CITY OF NEWARK
DELAWARE

CONSERVATION ADVISORY COMMISSION
MINUTES

October 9, 2012

MEETING CONVENED: 7:04 p.m Council Chamber

MEMBERS PRESENT: Ajay Prasad, presiding, Nadine Bangerter, Steve Dentel, Bob McDowell, Carol Riggs, Kass Sheedy, Amy Smith

ABSENT: Tom Fruehstorfer, Cara Lampton

STAFF PRESENT: Joe Spadafino, Parks and Recreation Superintendent

1. APPROVAL OF MINUTES FROM MEETING HELD ON SEPTEMBER 11, 2012

- Ms. Riggs corrected page 2 to read: Ms. Riggs reported the Transit Subcommittee had been reinstituted at the recommendation of the CAC and were scheduled to meet Friday afternoons at 3 p.m.

MOTION THAT THE MINUTES FROM THE SEPTEMBER 11, 2012 MEETING BE APPROVED AS AMENDED.

MOTION PASSED UNANIMOUSLY

2. PUBLIC COMMENT

There was no one present from the public to speak.

3. GREEN ENERGY

Mr. Prasad asked if any CAC members attended the Colburn Green Roof event on Friday, September 28, 2012. No members attended the event.

Mr. Dentel stated it was his belief that REC's are not a budget item and they were purchased internally by the Finance Department, and the potential for money to be moved to a capital expense had never been discussed.

It was agreed because further clarification was needed on the progress of Resolution 05-H and the purchase of solar panels Kass Sheedy would contact Stu Markham and ask if the purchase of solar panels would occur this fiscal year. If so, the CAC would put something in writing showing the CAC supported this endeavor and to use funds slated for the purchase of REC's under 05-H to help build a proposed solar facility. If Mr. Markham indicated they would not be going forward this fiscal year, then then the CAC would ask Mr. Markham to support the purchase of Green Energy under the Resolution 05-H for this fiscal year.

Action: Ms. Sheedy will follow-up with Rob Uyttebroek, Finance Director to ask: how much money was available to spend for the current fiscal year and for the next fiscal year. In addition, Kass will ask Rob if the $100,000 is differential or was it the total?

4. <u>ANTI-IDING GRANT</u>

Ms. Riggs submitted the invoice to the City to pay the video company (approximately $3,000.00.) In addition, she had spoken to City reps to determine how to purchase the anti-Idling signs. With online purchases (i.e. the sign store) they must be done by credit card and the City agreed to permit the CAC to use the credit card to purchase the signs. Ms. Riggs hoped to finalize the purchase by the following week. Ms. Bangerter asked when the grant expired and Ms. Riggs stated an extension was granted until December 2012. Ms. Lampton will be following up with the Newark Post and the Review regarding advertising. Four reams of paper were purchased for printing of the brochures. The only charge incurred with the anti-Idling stand-alone poster was foam core. The total grant was for $15,000. It was estimated signs would cost between $5,000-$6,000.

Mr. Dentel reported he had spoken with a representative at UDEL administration and they agreed to put brochures on the counter, but not include them with the parking permits, which would have been better. Ms. Smith stated the back to school mailing of permits had already occurred.

Ms. Riggs suggested pre-purchasing advertising and holding off utilizing the spot until the kickoff of the anti-Idling campaign. It was Ms. Riggs opinion the kickoff should coincide with a significant event. Mr. Dentel suggested making another stand-alone poster for a second location. Ms. Smith suggested a spring time kick-off as the upcoming election and the holiday season created issues with organizing the event in hopes of having the Governor attend. Ms. Riggs suggested asking one of the local shopping centers agree to promote anti-idling. Ms. Bangerter suggested the Christiana Mall. Mr. Dentel reminded everyone this was a City event and it was his opinion the Chief of Police and the Mayor should be included in the kickoff and they should focus more on the local level rather than the state level.

Ms. Riggs advised a report would have to turned in at the end of grant. She reminded the CAC the City expected the Commission to contact the shopping centers to request the installation of the Anti-Idling signs.

Action: Ms. Riggs will finalize the order for the anti-Idling signs from a local New Jersey vendor during the following week. Mr. Dentel will contact Carol Houck, City Manager about the availability of City staff to participate in a kickoff campaign. The Community Affairs Officer should be included as well. There was a tentative

date of mid-November for a kick-off. Mr. Prasad will email Ms. Lampton and ask if she had time to contact the local newspapers.

5. RECYCLING AND LITTER CAMPAIGN

Mr. Dentel checked the website and confirmed recycling information was updated on the City's website. Ms. Smith stated batteries were not permitted in the tippers. Mr. Dentel reported they were accepted if they were placed in an envelope and labeled.

Action: Mr. McDowell will find out what the state recommends for battery recycling.

6. BETTER NEWARK AWARD

Mr. Prasad suggested the CAC look for more properties to present the award to. Ms. Sheedy asked what was happening on the Green. The CAC believed re-sodding was occurring.

7. TRANSPORTATION

Ms. Bangerter reported she did not have an opportunity to obtain the minutes for the Transit Subcommittee meeting or any additional work on the topic. She did report Mr. Fortner from the Transit Subcommittee stated the one-stop shopping brochure was a priority and they would be working on that. In addition, Mr. Fortner said the Committee would be utilizing additional resources to see if a current map of the City could be included in the brochure. Bike paths would also be included in the brochure.

Ms. Bangerter suggested reviewing the Comprehensive Plan because Alternative Transportation is in the Plan. If the CAC wanted to make any recommendations, she requested the Commission review the current plan in place. Mr. Prasad asked Ms. Bangerter is she was on the Transit Subcommittee. She stated she was not, but Mr. Fortner indicated she could attend any time she was available.

Ms. Riggs contacted Mike Fortner to suggest a more conducive time to hold the meeting than Friday afternoon at 3 p.m. Mr. Fortner said he would discuss alternative times with the Transit Subcommittee. However, the concern was the government employees that attend would not be able to make evening meetings.

8. PLANNING & DEVELOPMENT REPORTS

There was nothing to report at this time.

9. OLD/NEW BUSINESS

- Mr. Dentel suggested the CAC bring their laptops to all upcoming meetings to aid in completing action items/email during the meetings when possible.

- Mr. Dentel stated it was his suggestion the Commission have their own secretary due to the City's trend to permit condensed minutes rather than longer detailed verbatim minutes. The secretary on the Commission can take longer detailed minutes, the City Secretary's office can also take minutes. It was decided the "internal" minutes should be kept among the Commission members and the formal minutes continue to be published.

- Ms. Riggs suggested the Commission Secretary be excused from having action items.

- Mr. Prasad agreed to be the Commission Secretary if the Commission decided to institute one.

- Mr. Dentel asked if a current Annual Report had been turned in. Each Commission member had compiled their information and forwarded it to Mr. Fruehstorfer who was compiling the 2011 report. It was suggested in the future each Commission member compile their accomplishments and forward the material to a Commission Secretary who will compile the Annual Report. Mr. Dentel responded he did not think this approach would work as the Commission member Secretary would have to keep on top of people to get their contributing paragraphs.

- Mr. Prasad will look into creating a "drop box."

9. <u>NEXT MEETING DATE</u>

The next meeting was scheduled for Tuesday, November 13, 2012 at 7:00 pm in the City Manager's Conference Room.

10. MEETING ADJOURNED AT 8:58 PM

Tara A. Schiano
Secretary

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