

**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**

**August 19, 2015 – 8:30 a.m.**

**Meeting Minutes**

**ATTENDANCE**

**Council Members:**

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

**Staff:**

Jeff Randol, Executive Director  
Max Walton, Corporate Counsel  
Matthew P. Chesser, DNREC  
Vincent Porcellini, DNREC  
Jake Miller, DNREC  
Andrew Donnelly, Governor's Office  
Meredith Stewart Tweedie, Governor's Office

**Members of the Public:**

Stan Green, Mayor of Delaware City  
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 8:33 a.m.

**II. Old Business**

a. Approval of Minutes:

A motion was made by Bert Scoglietti and seconded by Kevin Kelley to approve minutes from the July 15, 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 received \$1,250,000 in 2016 appropriation as opposed to the \$1M shown in last month's report. \$250,000 of the appropriation is reserved for administrative expenses. Also noted was the PNC account, which shows a transfer of administrative funds from DNREC. Funding operations will be done quarterly based upon a draw request and reconciliation of the previous month's draw. Unencumbered funds total \$1,556,686.22

Mr. Scoglietti presented the proposed annual budget, which breaks down revenue and expenses for Operations, Capital Improvements and Property Management. The proposed budget will be an action item for the September Board meeting.

Mr. Scoglietti noted that he and the Executive Director were working on the Purchasing Policies and would have those available for discussion at the next Board meeting.

Mr. Scoglietti distributed and reviewed the Policies and Procedures that he and the Executive Director had prepared. Five documents were presented, being the Disbursement of Funds; the Expense Policy; the Bank Reconciliation and On-Line Monitoring Policy; the Credit/Debit Card Policy; and the Travel and Other Expense Reimbursement Policy. There was some discussion, including question raised by Mr. Kelley as to the accounting process. Mr. Scoglietti stated that he and Mr. Randol would be implementing an accounting system using Quickbooks and that for now the two of them should be able to manage. Outsourcing the accounting service would most likely occur at a later date when the level of Corporation activity dictates. It was requested that the board members review and provide their comments to Mr. Scoglietti prior to the next Board meeting when action on the policies would be taken.

c. Executive Director Report:

Architectural and Engineering update. Mr. Randol informed the Board that Becker and Morgan were in the process of completing the flood mapping and infrastructure mapping. That work should be completed within the month. He also updated the Board on the status of the Guidelines drafted by Sasaki. The Guidelines review committee finished their comments on the draft and those have now been provided to Sasaki along with Master Plan comments. Mr. Randol noted that the review of the guidelines couldn't be done independent of the Master Plan. It was noted by Board members that the Master Plan was a living document and that changes were expected. Mr. Randol mentioned that he would be meeting with the Architects to go over the various comments and changes. A revised draft of the guidelines and master plan would then be circulated to the Review Committee and then to the Board.

Roof Repairs. The contract is expected to be complete by August 24<sup>th</sup> with work commencing on August 27<sup>th</sup>.

Feasibility Studies.

- i. CCRC: Mr. Randol updated the Board on the CCRC study that was approved at the July 15<sup>th</sup> Board meeting. The delayed contracting process caused a

problem for the vendor and it was agreed to not move forward with PMD Advisory Services. Mr. Randol is in conversation with a CCRC developer out of Des Moines that is researching the opportunity. He is also looking for other developers that would have an interest and would be able to prepare their own study.

- ii. Marina: Four proposals to conduct a market feasibility and concept plan were received and reviewed with Tim Konkus from the Delaware City Marina. The recommendation was to engage Daniel S. Natchez and Associates, Inc. at a cost not to exceed \$35,000. Services would include a refinement of the vision statement for a marina facility, a market study, financial analysis, regulatory analysis and concept plan for the facility. Motion was made by Mr. Cathcart and seconded by Mr. Kelley. Motion passed with all in favor.

Phase 1 Update. Mr. Randol noted that the environmental abatement estimate was in process and that he would have project costs together within the next 2 -3 weeks. The project costs are being prepared through DiSabatino Construction Company. Mr. Randol will refine the financial package and present to the Project Funding Committee for further review and refinement.

Marketing. Branding and Marketing efforts are on hold pending formation of the Marketing Committee.

d. Legal

501 c(3). Mr. Walton has been researching and noted that the answer is not clear yet. Based upon our formation as a corporation through the State legislative process we may not need to have a C3 status. He will have an answer at the September Board meeting.

Property Transfer. Based upon the Bond Bill language, which states "...upon request by the redevelopment corporation board pursuant to a duly authorized resolution, the Director of the Office of Management and Budget may transfer real property of the Fort DuPont/Governor Bacon Complex to the redevelopment corporation" the Corporation could start the process with a corporate resolution. After lengthy discussion it was agreed that the Corporation should meet with Governor's Counsel to review the Bond Bill language and develop a plan of action. It was also agreed that the Executive Director should move forward with MOUs between the Corporation and state agencies currently using the complex with the goal of having the MOUs executed within 60 days. It was also noted that by Mr. Geisenberger that the Corporation needed to due its due diligence on the property and understand the risks associated with the ownership. Title search is underway and will be provided at the next Board meeting. Environmental reviews are also underway.

Annexation. Mr. Walton reviewed that process for annexation and the time frames associated with each step. At best a 75-day process if all goes smoothly. More likely 90 days.

### III. New Business

- a. Project Plan Presentation. Mr. Randol distributed and reviewed an updated Project Plan. This Project Plan will be updated and distributed at each Board meeting. Action items associated with the Project Plan were discussed and acted upon as follows:

- i. Surface Water Management. DNREC is now accepting grant proposals for wastewater and surface water project planning. Applications are due by August 26th. The grant is matching and could be for as much as \$50,000. The money would be used to model out and design the surface, waste and drinking water infrastructure. Due to the timing of the submittal, Mr. Randol engaged CABE Engineering to prepare the application at a cost of \$1,000. Mr. Cathcart made a motion in support of submitting the application. Seconded by Mr. Kelley. Motion passed.
- ii. Brownfields Grant Application. On August 5<sup>th</sup> the Corporation had a meeting with DNREC and Army Corps to discuss next steps in testing of the spoils site located on Army Corps property and where the proposed marina is to be located. It was agreed that the Corporation, as the Developer, should apply to DNREC for a Brownsfield grant under the Delaware Hazardous Substance Cleanup Act. The fund could provide up to \$625,000 for investigation, analysis and remediation. Mr. Randol and Mr. Cathcart met with BrightFields, being one of the Preferred Contractors used by DNREC for conducting the work. Their recommendation was to engage BrightFields to make the application and undertake the work. Motion was made by Ms. Lee to authorize the Executive Director to move forward with the submission of a Brownsfield Grant Application for the Army Corps property that is being considered for transfer to the Corporation and that BrightFields be engaged as the consultant. Seconded by Mr. Geisenberger. In discussion it was pointed out that the consultant could invoice directly to DNREC. Motion carried with all in favor.
- iii. Demolition of Cottages. Mr. Randol and Mr. Cathcart met with Frank Vavala, Adjutant General of the Delaware National Guard to explore the potential of a National Guard training exercise that would demolish the existing cottages scheduled to be removed. They are going through some reorganization of units, but could if need be reach out to Philadelphia and New Jersey. They will start the conversation internally and get back to us. In the meantime, the Corporation needs to do an environmental assessment of the buildings and quantify the costs to remove the materials. The Executive Director will move forward with the investigation.

#### IV. Public Comment

Mayor Stan Green asked that the Board expedite the discussion on the Annexation so that Delaware City can work the process into their schedule. Concern was raised that the process was not moving forward.

Billie Travalini voiced her desire to see some type of programming on the site that would be dedicated to children and in honor of the children who lived in the complex. One suggestion was a program for autistic children.

#### V. Adjourn

Ms. Frank asked for a motion to adjourn. The meeting adjourned at 10:03 a.m.