

FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION
BOARD OF DIRECTORS MEETING

LOCATION: The Sanders Room at the Grassdale Center
108 Old Reedy Point Bridge Road
Delaware City, DE 19706

July 15, 2015 – 4:00 p.m.

Meeting Minutes

ATTENDANCE

Council Members:

Susan Frank, Chairperson
David Small
Michael Morton
Rick Geisenberger
Kevin Kelley
Herb Inden
Herbert Netsch
Dale Slotter
Richard Cathcart
Bert Scoglietti
Laura Lee

Advisory Council Members:

Dennis Salter, Chair
Hughlett Kirby
Richard Forsten
Jeff Bross
Brendan Mackie
David Turley
Waldemar Poppe
Paul Parets
David Curran

Staff:

Jeff Randol, Executive Director
Matthew P. Chesser, DNREC
Stan Green, Delaware City
Vinny Porcellini, DNREC

Members of the Public:

Max Walton
Bob Malinowski
Billie Travalini
Tim Konkus

I. Call to Order/Introductions/Announcements

Ms. Susan Frank, Chairperson, called the Fort DuPont Redevelopment and Preservation Corporation Board of Directors meeting to order at approximately 4:06 p.m. Board and Advisory Council introduced themselves and Ms. Frank welcomed the Advisory Council.

II. Old Business

a. Approval of Minutes:

A motion was made by Dick Cathcart and seconded by Kevin Kelley to approve minutes from the June 17, 2015 Board meeting. Motion carried.

b. Treasurer's Report:

Mr. Scoglietti passed out and explained a treasurer's report showing the expenditures, available balances, and encumbrances of the Corporation. He noted that the Corporation now has a checking account with PNC and that funds for operating expenses have been transferred as shown on the report.

Mr. Scoglietti informed the board the he and Mr. Randol were working on an annual operating budget and that the budget would be presented at the next Board meeting.

Mr. Scoglietti updated the Board on status of the fiscal policies. He and Mr. Randol met to work on the policies and will have these ready for Board action at the August meeting.

c. On-going discussions:

- i. Engineering update. Mr. Randol informed the Board the Becker and Morgan had finished that portion of their contract related to the topography, survey and floodplain mapping. The firm will now start working on the existing infrastructure mapping. Mr. Randol will provide them with access to maps showing existing utilities to facilitate their work, which should be completed by end of August.
- ii. Architectural update. Mr. Randol has set up a committee to assist in his review of the guidelines and standards. Sasaki provided an updated draft on 7/13/15. The plan is to have the guidelines completed by the committee and ready for action by the Board at the September Board meeting. The Master Plan will be reviewed and updated with input of the Advisory Council.
- iii. Logo and Website update. Mr. Randol is meeting with firms that could assist the Corporation in the development of its branding, messaging, graphics, website and marketing material. The goal is to develop a commercial website and marketing program that promotes the complex in addition to informing the public as to the Corporation's activities.
- iv. Fencing Removal. DNREC and DHSS will be assisting the Corporation in removal of fencing at the front of the complex along Route 9. Removal is

expected, weather permitting, to start 7/21. Fencing along the canal is on hold pending further discussions with Army Corps on the design and construction of improvements along the canal. Removal of the fencing and vegetation along the fence could, in some areas, cause erosion problems. The plan would be to remove the fence when improvements to the canal are made.

- v. Outside Counsel Selection. Ms. Frank updated the Board on the committee's interviewing of the three firms who responded to the RFP. The committee recommended that the Board engage Connolly Gallagher, LLP and that the Corporation's Executive Director be authorized to negotiate and execute the final agreement. Motion was made by Kevin Kelley and seconded by Bert Scoglietti. Motion carried.

III. New Business

- a. Project Plan Presentation. Mr. Randol provided the Board with an overview of the scope of work underway. The presentation included details on Site Planning, Site Development, Historic Preservation, Funding, Legal, Property Management, Marketing and Administrative tasks. Discussion was held on the various items and all were in agreement that this format was informative and would be useful in future meetings.
- b. Roofing Repairs. Mr. Randol provided the Board with a proposal from New Look Builders to provide temporary tarping, repairs and inspection to buildings 9, 10, 12, 13, 20, 21, 22, 25, 26, 27, 39 & 45 for a cost of \$25,450. Motion was made by Dick Cathcart and seconded by Rick Geisenberger to approve the contract. Motion carried.
- c. Continuing Care Retirement Community feasibility study (CCRC). Mr. Randol presented a proposal from PMD Advisory Services to complete an analysis to determine market depth to support a CCRC community on the site. The study would define Market Area; Create Demographic Profiles for the Market Area; Development of Target Market Thematic Maps; Identify and Contact Existing and Planned Properties; Field Visit; Market Area Segmentation and Demand Analysis; and a Market Analysis Report. Time to complete would be 5-6 weeks at a cost of \$14,000 plus \$1,350 for printing and additional travel expenses. Motion was made by Rick Geisenberger and seconded by Kevin Kelley to engage PMD Advisory Services. Motion carried.
- d. Marina Feasibility study. Mr. Randol presented a proposal from Marina Management Services, Inc. to complete a detailed market analysis of the local market to identify potential transient and long-term customers to determine existing and future demand for a marina at the site. The study would take 6 weeks to complete at a cost of \$18,500 plus expenses. Should the Board desire to engage MMS to provide a financial feasibility analysis, MMS would charge an additional \$7,500 plus expenses. Tim Konkus, operator of the Delaware City Marina volunteered to work with Mr. Randol on sourcing additional proposals that would be presented to the Board at the next meeting. All were in agreement that a study was needed.
- e. Formation of Committees. Mr. Randol recommended that the Advisory Council create five subcommittees to assist with the design and implementation of the master plan. The

committees would be Site Development, Historic Preservation, Project Funding, Economic Development, and Marketing. Mr. Randol and Mr. Salter will work together in the formation of the committees. Board and Advisory Council members interested in serving on any of these committees were asked to let Mr. Randol know.

- f. Office Set-up. Mr. Randol has located the Corporation's office in the Commanding Officer's Quarters (building #24). DHSS offered the Corporation use of the second floor for offices and conference room. A sales office and meeting room will be available on the first floor. Mr. Randol obtained a quote for \$6,700 to repair plaster, paint and upgrade the restroom with new flooring and fixtures. Additional costs of furniture, photos, equipment and supplies were estimated at \$20,000. Mr. Kelley offered to cover some of the Internet and painting expense. Ms. Frank has agreed to donate office furniture and conference table/chairs. The costs associated with the office are less than the \$40,000 previously approved by the Board.

IV. Other Business

- a. Annexation. Mr. Cathcart raised question as to the status of the Annexation and the importance of completing the process in order for the Corporation to benefit from potential funding sources. Mr. Frank will work with the Corporation's Executive Director and Counsel on the issue and report back to the Board at the next meeting.

V. Public Comment

None.

VI. Adjourn

Ms. Frank asked for a motion to adjourn. The meeting adjourned at 5:30 p.m.