

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

The Fort Dupont Redevelopment and Preservation Corporation Board of Directors meeting was held on October 9, 2024 at the Delaware City Fire Hall, 815 5th Street, Delaware City, with Chair John McMahon presiding.

**CALL TO ORDER**

Chair McMahon called the Fort DuPont Redevelopment and Preservation Corporation (FDRPC) Board of Directors meeting to order at 9:32 a.m.

**BOARD MEMBERS PRESENT**

Ms. Wendy Rogers, Vice Chair (Fort DuPont Resident)  
Mr. David Edgell (Office of State Planning Coordination)  
Mr. Doug Eriksen (Delaware City Resident)  
Mr. Kurt Foreman (Delaware Prosperity Partnership)  
Secretary Shawn Garvin, Department of Natural Resources and Environmental Control (DNREC) (arrived at 9:45 a.m.)  
Ms. Winvenia Graham (Delaware City Resident)  
Ms. Britney Loveland (Interim Delaware City Manager)  
Mr. Bert Scoglietti (designee of Ruth Miller, Controller General of the State of Delaware)  
Dr. Courtney Stewart (Office of Management and Budget)

**BOARD MEMBERS ABSENT**

Mr. Rony Baltazar-Lopez (Secretary of State)  
Mr. Michael Graci (Fort DuPont Resident)  
Senator Spiros Mantzavinos (Chair, Bond Bill Committee)  
Representative Sean Matthews (Co-Chair, Bond Bill Committee)  
Ms. Ruth Ann Miller (Controller General of the State of Delaware)

**STAFF MEMBERS PRESENT**

Mr. Tim Slavin, FDRPC Executive Director  
Ms. Valerie Miller, Planner  
Ms. Janice Moturi, FDRPC Deputy Director/Controller)  
Ms. Crystal Pini-McDaniel, FDRPC Operations Manager  
Ms. Pam Scott, Saul Ewing Arnstein and Lehr LLP

**OTHERS PRESENT**

None

**APPROVAL OF MINUTES – FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION (FDRPC) BOARD MEETING OF AUGUST 14, 2024**

**Mr. Eriksen moved for approval of the FDRPC Board meeting minutes of August 14, 2024. The motion was seconded by Mr. Scoglietti and carried with Dr. Stewart abstaining.**

### **TREASURER'S REPORT**

Mr. Bert Scoglietti, Treasurer, reviewed the Fort DuPont Redevelopment and Preservation Corporation Budget vs. Actuals: Budget FY25 P&L – FY25 P&L for July 2024 - June 2025 as of August 2024 and noted the following:

- 4010 State Appropriation – One third of the appropriation, or \$775,000, was drawn down in August.
- 4100-46 Rental Income OBL Duplexes - As a reminder, these units are expected to be available for rental sometime after the start of the calendar year. Currently, this line item reflects no revenue until the duplexes are rented.
- 4200 Real Estate Sales - \$125,000 is budgeted for the remaining lot on Officer's Row, which is still on the market.
- 4500 HTC or Historical Tax Credits - Once the duplexes are done and the HTC is applied for, receipt of \$188,000 is expected for tax credits, which amount should remain stable over the next few years without adjustment.
- 6700 Improvements – A \$700,000 allowance has been budgeted for improvements and projects that are consistent with the capital plan.
- 7140 Landscaping Maintenance - Actual expenditures are shown as \$91,452 compared to a budget of \$73,000. This reflects work on the bio basin that has been coded to this line item and will be corrected with a budget adjustment to move those expenditures to more accurately reflect where those dollars are. \$91,000 has not been spent on landscaping maintenance for those projects.
- 7700 Payroll Expenditures – Actual expenses are \$125,000 compared to a budget of about \$800,000, which is tracking very nicely.

Mr. Scoglietti noted that income is \$330,149, most of which is due to the large state appropriation received in the August timeframe. Moving forward in this fiscal year, those numbers will be more moderate.

**Dr. Stewart moved for acceptance of the Treasurer's Report, seconded by Mr. Eriksen and unanimously carried.**

### **EXECUTIVE DIRECTOR'S REPORT**

Mr. Tim Slavin, Executive Director, reviewed the Executive Director's Monthly Report for the period August 1, 2024, to September 31, 2024 and noted the following:

**Old Battery Lane** – The water and sewer connections for the duplexes on Old Battery Lane are now fully operational, and sidewalk installation is underway. A-Del Construction is handling the utility connections, after which Fort DuPont will take over as the general contractor to complete the duplexes. Mobilization is expected to begin next week, with both teams working in tandem. Remaining tasks include some interior finishing and site work, along with the construction of the duplex porches.

**Bio Basin Project** – Bio Basin #3 in the Canal District is now complete, marking the progress of the stormwater management plan, which includes five bio basins across the district. Bio Basin #1 was finished previously, and Basins #2 and #3 were completed this year. Basins #4 and #5 are scheduled next. There's an outstanding issue with a pond near the entrance that isn't functioning as needed. Although it holds runoff from the roundabout, it isn't part of the primary stormwater management system, so there is flexibility in redesigning it to better serve its purpose.

**Screened-in Gazebo**

By the end of the day, they will have wrapped up an in-house project to refurbish a screened-in pavilion that was previously part of the Governor Bacon Hospital grounds on the parade field. This structure had been unused, but our in-house team has now fully restored it. It's landscaped, lit, and ready for community use as a screened-in gathering space. We're pleased to have brought this area back to life for everyone to enjoy.

**Completion of Roads**

Mr. Slavin extended the thanks to Chief Henderson and Delaware City. The road striping in the Canal District is now complete, giving the area a fresh, finished look. Crosswalks, stop bars, and other markings are now in place, adding both functionality and a finished look to the streetscape.

**Friends of Fort DuPont**

The Friends of Fort DuPont held their inaugural Board of Directors meeting the previous month, where Michael Lutz, a Canal District resident, was elected president. Mr. Lutz and possibly other board members will be invited to the next FDRPC Board meeting to introduce them. They've been working on foundational tasks, and as they approach their second board meeting next week, they've already established bank accounts, approved bylaws, and implemented initial policies. They are also still recruiting board members.

**Funding for Brownfield Operable Units**

Fort DuPont is seeking funding for brownfield remediation across its campus, which spans from Route 9 to the river and from the Branch Canal to near the C&D Canal. Currently, there are 12 designated brownfield areas (operable units), initially structured to address individual projects for phased remediation and release, such as the Canal District. However, over half the campus remains outside any operable unit, presenting a challenge for further development. To address this, Fort DuPont has initiated discussions with the EPA through partnerships with the University of Delaware and the University of West Virginia. Valerie Miller has led efforts to secure technical assistance and identify funding opportunities through the EPA. Fort DuPont is now preparing to apply for a technical assistance or assessment grant, which could provide up to \$500,000. The aim is to establish an additional operable unit to cover the remaining land, facilitating comprehensive remediation and supporting development plans across the site.

**Branch Canal Bank Revetment**

An amended budget request for an additional award has been submitted to DEMA for consideration. DEMA will forward it up to the Federal Emergency Management Agency (FEMA) for consideration. The permit from the US Army Corps of Engineers (USACE) is pending. It has been approved and they will be issuing the paperwork. That permit will trigger the DNREC subaqueous permit, which has already been applied for. DNREC cannot issue their permit until the Army Corps of Engineers issues theirs.

**Request for Proposals (RFPs)**

Fort DuPont is issuing a Request for Proposals (RFPs) for a comprehensive suite of banking services—a first for the corporation. Janice Moturi and Bert Scoglietti have been key in preparing this initiative. The RFP will be issued on October 14th, and either a single awardee or multiple awardees, based on the responses, will be selected. The target transition date for the chosen provider(s) is around January 1, 2025.

**Real Estate**

The occupancy rate for the Fort DuPont real estate rentals is at 100% as of October 1, 2024.

**Pints and Pumpkins**

Friday, October 11, 2024 at 5:30 p.m., Fort DuPont will be holding its annual thank you event to the residents of the campus, Pints and Pumpkins. Sandwiches from a local place in town will be provided and it is just an enjoyable evening outside. The weather's supposed to be absolutely perfect.

**Mr. Foreman moved for acceptance of the Executive Director's Report, seconded by Mr. Scoglietti and unanimously carried.**

**COMMITTEE REPORTS****FDRPC Finance and Audit Committee Meeting of July 19, 2024**

**Mr. Eriksen moved for acceptance of the FDRPC Finance and Audit Committee Report of July 19, 2024. The motion was seconded by Ms. Rogers and unanimously carried.**

**FDRPC Executive Committee Meeting of July 29, 2024**

**Mr. Eriksen moved for acceptance of the FDRPC Executive Committee Report of July 29, 2024. The motion was seconded by Ms. Rogers and unanimously carried.**

**DELAWARE CITY UPDATES**

Ms. Britney Loveland, Delaware City Manager, provided the following Delaware City Updates:

The Artesian water main replacement project is expected to start on Clinton Street within the next week. Traffic interruptions on Clinton Street are anticipated to last approximately 11 weeks.

The Delaware City Mayor and Council meeting will be held this month on October 21 at 6:00 p.m.

**PROPOSED RESOLUTION – GRASSDALE FINANCING**

Ms. Pam Scott, Saul Ewing Arnstein and Lehr LLP, advised that the Board is considering a Resolution concerning the ownership structure of the purchaser for the Grassdale parcel. The proposal is for the operator, initially set to manage the property, to become the sole member of the purchasing entity. The Board's responsibility is to assess the financial viability of this change, which involves reviewing provided financial documents to ensure the entity's stability.

The property has a \$2.1 million mortgage that supports the loan given to the purchaser, secured further by a guarantee from Mr. Ty Burbidge, whose financial standing remains strong. The board is evaluating these aspects in an Executive Session, focusing on the appropriateness and sufficiency of the proposed membership change.

**PUBLIC COMMENT**

None.

**RECESS INTO EXECUTIVE SESSION**

**Mr. Edgell moved to recess into Executive Session pursuant to 29 Del. C. §10004(b)(2) Preliminary discussions on site acquisitions for any publicly funded capital improvements, or sales or leases of real property and §10004(b)(4) Strategy sessions, including those involving legal advice or opinion from an attorney-at-law, with respect to collective bargaining or pending or potential litigation, but**

**only when an open meeting would have an adverse effect on the bargaining or litigation position of the public body. The motion was seconded by Mr. Eriksen and unanimously carried.**

The meeting recessed at 9:50 a.m. and reconvened at 10:00 a.m.

**ACTIONS TO BE VOTED UPON FROM EXECUTIVE SESSION**

**Dr. Stewart moved for adoption of the Resolution pertaining to the Grassdale financing (Exhibit #1). The motion was seconded by Mr. Eriksen and unanimously carried.**

**NEXT MEETING DATE**

The next meeting is scheduled for November 13, 2024, at 9:30 a.m.

**ADJOURNMENT**

**Mr. Foreman moved for adjournment, seconded by Dr. Stewart and unanimously carried.**

**The meeting adjourned at 10:01 a.m.**

APPROVED: December 11, 2024

Exhibits

Exhibit 1 – Resolution – Grassdale Financing

**RESOLUTION REGARDING GRASSDALE FINANCING**

**WHEREAS**, at closing on the Grassdale parcel on October 29, 2021, Fort DuPont Redevelopment & Preservation Corporation (the “Fort DuPont”) provided \$2.1 million of seller financing (the “Loan”) to the purchaser, Sun Fort Dupont RV LLC (the “Purchaser”) as part of the transaction; and,

**WHEREAS**, the Loan is secured by a purchase money mortgage (the “Mortgage”) against the Grassdale parcel, and is further secured by the personal guaranty of Mr. Todd E. Burbage; and,

**WHEREAS**, the Loan is due to be paid in full on October 29, 2025; and,

**WHEREAS**, Purchaser entered into a ground lease with Blue DuPont DE, LLC (the “Operator”), part of the Blue Water RV Parks and Campgrounds family of companies, to construct, operate, and manage an RV park on the Grassdale parcel, so as to bring tourism and economic development to Delaware City; and,

**WHEREAS**, the Operator now proposes to become the sole member of Purchaser, replacing the current member; and,

**WHEREAS**, notwithstanding the change in membership of the Purchaser, Mr. Todd E. Burbage remains as guarantor, the Mortgage remains in place, and all other terms and conditions of the transaction remain the same; and,

**WHEREAS**, the Board is satisfied that the change in membership of Purchaser will not prejudice Fort DuPont and will not impact the guaranty or Mortgage currently in place to protect the Loan.

**NOW, THEREFORE, BE IT RESOLVED**, that Fort DuPont does hereby approve the change in membership of the Purchaser to the Operator. Notwithstanding this approval, Fort DuPont reserves all other rights under the Mortgage and other documents evidencing or securing the Loan, and the approval of this change shall not be construed in any way to suggest that Fort DuPont may approve other changes or additions to membership of the Purchaser or may approve any other changes or additions to the Mortgage or other documents evidencing or securing the Loan.

I certify that the foregoing resolutions was adopted by the Board of Directors of the Company on the \_\_ day of \_\_\_\_\_, 2024

By: \_\_\_\_\_  
Title: \_\_\_\_\_