

Community Involvement Advisory Council (CIAC)
Meeting Notes
June 12, 2007

Present: Voting Members: Dr. Jay Julis, Pamela Meitner, William Pelham, Donald Scholfield, Bob Frederick (5 Voting Members Present/ Quorum is 6 members / Quorum is not confirmed.)

Present: Other Members/Presenters: James Brunswick, Vicki Ward, Keith Lake, David Messer, Greg Rishell, Bonnie Anderson, Eric Stern, Kevin Gilmore, Marion Young, Andrea Kreiner, Eric Buehl

I. Meeting Called to Order

Chair Bill Pelham called the meeting to order and explained to the group, we were short a quorum however, we would continue with the presentations. Participants identified themselves around the table.

Pam Meitner Council Member, Jay Julis Council Member, Don Scholfield, Council Member Keith Lake with Peoples Settlement Association for Green Energy, Green Savings, David Menser with Brandywine Mills Park, Greg Rishel of Pennoni for Brandywine Mills Park, Bonnie Anderson for Brandywine Mills Park, Eric Sturm of Pennoni for Brandywine Mills Park, Kevin Gilmore with Sussex County Habitat for Humanity, Marian Young with Main Street Delaware City, Andrea Kreiner for Delaware City Ecotourism, Eric Buehl of Delaware Center for the Inland Bays, Bob Frederick Council Member, James Brunswick Community Ombudsman, Vicki Ward Support Staff, Bill Pelham Chair of the Community Involvement Advisory Council (16)

II. Meeting Protocol Review

Bill briefly reviewed the structure of the CIAC set up under 29 of the Delaware Code, Section 8016A and the key elements of our mission.

III. CEPF Fund Balance

James reviewed the CEPF fund which shows a balance of \$369,438. Proposals in this funding cycle are in excess of \$319,000 some questions for discussion are: If all projects are funded there will be a potential for a limited balance; the council may wish to leave a reserve of the funds, for a project with extraordinary merit. Do we want to keep a reserve?

Pam indicated there was no mandate from legislature for a reserve and felt the council should just look at the projects on their merit. If there is no money, then it can't be done. Hopefully funds will be available.

Jay was in favor of being conservative, to keep a rainy day fund. Don did not feel the need to hold back funds. Bob did not feel the need to hold back, each project should be looked at for their own merit. We will probably have future money because violations will continue. Due to the lack of a quorum, the Council was unable to formally act on this issue and it moved onto the next agenda item.

IV. Community Ombudsman Report

- CEPF Project Reports
 - June 28, 2007 Strong Communities Tour

V. **Community Environmental Project Fund Applicants:**

Bill mentioned the Grant Review Subcommittee has met to review the proposals. After the presentations, we should get a report from the subcommittee.

James advised that the subcommittee members have reviewed each application and have made note of their questions and concerns for the CIAC. The sub-committee brings their concerns to the Council and to the applicant's attention, but they do not make any funding decisions.

Pam asked: Were the questions relayed to applicants?

James indicated, "Yes", and that he had spoken to each applicant.

Bob noted that we have the ability to discuss, and then vote in public.

Pam confirmed, Yes, this is an informational give and take period.

Greater Brandywine Village Revitalization, Inc, **Brandywine Mills Park Improvements**, Streetscape Senior Walk and Park Revitalization

David Menser, President and founder of the Wilmington Senior Center introduced the project. It is located near the Water Works at 18th and Market Street in the historic district, where the largest collection of historic buildings in Wilmington is located. A few of these buildings now house the Wilmington Senior Center. We began to undertake the revitalization of this area about 10 years ago. Seven years ago, this area was certified as a Delaware Main Street Project. The objective was to bring in \$22 million for building and development in the area. The Job Corps will provide labor. We raised some initial funds through transportation enhancement and took out an old garage.

Pam – Please show us where it is?

Mr. Menser guided the Council through a review of the concept and identified local landmarks on maps. There are many activities for senior citizens along the way in the proposed project.

Pam – What is the distance of the trail? Menser replies; from 19th Street down, it is 4 city blocks, really 3 blocks. This has been made a target of special activity of the Wilmington

police. There was once an open air drug market. We have been working with Stan Kazizcki, for many upgrades with the City of Wilmington.

David Mesner – The Wilmington Senior Center is the oldest in the city. It began operation in 1955. The average age is in the 70's, living on less than \$10,000 per year, half on less than \$5,000 per year. This is home for many people in the community. At 1803 and 1805 North Market, we are putting 9 units of affordable housing in each of those, making another senior center population. It is also used by day care centers; there are five (5) within park distance. Several day care centers bring their wagons to the park in lines, with knots of children.

James – The subcommittee raised some questions about the sustainability of the project. How are utilities paid throughout the life of the project?

Bonnie indicated that Delmarva has agreed to partner, and to work in kind. They would be putting in new utilities, new conduit, and lighting. The Park is owned by the City of Wilmington. The City will maintain it as their responsibility. We want to use the funds as leverage to gain money from Delmarva. Also, the City of Wilmington has applied to the DNREC, Division of Parks and Recreation for funds which, Robert Eheman and Charles Salkin endorse.

We look at this as a 3 year project. We are asking for \$100,000 and must leverage \$400 Thousand more to get to work on Phase one. The City of Wilmington is supportive. We have also talked to East Coast Greenways, and the Department of Public Works who committed \$10,000.

Bonnie explained funding sources to be CEPF funds, Parks and Recreation grants, and Delmarva providing grant support and in kind services. With the CEPF request, accomplishment of Phase 1 is expected. Phase 1 is engineering and landscape design, fencing, lighting and paving. Some of which is covered by Delmarva. Removal of overgrown landscape and additional lighting to make the facility functional will be accomplished with other funds.

Phase 2 involves the streets, whereas Phase one is the park. Ultimately the loop will be continued in phases 3, 4 and 5. It was clarified that the existing handicapped ramps are old and need improvement to ADA standards.

Pam questioned, what is fenced? Bonnie explained it would be so the city can lock up. The tennis court is currently totally enclosed. Locking will be consistent with state parks, city parks; dawn to dusk.

Bill questioned the formal commitment from the City and Parks and Recreation. The council was advised the City has made application to DNREC Parks and Recreation on behalf of this project, and that Bob Eheman the proposed DNREC sponsor is supportive.

Main Street Delaware City, Inc., **Delaware City EcoTourism Plan Implementation**

Andrea Kreiner and **Marian Young**, President of Main Street Delaware City explained the project. Main Street Delaware Inc. is a 12 year old, non profit organization working to bring Delaware City back to a positive economic place. This is to be accomplished by using a three step process for economic revitalization: 1. Historic revitalization, 2. Arts and crafts (Delaware City Arts Center) and 3. Ecotourism - our reason for today.

Delaware City has a lot of natural resources. Cape May has birds, so do we, as well as marshland, freshwater spillway, and Dragon Run Creek. With these different amenities we want to open up to people, restore and preserve what is needed as well.

In 2005, Delaware City received a grant of \$96,000 that started the way. Biohabitats Inc., from Maryland, was contracted. It mapped complete habitats, shore land, wooded areas and farmland. The finished report was completed in February. Andrea Kriener was project manager. The report identifies what needs to be fixed, how we will tell people, how we will bring them in, and what are we going to do.

We have a steering committee of 40 people affiliated with Audubon, DRBA, DNREC groups, coastal zone, pollution prevention, Delaware City, Delaware Greenways, Valero, Wilmington Trail Club, Nature Society, etc. With this great grouping, there are four committees. We have put together the final report that was due the end of June which we still owe to the CIAC.

Andrea informed that the final report is being tweaked because it is the document that is used for funding purposes. It is already through the R&R review, it is a large file and we want to make sure it's right prior to printing.

We are asking \$68,900 for next year to kick off two programs that are manageable. We are also asking for Andrea to lead the effort, to have a project manager to bring it all together.

Bill - You are requesting \$68,900 what is total cost?

Marion – Near the range of 100 million, it's a long term project. We have momentum now that we don't want to lose. The report identifies specifics. We have stakeholders. We have a blueprint, a review format with priorities, pictures, and it's all easy to understand.

Bill - We are not in business of funding items that attract business, economic but also recreational, and ecological.

Marion – We are asking for funding for the project manager. Without a project manager we are not able to move forward. We are also asking for presentation materials. Items are needed to move forward, computers, etc. We have asked for \$7500 for website development. We have already received \$7,500 from Delaware Tourism. The remainder

of the request is for administrative support, phones, and meetings. James informed us that staffing is not necessarily funded. We have lots of volunteer hours. We receive lots of donations.

James asked; You mention other fundraising efforts, if the Program Manager is so essential, why hasn't funding for the position been a part of your other funding requests? Andrea responded; the 1st year, hearing and developing the tasks, the 2nd year was to develop the DEDO grants, for the website development, and costal zone funds. Marion informed the Council that other efforts have not yet been started. As funding is requested for each project, a program manager will be requested for each project.

Bill - We are not in business of funding items that attract business, economic but also recreational, and ecological.

Bill – On your project expenses, there is professional fees/contract consultant listed, is this the same as the program manager?

Marion – The program manager is \$18,000. It is on next page of the summary.

Bill – Do you have other questions or any other clarification?

Marion – There was concern that not all parts of the project were delivered in a timely manner. I looked at the timeline. It is true. However, I was hospitalized on an emergency basis which threw everything off.

Pam – In point 4, you are not ready to request funding for a specific project. However, you are looking for Program Manager funding from this group now, but looking to reserve the right to make another request for a specific project by the next CIAC application date of September 1?

No Response

Jay – Of your request for \$68,900, \$55,000 is salaries? Is that true?

Marion – yes

Bill – Thank you.

Marion – Thanks and thank you for the previous funds. We should have the final report the first week of July.

- Delaware City Community Park District
Dragon Run Park Nature Trail

No representative present.

- Peoples Settlement Association: Urban Health and Environment Learning Project (U-HELP)
Green Energy, Green Savings

Keith Lake proposed the Green Energy, Green Savings project. In 2002 the Urban Health started and received environmental funding through the tobacco health funds for concerned citizens on east side of Wilmington. UHelp provides outreach and education in Wilmington to low income and minority communities. As a result of outcries, we have provided assistance with utility payments. We don't have funds enough to help all. Many people had their electricity turned off. So we want to provide better education on how to conserve by conducting site surveys to recommend on how to conserve energy and not use as much kilowatt energy. This will help produce less emissions, as well as conservation (2 prong program).

By visiting roughly 200 homes, with CEEP (Center for Energy and Environmental Policy), we will develop a checklist, go to homes, observe if energy star appliances are used, new light bulbs, or windows weatherized. Then share the information on how to conserve energy, where they are not doing currently. We'll have CEEP evaluate over an 18 month period looking at utility bills. We can't predict dollar saving due to rate increases, so the program is based on kilowatts savings. In the process we would like to conduct workshops and forums, on wind power, solar power, sharing a lot of things with people who are not given a lot of information.

The Department of Energy is on board. Many low income communities did not take advantage. We want to work with them. Provide them with information. A consortium of communities, such as Acorn would devise workshops, and identify families.

There is a two month period to begin with planning, hash out program. Two years ago UHELP received \$13,500 for recycling education. It benefited both better neighborhoods and poorer neighborhoods. We Introduced the City to Blue Mountain. Through the grant, UHELP got the city to pilot recycling. As a result the City has also begun city-wide recycling.

Pam inquired as to how support was provided, if your washing machine is inefficient but you have no money to replace it? Keith indicated people are already coming to for assistance; they must follow rules, some short term, and some long term. They need us for electric bill assistance, re-budgeting, so we have quite a bit of leverage to make sure the resident is willing to comply.

Pam – They can't buy a new refrigerator?

Keith – No it's based on the understanding, not to keep the lights on, not the right appliances Verizon assists, many appliances are donated. By going out we can determine

that you have 25 year old refrigerator, we can place this new donated item and bring the knowledge to the forefront.

Bill – You are asking for \$68,380. Will the Delaware weatherization office replace systems, conduct an energy audit?

Keith - Ken Davis will participate.

Bill – They have services, funding is available to help low income resident; you give information, but not continue to give, unless resident agrees to the plan.

Keith – Must be self help. Residents just don't know to conserve, we are there to recommend. If there is no follow through with the residents, we will not be able to help with utilities.

James – You mention \$8,000 for ACORN, but there is no description of services.

Keith – We are looking for assistance with workshops, development and set up appointments for site visits.

James – Acorn has been funded in the past, they provided tons of documentation.

Bill – can you give the request of \$8,000 for Acorn funding justification?

Keith – The Consortium is to put together a packet of information and make sure it is disseminated, along the lines of recycling and education.

Bill - Thanks

- **Sussex County Habitat for Humanity
ReStore 1st Year Start-Up – Sussex County**

Kevin Gilmore presenting: Thanks, I represent Habitat in Sussex County. There are three affiliates in Delaware. We abide by same principals as all of the US affiliates and are a small, growing, non-profit. The number of homes we build each year has increased from 1 house a year to 7 houses.

This proposal is for Habitat Re-Store. There are 500 throughout the county which financially support Habitat for Humanity. New Castle County has been very successful. The concept is a recycling center for building surplus materials. Sussex County is growing. We receive calls for donations but must refuse because we have no warehouse space for storage. Habitat, won't take anything but good, well - working items. Benefits are: 1) Environmental – diverting from the landfill or prolonging the life of goods. For example large office furniture donors, either we take them or they get throw out. This stops items from going to landfill. 2) The economic benefit of providing low cost materials to the public. For example, developers may have 40 extra windows. They are

donated to Habitat. We are helping an audience who cannot buy at big box stores. 3) Proceeds go to build houses – this supports Habitat’s mission.

Council members questioned the budget. Kevin explained the requested \$25,000 is for start up costs, building shelving, a truck to pick up materials. Line 20 of the request , it is the intent to find out what the specific needs are, so a determination will need to be made after as to lease or rent the truck and to see whether it meets needs. Flexibility is needed for donation items.

Bill questioned where the general area the store would be located. Kevin informed it would be in Georgetown. Georgetown is central to the county.

Kevin Gilmore is the full - time Executive Director. This is a new venture for us. It has proven to be successful and Sussex is the only county in the state that does not have a store. We recently opened a re-store in Dover. By having several in one area, we can share resources, barter and negotiate with neighbors.

Bill – There are no restrictions on buyers or shoppers: all can buy from the store?
Kevin - Do it yourselfers, lower income, landlords, rental properties, we provide a good product at a reasonable price.

Bill – Thank you.

- Delaware Center for the Inland Bays, Inc.
Seal Island Restoration

Eric Buehl presenting: – Thanks for the opportunity to submit a proposal. The Center for the Inlands bays, Watershed Enhancement Act., background. Five major areas have been identified; one is habitat restoration protection plan under 501C nonprofit. Located on the Indian River, near the Coast Guard Station.

Seal Island restoration project is on the north-west side of Fenwick Island owned by the State of DE, managed by Parks & Recreation. There is some crabbing, kayaking, passive recreation, and a local sailing club. Originally, Seal Island was 11 acres in size, now it is about 7 acres, Erosion can be attributed to a number of factors including; sea level rise, subsidence, boat wake and natural processes.

Work is consistent with the management plan developed in the 1980s and local conservation efforts. Who is involved: The U.S. Army Corp of Engineers, The Delaware Department of Natural Resources and Environmental Control, the town of Fenwick Island and the Center for Inland Bays staff and volunteers.

In late 2005, the Delaware Center for the Inland Bays received notification from the U.S. Army Corps of Engineers that it had been approved for cost-sharing assistance to restore Seal Island, with authorization coming from the Estuary Restoration Act of 2000. The entire project is estimated to cost just over \$100,000, with the Corps of Engineers allocating approximately \$65,000 for their portion, to be used for design and permitting costs as well as some construction costs. The Center for the Inland Bays is responsible for the remaining 35% of the cost, estimated at \$37,000.

This project proposes to use properly staked 12-inch (0.30 meters) Coir fiber logs along 1,600 linear feet (487.68 meters) of shoreline. The tops of the Coir fiber logs will be set slightly above mean high water and staked every 2 feet (0.61 meters) on both sides, with manila rope lashed between the pairs of stakes to secure the Coir fiber logs from movement caused by waves and ice. The Coir fiber logs will then be planted in a 6-inch (0.15 meters) zig-zag pattern with 2-inch (5.08 centimeters) plugs of Salt Grass (*Distichlis spicata*) and Black Needlerush (*Juncus roemerianus*), both selected for their ability to form a dense, erosion-resistant root mat. After the shoreline bio-stabilization work is completed, the task of planting approximately 5 acres (2.02 hectares) of Saltmarsh Cordgrass (*Spartina alterniflora*) will be completed. The *Spartina* plantings will be done on a 3 foot by 3 foot (0.91 meter) grid, with the exception of the area directly behind the Coir fiber logs, which will be planted in a higher density on a 1.5 foot by 1.5 foot (0.45 meter) grid to increase the plant's propagation potential and resist erosion. A small 11,000 square foot (1,021.93 square meters) mudflat or salt panne will be left in the middle of the *Spartina* area, to allow feeding grounds for wading birds.

Chris Bennett is the identified DNREC sponsor. No phasing, what you see is what you get. This is a one shot deal. Will they work will they last? One or 2 logs or stack, we are still looking at, but this is not by the seat of your pants operation, a higher level of scrutiny is required as far as maintenance responsibility; 3 -5 years. This is a high energy site, working with natural products, ice may lift the logs, and we will be required to do repairs for a certain amount of time. If we see problems continually, we need to redesign or reconfigure. Snow geese will be forced elsewhere, which, Rob Gano, doesn't want; we will work together, If within 1,000 feet proximity, very wary geese are looking for large open, predator free site. We are working on management issues with DNREC, perhaps an increased bag limit.

Partial funding is gladly accepted.

Bill – Have you been here before?

Eric replied, no, Josh Thompson made a request for the Model Farm project.

Bill – Questioned how much would be underwater?

Eric replied perhaps a half a foot, depending on wind, storms, high and low tides. Test logs will be set; they will get a tide gauge and have lots of fine tuning. This is a \$23,000 request.

Bill - Thank you.

Council members discussed the path forward since there was no quorum to allow voting on projects. A conference call was suggested however there is a requirement to meet in public. Pam suggested if there was not going to be a quorum; members should participate by phone to enable a vote.

Bill suggested another meeting in 30 days. Since this was unlikely, a vote will be cast at the August meeting. Bob noted the down side is there are projects with timelines. It was also noted that there were 7 people at the subcommittee meeting, whereby concerns are raised and brought forward to the presenters.

Pam – they were all ranked.

Jay - Eco tourism dropped to 3

Pay – Dragon Run was #1

Bob – ranking would change upon their presentations.

Jay – was not satisfied with the Brandywine Village Restoration. He felt that the ecotourism project applicants should not entirely on CEPF funding for salaries.

Discussion of the projects.

Bob – It is bothersome asking \$100,000 to spend on design, what happens if there are no other funds secured for the project?

Bill – What are the total dollars? James - \$980,288.

Pam – since Dragon Run didn't show, no funding?

Unknown - It will have to be a decision of council.

Just have Dragon Run back in August. They can show up in August, since we did not have a quorum. Pam – Let's be sure to invite them to next meeting. Pam also called for a straw vote on the projects:

Seal Island – Bob yes, Bill, yes, Jay, yes, Don live in Kent Co. yes, Pam yes.

ReStore – Jay yes, Bob yes, Don yes, Pam yes, Bill yes

Green Energy – Bill no, Pam no, Jay - ask for details on Acorn, Bob – not enough info, Don – vague, Jay no, Pam no. Bob – based on info available –no.

Del City Eco Tourism, Jay no, Bill no, Pam - no we want environmental stuff. Bob no, not in present form, Don no.

Brandywine Mill Park Improvement – Pam good idea but I'm concerned about \$100,000 to get off ground, uncertain funding in future. Bob, no guarantees for security issues, if 5

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phases, it needs quick continuation or deterioration. Bob no, Pam no, Jay no, Don no, Bill no.

Inland Bays - Very little discussion regarding this project. The CIAC was okay with the project as presented and had no questions.

Bill so – Dragon Run - 33,000

Habitat - 25,000

Inland bays 23,000

Bill – Straw vote on the minutes from April 17th meeting. Jay motioned, Don seconded. Motion to adjourn by Pam , Bob, 2nd Jay

VI. Open Forum
No visitors remained.

VI. Adjournment
Adjourned 12:00 noon.

Respectfully submitted,
Vicki E. Ward
Administrative Specialist III, DNREC

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Community Involvement Advisory Council members and the public in supplementing their personal notes and recall for presentations.