

**CITY OF NEWARK
DELAWARE**

**CONSERVATION ADVISORY COMMISSION
MINUTES**

February 14, 2017

MEETING CONVENED: 7:07 p.m. Council Chambers

MEMBERS PRESENT: Kismet Hazelwood, George Irvine (presiding), Ajay Prasad, Kass Sheedy, Sheila Smith, John Wessells, John Horner, Bob McDowell

ABSENT: Jason Kramer

STAFF: Tim Filasky, Public Works and Water Resources Department
Tara Schiano, Deputy City Secretary
Sarah Campanelli, Secretary

Mr. Irvine called the meeting to order.

1. APPROVAL OF MINUTES FROM MEETING HELD ON JANUARY 10, 2017

MOTION THAT THE MINUTES FROM THE JANUARY 10, 2017 MEETING BE APPROVED AS RECEIVED.

MOTION PASSED UNANIMOUSLY

2. PUBLIC COMMENT

There was no public comment.

3. LED LIGHT REPLACEMENT PROJECT

Mr. Irvine discussed communicating with local schools, such as Newark High School and suggesting to them ways to change their lights. Mr. McDowell reached out to GE with negative results. Mr. McDowell stated that he has students counting the number of bulbs to try to attain a number that represents how much electricity is being saved. Ms. Sheedy inquired as to whether Home Depot may be able to assist with the project. Mr. McDowell said he would check with a store manager. Ms. Sheedy suggested also checking with custodians to see the replacement rate of LED lights as opposed to regular. Mr. McDowell said he would ask around. Mr. McDowell stated that he needs to find out how the City pays for electricity in order to calculate the kilowatt hours and see how much is being saved. Mr. Irvine added in that this project would be a good idea for the DNREC grant. After some discussion, it was decided that the LED light project would remain on the agenda as a topic of discussion.

4. GREEN ENERGY DASHBOARD

Mr. Irvine advised that he has given the Public Works and Water Resources Department résumés of

students at the University of Delaware's Lerner College of Business who would be interested in an internship working on the Green Energy Dashboard. Mr. Irvine stated that the deadline to have a Spring Intern is February 20, 2017. Mr. Irvine did not believe that having an intern start in the Spring Semester was a viable option, considering the amount of recent retirements from the City of Newark. The next deadline would be June 1, 2017 for a summer intern. Mr. Filasky agreed that this would be a more realistic goal. Mr. Irvine commented that an advantage of having a summer intern is that the student would be able to work 40 hours a week, instead of only 20 hours in the Spring. Mr. Irvine asked Mr. Filasky to convey the message to Tom Coleman (Public Works and Water Resources Director) that interviews should begin in April for a summer intern. Mr. Irvine added that the Green Energy Dashboard is a great way to make the public aware of the work the CAC does and to meet a recommendation from the Boards and Commissions Review Committee to expand community outreach. Mr. Filasky brought up that if one of the interns, for example an engineer getting her MBA, works out well in the Department, the City may be able to bring that person on as a full-time employee. Mr. Irvine agreed that it was a good idea. Mr. Prasad added that the program could be a good recruitment tool for the City.

5. REVIEW OF PLANNING & DEVELOPMENT REPORTS

All members advised they were receiving the Planning and Development Reports. There was no further comment.

6. OLD/NEW BUSINESS

Mr. Irvine brought up the new business regarding the DNREC grant. Mr. Irvine felt that the CAC had a good chance at earning a DNREC grant based on the guidelines provided. Mr. Irvine also brought up that some of the projects DNREC is looking for, the CAC is already doing. Mr. Irvine advised that the application for a grant is due on June 2, 2017 and that a webinar is being held on March 14, 2017. Ms. Smith brought up that one of the projects is simply to formulate a plan, not enact it. She asked what would be done with the grant money if a plan was not to be enacted. Mr. Irvine stated that the money could be used for data acquisition, staff training and education, printing and public education, workshops and community outreach. Mr. Irvine stated that the project is about engaging the public.

Ms. Sheedy suggested as a grant project that the University and the City could plan together for a transportation network. Mr. Irvine stated it was certainly possible and asked each member to bring at least one idea for a grant to the next meeting of the CAC in March.

Mr. Horner asked if there were any new nominations for a Better Newark Award. Ms. Smith brought up that there were many nominees that were considered in the past, but there was no follow through. She advised Friends of White Clay Creek and GE were two such nominees. Ms. Smith also suggested the Backyard Habitat Tour as a nominee. Mr. Horner said that GE's solar panel project is now complete. Mr. Horner advised that if the CAC wanted to pursue GE as a nominee, he could start an application. Ms. Smith suggested having a deadline, or a goal, of having at least 4 awards given out per year. Mr. Irvine advised he would like to see as many awards as possible per year. Mr. Irvine clarified that the nominee does not have to fill out the application his or herself, but a neighbor or friend could fill it out for them. Ms. Smith suggested varying nominees, so that there is a variety of corporations and households. Ms. Smith also liked the idea of putting an article out in the Newark Post that has a photo of the award winners house and a blurb describing the BNA and an application link. Ms. Sheedy also wanted the BNA to be advertised in the lobby of the Municipal Building. Ms. Smith would like to see a "Conservation Corner" on the City website or in the Post. Mr. McDowell advised he would reach out to the Post for an Op-Ed piece that the CAC could

collaborate on and for advertising the BNA. Mr. Irvine stated that Mr. Horner would nominate GE and Ms. Smith would nominate Friends of White Clay Creek. Mr. Irvine also advised they would make sure that Ms. Smith and Mr. Kramer got their awards. Ms. Smith also reminded the Board that DOW needs to receive their BNA and that she would contact Renee Bensley (City Secretary). Ms. Sheedy suggested that the owners or developers of the Newark Shopping Center should be recognized for their efforts in reuse and their attention to runoff issues. Mr. Irvine said that Ms. Sheedy would nominate the Newark Shopping Center.

7. ANNUAL REPORT

Mr. Irvine advised that Mr. Kramer had sent his additions and corrections prior to the meeting and that they had been added to the Annual Report. There were some minor typos and corrections which were rectified. Ms. Sheedy asked if CAC members should be including specific names of commissioners in the Annual Report, or simply saying "a member". Mr. Irvine stated that a benefit to using names is that the person gets credit and recognition for exceptional acts. He also admitted on the other hand, it may make people feel awkward. Mr. Irvine said that it cannot hurt to add names for more detail. Mr. Irvine went through the member's various term expiration dates to verify that they were correct. The dates were corrected and the Board congratulated Mr. Wessells on his reappointment for 3 more years on the CAC. Mr. Irvine brought up that another recommendation by the Boards and Commissions Review Committee was to have staggered terms. Mr. Irvine stated that the members term dates were staggered well.

Mr. Irvine called the Board's attention to the accomplishments made by the CAC in 2016. He said that the CAC had recommended that the City establish a Reforestation Day. Mr. Irvine advised that Council has not yet considered the recommendation. Mr. Irvine stated they would continue to try to get this item on a Council agenda. Mr. Irvine brought up that the CAC needs to not only make recommendations, but make sure they go through the proper channels and are acted upon.

Ms. Smith asked if Mr. Kramer had ever received his Better Newark Award. Ms. Hazelwood advised he had not. Ms. Smith advised that she had been nominated for a BNA that she never actually received. Mr. Irvine suggested emailing Ms. Bensley to work on streamlining the BNA process.

MOTION THAT THE ANNUAL REPORT BE APPROVED AS AMENDED. (MINOR TYPOS)

MOTION PASSED UNANIMOUSLY

8. NEXT MEETING

The next regularly scheduled meeting is Tuesday, March 14, 2017.

9. ADJOURNMENT

The meeting was adjourned at 8:14 p.m.

Tara Schiano
Deputy City Secretary

TAS/sjc