

**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**

October 12, 2016 – 8:30 a.m.

Meeting Minutes

Council Members:

Bert Scoglietti
Herb Inden
Michael Morton
Richard Cathcart
Herb Netsch
Dale Slotter
David Small
Kevin Kelley

Advisory Council Members:

Jeff Bross
Paul Parets

Staff:

Jeff Randol, Executive Director
Max Walton, Counsel
John Taylor

Members of the Public:

Rachael Phillos
Vincent Porcellini
Tim Konkus
Tim Slavin

I. Call to Order/Minutes

Mr. Cathcart, Vice Chair, called the Fort DuPont Redevelopment and Preservation Corporation Board of Directors meeting to order at approximately 8:37 a.m. and welcomed everyone for attending.

II. Minutes

Mr. Cathcart asked if there were any changes or comments on the September 14, 2016 minutes. With no comments, a motion was made by Mr. Netsch and seconded by Mr. Morton to approve the minutes as amended. Motion carried.

III. A. Treasurer's Report

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 \$1,321,015.74. Mr. Scoglietti reviewed the expenses and balances in both Operating and Capital accounts. It was noted that the Duffield Infiltration Testing and Marina Testing were both over budget by \$1,827 and \$4,490.17 respectively. Infiltration amount does not require Board action. Marina Testing should be increased. Recommendation was \$30,000. In addition, there is a new line item for Architectural Alliance-Phase 1 Schematic Interiors. Budget amount would be \$21,426. A motion was made by Mr. Kelley and seconded by Mr. Morton to accept the Treasurer's report with the increases in the Infiltration Testing, Marina Testing and Phase 1 Schematic Interiors. Motion carried.

B. Policy Change

Mr. Scoglietti provided a document with revisions to the Disbursement of Funds policy that was originally adopted on 9/16/15 (Exhibit B). The revisions do not change the procedure, only the responsibilities to reflect what is currently taking place. The Executive Director reviews the invoices and sends approved invoices to the Treasurer for approval and issuance of the check. Motion was made by Mr. Kelley and seconded by Mr. Inden to approved changes as submitted to the Disbursement of Funds policy. Motion carried.

IV. Legal

Mr. Walton first congratulated Mr. Slotter and Mr. Netsch for their reappointment by Delaware City to the Board.

Mr. Walton informed the Board that the subdivision of 18 lots, including the National Guard parcel, Officers Row and one of the NCOP duplexes were approved by Delaware City Council on September 19th.

Mr. Randol noted that the record plans will now show the new road names as determined by the Historic Preservation Committee and approved by New Castle County.

V. Executive Director Report

Mr. Randol presented the Board with an overview of the Corporation's financial forecast (Exhibit C). The overview will be presented monthly and show adjustments to the budget based on actuals and future expenses under consideration. This report will assist the Board in making financial decisions on proposed expenses.

A. Financial Summary by Project

Mr. Randol presented the Board with a financial overview of the Phase 1 Restoration on buildings 25, 39, 43 & 45 (Exhibit D) and a financial overview of the Canal District development (Exhibit E). Both formats will be used each month to update the Board on the financial status of each project.

B. Phase 1 Restoration

i. Change Orders

Mr. Randol presented a change order in the amount of \$13,348 for the removal of the sprinkler system in buildings 39 & 45. Motion was made by Mr. Kelley and seconded by Mr. Inden to approve the change orders. Motion carried.

Mr. Randol presented a contract for the remediation of building 43 in the amount of \$64,656 which would be applied to the encumbered funds of \$500,000 for remediation. Motion was made by Mr. Kelley and seconded by Mr. Morton to approve the contract. Motion carried.

ii. Architectural Fees

A contract with Architectural Alliance was reviewed for the interior floor plans and construction drawings for buildings 25, 39, 43 & 45. The contracted services total \$21,426. Motion was made by Mr. Kelley and seconded by Mr. Inden to approve the contract. Motion carried.

iii. Mechanical, Electrical and Plumbing Services

A contract with Blake and Vaughan for engineering services was reviewed. The contracted services would be for the design and specifications for mechanical, electrical and plumbing in buildings 25, 39, 43 & 45. Fee for services totaled \$13,500. Motion was made by Mr. Kelley and seconded by Mr. Morton to approve the contract. Motion carried.

iv. Exterior Improvements

Mr. Randol provided an overview of the exterior work underway. The roofing contract was awarded at the previous Board meeting. Additional work on the gutters, rafters, fascia and deteriorated roof has been put out to

bid. The expense would be applied to the \$500,000 budget encumbrance for remediation.

C. Canal District & Officers Row

i. License Agreement – Reedy Point North Disposal Area

Mr. Walton presented and reviewed a proposed License with the Department of the Army that would permit the Corporation to remove up to 600,000 cubic yards of dredged material from the Reedy Point North Confined Disposal Area. The License would be for a term of 5 years with a number of terms that were outlined to the Board. Mr. Randol noted that the soils have been tested and show that there are sections of the Disposal Area that meet DNREC's standards for use in residential developments. Mr. Randol further explained that soils would be sampled and the removal area clearly defined and approved by DNREC. Plans to raise and remove the Canal District and Officers Row from the flood plain require roughly 85,000 cubic yards. Motion to approve the License Agreement was made by Mr. Kelley and seconded by Mr. Scoglietti. Motion carried.

ii. Rough Grading Contract

Mr. Randol provided the Board with an overview of the rough grading invitation to bid for the Canal District and a summary of the bids. Recommendation was to accept the bid from Corrado Construction, which was the lowest bid. The Corrado bid included general conditions for \$6,600 and earthwork for \$581,035. Details on the bid documents and summary are attached as Exhibit F. Motion to accept the Corrado Bid was made by Mr. Kelley and seconded by Mr. Small. Motion carried.

iii. Fill Placement Engineering Services

Mr. Randol presented a proposal from Duffield for engineering services on fill placement in the Canal District. Services would be for compaction analysis as fill is placed on site. Motion was made by Mr. Kelley to accept the proposal with a not to exceed limit of \$50,000. The motion was seconded by Mr. Inden. Motion carried.

iv. Tree Removal

Mr. Randol presented proposals for the removal of trees in the Canal District and Officers Row. Mr. Randol noted that efforts had been made to retain all trees along the Parade Ground and around the perimeter of Officers Row. Due to the amount of fill in the Canal District, very few trees

in the interior of the Canal District would be able to be retained. Cutting Edge was the lowest bid at \$14,600. Motion to accept the Cutting Edge proposal was made by Mr. Netsch and seconded by Mr. Kelley. Motion Carried.

v. Chapel Elevation

Mr. Randol noted that the Chapel would need to be elevated 4' due to the rough grading of the Canal District. Foundation plans are being designed and bids will soon be solicited for review by the Board at the November or December Board meeting.

vi. SRLF Application

Mr. Randol met with Terry Deputy to discuss the potential for funding from the State Revolving Loan Fund for both water/waste infrastructure within the Canal District and the construction of storm water management plans, which would include a dike around the property and a headwall/pedway along the Branch Canal. The dike and branch canal infrastructure would be financed over 20 years. Application for funding will be presented to the Board for it's consideration at the December Board meeting.

D. Arts Center

i. Feasibility Study

Proposals were solicited from three firms to conduct a market feasibility study for the proposed Arts Center. Mr. Randol recommended contracting with Cam Yorkston and Dave Fleming for \$7,500 plus travel expenses. Cam and Dave have both been active in the arts and fund raising. Dave is retiring from the Delaware Community Foundation where he served as Senior VP for Philanthropic Services and where he worked on the funding of performing arts programs in Delaware. Motion was made by Mr. Kelley and seconded by Mr. Scoglietti to engage Mr. Yorkston and Mr. Fleming. Motion carried.

E. 2018 Budget Request

Mr. Randol provided a proposed bond bill funding request for FY2018. The proposal is to request \$250,000 for administrative expenses and \$2,250,000 for restoration of buildings. Ongoing development of the site should be sustainable going forward. Restoration of the buildings is where state funding is essential. Mr. Small noted that the Corporation remains a part of DNRECs budget, but is now a separate line item and that the OMB budget hearing is scheduled for November 17th. It was recommended that the Corporation arrange a site tour for

members of the Bond Bill Committee in the spring. Motion was made by Mr. Kelley and seconded by Mr. Inden to accept the proposed budget. Motion carried.

VI. Committee Reports

- A. Economic Development Committee – No report
- B. Project Funding Committee – No report
- C. Historic Preservation Committee – No report
- D. Personnel Committee – No report

VII. New Business

VIII. Public Comment

Ms. Phillos wanted to note that the Reedy Point Disposal Site being licensed to the Corporation is an area where people hunt for fossils. She also noted potential conflict with soil sampling around the Mortar Bunker and the Park's archery hunting. Mr. Randol said he would forward information on the location and dates where the soil tests would take place.

IX. Adjourn

With no further items to discuss, the Board Meeting adjourned at 10:37 am.