

**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 27, 2016 – 4:00 p.m.

Meeting Minutes

Council Members:

Susan Frank
Dave Small
Kevin Kelley
Rick Geisenberger
Bert Scoglietti
Herb Inden
Richard Cathcart
Dale Slotter
Laura Lee

Advisory Council Members:

Hughlett Kirby
Dave Kirby
Jeff Bross

Staff:

Jeff Randol, Executive Director
Max Walton, Counsel
John Taylor

Members of the Public:

Vincent Porcellini
Tim Konkus
Larry DiSabatino
Kimberly Reinagel-Nietubicz
Nicole Poore

I. Call to Order/Minutes

Ms. Frank, Chair, called the Fort DuPont Redevelopment and Preservation Corporation Board of Directors meeting to order at approximately 4:10 p.m. and welcomed everyone for attending.

II. Minutes

Ms. Frank asked if there were any changes or comments on the May 11, 2016 minutes. Mr. Scoglietti noted that the minutes should reflect that the Board approved a contract with Stages Consultants in the amount of \$16,600. With no additional comments, a motion was made by Mr. Kelley and seconded by Mr. Cathcart to approve the minutes as amended from the May 11, 2016 Board meeting. Motion carried.

III. Treasurer's Report

Mr. Scoglietti informed the Board that the Bond Bill appropriation for 2017 was approved for \$2 million. Of the \$2 million, \$250,000 was set aside for administrative expenses and \$1,750,000 for capital improvements. Question was raised on the request to increase the administrative cap from \$250,000 to \$375,000. Mr. Randol stated that he had met with Bond Bill leadership and discussed the issue. He noted that the requested increase was in large part due to operating expenses associated with property ownership and management, such as general liability and property insurance. It was recommended by leadership that these costs be expensed through the capital appropriation in order to stay within the administrative cap. Mr. Morton, who attended the meeting confirmed the strategy according to Mr. Randol.

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 \$2,048,093.30. Mr. Scoglietti reviewed the expenses and balances in both Operating and Capital accounts. During the review, it was recommended that the Master Planning budget be increased from \$15,000 to \$35,000 and that the Boundary Survey budget be increased from \$30,000 to \$38,764. A motion to accept the Treasurer's report with the increased budgets was made and seconded. Motion carried.

Mr. Scoglietti presented the preliminary Administrative Budget. It was noted that the Personnel Committee would be prepared to make a recommendation at the next meeting. Mr. Scoglietti suggested that the Board consider the Administrative Budget at the next meeting.

Mr. Randol presented a Capital Improvement Budget. He noted that the Capital Improvement Budget was not being presented for approval, but only as a guideline. As major expenditures are being considered, they would be presented to the Board as an action item.

IV. Legal

Mr. Walton was pleased to report that he had a very short report. He stated that the Annexation was unanimously approved by the City Council and that Fort DuPont is now officially part of Delaware City.

V. Executive Director Report

A. Mr. Randol presented a power point update that toured members through the site, showing demolition that is underway where the cottages and school were located; demolition that had been completed, including the former service club adjacent to

the theater; work underway on the Officers Row homes; site grading plans for the Canal District and the proposed dike; conceptual plans for an Arts Center that would tie the Theater and PX into the complex; subdivision submissions for the National Guard site, Canal District, Officers Row and NCO Building #43. The presentation included two video clips from 1932 that showed moving of a house from Fort Mott and deployment of a bridge across the canal. Mr. Randol noted that the Corporation has licensed the two films for 5 years and that a donation for \$1500 had been applied to the license fee.

Mr. Randol also reviewed the Canal District RFQ that had been circulated to builders. Statements of Qualifications from interested builders is due by 7/29. The Economic Development Committee will then review the proposals, interview interested parties and work with the Executive Director to structure an agreement with the preferred builder that would be presented to the Board for its consideration.

- B. Remediation and Demolition – Mr. Randol has received proposals on the remediation of the four residential buildings in phase 1, and is continuing to work through the scope of work and pricing. In light of there not being a Board meeting in August and due to the scheduled work, Mr. Randol suggested that the Board budget \$500,000 for remediation, demolition and exterior repairs for buildings 39, 25, 45 & 43 with the Board Officers being authorized to approve contracts. Motion was made by Mr. Kelley and seconded by Mr. Inden. Motion was approved.
- C. Bids have been solicited on the roofing of #39, 25 & 45. Final decision has not yet been made. Mr. Randol suggested that the Board budget \$90,000 for roofing contracts on 39, 25, 45 with the Board Officers being authorized to approve contracts. Motion was made by Mr. Kelley and seconded by Mr. Cathcart. Motion was approved.
- D. Grading plans are underway and will be put out to bid for action at the September Board meeting. E&S plans are being submitted to DNREC for approval.

VI. Committee Reports

- A. Economic Development Committee – Mr. Curran reported on the Arts Center proposal and that the committee was working on the structure of an Arts Council to manage the project. He also updated the Board on plans to circulate an RFP to prospective developers and operators. John McMahon has also agreed to serve on the committee.
- B. Project Funding Committee – Nothing to report at this time.
- C. Historic Preservation Committee – Mr. Randol noted that the committee continues to work through the guidelines and standards; is working on exhibits for the the

office; has organized historic documents onto a shared google drive; and has been active in the specifications for the restoration of homes on Officers Row.

- D. Personnel Committee – Ms. Frank updated the board on salary and benefit discussions and also noted that the State had agreed to include the Corporation in the state’s health insurance plan. Mr. Walton advised the Board that sufficient notice for an executive session had not been provided. Motion was made by Mr. Kelley and seconded by Ms. Lee to authorize the Personnel Committee to proceed with structuring a salary package that would be presented to the Board at its September meeting. Motion carried.

VII. New Business

- A. Mr. Randol informed the Board that he had entered into an agreement with Duffield and Associates to prepare a Traffic Impact study at a cost of \$9,950.
- B. Subdivision plans are in the process of being submitted. Subdivision of the National Guard parcel was submitted for review and will be resubmitted in August along with subdivision of lot #43, lots on Officers Row and the Canal District. Delaware City will review the subdivision applications at their public meeting on September 12th.

VIII. Public Comment

There was discussion on the 5th street bridge construction, which is scheduled to begin on September 6th. A temporary bridge for pedestrian traffic will be installed.

IX. Adjourn

The meeting was adjourned at 5:30 p.m.