

**CITY OF NEWARK
DELAWARE**

**CONSERVATION ADVISORY COMMISSION
MINUTES**

November 13, 2012

MEETING CONVENED: 7:00 p.m Council Chamber

MEMBERS PRESENT: Tom Fruehstorfer, presiding, Steve Dentel, Cara Lampton, Bob McDowell, Ajay Prasad, Carol Riggs, Kass Sheedy, Amy Smith

ABSENT: Nadine Bangerter

STAFF PRESENT: Charlie Emerson, Parks and Recreation Director

1. APPROVAL OF MINUTES FROM MEETING HELD ON OCTOBER 9, 2012

MOTION THAT THE MINUTES FROM THE OCTOBER 9, 2012 MEETING BE APPROVED.

MOTION PASSED UNANIMOUSLY

2. PUBLIC COMMENT

Mike Fortner, Planning & Development Supervisor from the City was present to discuss the City's Newark Comprehensive Development Plan. (a copy was entered into the record). Mr. Fortner stated the Newark Planning Commission had conducted a "Drop In" Open House on October 23, 2012. The purpose of the 3 hour open house was to obtain feedback from the public using "interactive exhibits." Mr. Fortner explained a SWOT analysis was used. (Strengths, Weaknesses, Opportunities, Threats). People were asked to give feedback on those four items as it pertained to the City and to apply them in the next 5-10 years for a City plan. Mr. Fortner stated greater detail on the tabulations of the results was available online on the City website.

The following issues were covered:

- What three things do you like most about living in Newark?
- What three things do you like the least about living in Newark?
- What do you think will be the three biggest challenges that Newark will face in the next five years?
- Which three types of businesses would you most like to see in Newark?

Mr. Fortner reported he would keep the CAC advised on the next upcoming Transit sub-Committee meeting.

In addition, the following upcoming events may be of interest to the CAC.

- Complete Communities Delaware Summit 2012 – Dover Downs Hotel and Casino on November 13, 2012 8:30 AM – 5:00 PM
- WILMAPCO “Our Town” Rail in the WILMAPCO Region – Embassy Suites on Wednesday, November 14, 2012 4:00 PM – 7:00 PM
- Newark Transit Subcommittee Planning Workshop & Meeting - Newark Council Chamber on Tuesday, November 27, 2012 6:00 PM – 8:00 PM
- Newark Bicycle Plan Workshop – Newark Council Chamber on Thursday, December 6, 2012 4:00 PM – 7:00 PM

3. GREEN TRANSPORTATION

There was nothing significant to report due to the absence of Ms. Bangerter.

Note: Transit Sub-Committee Meeting will be held November 27, 2012 from 6:00-8:00 PM in the Council Chamber.

4. ANTI-IDLING GRANT

Ms. Riggs reported the graphics department she had worked with made six smaller versions of the larger display located in the atrium of City Hall for a cost of \$100 per piece. A brochure holder will be attached as well. Additional brochures will be printed once the typo is corrected.

The signs are being ordered through the City's Purchasing Department. Ms. Riggs will follow up with Denise Wright of Purchasing Department. It was decided to order 325 signs. The poles will be ordered locally to cut expenses. Mr. Emerson stated private property owners can give permission to have the signs installed. If signs are on installed on streets, the process would have to be coordinated through the Traffic Committee. Signs located in the City lots would have to be coordinated through Maureen Feeney Roser. Ms. Schiano will print the remainder of the Anti-Idling Brochures. Ms. Riggs asked Ms. Johnston, Community Affairs Officer about putting the Anti-Idling video on a channel on YouTube. Ms. Johnston said she would get information on establishing a YouTube channel. Ms. Riggs stated advertising still needs to be coordinated.

Action: Ms. Riggs will coordinate a kick-off with Dana Johnston, Community Affairs Officer. Mr. McDowell will follow-up with Newark High School regarding sign installation on the school property.

5. RECYCLING

In regard to battery recycling, Ms. Smith reported the only drop-off locations are Philips Park and Pearson Hall (UDEL). The CAC agreed an app that lets people know where to recycle odd items i.e. electronics, rugs, etc. would be beneficial. Mr. Fruehstorfer

reported all City residents had received recycling containers.

6. BETTER NEWARK AWARD

There was nothing new to report.

7. PLANNING & DEVELOPMENT REPORTS

There was nothing to report.

8. OLD/NEW BUSINESS

- Green Energy will be put back on the agenda.
- Rob Uyttebroek resigned as Finance Director. In the interim, Wilma Garriz can be contacted.
- Ms. Lampton stated if the City were to comply with the state requirements for Green Energy purchases, the 05-H Resolution no longer would apply.
- The 2011 Annual Report needs to be filed. Mr. Fruehstorfer will check the status.
- No information was found in the archives relative the CAC Rules of Procedure. It was decided the Commission would create a set of by-laws to serve as a guideline for the future. It would include such things as:
 1. Number and designation of officers.
 2. Duties
 3. Terms
 4. Elections and procedures
 5. Annual Report
 6. Absenteeism of members
 7. Commission Secretary

Action: Mr. Fruehstorfer will follow up with Ms. Garriz about the Green Energy purchases made by the City

9. NEXT MEETING DATE

The next meeting was scheduled for Tuesday, December 11, 2012 at 7:00 pm in the City Manager's Conference Room.

10. MEETING ADJOURNED AT 9:30 PM

Tara A. Schiano
Secretary

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