

**Town of Navassa
Environmental & Stormwater Advisory
Committee Minutes
October 5, 2009
5:30 PM**

IN ATTENDANCE:

Committee Members Present: Gregory Westfield, John Klein, Eulis Willis, Dorsey Jones Jr.

Committee Members Absent: Ella Beatty

Staff: Travis Barnes, Town Planner.

Other Attendees: None

Call to Order – Travis Barnes called the meeting to order at 5:40 PM.

Approval of Minutes – This was the first meeting of the committee so there were no minutes to approve.

OLD BUSINESS: None

NEW BUSINESS:

1. Environmental & Stormwater Committee Membership Introduction– Mr. Barnes briefly reviewed the agenda and then asked the committee members to introduce themselves. Mr. Barnes stated that the Town of Navassa received their National Pollutant Discharge Elimination Permit in March of 2007 so we are currently in year 3 of the permit and that the town is behind. Mr. Barnes stated that he anticipates that we will have to meet every month until March and then we will most likely only need to meet 4-6 times a year depending on how aggressively the committee wants to pursue other agendas such as recycling.
 - Mr. Jones stated that he works with PPD and is a Navassa resident.
 - Mr. Westfield stated that he is a Navassa resident and a local contractor and licensed electrician.
 - Mr. Klein stated that he is a resident of Wilmington and he is a licensed professional engineer that does work within the the town.
 - Mr. Willis stated that he is currently the Mayor of Navassa and a Navassa native. Mr. Barnes stated that the Town Council recommended that a council member have an ex officio position on the committee and therefore their will always be a council liaison on the committee.
 - Mr. Barnes stated that Ms. Ella Beatty was unable to attend this meeting because she was out of town but that she is excited to be a part of the committee. Mr. Barnes went on to say that Ms. Beatty is a Navassa resident and the current President of the Phoenix-Navassa Concerned Citizens Group.
2. Review Committee Bylaws- Mr. Barnes stated that there is a hard copy of the bylaws in everyones packet and that soft copies were emailed out as well. Mr. Barnes reviewed the bylaws with the committee members making sure to note that the committee serves in an advisory capacity to make recommendations to the Town Council but that the committee is not in fact a decision making body of the town. Mr. Barnes discussed the roles and responsibilities of the committee and how it will operate, as well as attendance and the election of officers.
3. Elect a Chairman- Mr. Westfield volunteered to be the Chairman. MR. KLEIN MADE A MOTION THAT MR. WESTFIELD BE ELECTED AS THE CHAIRMAN OF THE ENVIRONMENTAL AND STORMWATER COMMITTEE. MAYOR WILLIS SECONDED THE MOTION AND THE MOTION PASSED UNANIMOUSLY.
4. Elect a Vice Chairman- MR. KLEIN MADE A MOTION THAT MR. JONES BE ELECTED AS THE VICE

CHAIR. MAYOR WILLIS SECONDED THE MOTION AND THE MOTION PASSED UNANIMOUSLY

5. Alternate Members- Mr. Barnes stated the committee does not need to appoint alternate members at this time, but that it would be good for the committee members to go ahead and start thinking of someone that could act as an alternate member in their place if they are planning on missing a few meetings in a row due to illness or a long vacation, etc. Mr. Barnes stated that if a situation like this were to arise it would be good for him to have contact information for someone else that is willing to participate in place of the member for a temporary period of time as opposed to having to go through the process of appointing a new member to the board.
6. Establish a Regular Meeting Schedule- Mr. Barnes stated that the bylaws state that the committee will meet on the last Thursday of January, April, July, and October although the committee has the power to change these dates and to establish some other meeting schedule. Mr. Barnes went on to state that the town is behind in the implementation of its stormwater permit and that he would prefer for the committee to meet every month for at least the next six months in order to get caught up before entering Year 4 of the permit in March of 2010. CHAIRMAN WESTFIELD MADE A MOTION THAT THE FIRST MONDAY OF EVERY MONTH AT 5:30 PM BE THE REGULARLY SCHEDULED MEETING OF THE COMMITTEE. MR. KLEIN SECONDED THE MOTION AND THE MOTION PASSED UNANIMOUSLY.
7. Review NPDES Phase II Permit and Requirements- Mr. Barnes gave an overview of what stormwater pollution is and then distributed his handout that displayed all of the requirements of the permit and the town's current status in meeting these objectives. Mayor Willis stated that the City of Wilmington has a stormwater charge in their water bills that they distribute to citizens. Mr. Barnes stated that we might need to do this in the future in order to fund some of the programs or mapping requirements of our permit. Mr. Westfield asked if the permit affected previously developed sites or if it only dealt with new developments. Mr. Barnes stated that our permit will only regulate new developments although that may include additions to homes or other developments. Mr. Barnes stated that it is really important that we document everything we do in order to demonstrate that we are making progress towards implementing the permit. Many aspects of the permit requirements were discussed in varied detail.

STAFF REPORT:

1. Staff distributed NPDES Phase II materials.
2. Staff discussed the fact that he will be preparing the next meeting's agenda with Mr. Westfield and that it would be distributed prior to the meeting.

CHAIRMAN'S REPORT: Mr. Westfield reminded everyone that the next committee meeting will be on Monday, November 2nd at 5:30 PM.

MEMBER COMMENTS:

- Mayor Willis mentioned to the committee that in the future he is thinking about asking the Town Council to provide the committee members with a small stipend to help compensate for the considerable amount of time and energy that will be required of them over the coming months.
- All of the members of the committee stated that they are interested in starting a recycling program in Navassa. Mr. Barnes stated that he agreed that recycling is important and the committee has the power to start that initiative, but that currently stormwater is our top priority.

PUBLIC COMMENT: None.

ADJOURNMENT: Motion to adjourn by Chairman Westfield. Second by Mr. Klein. Meeting adjourned at 6:35 PM.

Minutes prepared by Travis Barnes, October 8, 2009.