CITY OF NEWARK
DELAWARE

CONSERVATION ADVISORY COMMISSION
MINUTES

December 12, 2017

MEETING CONVENED: 7:00 p.m. Council Chambers

MEMBERS PRESENT: George Irvine, Kismet Hazelwood, John Horner, Jason Kramer (arrived at 7:10 p.m., left at 8:10 p.m.), Sheila Smith, John Wessells

ABSENT: Bob McDowell, Ajay Prasad, Kass Sheedy

STAFF: Sarah Campanelli, Secretary

Mr. Irvine called the meeting to order.

1. **APPROVAL OF MINUTES FROM MEETING HELD ON NOVEMBER 14, 2017**

MOTION BY MR. WESSELLS: THAT THE MINUTES FROM THE NOVEMBER 14, 2017 MEETING BE APPROVED AS RECEIVED.

MOTION PASSED UNANIMOUSLY.

2. **PUBLIC COMMENT**

There was no public comment.

3. **GREEN ENERGY FUND/ENERGY EFFICIENCY PROGRAM UPDATES**

Mr. Irvine recalled that the CAC had discussed exploring a grant program funded by DNREC for electric car charging stations. Mr. Markham had proposed that to the CAC and Mr. Kramer had been looking into it. LED security lighting in troubled areas was another suggestion that Mr. Markham had brought to the CAC. Public Works had said they would give an estimate for lighting the Creek Road Trail Connector. Mr. Irvine said he would follow up with Mr. Filasky. Mr. Markham had also suggested solar-powered LED lights for the parking lots in the City. Mr. Irvine said that lighting the Emerson bridge was also an idea for the use of Green Energy funds. Mr. Irvine thought that the lighting of the pedestrian bridge and the trail connector together could be put in the same recommendation.

Mr. Kramer said that he had been looking into the car charging stations. On campus, there were 12 charging stations that were available to anyone with a UD parking pass for that lot. He said that he was planning to reach out to DelDOT or Tesla. Mr. Kramer said he would also check the deadline for that grant program. Mr. Irvine thought it would be good to know how many electric cars there were in Newark. He noted the CAC would need to make the case for the investment. Mr. Wessells suggested that they ask how many people use the charging stations at UD. Mr. Kramer said he would look into that.

4. GREEN ENERGY DASHBOARD INTERN DISCUSSION

Mr. Irvine advised that Mr. Filasky and his staff had interviewed 3 applicants from the Lerner College of Business. The student they had selected for the internship also had two other offers. Mr. Irvine was hopeful but understood there was a lot of demand for students with that skillset. He would update the CAC next month.

5. BY-LAWS REVISIONS

Mr. Irvine stated that the Boards and Commissions Review Committee had given 6 recommendations to the CAC. The first recommendation pointed out that the CAC had several items in its bylaws that it was either not completing or not completing in the specified timeline. These consisted of the quarterly report to Council at a Council meeting and the Annual Report. The Boards and Commissions Review Committee had suggested that the bylaws should be amended to reflect what was actually occurring or the CAC should complete the activities as indicated. Mr. Irvine felt that the CAC should be doing more in its interaction with Council. He thought members should be present at Council meetings more often. Mr. Irvine thought they should leave the bylaws as is but try to live up to it.

Mr. Horner asked how Council felt about the quarterly report and whether they wanted them. Mr. Irvine thought Council probably had enough to read. He thought a quarterly presence at a Council meeting would suffice. Ms. Smith agreed that a rotation of members present at Council meetings could be helpful. Ms. Campanelli noted that public comment was open and early on the agenda. Mr. Irvine thought public comment could be sufficient for a brief update. Mr. Irvine noted that if they were to change the quarterly report provision in the bylaws, they would need to change the time limit to 3 minutes and say it was a rotating CAC member.

> MOTION BY MR. WESSELLS, SECOND BY MR. KRAMER: TO AMEND SEC. 2A TO READ "THE CHAIR, CO-CHAIR AND/OR DESIGNATED CAC MEMBER WILL PRESENT AN ORAL REPORT ON CAC ACTIVITIES ONCE EVERY QUARTER TO CITY COUNCIL. THE REPORT WILL BE PRESENTED DURING THE PUBLIC COMMENT PORTION OF THE CITY COUNCIL MEETINGS."
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> MOTION PASSED. VOTE: 6 – 0.
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> Aye – Irvine, Hazelwood, Horner, Kramer, Smith, Wessells
> Nay – 0.
> Absent – McDowell, Prasad, Sheedy

The next item that the Boards and Commissions Review Committee suggested that the CAC change was to strike electing the Chair by e-mail. The current bylaw stated that the elections would be held in December so that new officers could step into their roles starting with the first meeting in January. Candidates could step forward for the 3 positions at the December meeting. The Boards and Commissions had recommended that the CAC remove all references to voting through email, as the Chair was elected at the meeting in public and in compliance with FOIA. Mr. Irvine noted that this section started with the presumption that the CAC would hold elections every December. He did not think that had happened in the past. Mr. Horner pointed out that there were only 2 electable positions as the CAC would be officially removing the secretary. Mr. Kramer suggested that elections only be held if someone called for a motion for an election in December.

> MOTION BY MR. KRAMER, SECOND BY MR. WESSELLS: TO AMEND SEC. 1E TO READ "ELECTIONS FOR

THE CHAIR AND CO-CHAIR ARE CALLED FOR AT THE DECEMBER MEETING SO THAT THE NEW OFFICERS CAN STEP INTO THEIR ROLES AT THE FIRST MEETING OF THE NEXT YEAR IN JANUARY. CANDIDATES FROM CURRENT CAC MEMBERSHIP CAN STEP FORWARD TO PRESENT THEIR CASE DURING THE DECEMBER MEETING. VOTING WILL BE DONE AT THE MEETING AND IN PUBLIC."

MOTION PASSED. VOTE: 6 – 0.

Aye – Irvine, Hazelwood, Horner, Kramer, Smith, Wessells
Nay – 0.
Absent – McDowell, Prasad, Sheedy

The next recommendation was to update the bylaws to remove the elected secretary role as City staff fulfilled that role.

MOTION BY MR. WESSELLS, SECOND BY MR. KRAMER: TO AMEND SEC. 1A AND 1E TO REMOVE REFERENCES TO THE ELECTED SECRETARY ROLE AND TO REMOVE SEC. 1D.

MOTION PASSED. VOTE: 6 – 0.

Aye – Irvine, Hazelwood, Horner, Kramer, Smith, Wessells
Nay – 0.
Absent – McDowell, Prasad, Sheedy

Mr. Irvine noted that the Boards and Commissions Review Committee had also suggested implementing a formal on-boarding orientation process. Mr. Irvine stated that though there was no current bylaw referring to training, it may be helpful to add one. Mr. Kramer suggested putting this new section under Additional Duties of the Chair and Co-Chair. There was some discussion as to what would be provided in the orientation packet to new members.

MOTION BY MR. WESSELLS, SECOND BY MS. HAZELWOOD: TO ADD A NEW SECTION 2D TO READ "THE CHAIR AND/OR CO-CHAIR WILL ORIENT NEW CAC MEMBERS TO THEIR DUTIES, THE FUNCTIONING OF THE CAC, AND OF FOIA. NEW MEMBERS WILL BE PROVIDED WITH AN ORIENTATION PACKET (HARD OR ELECTRONIC COPY) TO INCLUDE THE MOST RECENT ANNUAL REPORT, THE CAC CREATION ORDINANCE, THE CAC BYLAWS, THE MOST RECENT MEETING MINUTES AND OTHER APPROPRIATE DOCUMENTS."

MOTION PASSED. VOTE: 6 – 0.

Aye – Irvine, Hazelwood, Horner, Kramer, Smith, Wessells
Nay – 0.
Absent – McDowell, Prasad, Sheedy

Mr. Irvine noted that the current bylaws stated that the Co-Chair became the Chair when the Chair stepped down. He noted that he had not been Co-Chair before he became Chair. He felt this contradicted the previous statement that both positions were elected.

MOTION BY MR. WESSELLS, SECOND BY MR. KRAMER: TO AMEND 1C TO READ "THE CO-CHAIR CHAIRS THE MONTHLY MEETINGS IF THE CHAIR IS UNAVAILABLE."

MOTION PASSED. VOTE: 6 – 0.

Aye – Irvine, Hazelwood, Horner, Kramer, Smith, Wessells
Nay – 0.
Absent – McDowell, Prasad, Sheedy

MOTION BY MR. WESSELLS, SECOND BY MR. KRAMER: TO ADD A NEW SECTION 1F TO READ "SHOULD A VACANCY ARISE FOR THE CHAIR OR CO-CHAIR, AN ELECTION WILL BE HELD FOR THE VACANT POSITION AT THE NEXT MONTHLY MEETING."

MOTION PASSED. VOTE: 6 – 0.

Aye – Irvine, Hazelwood, Horner, Kramer, Smith, Wessells
Nay – 0.
Absent – McDowell, Prasad, Sheedy

6. A BETTER NEWARK AWARD

Ms. Smith stated she had called Kelly Bachman regarding the Better Newark Award. Ms. Bachman had told Ms. Smith that she would put the Better Newark Award in the Newark News Brief to bring attention to it. Ms. Smith advised this would go out in January to the Newark Post. It would also go on social media. Ms. Bachman had also said that it would go in the Newark newsletter. Ms. Smith had communicated with Josh Shannon from the Newark Post. Mr. Shannon was open to the suggestion of having a regular press release to solicit nominations. Mr. Irvine asked if this was the quarterly column that had been discussed. Ms. Smith said this was in addition to that column. Ms. Smith said this would be in the electronic version of the Newark Post. Ms. Smith had also mentioned the possibility of a regular conservation corner article that could be quarterly. Mr. Shannon had been open to that as well.

Ms. Smith asked if anyone had any ideas for these articles. Mr. Kramer mentioned he could write about the electric car charging station grant. Ms. Smith thought that this provided an opportunity for the public to comment and get an idea of how many Newark residents owned electric cars or where they would want a station. Mr. Irvine suggested another topic could be the Rodney Stormwater project that the CAC had recommended. Mr. Kramer suggested writing about the Tree City designation and the process of renewing it. Mr. Irvine suggested that Ms. Hazelwood write about gardening and the community garden. Ms. Hazelwood thought a lot of people were getting habitat gardens. Mr. Irvine also thought an article on LED lights would be beneficial. He also suggested the topic of potential solar expansion within the City. Mr. Irvine offered to write one of these articles. Mr. Kramer said he would after he got more information from DelDOT or UD. Ms. Smith recommended that they write a few articles to be ready to submit to Mr. Shannon when the time came.

Mr. Irvine warned that anything they wrote could come across as political. Ms. Smith offered that Mr. Shannon would be able to judge that. Mr. Irvine felt they should discuss what tone they wanted these articles to have. He thought they should be apolitical and focus on the merits of the topic they were discussing. Ms. Smith agreed and thought it should not be an opinion piece but just be facts. Ms. Hazelwood thought it should be a public notice. Mr. Irvine agreed that it should be the same tone as the meetings. Mr. Irvine pointed out the results of the Community Day survey could also be included in this article. Mr. Irvine thought this "Conservation Corner" would help recruit BNA nominations. Ms. Smith offered to write the first article about the BNA and background information about the CAC. Mr. Irvine asked where people would email nominations for the BNA. Ms. Smith said she would ask Mr. Shannon.

7. COMMUNITY DAY

Ms. Smith said that she had brought the banner from Community Day. It had asked whether people knew the City of Newark had an anti-idling ordinance to improve air quality. Approximately 130 people had stopped by the CAC's booth and 64 knew about the ordinance. 71 people did not know about the ordinance. The second question asked whether people supported the enforcement of the anti-idling ordinance. 121 people had supported enforcement. 3 people responded that they were not sure. Ms. Smith shared there were some discussions about concerns of enforcement. She said they had also spoken to a police officer. She felt the hardest part for the public was how the City enforced such an ordinance. People had not known the parameters of the rule and for what they could be fined. Ms. Smith said that the law stated the vehicle could only be running for 5 minutes. However, no one was able to address whether it was considered idling if someone was stuck in traffic or waiting outside a school for their child.

Mr. Irvine thought this would be a good topic for the Conservation Corner. The first concern was about enforcement but Mr. Irvine did not think any police officer was going to enforce it. He felt this law would be encouraged but the police would not fine someone for waiting for their child. Mr. Irvine suggested they focus instead on the merits of not idling. Ms. Smith noted there were exceptions to this law based on temperature but they should encourage people to make their plans with clean air in mind. Mr. Irvine thought the data collected on Community Day would be a good way to start this conversation. He noted it came down to discretion by police officers. He felt this was a positive thing and should be explained as such.

8. 2017 ANNUAL REPORT

Ms. Smith said she would handle the BNA portion of the Annual Report. Mr. Wessells stated he would write the section regarding Community Day. Mr. Irvine said he would write the sections for an overview of CAC accomplishments in 2017, CAC background, CAC membership and Boards and Commissions Review Committee recommendations. Mr. Irvine suggested that Mr. Horner and Mr. Prasad write about the new Green Energy Fund guidelines. Mr. Horner agreed. Mr. Irvine said he would go back and find recommendations that the CAC had made throughout the year, such as the painting of water towers.

9. 2015 REFORESTATION RECOMMENDATION

Mr. Irvine said that the CAC was hoping to get this before Council. Ms. Campanelli advised that it could be placed on the agenda for January 22, 2018. She asked if anything should be changed from the 2015 recommendation. Mr. Irvine answered that there were no changes. Ms. Hazelwood said she would attend the Council meeting with Mr. McDowell.

10. REVIEW OF PLANNING/DEVELOPMENT REPORTS

There were no comments.

11. OLD/NEW BUSINESS

There were no comments.

12. NEXT MEETING

The next regularly scheduled meeting is January 9, 2018.

13. ADJOURNMENT

The meeting was adjourned at 8:21 p.m.

Sarah Campanelli
Secretary

/sjc