptick in September due to a two-month catch up.
- 6700 Improvements – This line item remains flat over the month. In July, a substantial payment was made for Applied Bank’s curtailment on the two Old Battery Lane duplex loans.
- 7100 Common Area Maintenance – This line item is flat month over month due to the absence of significant maintenance expenses.
- 7700 Payroll Expenditures – There is an uptick in this line item for August due to operating on 3 cycles for the month.

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

EXECUTIVE DIRECTOR’S REPORT

Mr. Tim Slavin, FDRPC Executive Director, reviewed the monthly report for the period September 1, 2023 to September 30, 2023 and noted the following:

Capital Projects

- **Old Elm Avenue** – The detour at the entranceway resumed Monday morning for the Old Elm Avenue/dip project. Route 9 remains open. There is a tight two-week schedule for the completion of sidewalks and curbing. The final paving is scheduled for four weeks from now. A-Del Construction has been an extraordinary company to work with and they are committed to completing the project on time.
- **Historic Preservation Projects** – The three historic preservation projects include the chapel, the theater, and the bakery. The environmental remediation in these buildings is complete. All asbestos and other hazardous materials have been identified and removed and the buildings are broom swept.

The Chapel - The next phase of the project is to obtain quotes for new electric service and HVAC for the chapel. As part of their improvement efforts, the lights in the chapel will be left on overnight to reduce the number of darkened buildings on campus.

The Theater – A contract has been approved for new electric service for the theater building. It involves bringing a transformer in and they hope to have the new electric service installed in the next three weeks. Like the chapel, the theater will be lit at night.

The Bakery – The bakery will remain in the current clean out stage. Although an adaptive reuse has not been determined, the building is beginning to show its potential.

- **The Post Exchange (PX) Building** – Improvements to the Post Exchange, the prominent building that sits on the east end of the parade ground, have been prioritized. Using savings from the Old Battery Lane project, a quote has been accepted for a new roof system, with work to begin on or before November 13, 2023. Additionally, the windows will be re-mothballed with freshly painted plywood to improve the appearance of the building.
- **Branch Canal Revetment and Promenade** - Initially, over \$900,000 was approved for this project, but the funds were frozen due to national disasters occurring in Maui. They are still awaiting word from FEMA regarding the funds. The continuing resolution that was passed recently had language in it which freed up the money and they are hoping to see the ripple effect of that in the next couple of weeks. The Army Corps of Engineers requested minor clarifications on the design and Verdantas is handling that.
- **Marina Village** - Due diligence continues, specifically addressing the testing and remediation of hotspots. There are two small hotspots with naturally occurring arsenic and a complete soil replacement is underway to ensure the area achieves a clean status. The Department of Natural Resources and Environment Control (DNREC) and the National Park Services are currently reviewing the 6F issue. There is a scheduled discussion item related to Marina Village in the executive session, with no immediate action required.

Other Activities

- **Establishment of New Committees** - The Finance and Audit Committee, Land Use Committee and Maintenance Committee were established in addition to the Executive Committee and The Design and Historic Preservation Committee. This has created the opportunity for more community members to be involved with Fort DuPont. As a caveat, it has also increased administrative tasks to run five committees and ensure that notices are posted and minutes are done. Every effort is being made to hold hybrid meetings when technology is available to keep the membership active.
- **Diversifying Revenue Streams** - During the recent Finance and Audit Committee meeting, staff was asked to compile a list of FDRPC's non-performing or underperforming properties. As part of the strategic plan to diversify revenue streams, the value of the existing properties will be monetized through either a one-time sale or development of property to be leased to create some passive revenue. Properties under consideration include existing single-family homes, potential

duplexes, and a considerable amount of acreage available for residential use, all of which can be deployed for the mission of the Corporation.

- **Branch Canal Ownership Issue** – There has been no contact with the Army Corps of Engineers and it may be time in November to present the options to the Board, including potential amendments to the legislation.

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

COMMITTEE REPORTS

FDRPC Design and Historic Preservation Committee Meeting of July 25, 2023

Ms. Rogers moved for acceptance of the FDRPC Design and Historic Preservation Committee Report of July 25, 2023. The motion was seconded by Dr. Stewart and unanimously carried.

FDRPC Executive Committee Meeting of August 28, 2023

Ms. Rogers moved for acceptance of the FDRPC Executive Committee Report of August 28, 2023. The motion was seconded by Dr. Stewart and unanimously carried.

PERSONNEL HANDBOOK AMENDMENTS

Mr. Tim Slavin, Executive Director, advised that they had contacted their employment practices liability provider to conduct a risk assessment for them. 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. He noted the following amendments:

- Now aligns FDRPC HR practices with best practices in the industry.
- Aligns the FDRPC holiday schedule with the state of Delaware holidays.
- Moves FDRPC work week from a 40-hour workweek to a 37 1/2-hour work week, which aligns with the state of Delaware.

Due to the length of the document, Chair McMahon recommended placing the Personnel Handbook on the next agenda for consideration.

DELAWARE CITY UPDATES

None.

PUBLIC COMMENT

Mr. Jack Guerin, representing FightDECORRUPTION.com, highlighted a News Journal article from August 28, 2023, revealing a mysterious pause in operations at the RV campgrounds, which had been abandoned for 16 months. In the article, Fort DuPont officials expressed frustration at the lack of communication with their development partner, Blue Water Development Company and Tim Slavin clarified the campground was not under his jurisdiction.

Mr. Guerin noted that there are important factors which require the Fort DuPont Corporation's ongoing attention. The Grassdale property's purchasers had only made a down payment, while the Fort Corporation held a \$2.1 million mortgage due in 2025. The corporation was contractually obligated to provide amenities such as an approved restaurant, an outdoor pavilion for events, and a recreational area with various courts. The deadline for these enhancements, set for October 21, 2024, was last mentioned in the Fort DuPont Board minutes almost two years ago.

The campground project was initially proposed as an economic development initiative for the benefit of Delaware City, prompting Mr. Guerin to call for an explanation for the city's residents.

RECESS INTO EXECUTIVE SESSION – LEGAL MATTERS

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

Meeting recessed at 8:57 a.m.

RECONVENE

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

Meeting reconvened at 9:18 a.m.

ACTIONS TO BE VOTED UPON FROM EXECUTIVE SESSION

None.

NEXT MEETING DATE

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

ADJOURNMENT

Mr. Baltazar-Lopez moved for adjournment, seconded by Dr. Stewart and unanimously carried.

Meeting Adjourned at 9:18 a.m.

APPROVED: November 8, 2023