

**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**

**May 11, 2016 – 8:30 a.m.**

**Meeting Minutes**

**Council Members:**

Susan Frank  
Dave Small  
Bert Scoglietti  
Rick Geisenberger  
Richard Cathcart  
Herb Inden  
Dale Slotter  
Herb Netsch

**Advisory Council Members:**

Paul Parets  
Jeff Bross

**Staff:**

Jeff Randol, Executive Director  
Max Walton, Counsel

**Members of the Public:**

Bob Malinowski  
Sandy Doherty  
Rachael Phillos  
Vincent Porcellini  
Billie Travolini  
Tim Konkus  
Ted Laws  
John Taylor

**I. Call to Order/Introductions/Announcements**

Ms. Frank, Chair, called the Fort DuPont Redevelopment and Preservation Corporation Board of Directors meeting to order at approximately 8:34 a.m. and welcomed everyone for attending.

Ms. Frank congratulated everyone on the annexation; it was a great effort on everyone's part.

**Minutes**

Ms. Frank asked if there were any changes or comments on the May 11, 2016 minutes. With no comments, a motion was made by Mr. Cathcart and seconded by Mr. Netsch to approve minutes from the April 20, 2016 Board meeting. Motion carried.

## **II. Treasurer's Report**

- A. The Treasurer's Report was presented by Mr. Scoglietti, a copy of which is attached hereto as Exhibit A. The net balance of unencumbered funds totaled \$292,246.36. Mr. Scoglietti reviewed the expenses and balances in both Operating and Capital accounts. Mr. Scoglietti reviewed the increase in Admin expenses and stated there was a pending request for \$60,000 to get us through August (the state shuts down June 30<sup>th</sup>). It was also noted that there is a commitment to Duffield for \$15,000 that is not reflected in current unencumbered balance. A motion to accept the Treasurer's report was approved and seconded. Motion carried.
- B. Bond Bill Administrative Cap Amount. Mr. Randol presented the financial forecast, a copy of which is attached hereto as Exhibit B. Ms. Frank asked if anyone had any feedback or thoughts. Mr. Scoglietti stated that is has been quiet and that we will have a better idea of where we are at mid-June.

Ms. Frank gave an update on Health Insurance. The Board gave authorization to send a letter to the State Health Insurance Program, the Joint Finance Committee Chairs, and OMB. Mr. Scoglietti stated that it is in process but has no updates at this point.

Ms. Frank commented that the Administrative Cap in the Bond Bill forecast was hitting the limit and they are looking for ways to define Administrative costs.

Mr. Randol referred back to Exhibit B and reviewed the 3 year forecast with the Bond Bill money reflected. Mr. Randol stated that one of the hopes is that rental income will be generated and it will help to offset the Administrative Expenses. Included in those Administrative Expenses are salaries to potentially hire an Administrative Assistant this summer and a Property Manager in January/February of 2017. Mr. Scoglietti stated that if the Board wants to increase the Administrative Expense Cap, it would have to be a permanent vote by the Board. There was a discussion about legal expenses, and costs to maintain the facility and requesting a number vs. a percentage. Mr. Netsch stated it was better to stick to a number, because you never know what could happen when you try to calculate a percentage. A motion to send a letter to the Bond Bill Committee, with a courtesy copy to the appropriate department heads and request an increase in administration from \$250,000 to \$375,000 was approved and seconded. Motion carried.

### **III. Legal**

- A. Annexation Update. Mr. Walton shared that the Annexation passed on Monday, which he believed was a vote of 287/150. Mr. Walton stated that this is a two stage process and that the public hearing on the Rezoning/Annexation will be held on June 20<sup>th</sup>. Mr. Cathcart expects that because it passed with a 2 to 1 vote, Council will approve.

Mr. Cathcart commented that Mr. Parets and Mr. Randol did an outstanding job clearing up any misconceptions and getting the right information out. Mr. Cathcart stated he could see the minds changing as the questions were answered. Mr. Cathcart was happy it passed with a 2 to 1 margin.

Mr. Parets noted that the two biggest objections/concerns were that the City will incur costs that residents aren't aware of, and the small town city feeling will change. Mr. Parets asked Mr. Walton what if the Ordinance fails. Mr. Walton broke down the process, first is the Referendum, next is the Ordinance and then it goes to Council. If the ordinance does not pass, the property remains under County jurisdiction.

### **IV. Executive Director Report**

- A. Project Plan Review and Update. Mr. Randol distributed and discussed the project updates for site engineering, grading, geotechnical, Brownfield testing, architectural, master plan, demolition, remediation, subdivision, archeological studies, canal district housing, annexation, leases, photo/archival displays, office restoration/renovation, and arts center.

Surface Water Management - Mr. Randol was asked if there will be access to cross the dike at the point, if parking will still be in place, and if there will be flattened area on top of the dike. Mr. Randol stated there would be access to cross the dike, that parking would remain and that the top of the berm would be designed to support a trail. Mr. Randol explained that they were in design and that discussions were under way with the regulatory agencies. Mr. Randol explained that they were also working on the FEMA mapping relative to flood plain and flood insurance. In filling the floodplain, we would have to demonstrate that it does not adversely affect neighboring properties.

Mr. Small asked about how the dike would transition along wastewater treatment facility. Mr. Randol said there is a gap there and it is part of the current planning discussions. We are looking at what can be done to relocate the wastewater facility or waste discharge. Mr. Cathcart asked if the main can be buried under the dike. Mr. Randol said possibly, they had to socialize with the county first.

Mr. Walton confirmed that the County parcel was not included in the annexation. If they want to annex it, the process would need to be repeated.

Ms. Frank asked if anyone knew who landscaped the Riverwalk and who paid for it. Mr. Small said it was a grant from Greenways.

Canal District construction – Mr. Randol stated that he was working on an RFQ and had met with a few builders interested in the project. Mr. Randol showed a few images of the vision for the homes and explained they were trying to emulate architectural elements of what was previously there. Ms. Frank asked why the back of the home is to the canal. Mr. Randol stated there is no driveway behind, it's too intrusive and there isn't a road behind the house, only a pedestrian walkway.

Historic Preservation – Guidelines and standards are in process. Mr. Scoglietti asked if the guidelines were far enough along for builders to view and if the Board would have an opportunity to review the guidelines and standards. Mr. Randol stated that they will be in place for review prior to selecting a builder and that the Board would be signing off on the guidelines. Ms. Frank asked what the plan of action was for selecting a builder. Mr. Randol stated that the RFQ will result in a short list of builders that will have the opportunity to bid on the Canal District. Bids would be reviewed and brought to the board for final approval. Mr. Kelley asked if they needed help reviewing proposals. Mr. Randol stated that the Economic Development Committee would be reviewing along with himself. Certainly any Board member would be welcome to participate.

- B. Rental Packet and Event Update. Currently working on initial drafts of the rental agreement. The agreement will include a release and set forth insurance requirements. It was suggested that the final lease be posted on the website, so people have an idea of the requirements in advance.
- C. Remediation and Demolition – Mr. Randol distributed a Proposal for remediation of the four remaining cottages and school building, a copy of which is attached hereto as Exhibit C. Mr. Randol discussed the proposal for remediation, noting that demolition costs had already been approved. Remediation quotes were delayed due to occupancy of the buildings. Mr. Cathcart asked about the Paynter building findings. Mr. Randol stated they found asbestos on the first floor and a foot or so of bird residue in the attic. A motion was made to allocate \$77,233 to remediation of the school and 4 cottages. Motion Carried.

## **V. Committee Reports**

- A. Economic Development Committee – Meeting at 3pm today. The focus is on the Performing Arts Center. Mr. Randol distributed an overview of the vision for the Arts Center, a copy of which is attached hereto as Exhibit D.

- B. Project Fund – Nothing to report
- C. Historic Preservation Committee – Nothing to report
- D. Personnel Committee – Nothing to Report

**VI. New Business**

- A. Marina Permitting – Duffield submitted a proposal to assist in the Marina permitting. The proposal covers historic assessments, environmental assessments, designing walls, regulatory applications and working with agencies to permit the marina. They are not providing final design or construction drawings, but are working on the preliminary design and permitting process. Cost of services is \$19,900. Mr. Scoglietti asked about Naches marina study. Mr. Randol stated that the feasibility analysis was complete along with preliminary designs. Naches will be reengaged as the design process moves forward. Current effort is on approvals and configuration. Mr. Cathcart asked about Army Corp. property transfer status. Mr. Randol stated they are meeting on Friday as a follow-up, but that all is moving forward. Current effort is on the metes and bounds survey of Corps property. A motion was made to allocate \$19,900 to Marina Permitting. Motion carried.

**VII. Public Comment**

None

**VIII Executive Session**

Mr. Walton stated that there would not be an execution session today. A confidential memo would be distributed prior to the meeting if an executive session was called for.

**IX. Adjourn**

The meeting was adjourned at 9:53 am.