

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

LOCATION:
Grass Dale Center
Delaware City DE 19706
October 11, 2017
8:30 a.m.

Meeting Minutes

Board Members:

Susan Frank, Bert Scoglietti, Courtney Stewart, Herbert Netsch, Dale Slotter, Danny Episcopo, Connie Holland, Mike Morton, Laura Lee

Advisory Council Members:

Paul Parets

Staff:

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

Members of the Public:

Tim Konkus, Bob Malinowski, Carol Houck

I. Call to Order

Ms. Frank called the Fort DuPont Redevelopment and Preservation Corporation Board of Directors meeting to order at approximately 8:45 a.m.

II. Minutes

Ms. Frank asked if there were any questions or comments regarding the September 2017 meeting minutes. No questions were presented and a motion was made to approve the minutes of the July meeting by Mr. Netsch and seconded by Mr. Episcopo. Motion carried.

III. Treasurer's Report

Mr. Scoglietti informed the Board that there is no treasurer's report for September due to problems that QuickBooks Online was having with their software. A September report will be provided at the next Board meeting.

IV. Legal

Mr. Walton commented as follows:

- A. HOA – Counsel has been working to resolve issues related to the creation of an HOA as required by DCOIA and it looks as though we are very close to a solution. Mr. Walton will have a draft for review at the November Board meeting.

- B. State Agency Leases/MOU – Will not be signed or funded until the next budget cycle. CAM and Insurance expenses to the state agencies were not planned for in the 2018 budget. Leases will be finalized and ready for signatures in July.
- C. Sewer Agreements - Working with New Castle County and Delaware City on a sewer agreement that will allow New Castle County to take over the Sanitary Sewer infrastructure along with an access easement to the treatment facility. Drafts have been circulated for comment.

V. Executive Director's Report

- A. Officers Row Road Improvements – Improvements continue with sanitary and storm sewer installed on Officers Row and Elbert Street (road behind #39, parallel to Officers Row). Water, electric and gas will be installed by mid-November and roads are expected to be paved by the end of November.
- B. Restoration of Residential Units – Work is wrapping up on buildings 39, 42 and 43. Work on 25 and 45 has started. Building #15 will be addressed later in the meeting during budget revision discussion.
- C. Mortar Bunker – Remediation of the Bunker was approved earlier this summer and the work by Astec has been completed. Tours have been scheduled with prospective businesses interested in the site. One brewery toured and expressed interest in expanding their operation into the space along with a community brewery space for home and small batch craft brewers. Ms. Frank suggested that it would be good for the Board to take a tour of the Bunker soon. There are funds set aside from the amount authorized that will be used to clean sides of pits and approximately ten feet around the top of the pits. Staff is currently working on a temporary dehumidification system and exterior clean-up.
- D. Paynter Building – The RFP for building #53 went out and several bids were received. The Board was presented with three bid comparisons prepared by Harvard Environmental. The cost to remediate includes asbestos, lead and mold removal in addition to removal of bird waste in the attic. There was also a large amount of furniture and miscellaneous items left in the building from previous uses. Staff is recommending to contract with Plymouth Environmental for \$182,400. This work will be applied to the \$600,000 in funds allocated to remediation and construction repairs to the building. Repairs include roof, soffits, gutters and windows. Motion was made by Mr. Morton to authorize Mr. Randol to contract with Plymouth for remediation, seconded by Mr. Scoglietti. Motion carried.
- E. South Field Soil Reuse – A site plan was presented showing the numerous soil samples taken from the south field, generally the undeveloped area between Engineer, Maple, Old Hospital and Powers roads. The soils at this location are suitable for residential use and will be used to fill the Canal District. Mr. Netsch asked about the truckloads of dirt coming to the site and being placed on the Marina dredge site. Mr. Randol stated that he worked out a deal with Mumford for excess soil coming out of the Lums Pond road project. The additional dirt will be used for construction of the proposed levee.
- F. Guidelines – Development of the Guidelines are still underway. At this point staff is working on the site plan for the Marina Village and Quartermaster Place. Once completed then these districts will be added to the guidelines along with Officers Row and the Canal District. Efforts will then be focused on the Theater District. Once these three additional districts have been incorporated into the Guidelines, the document will be sent to SHPO for further comment.
- G. Leasing - Three out of four duplex units are occupied with fourth resident moving in at end of month; Building #39 will be occupied by end of October as well. Ms. Frank noted that Mr. Randol will be leasing Building #39 and paying market rent.

- H. Engineering – Marina – Mr. Randol noted he is working through the Marina Village plan with Duffield and will be presenting the plans at the next Board meeting. Duffield is working on the permit application.
- I. Round-A-Bout – DelDot has approved the concept plan for a round-about at the entrance to Fort DuPont where Fifth Street, Polktown Road and Old Elm Avenue converge.
- J. WIAC-SRLF \$1.4 million storm/sanitary sewer application is on hold until the FDRPC Board approves the funding proposal from WIAC. Mr. Randol is still working with WIAC on acceptable terms.
- K. Refinery Funding- Application has been made to DNREC for the refinery’s Supplemental Environmental Fund. DNREC has recommended the funds be used only for construction. Design would be at the Corporation’s expense. Mr. Randol stated this will likely be an action item at the next Board meeting. Mr. Scoglietti noted that the funds come from fines the refinery has paid and the amount is approximately one hundred thousand dollars. Mr. Netsch asked what the status is for the six duplexes along Old Battery Lane, noting that their condition continues to deteriorate. He also stated the warehouse on Maple Boulevard looks bad as well. Mr. Randol stated that the intention is to save the six duplexes; the white warehouse is not salvageable. Mr. Netsch also stated a concern that the surplus vehicles on the property will detract potential buyers. Mr. Randol noted that OMB has done a good job of consolidating the vehicles into one general location and Mr. Scoglietti stated that OMB is currently in negotiations to find a new location for surplus vehicles.

VI. Committee Reports

- A. Economic Development Committee – No updates at this time
- B. Project Funding Committee – No updates at this time.
- C. Historic Preservation Committee – The Committee met on September 28th, 2017 and reviewed draft Guidelines; reviewed and commented on proposed exterior plans for townhomes along the Parade Ground; reviewed and commented on draft of revised Marina District plan. Ms. Lee stated the group took a tour of Building #39 and duplexes and found the renovations very appealing.
- D. Personnel Committee – No updates at this time.

VII. New Business

- A. Revised 2018 and 2019 Budgets: Attachment A – A copy of the current and revised budgets for FY 2018 and 2019 were presented by Mr. Randol. The main changes to the 2018 Budget were: a) removal of CAM expenses in light of the state agency leases being extended into FY 2019; b) Reallocating funds from the restoration of the PX to buildings 15 and 53; and c) removal of Historic Tax Credit income on buildings 15 and 53, which reduced the capital expenditures for these two buildings. \$62,500 in other income represents expected brownfield redevelopment funds for renovation of the Mortar Bunker. With regard to Building 15, Mr. Randol is requesting \$300,000 from funds that were slated to restore the PX in the 2018 budget. He also is recommending that \$200,000 from the PX budget be reallocated to work on building 53, which is the old Barracks building. Funds for the PX restoration will be allocated in the 2019 budget. Mr. Randol explained that the PX will be the community center and demand will not take place until the Canal District is underway, whereas #15 can be renovated and begin generating rental income in FY2018. Also the roof on the Barracks building will require work once the remediation has been completed. Site Development – Increases in the 2018 budget include road improvements along Exchange and Maple Boulevard now that units along those roads are

occupied. Additional funds have been allocated to shoreline improvements and some increased fees with Marina Village engineering. A motion was made by Connie Holland to accept the revised FY2018 and FY2019 budgets as presented. Mr. Morton seconded the motion. Motion carried.

VIII. Public Comment – No public comments

IX. Adjourn

There being no additional business to discuss Mr. Netsch made a motion to adjourn the meeting. Mr. Episcopo seconded. Motion carried.