

**FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION
BOARD OF DIRECTORS MEETING**

LOCATION:
Grass Dale Center
Delaware City DE 19706
September 12, 2017
8:30 a.m.

Meeting Minutes

Board Members

Susan Frank (via phone), Richard Cathcart, Bert Scoglietti, Courtney Stewart, Matt Chesser (designee for Shawn Garvin), Herbert Netsch, Dale Slotter, Danny Episcopo

Advisory Council Members:

Nicole Majeski, Hughlett Kirby, Paul Parets

Staff

Jeff Randol, Executive Director
Peggy Thomas, Site Manager
Christina Thompson, Connolly Gallagher
Jack Strong, Construction Manager
Mike Hitch, Park Superintendent

Members of the Public

Tim Konkus, Tim Slavin, Bob Malinowski

I. Call to Order

Mr. Cathcart called the Fort DuPont Redevelopment and Preservation Corporation Board of Directors meeting to order at approximately 8:30 a.m.

II. Minutes

Mr. Cathcart asked if there were any questions or comments regarding the July 2017 meeting minutes. Mr. Scoglietti commented that the authorized amount for marina engineering should be \$100,000 as opposed to the \$250,000 noted in the minutes. Motion was made by Mr. Netsch and seconded by Mr. Scoglietti to approve the minutes of the July meeting with the amended amount on the Marina engineering. Motion carried.

III. Treasurer's Report

The treasurer's report (Exhibit A) was presented by Mr. Scoglietti as follows:

New items on the financial report that were approved at the July Board meeting include: infrastructure expenditures; Mortar Bunker Remediation; and Delmarva electric and gas infrastructure. The report also reflects the four approved tax credits for Buildings 25, 39, 43 and 45. A purchase agreement for tax credits on #43 has been secured for \$197,000. Sale of the other three credits are still being sourced. The report also shows income and expenses as of September 11, 2017, with adjusted line items in red. The report reflects the expended and encumbered funds from the internal line of credit (WSFS) at

\$729,688.00 and the first draw on the Applied Bank Restoration Loan in the amount of \$289,138.00. Total unencumbered balance from FY 2018 appropriation is \$1,500,000 and the unencumbered, uncommitted, unreserved balance is \$3,657,948.93. Mr. Netsch made a motion to accept the Treasurer's report and the motion was seconded by Ms. Stewart. Motion carried.

A draft of the Corporation's Financial Statements for Year Ended June 30, 2017 was presented for review. Mr. Randol noted that the financial statements are not an audit but a compilation of financial statements for 2017 and that the asset values noted on the Statement of Financial Position is based on assessed value, not appraised value.

IV. Legal

Ms. Thompson commented as follows:

- A. MOU/Leases: Substantive comments were received from the State with discussions back and forth. Business terms were identified that needed clarification and revisions were submitted back to the state. Open items to resolve are associated with CAM and insurance costs, which are not currently included in the Agency budgets for 2018. Upon inclusion in next year's budget we should be in a position to execute the leases.

V. Executive Director's Report

Mr. Randol presented a slide show with photos to update the Board on progress being made at the site. The update included:

- A. Officers Row Road Improvements – Utilities are being installed along Officers Row and paving of Officers Row should be complete by the end of October.
- B. Restoration of Residential Units – Restoration of Buildings 39, 42 and 43 are nearing completion. One side of building 42 is now occupied.
- C. Mortar Bunker – Remediation of the bunker has been underway for approximately four weeks and all interior walls, fixtures, and mechanicals installed by the state for the Civil Defense operations have been removed. Completion is targeted for mid-October.
- D. Paynter Building – Harvard Environmental is completing their abatement study and an RFP for remediation will be circulated by the end of the month. Bids will be presented at the October Board meeting.
- E. South Field Soil Reuse – A graphic was presented showing the numerous soil samples taken from the south field, generally, the open area between Engineer, Maple, Old Hospital and Powers roads. The soil samples are suitable for residential use. The area would be refilled with soil from Reedy Point North Disposal unless soil can be sourced from other locations. Soil from Reedy Point North would limit the uses in that area of the site to commercial and industrial.
- F. Guidelines – Guidelines have been expanded to include Secretary of the Interior Standards and details around the Parade Ground. Work is now underway to further define plans for the Marina Village and Quartermaster Place.
- G. Master Planning of Districts – Mr. Randol briefly discussed changes that are being considered for the Quartermaster District. Original Quartermaster District plan called for demolition of the metal storage shed, however, there is some interest in preserving this structure to use in conjunction with the pasture for large animal rescue and boarding of horses.

- H. Leasing: All four duplex rental units (former NCO quarters) have been rented and presently have a waiting list for both size units (2 and 3 bedrooms). Follow-up details were presented by Ms. Thomas outlining the rental process and some general demographic data resulting from that process.
- I. Engineering
 - a. Marina engineering is on hold pending final designs for the Marina Village.
 - b. Round-A-Bout: DelDot has approved plans for the round-a-bout at the convergence of Fifth Street, Polktown Road and Old Elm Avenue.

VI. Committee Reports

Economic Development Committee – No updates at this time

Project Funding Committee – No updates at this time.

Historic Preservation Committee – Scheduled to meet September 28th, 2017.

Personnel Committee – Jack Strong was introduced as the Corporation's new Construction Manager. A brief overview of his background and experience was provided.

VII. New Business – No new business

VIII. Public Comment – No public comments

IX. Adjourn

There being no additional business to discuss Mr. Scoglietti made a motion to adjourn the meeting. Ms. Stewart seconded. Motion carried.