

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

Delaware City, DE 19706
October 13, 2021
8:30 a.m

Meeting Minutes

Board Members:

Bryon Short, Shawn Garvin, Ruth Ann Jones, Courtney Stewart, David Edgell, Paul Parets, David Baylor, Eric Smith, Pam Scott

Staff:

Jeff Randol, Executive Director
Peggy Thomas, Site Manager
Crystal Pini-McDaniel, Administrative Assistant
Bert Scoglietti, Treasurer
Richard Forsten, Saul Ewing
Terry Buchanan, Social Media Proxy

Members of the Public:

Tim Konkus, Tim Dilliplane, Mark Wise

I. Call to Order

Mr. Short called the Fort DuPont Redevelopment and Preservation Corporation Board of Directors meeting to order at approximately 8:42 a.m.

II. Approval of Minutes

A motion was made to approve the minutes of the September 2021 meeting by Ms. Stewart, seconded by Ms. Scott. A vote was taken, motion carried.

III. Treasurers Report

A. Financial Report for July through September 2021. Mr. Scoglietti highlighted the following line items:

- Page 1, Line 4010 State Appropriation – No change within the last month. In September a request was submitted for \$650,000, increasing the actual to \$1,425,000.
- Page 1, Line 4202 Offers Row Ph1A – This update is from the sale of one lot booked in September.
- Page 1, Line 4205 Canal District-Ph 1D – There is no change, four lots settled in October which will be reflected on next month's P&L.
- Page 3, Line 6712 Building 24-Theater – Work has continued on the theater with stabilizing, increasing the spending by \$26,000 since last month.
- Page 3, Line 6721 Roundabout – There is an increase in spending raising the actual to \$74,353.63 with the roundabout roadwork to begin in February 2022.
- Page 3, Line 6734 Building 23-Band Barracks – There is an increase in spending of \$17,776.40 as the building is being prepared for DNREC to move in by May 2022.
- Page 3, Line 6738 Duplexes on OBL – There is an increase in spending of \$55,000 with the renovations starting on buildings 26 & 27.
- Page 3, Lines 6766 Old Battery Lane & 6767 Building 82-POW Building – Both line items have increases in September.
- Page 3, Line 6825 Sewer – There was an increase of \$45,000 due to three years of charges from New Castle County in which the next report will change based on accounting allocations. There

were delays due to covid. The charges were billed back out to the residents to offset the payment to NCC.

- Page 4, Lines 7105 Lawn Care & 7140 Landscaping Maintenance – Increased expenditures through the summer and early fall.
- Page 4, Line 7551 Video – There was an additional payment for the virtual museum and video project of \$24,666.
- Net income of \$206,514.93.

A motion to accept the Financial Report as presented was made by Ms. Scott, seconded by Ms. Stewart. A vote was taken, motion carried.

IV. Executive Director Report

Mr. Randol provided the following updates:

1. Canal District
 - a. Closed on remaining Rockwell lots.
 - b. Balance of \$50,000 on Site Development loan. Will be paid off this month.
2. Gas Installation
 - a. Installation of gas to the site has been completed.
 - b. Contractor, Reskovitz out of Wilmington is doing the conversions to homes.
3. Declaration
 - a. Working with residents on potential changes to the Declaration. Committee is reviewing and will present to all residents for a vote. Proposed changes would then come to the Board for review.
4. Audit
 - a. FDRPC Audit is underway. Expectation is that it will be completed in November.
 - b. CAE audit request by Robert Lucas. Met with Mr. Lucas on 10/7. We reviewed the expenses and answered questions. Updated budget with actual expenses will be circulated to the residents along with an invoice after further discussion with Mr. Lucas.
5. New Roofs: In addition to completion of new roofs for the Maintenance Shop, POW and Chapel, we have completed the installation of Slate roofs on NCO buildings 42 & 43.
6. Work on Building 23 is underway. We have removed asbestos and are demolishing walls to accommodate the new floor plan for DNREC Parks. Brick repairs on exterior are now completed. Dry proofing to be done. This involves installation of flood gates.
7. Tree planting. We have completed the installation of 95 more trees around the property. This brings the tree planting for this calendar year and last to a total of 177.
8. Demolition of buildings 12 & 13. Contracts have been signed and we are scheduling the work for this fall. Safety remains a major concern. Cost is roughly \$100,000 for both, due to the asbestos and lead.
9. We have also contracted for the removal of the walkway between Tilton and the future DNREC Parks office building.
10. Buildings 9 & 10. These are the two oldest residences on the property. We completed the environmental assessment report last month and have bids to remediate. \$4305 for building 9 and \$31,605 for building 10 due to the asbestos in the plaster. These buildings will need to be elevated and placed on new foundations in order to comply with the flood plain ordinance. Currently the finished floors are below Base Flood Elevation. Cost to raise the two buildings came in at \$50,000. New foundation and crawl space will be another \$50,000.
11. Roundabout is on schedule for Feb-May. We will be putting the job out to bid in November.
12. We have engaged a firm, Hitchcock Design Group out of Illinois, to work with us on the final designs for the Park and Recreation area. This will tie into the Bike Trail with restroom, trail head parking, etc.

Questions:

Questions were asked about the Roundabout including how long route 9 will be shut down and if there are any other alternatives to have residents drive south then drive back north. The approximate time frame route 9 will be shut down is three months and DelDot has ruled out any other alternatives for the road shut down except for an emergency access road for emergency vehicles. Mr. Short stated it's the intention for the corporation to work with

the city to communicate and maybe DNREC can come to the December or January BOD meeting to make presentation.

A question about the Branch Canal was asked regarding if it's just including the streets or other things as well (storm water management, etc.) in which Mr. Baylor stated that the discussions haven't gotten that far yet, but it will be discussed; he's meeting with engineers this week regarding mapping out the project with the state.

Shooting @ Boat Ramp...

Mr. Short asked about the progress of the bike path since there is a significant part of the bond bill allocated for this. Mr. Randol stated that FDRPC is working with Duffield, the wetlands will be delineated, a historical review of where the trail will go needs to be completed; the plans should be done by spring and hopefully by summer the the crew should start moving dirt. There will possibly be a visual next month along with an updated master plan for the board to review.

V. Committee Reports

- A. Finance. Mr. Scoglietti stated there is an October 15, 2021 deadline for application to submit the bond bill application for the next fiscal year of 07/01/2022-06/30/2023. The recommendation for next year's bond bill of \$2.25mil, reflected in general operations with an additional \$750,000 for park amenities. Some on committee believe \$2.25 should be raised however Mr. Scoglietti commented that the one-time requests should be the focus.

A motion to accept the bond bill application for \$2.25mil plus an additional \$750,000 for park amenities was made by Mr. Parets, seconded by Ms. Scott. A vote was taken, motion carried. Shawn Garvin sustained since the bond bill application passes through his budget.

- B. Historic Preservation. Mr. Randol stated that there was no meeting in September and there's nothing new to report.
- C. Governance & Personnel.
- i. Rental Policy. Ms. Stewart asked if there are any questions regarding the last version sent to the board for review.

Questions:

Mr. Garvin asked what is expected of each renter and how expectations are determined. There are changes from the last version and it will be reviewed annually to check if each employee discount should continue. There are general expectations in addition to the idea that the employees will take reasonable action to correct something when they see it; they'll be the eyes and ears on the site

Mr. Smith asked what the rental numbers are and how it will be shown in the budget. There is a percentage that will be taken from the market rate. It will possibly be in the budget as revenues not collected. Ms. Short stated a market study may be done for rental rates then worked on percentage to offset.

It was asked if there will be a tax implication, how many employees currently live on site, and if they are currently aware of the policy. Mr. Randol stated yes there will be a tax implication, there are currently three employees living on site and they are all aware of the policy.

The effective date will be January 1, 2022.

A motion to accept the Rental Policy as presented was made by Mr. Baylor, seconded by Ms. Scott. A vote was taken, motion carried.

ii. Employee Compensation. **Executive session, notes taken by Pam Scott:**

Annual review of Executive Director's performance. Bryon has reviewed this with Jeff Randol. Discussion of Jeff's strengths and weaknesses. Current compensation is \$412,200 with a considered increase of 3% bringing it to \$416,500; starting salary in 2015 was \$110,000. In 2018 a compensation study was done which determined the salary range with a high on \$152,000. The proposed raise is significantly higher than what state employees are getting; a disservice to Jeff if he is paid more than state employees. It was asked if Jeff's rent is a portion of his compensation. The salary should not be based on public perception. There was discussion regarding Jeff's rent and if it is compatible with what other employees pay as well as the fair market value as well as updating the compensation study. Rent and salary are two different issues and should not be tied together. The board decided to table further discussion and vote pending receipt of additional information.

- iii. Master Planning Committee. Ms. Scott gave an overview of last week's meeting. The marina area with boat storage is now finalized. The park and recreation area is being worked on and the corporation is engaging Hitchcock Design Group. FDRPC is working to get more non-residential uses onto the site including a brewery. Currently there isn't much office use and it's being considered to utilize an RFP to retain a real estate firm to get assistance to find the right type of tenant or purchaser for the facility. Mr. Randol stated part of the conversation for usage is regarding the barrack buildings, a few Delaware buildings want to convert them into condos; currently there's not much use for office space so the buildings could be held onto for a few years. Other opportunities will be explored.

Questions:

Mr. Edgell asked regarding an RFP for a real estate firm, how will it be structured and how will they be compensated. There hasn't been a long conversation yet but potentially if the broker brought in tenant, they'll get a commission. Mr. DeAngelo offered to help with an RFP and can recommend firms that may have an interest.

Mr. Edgell mentioned if the corporation is working with a project that's looking for retail tenants, then potentially there may be a need to pay a firm for a market analysis.

Mr. Parets asked how many residential dwellings currently and approximately how many residents are on site. Currently there are 71 residential dwellings and approximately 150 residents residing on the site.

VI. Legal

Mr. Forsten stated that the corporation is inching closer to closing the Blue Water deal but it has not officially closed yet.

VII. Delaware City Communications

Mr. Baylor stated that the city is working with Jeff regarding the golf cart ordinance and currently they're in the fact gathering stage, working w/ DelDot and DMV. One of the challenges is the city's main road is a DelDot road. There is a need especially with the campground coming and they're working on getting DelDot on board. It was asked if a model is available yet. There is no model available yet and they're looking at places like Stone Harbor, Avalon, etc. and looking at their mistakes.

VIII. New Business

Mr. Parets proposed meeting quarterly or bi-monthly with the option to meet in between if the Executive Director or any three board members request a meeting. The question was raised about the bi-laws and if they state it's required to meet monthly; the bi-laws will be reviewed by the Governance and Personnel committee. Mr. Short has a concern that the board is not in a position to move to quarterly but is open to meeting bi-monthly. A suggestion was given to

leave the schedule as is with monthly meetings and cancel if there is nothing to discuss but that causes confusion with the public.

Mr. Baylor stated that as we work through the roundabout the city has three shuttle buses in which they would like to offer to residents to alleviate the extra travel south. Mr. Randol mentioned that residents have requested if they can park on this side and walk over so this would be helpful.

IX. Public Comment

No public comment.

X. Adjourn

Mr. Short asked if there were any questions or comments and asked for a motion to adjourn. A motion was made by Ms. Scott, seconded by Mr. Parets. A roll call vote was taken, motion carried.