

Front End Trucks



Front End Trucks are equipped with a hydraulic door that closes over the top opening. The driver closes the top when driving at highway speeds.

Successful Litter Prevention

Driver Education— Be aware of your vehicle and load. Stop and correct any trash containment issues.

Vehicle Maintenance— Maintain trash containment tarps, screens, deflectors, doors, and cameras in good working order.

Customer Education— Do not overfill front load containers, understand the weather/wind conditions when placing a residential toter out for collection, and do not overload roll off cans or allow construction debris to hang out of the side of the can.

APPENDIX 4

The Delaware Anti-Dumping and Anti-Littering Task Force

Meeting Minutes

Tuesday, August 9, 2016

DelDOT - Farmington/Felton Conference Room

800 Bay Road

Dover, DE 19903

Members Present:

Mark Alexander (CHAIR)	Director of Maintenance & Operations, DelDOT
Marjorie Crofts	DNREC
Ralph (Dirk) Durstein III	Department of Justice
Major Galen Purcell	Delaware State Police
Jennifer Cohan	Secretary, DelDOT
Michael D. Parkowski	Delaware Solid Waste Authority

Members Absent:

Senator Gary Simpson	State Senator, Republican Caucus
Kelly A. Williams	Governor Appointee, City of Wilmington
Julie Miro Wenger Council	DE Non-Profit Environmental Advocacy Community, DE Food Industry
Dee Durham Bag	DE Non-Profit Environmental Advocacy Community, Bring Your Own
Pamela J. Bakerian	Delaware State Farm Bureau
Curt Shockley	Department of Correction
Tina Shockley	Department of Education
Robert Tunnell III	Delaware Waste-Hauling Business, Blue Hen Disposal

IF Desired Members:

Senator Karen Peterson	State Senator, Democratic Caucus
Representative Rich Collins	State Representative, Republican Caucus
Michael Costello	Sussex County

DelDOT Support Staff:

John Hindman	Department of Justice, DelDOT
Geoff Sundstrom	Director of Community Relations, DelDOT
Lesley Devine	Executive Assistant to the Secretary, DelDOT

Guests:

Kurt Pilarski	Waste Management
Deanna Killen	Legislative Assistant, Senate Republican Caucus

- I. **Welcome** – The meeting was called to order at 11:13 a.m. by Task Force Chairman Mark Alexander.
- II. **Introductions** – All members, staff and guests introduced themselves.

***Please Note: Meeting proceeds out of agenda order.**

III. Voting – Representative Collins made a motion to add Kurt Pilarski, Waste Management, to the Anti-Dumping and Anti-Littering Task Force and Senator Peterson seconded. All of the task force members were in favor of the motion, no council members were opposed, the motion passed.

IV. Meeting Minutes Review - Senator Peterson made a motion to approve the July 6, meeting minutes and Secretary Cohan seconded the motion. No one opposed and the minutes were approved without changes.

V. Old Business

1. Michael Costello gave a presentation on Crime Stoppers in Sussex County. He went over how the program works and the rewards that are offered.

Representative Collins stated that he would like to see everyone that is involved from DNREC, DelDOT, County Government and DSP promote the concept of Crime Stoppers in a coordinated way. Representative Collins expressed that Crime Stoppers should have a dedicated contact person that takes all the complaints and then we should do a Public Relations Campaign stating that all state and county agencies are participating in this and we ask for your help to clean up the state of Delaware. Representative Collins feels this would be a major way to get the word out in a comprehensive fashion.

Major Purcell asked if he should reach out to Mr. Mooney, Executive Director, at Crime Stoppers to see if he can do a presentation at our next meeting. The Chair agreed and feels we should implement Crime Stoppers statewide.

There was some further discussion about the different counties and what the capabilities are operating under state laws and ordinances. Also, Senator Peterson and Representative Collins discussed dumping fines and the lack of enforcement. The Chair mentioned that if the dumping fines are high enough and collected then you're going to think about it a little more before tossing things on the side of the road and receiving a \$200 ticket.

Representative Collins said if we can convert the Crime Stopper Program into a Change of Culture Program that's what will make the difference. Everyone needs to know that we are making a real effort and change their mindset. People who want to clean up will be encouraged to hear that someone is doing something.

Michael Parkowski stated that perception of prosecution is way stronger than actual prosecution. Mr. Parkowski explained his reasoning. If someone thinks they are going to get in trouble then they are going to think twice.

There was further discussion about sending out letters possibly by the attorney general's office or even from the agencies. Marjorie Crofts stated that DNREC doesn't issue letters, but rather citations if they can catch them, so they will get a ticket.

Representative Collins suggested enlisting companies, restaurants or any other retail business to participate in a Take Pride in Delaware Program. He would like us to come out of this whole thing with people talking about a new day and take pride in Delaware and then attach some elements. Some elements he mentioned are Crime Stoppers, recruit companies to get out there and encourage their customers to pick up after themselves and recruit aggressively Adopt a Highway type people.

Senator Peterson stated that she is convinced if we do billboards of a picture of a pig driving down the road throwing trash out with a saying "Don't be a pig" you'll start to make it unacceptable. You have to make it unacceptable to grab people's attention. We have to get the message out to people that it is not acceptable.

Marjorie Crofts suggested that we make it a challenge to make Delaware the most litter free in the US.

The Chairman reminded everyone of the e-mail that was sent out about the questions that need to be answered by the Task Force, so he can compile the report for review. He would like to receive everyone's response and what ideas the Task Force would like to see going forward. The Chair said that he will resend the questions again and requested responses by the end of the week.

Senator Peterson stated that her understanding was that we were going to look into the Keep America Beautiful and we need to do that soon because a lot of our ideas are going to come from that. The Chair stated that Julie Miro Wenger said that Keep America Beautiful has an off the shelf presentation that they could give, but Delaware's path forward will not be in place until after their Strategic Planning Meeting in October, so we'll request the general program presentation for our next meeting.

The Task Force had some further discussion on Keep America Beautiful and Senator Peterson thinks the Task Force Report is going to have a lot to do with that program. Representative Collins agreed and Michael Parkowski expressed that he is pretty involved with it and he thinks the timeline is really going to be the first of the year before we see anything organized from Keep Delaware Beautiful. They still don't have a full board and they are still raising money, but everything we've discussed is what he would view as top priority with Keep Delaware Beautiful. They have a list of programs that are in place today in other states with statistics to prove that they work, but we still have some work to do in Delaware because it's brand new. Mr. Parkowski thinks the program will help tremendously, but not solve our problem entirely with the litter problem. Dumping and littering are completely separate issues and they need to be treated separately. Mr. Parkowski expressed that littering is a problem, but it's a lot less of a problem because some of the litter is unintentional. Some of it is just the nature of modern society because when trash gets collected some of it escapes collection and it's not done on purpose. Unfortunately, there are some design flaws on some of the trucks and they don't capture all of the trash and it's not because they are maliciously trying to litter.

Representative Collins agrees they are totally different problems, but from his side of the world littering is actually worse than the dumping. The dumping is terrible, but it's almost always in a place where no one lives and it is rarely traveled roads, so it doesn't impact that many people. Representative Collins will have a road cleaned up and then within a week it will have litter again and some of it has to be deliberate. He'll have guys clean up and sometimes the same day or the very next day there's already noticeable amounts of litter and to him that is what is so demeaning. Representative Collins thinks the litter is more pervasive than the dumping.

Michael Parkowski stated that the littering Representative Collins is talking about is what Keep America Beautiful will be focused on and that is what they will generally be able to fix, but what they won't be able to fix is the littering that is unintentional. The only thing that will be able to fix that is changes in the equipment, changes in the collection process, or cleaning it up. At Mr. Parkowski's Material Recovery Facility (MRF) they know that stuff blows out the door and there is no way they can stop it, so the way they fix it is they clean it up. Every day they have a team of people cleaning up, so it doesn't escape the property. There is no way to stop it because the wind blows and then things blow and you can't stop the wind.

The Task Force discussed recycling benefits and challenges. Representative Collins said that at some point maybe we need to analyze every aspect of it and where are we really getting a benefit and where are we maybe generating a problem that we didn't anticipate years ago.

2. Marjorie Croft gave an update on DNREC's Waste Collection.

The Task Force has to quantify how big of a problem there is with dumping and trash. Therefore, the Chairman stated that he is going to use Marjorie Croft's waste collection numbers along with other feedback he received/receives from the Task Force to compile the report that is due on September 30, 2016.

Representative Collins expressed he would like to have a short concise report that is forward looking addressing a problem and not just saying here's what we did in the past because that doesn't accomplish anything. There was further discussion between the Chairman and Representative Collins regarding quantifying the problem.

3. The Chairman distributed a handout that Alastair Probert, DelDOT's South District Engineer, put a survey monkey together and asked the 21 other states what there DOT's were doing as it relates to anti-dumping and anti-littering. The Chair went over the results.

Sponsor a Highway was discussed and Geoff Sundstrom clarified that Sponsor a Highway Program is strictly for corporations that want to pay a third party to get their name on a sign and then that third party contracts labor to go out and do the cleanup for them. Adopt a Highway is strictly volunteers who are going out to pick up the trash. The Chair mentioned that it might be a good idea to allow two groups to sponsor the same highway and just alternate there clean ups each month. Representative Collins

thinks that we should expand the whole concept and Mr. Sundstrom agreed that it might be more effective.

4. Dirk Durstein III gave an update on Upper Creek Road. Mr. Durstein stated that Senator Peterson made some serious allegations about the way the investigation was handled, so DNREC referred it to the special investigations unit to take a look at the role if any the state police, city police, and/or county police had in how that incident was investigated. Mr. Durstein apologized because he was out of the office and he needs to follow up with the investigator to see where they are. Mr. Durstein said there was some new information that he turned over to the DNREC investigators to take a look at because there were photographs, a license plate number and some individuals that presumably might be identified, so they are pursuing that part of it. Senator Peterson replied that they had all that information two years ago and now we are almost two years out, so she doubts anything is going to happen. Senator Peterson discussed it further and then mentioned that they take it offline.

VI. New Business

1. Discussion on Tours - The Task Force agreed that they would like to see the Keep America Beautiful off the shelf general presentation.

Kurt Pilarski made a reference to some things that were brought up about the culture and from Waste Management's perspective. Mr. Pilarski stated that Waste Management has always been successful with schools and education, so any way they can contribute to the education he would like to be a part of it. Mr. Pilarski's view is a bunch of kids that are involved in the process to help make the state neat and call it a Keep Your Street Neat type of campaign. Mr. Pilarski thinks if you can get the kids behind it and make it a fun program then it leads to the adults, households, and communities. Senator Peterson added that we could do color books that teach lessons and send them to the schools.

2. Task Force Report Update - The Chairman reiterated that the questions from last meeting will be sent again and to please provide feedback by the end of the week.

VII. Discussion of Future Agenda Items – Representative Collins requested that Tina Shockley, Department of Education, give a presentation on how it would be possible for Keep Delaware Beautiful to get into the schools.

VIII. Public Comment – No public comment was made.

IX. Adjourn – Motion to adjourn the meeting was made by Marjorie Crofts, seconded by Representative Collins. No one opposed. The meeting adjourned at 12:43 p.m.

Attachments: Michael Costello's handout, Marjorie Croft's handout, and Chairman's handout

Minutes Prepared By: Lesley Devine, DelDOT

Sussex County Code
Related to Solid Waste

§ 115-191.4. Prohibited accumulations.

[Added 5-6-2008 by Ord. No. 1968]

The purpose of this section is to prevent the accumulation of rubbish, trash or waste material so as to create an unsightly condition and/or a nuisance detrimental to the use or value of adjoining properties and/or to create a potential fire or safety hazard that could endanger the safety of the owner, possessor or other persons. In that regard:

A. No person, being the owner or possessor of improved or unimproved lands or premises that are not used for bona fide agricultural purposes shall permit refuse, rubbish, trash or other waste material to be placed or to accumulate upon such lands or premises.

B. For the purposes of this section:

(1) "Waste material" does not include materials accumulated in an orderly fashion for useful purposes, such as firewood, compost piles and building materials in good condition, topsoil and earthfill, except that the accumulation of such material in a haphazard, disorderly or unsightly fashion shall be prima facie evidence of waste and/or a nuisance and/or a detriment to the use and/or value of adjoining property and/or to the health and/or safety of other persons or themselves.

§ 115-191.1. Enforcement.

[Added 5-6-2008 by Ord. No. 1968]

A. It shall be the duty of the Director or his designee (which shall include the County Constables) to enforce the provisions of § 115-191. When the Director, or his designee determines that there has been a violation or has grounds to believe that a violation has occurred, notice shall be given to the owner or the person or persons responsible for the violation, in accordance with all of the following requirements:

(1) Be in writing.

(2) Include a tax parcel number for the property.

(3) Include a statement or description and/or photograph of the violation or violations and state why the violation notice is being issued.

(4) Include a statement of the required corrective action and the time period within which the corrective action must occur to bring the property into compliance, which time period shall be not less than 30 calendar days. In the event the owner of the property or the person responsible for the violation notifies the Director, or his designee, in writing, within the thirty-day corrective period of an intent to correct the violation, the Director or his designee may, at his/her discretion, extend the time for corrective action up to a total period of 60 days from the date the violation notice is served. Further, if the violator signs a written cleanup or remediation plan with the County within the sixty-day period, the

Sussex County Code
Related to Solid Waste

Director or his designee shall have the discretion to extend the cleanup or remediation period up to a maximum of six months from the date the violation notice is served. The notice of violation shall be deemed to be properly served if a copy thereof, together with a copy of §§ 115-191 and 115-191.1 through 115-191.8 is:

- (a) Delivered personally;
- (b) Sent by certified or first-class mail addressed to the last known address; or
- (c) If the notice is returned showing that the letter was not delivered, a copy thereof shall be posted in a conspicuous place on the property affected by such notice and the person posting the notice shall take a photograph of the posted notice.

§ 115-191.2. Penalties; jurisdiction.

[Added 5-6-2008 by Ord. No. 1968]

Any person who shall violate a provision of § 115-191 or any of its subsections and/or fails to comply with any notice of correction served in accordance with § 115-191.1 above shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not less than \$250 nor more than \$500 for the first conviction; not less than \$500 nor more than \$750 for the second conviction; and not less than \$750 nor more than \$1,000 for the third conviction; and for the fourth and any subsequent conviction of the same violation that has still not been corrected, the minimum fine for such conviction shall be not less than \$2,500. The minimum fines specified herein for the second through fourth convictions shall not be suspended. Upon conviction of a first violation of this chapter, the court may order the defendant to correct the violation by a certain date, not to exceed 30 days from the date of the conviction. Proof of guilt of a violation hereof may be proven through the testimony of a witness who has observed the violation and/or one or more photographs which document and depict the violation. Jurisdiction over the enforcement of §§ 115-191, 115-191.1 and 191.2 shall be in the Justice of the Peace Courts of the State of Delaware.

In addition to prosecuting a violator in the Justice of the Peace Courts, the prosecuting County employee is, but is not required, to institute appropriate proceedings at law or in equity to restrain, correct, abate or enjoin a violation or to require the removal of the offending condition at the expense of the person who is found to be in violation of these provisions. If the County prevails, the Court shall order the violator to pay the County's reasonable attorney's fees and costs of the action.

REWARD

UP TO \$1000



**Delaware
Crime
Stoppers**

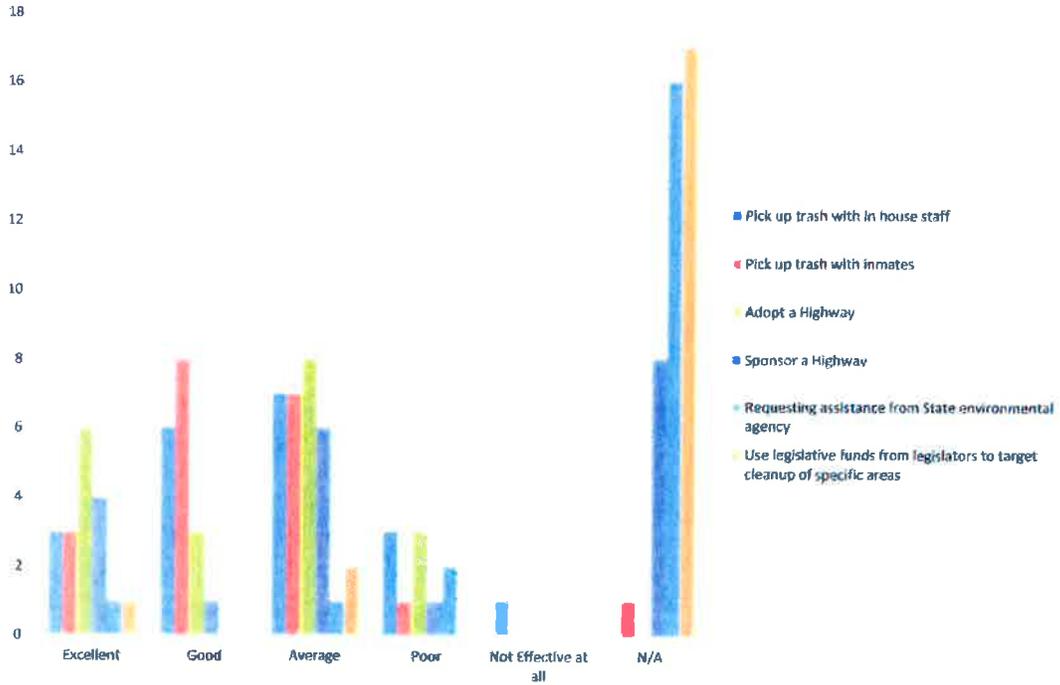
TOTALLY ANONYMOUS

1-800-847-3333

www.tipsubmit.com

CELL PHONE TIPS to: **CRIMES**
VOIC: **DCS** (or) **DCS** MESSAGE
(see above)
No caller ID

What measures is your State using as far as anti-dumping and anti-littering strategies and how would you rate their effectiveness?

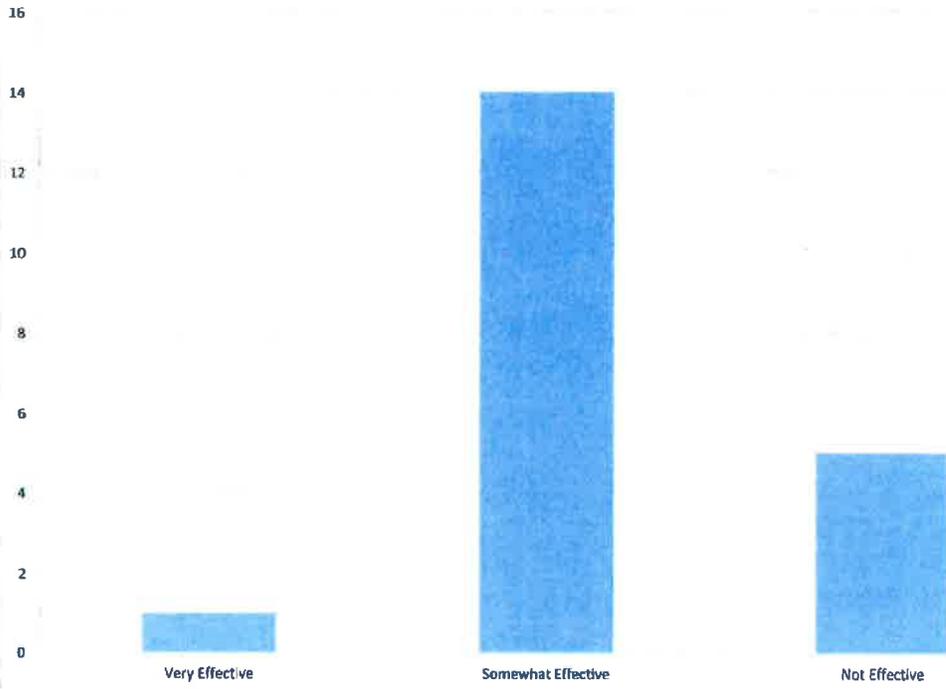


Anti littering task force

What measures is your State using as far as anti-dumping and anti-littering strategies and how would you rate their effectiveness?

Answer Options	Excellent	Good	Average	Poor	Not Effective at all	N/A	Rating Average	Response Count
Pick up trash with in house staff	3	6	7	3	1	0	2.65	20
Pick up trash with inmates	3	8	7	1	0	1	2.32	20
Adopt a Highway	6	3	8	3	0	0	2.40	20
Sponsor a Highway	4	1	6	1	0	8	2.33	20
Requesting assistance from State environmental agency	1	0	1	2	0	16	3.00	20
Use legislative funds from legislators to target cleanup of	1	0	2	0	0	17	2.33	20
							<i>answered question</i>	20
							<i>skipped question</i>	2

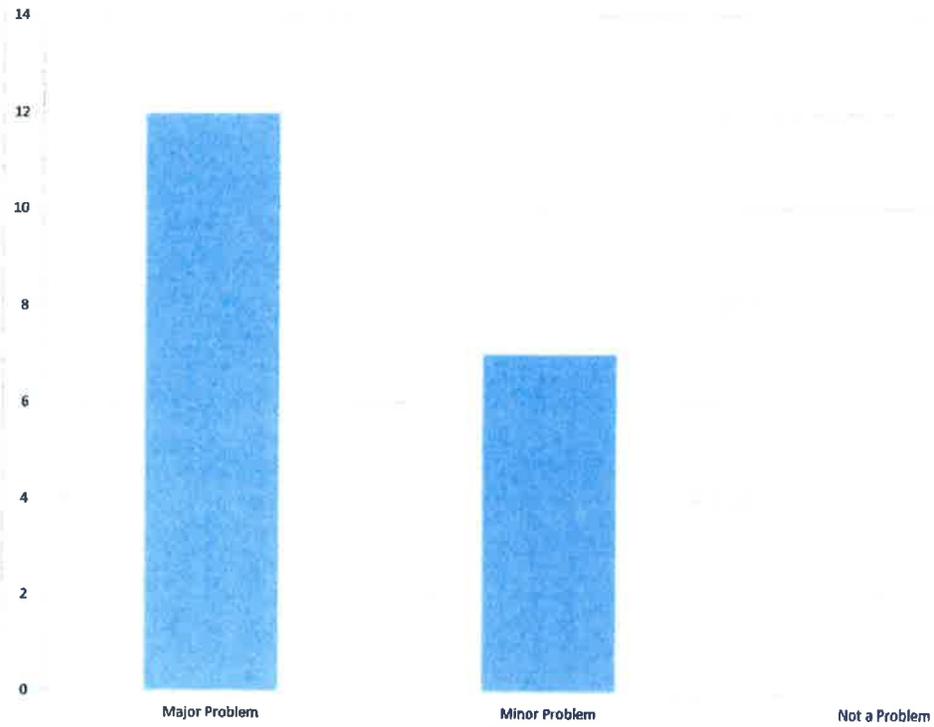
How would you rate the overall effectiveness of your State's anti-littering/dumping program?



How would you rate the overall effectiveness of your State's anti-littering/dumping program?

Answer Options	Very Effective	Somewhat Effective	Not Effective	Rating Average	Response Count
	1	14	5	2.20	20
				<i>answered question</i>	20
				<i>skipped question</i>	2

How would you rate the extent of littering in your State?



How would you rate the extent of littering in your State?

Answer Options	Major Problem	Minor Problem	Not a Problem	Rating Average	Response Count
	12	7	0	1.37	19
				<i>answered question</i>	19
				<i>skipped question</i>	3

Alexander, Mark (DeIDOT)

From: Lichtenstein, Matthew (DeIDOT)
Sent: Friday, July 29, 2016 12:09 PM
To: Probert, Alastair (DeIDOT); Alexander, Mark (DeIDOT)
Subject: RE: littering survey summary

I also raised a discussion during one of the technical working groups. I'm putting together a presentation covering the whole conference, I'll be sure to include info on our discussion.

But to summarize, no states do anything different than us, they just use the tools we have to a greater or lesser degree. For example, Georgia uses "Incarcerated Workers" significantly more and Maryland has a bulldog consultant that lines up sponsors for the Sponsor a Highway program.

From: Probert, Alastair (DeIDOT)
Sent: Friday, July 29, 2016 10:35 AM
To: Alexander, Mark (DeIDOT)
Cc: Lichtenstein, Matthew (DeIDOT)
Subject: littering survey summary

Mark, here is the summary of the littering survey. I had to do a fair bit of work to get it into this format for you to be able to make sense of it.

Alastair

DNREC's Actions/Programs Addressing Littering and Dumping

June 2016

Enforcement Unit Jurisdiction

1. Parks and Recreation (Parks) – Jurisdiction state-wide, but generally only enforced on Park property. Will enforce littering and dumping laws by issuing citations and Park staff and Friends' Groups do clean up garbage to keep the Park's clean. Parks are carry-in/carry out.
2. Fish and Wildlife (F&W) – Jurisdiction state-wide. Will enforce littering and dumping laws by issuing citations and division staff do clean up garbage to keep the F&W areas clean.
3. Environmental Crimes Unit (ECU) - Jurisdiction state-wide. Investigate dumping incidents and will enforce littering and dumping laws by issuing citations. ECU also investigates dumping instances, but not littering.

29 Del C. § 8003A Powers, duties and functions of law-enforcement officers of the Department of Natural Resources and Environmental Control.

(a) The law-enforcement officers of the Department of Natural Resources and Environmental Control shall see to the enforcement of all laws, regulations, rules, permits, licenses, orders and program requirements of the Department of Natural Resources and Environmental Control.

(b) Law-enforcement officers of the Department of Natural Resources and Environmental Control shall have police powers similar to those of constables, peace officers and other police officers when enforcing the laws, regulations, rules, permits, licenses, orders and program requirements of the Department of Natural Resources and Environmental Control. Such police powers shall include, but not be limited to, powers of investigation, search, seizure, detention and arrest conferred by law on constables, peace officers and other police officers.

(c) Law-enforcement officers of the Department of Natural Resources and Environmental Control shall have the authority to serve and return summonses, subpoenas and warrants.

(d) Nothing contained in this section shall be construed to limit the statutory enforcement authorities, responsibilities or powers of enforcement personnel of the Department of Natural Resources and Environmental Control.

Environmental Code related to Littering and Dumping

7 Del C § 6003 Permit — Required.

(a) *No person shall, without first having obtained a permit from the Secretary [of DNREC], undertake any activity:*

- (1) *In a way which may cause or contribute to the discharge of an air contaminant; or*
- (2) *In a way which may cause or contribute to discharge of a pollutant into any surface or ground water; or*
- (3) *In a way which may cause or contribute to withdrawal of ground water or surface water or both; or*
- (4) *In a way which may cause or contribute to the collection, transportation, storage, processing or disposal of solid wastes, regardless of the geographic origin or source of such solid wastes; or*

7 Del C § 6025 Solid waste.

(a) The Secretary shall have exclusive authority to effectuate the purposes of this chapter concerning solid waste, set forth in § 6001(c)(6) of this title notwithstanding any authority heretofore conferred upon or exercised by any other state agency, but any regulations heretofore duly adopted by any other state agency shall remain in effect and be enforceable by the Secretary unless repealed, amended or modified by the Secretary. Chapter 64 of this title shall not be interpreted to be in conflict with either the purposes of this chapter concerning solid waste as set forth in § 6001(c)(6) of this title, or any regulation promulgated thereunder.

(b) No person shall cause or contribute to the disposal or discharge of solid waste anywhere in the State including any surface or ground water, except:

- (1) Through municipal or private solid waste collection systems which have received a permit from the Department; or
- (2) In solid waste disposal facilities which have received a permit from the Department; or
- (3) In containers specially provided for solid waste collection by any state or municipal agency or private or public group, organization, agency or company which has received a permit from the Department.

(c) Any person charged with violation of subsection (b) of this section, upon conviction, shall be fined not less than \$500 nor more than \$1500 for each violation and there shall be no suspension of the fine. Each day of continued violation or part thereof shall be considered as a separate offense. The court shall, in addition to levying the fine, order the person convicted to remove or cause to be removed any improperly disposed solid waste. In addition to the fine, the sentencing judge may order community service directed to the removal of solid waste illegally disposed of in the State, and may order restitution for costs incurred in remediation of the solid

waste illegally disposed of in the State. The Courts of the Justices of the Peace shall have jurisdiction of offenses under this section.

(d) In the event a motor vehicle is used during or in aid of the disposal or discharge of solid waste in violation of subsection (b) of this section, and the identity of the offender is not otherwise apparent, there shall be a rebuttable presumption that the registered owner of the motor vehicle caused or contributed to such disposal or discharge. The rebuttable presumption set forth in this section shall not apply to operators of buses carrying 9 or more persons.

(e) Any person, who causes or contributes to the disposal or discharge of solid waste anywhere in the State including any surface or ground water, except:

(1) Through municipal or private solid waste collection systems which have received a permit from the Department; or

(2) In solid waste disposal facilities which have received a permit from the Department; or

(3) In containers specially provided for solid waste collection by any state or municipal agency or private or public group, organization, agency or company which has received a permit from the Department,

shall be civilly liable to the owner or person in possession of the real property upon which the solid waste is disposed or discharged, for any property damage sustained, for costs incurred by the owner or person in possession for clean up and proper disposal of the solid waste, and for reasonable attorneys' fees. This cause of action is in addition to any other causes of action, rights and/or remedies the owner or person in possession may have.

16 Del C § 1604 Unlawful activities. [Litter Control Law]

It shall be unlawful for any person or persons to dump, deposit, throw or leave, or cause or permit the dumping, depositing, placing, throwing or leaving of litter on any public or private property of this State, or any waters in this State, unless:

(1) Such property is designated by the State or by any of its agencies or political subdivisions for the disposal of trash or litter, and such person is authorized by the proper public authority to use such property for such purpose;

(2) Such litter is placed in a litter receptacle or container installed on such property; and

(3) Such person is the owner or tenant in lawful possession of such property or has first obtained consent of the owner or tenant in lawful possession, or unless the act is done under the personal direction of said owner or tenant, all in a manner consistent with the public welfare.

60 Del. Laws, c. 613, § 1.;

§ 1605 Penalties; jurisdiction; voluntary assessment form.

(a) Any person found guilty of violating this chapter shall be punished by a fine of not less than \$50 and up to 8 hours of community service for a first offense and \$75 and up to 25 hours of community service for a second offense within 2 years. If the offense occurred on or along a Delaware byway, as defined in § 101(a)(9) of Title 17, an additional mandatory penalty of \$500 must be imposed for every first, second, and subsequent offense, in addition to the fine. In addition, any person found guilty of violating this chapter shall, at the discretion of the Court, be required to pick up and remove from any public street, highway or public or private right-of-way, or public beach, stream, bank or public park any and all litter deposited thereon by anyone prior to the date of execution of sentence.

(b) For the purposes of this chapter the Justices of the Peace Courts shall have jurisdiction.

(c) The Court is hereby directed to make public the names of persons convicted of violating this chapter.

(d) Any duly constituted peace officer in the State, who charges any person with any offense under this chapter may, in addition to issuing a summons for such offense, provide the offender with a voluntary assessment form which, when properly executed by the officer and the offender, allows the offender to dispose of the charge without the necessity of personally appearing in the Court to which the summons is returnable. Payments made pursuant to this section shall be remitted to the Court to which the summons is returnable and shall be received by the Court within 10 days from the date of arrest (excluding Saturday and Sunday) and shall be paid only by check or money order. The fine imposed pursuant to this subsection shall be the minimum fine as provided for in subsection (a) of this section, plus other costs as may be assessed by law. Voluntary assessment forms, as used in this section, means the written agreement or document signed by the violator wherein the violator agrees to pay by mail the fine for the offense described therein together with costs and penalty assessment.

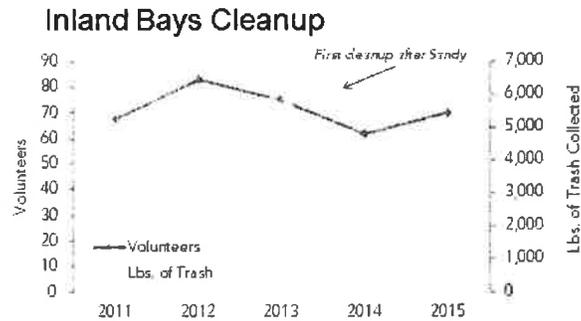
Litter/Dumping Amounts

1. Parks – Parks does not keep any records of the amount of waste picked up by their staff or Friends' Groups.
2. F&W – F&W staff collect approximately 20 tons per year of material off state wildlife areas. This includes both litter and dumping.
3. ECU – ECU does not keep any records on the amount of material dumped that they investigate. If the responsible party is arrested, part of their sentence is the cleanup the area. If no responsible party is identified, then if the waste is in the DEL DOT right-of-way, they are contacted to remove it. If it is on private property, the landowner becomes responsible for it.

4. Coastal Cleanup

YEAR	SITES	VOLUNTEERS	TRASH	RECYCLABLES
1999	46	1700	10 tons	
2000	44	1600	10.5 tons	
2001	47	1654	12.6 tons	
2002	41	1611	11 tons	
2003	35	954	8.2 tons	
2004	32	739	4.6 tons	
2005	34	1750	6.6 tons	
2006	35	1018	6.1 tons	
2007	34	1800	7.0 tons	
2008	38	1700	10 tons	
2009	41	2002	9.6 tons	
2010	41	2533	9.5 tons	
2011	42	2222	10.7 tons	nearly 4 tons
2012	39	1400	7.8 tons	4.1 tons
2013	47	1900	4 tons	nearly 2 tons
2014	46	1805	3.5 tons	nearly 1.2 tons
2015	50	1492	7.8 tons	nearly 2 tons

5. Inland Bays Cleanup – Conducted by the Center for the Inland Bays, averages 3,292 lbs.



The annual Inland Bays Clean-up is annual trash cleanup organized by the Center for the Inland Bay's Water Use Plan Implementation Committee. CIB and DNREC staff, and volunteer boat captains transport volunteers to selected areas around the Inland Bays for targeted clean ups. Staging areas are the public boat ramps at Massey's Landing between Rehoboth and Indian River Bay and Mulberry Landing at the Assawoman Wildlife Area. Since 2005 the event has attracted more than 700 volunteers, who collected over 36,000 lbs. of trash and debris, including soda bottles and cans, tires, hot water heaters, vehicle bumpers, abandoned crab pots and a ridiculous amount of disposal plastic bags, bottles, and containers.

per year.

6. Christina River Cleanup - Cleanup volunteers typically collect 16 tons of debris annually. Volunteers during the 2015 Cleanup were able to bring in a new high of 23.4 tons of trash, tires, and recycling.

7. Tires

Scrap Tire Collection Days

Year	Tons Collected
2008	20.29
2009	50.09
2010	53.60
2011	65.01
2012	118.97
2013	68.15
2014	130.16
2015	157.93
Total:	664.20

Scrap Tire Removal Projects

Year	Tons Removed
2007	3836.00
2008	9537.00
2009	4098
2010	3676.34
2011	882.03
2012	929.52
2013	728.91
2014	946.52
2015	933.68
Total:	25,568.00 Tons

Total tons by year

Year	Total Tons
2007	3836.0
2008	9557.29
2009	4148.09
2010	3729.94
2011	947.04
2012	1048.49
2013	797.06

2014	1076.68
2015	1091.61
Total:	26232.20

Total Tons for 2015 from all sources = 1,145.31 tons

APPENDIX 5

The Delaware Anti-Dumping and Anti-Littering Task Force

Meeting Minutes

Thursday, September 1, 2016

DelDOT - Farmington/Felton Conference Room

800 Bay Road

Dover, DE 19903

Members Present:

Mark Alexander (CHAIR)	Director of Maintenance & Operations, DelDOT
Ralph (Dirk) Durstein III	Department of Justice
Major Galen Purcell	Delaware State Police
Michael D. Parkowski	Delaware Solid Waste Authority
Senator Gary Simpson	State Senator, Republican Caucus
Kelly A. Williams	Governor Appointee, City of Wilmington
Julie Miro Wenger	DE Non-Profit Environmental Advocacy Community, DE Food Industry
Council	
Tina Shockley	Department of Education
Kurt Pilarski	Waste Management

Members Absent:

Jennifer Cohan	Secretary, DelDOT
Dee Durham	DE Non-Profit Environmental Advocacy Community, Bring Your Own
Bag	
Pamela J. Bakerian	Delaware State Farm Bureau
Marjorie Crofts	DNREC
Robert Tunnell III	Delaware Waste-Hauling Business, Blue Hen Disposal
Vacant	Department of Correction

IF Desired Members:

Senator Karen Peterson	State Senator, Democratic Caucus
Representative Rich Collins	State Representative, Republican Caucus
Michael Costello	Sussex County

DelDOT Support Staff:

Evan Park	Legislative Liaison, DelDOT
Carol Cain	Environmental Scientist IV, DelDOT
Lesley Devine	Executive Assistant to the Secretary, DelDOT

Guests:

Terra Taylor	Department of Correction
Robert Mooney	Delaware Crime Stoppers

- I. **Welcome** – The meeting was called to order at 11:05 a.m. by Task Force Chairman Mark Alexander.
- II. **Introductions** – All members, staff and guests introduced themselves.

III. Meeting Minutes Review - Senator Peterson made a motion to approve the August 9, meeting minutes and Representative Collins seconded the motion. No one opposed and the minutes were approved without changes.

IV. Presentations:

1. Robert Mooney gave a presentation on Crime Stoppers. He went over how the program works and the rewards that are offered. Representative Collins asked if this is a Delaware state program or a national thing. Mr. Mooney said that they are part of 387 organizations across the nation. They are incorporated in Delaware and the organization in its entirety is strictly non-profit. Representative Collins asked if 1-800-847-3333 is unique to Delaware and Mr. Mooney replied yes. They are under www.Delawarecrimestoppers.org and you can also submit a tip under www.tipsubmit.com because it's available 24/7. There was some further discussion about reporting efforts, advertising, the tip process, funding and the logistics of potentially doing Crime Stoppers statewide.
2. Julie Miro Wenger gave a presentation on Keep America Beautiful. Keep Delaware Beautiful will be doing a Strategic Planning Session with Keep America Beautiful on November 10. Julie Miro Wenger hopes to have Keep Delaware Beautiful up and running by the new year. The Task Force discussed some advertising possibilities and potential grant money for Keep Delaware Beautiful.

Representative Collins asked if there is anything that Keep America Beautiful does to coordinate with schools to get the message out through the children. Ms. Wenger said there biggest component is education for children because they recognize and believe that if you don't start young then you end up with senior citizens that just never did it. You have to start in homes with kids and it's from them bringing that message home from school. Some of the things Keep America Beautiful does are poster contests and campaign posters that provide in school education.

3. Tina Shockley, Policy Advisor with the Department of Education (DOE) gave a presentation from education's perspective. Representative Collins expressed that he didn't think education would play a role of convincing anyone, but rather being a conduit to allow the information to get to the kids and to the parents through an organization that spends all of their time scientifically figuring out how this works. It could be one or two handouts a year and/or an assembly. Senator Peterson mentioned coloring books that teach the kids a lesson like when you throw something in the water and the fish eat it, but then they die. Kids will get that and they will get the effects of what happens when you throw trash in the water. You wouldn't have to re-write a curriculum to do it or a public hearing to do it. It's real simple because the kids can color and learn a lesson.

Julie Miro Wenger recommended at some point we need to get our schools on board with recycling. As it stands right now the school districts manage their own trash contracts and one of the things they are not required to do is recycle, so a push would need to come from DOE to say your school needs to consider adding recycling into their

contracts. Kurt Pilarski said that scholarship programs that could somehow be funded through the state that speak to environmental controls and enforcement. Another thing is the high schools have advanced college credits earnings where they become part of a parallel initiative of the program. The sooner you can get all of the kids involved that is how you are going to clean up the communities.

V. Old Business

1. The Chairman gave an update on the Task Force Report that is due on September 30, 2016. He compiled all the input he received to date and handed out a draft report for considered actionable recommendations. The Chair continued to discuss the items on his hand out and requested feedback from the Task Force in order to complete the report.

Julie Miro Wenger requested working together #6 and #14 on the handout instead of creating this separate new entity of a strike force. Ms. Wenger stated that maybe we can expand Crime Stoppers to be statewide. Representative Collins stated that we need a central reporting area and a person who has a job description that includes they will make sure it gets to the right place whether it is the president or whoever it might be and they will make sure the job is completed. If the people of our state and all the legislators knew there was a number they can call that had nothing to do with crime. We just need someone who cares and pays attention after this committee disbands.

The Chair asked for Kelly William's help with #9. Ms. Williams replied they encourage local businesses to install security cameras in reoccurring areas where dumping has happened more than once. If there is an instance then they call Public Works and it's referred to DNREC. It's a way for a private business who's been the victim of dumping to help and assist in an arrest and it has resulted in arrests.

The Chair asked for clarification from Major Purcell on #12 for utilizing Cornerstone. Cornerstone is like an online learning center where officers are required to log on for a minimum amount of time each month to reinforce policies on a constant basis.

VI. New Business

1. Discussion on taking a tour at DSWA – Michael Parkowski stated that the next scheduled meeting date will be a tough day for a tour because a few members have meetings in Sussex County. The Task Force agreed that they would like to take a tour at DSWA. Michael Parkowski stated he can arrange the tour any time with the whole Task Force or those that are interested. The Chair stated that Lesley Devine will send an e-mail out in October to see who would be interested in a tour.

- ## **VII. Discussion of Future Agenda Items**
- Task Force Members expressed starting the next meeting on September 21, at 9:00 a.m., instead of 11:00 a.m. Lesley Devine will check to see if the conference room is available at 9:00 a.m., and send out an update. The Chair recommended making the next meeting two hours instead of an hour and a half.

The Chair stated that the main agenda for next meeting will be the report, but to date he doesn't have anything from the Delaware Solid Waste or the Hauling Industry and he really needs something. Michael Parkowski mentioned that he has some things that he can provide.

Representative Collins expressed that he thinks Keep Delaware Beautiful should come up with a slogan that will stick in people's minds.
The chair stated that the path forward after the report is issued needs to be included in the report. Please think about a recommended path forward on the actionable recommendations.

VIII. Public Comment – No public comment was made.

IX. Adjourn – Motion to adjourn the meeting was made by Major Purcell and seconded by Representative Collins. No one opposed. The meeting adjourned at 1:00 p.m.

Attachments: Robert Mooney's handout, Julie Miro Wenger's presentation, Tina Shockley's presentation, and the Chairman's handout

Minutes Prepared By: Lesley Devine, DelDOT

ATTACHMENT 1 TO APPENDIX 5

2015-07-21 10:00:00 AM
Sussex County, Delaware
11000
PO Box 509
Georgetown, DE 19840
www.sussexcountypa.gov

Follow along on Facebook at www.facebook.com/SussexCountyDE and on Twitter at www.twitter.com/sussex_gov

Contact Chip Gray
Communications Director
Sussex County Administration
7307 854-6000
chip.gray@sussex.gov

Sussex County Council
Administrative Offices
2 The Circle
PO Box 509
Georgetown, DE 19840

Sussex County
Government

News Brief

Sussex County launches reward program to combat illegal dumping

Georgetown, Del., July 21, 2015: One person's trash could translate to someone else's treasure under a new reward program Sussex County is launching to curb roadside rubbish.

Constable Michael Costello updated County Council at its Tuesday, July 21, 2015, meeting on a new incentive-based program, included in the County's adopted Fiscal 2016 budget, that will reward the public for reporting violators who are arrested for illegal dumping in the county. The County is turning to the public for assistance after discussing options earlier this year to combat roadside trash, which litters many roads, particularly in more rural, isolated areas of the county.

Partnering with Delaware Crime Stoppers, the County will reward tipsters up to \$100 for each arrest made in cases of illegal dumping. Sussex County has set aside \$4,000 to fund the program for the next year, but Crime Stoppers will handle the administrative aspects, from taking and forwarding tips to law enforcement in disbursing funds. Tipsters can remain anonymous.

Illegal dumping is a violation of Delaware code, and will remain the enforcement responsibility of the Delaware Department of Natural Resources and Environmental Control. County government, though, has initiated the new program to complement other agencies' efforts.

"Law enforcement cannot be everyone at once, so we need the public's help to be our eyes and ears to hold violators accountable," Mr. Costello said. "This is a sensible and affordable approach to help clean up the county, and give everyone a chance to be part of the solution."

ATTACHMENT 2 TO APPENDIX 5

KEEP AMERICA BEAUTIFUL

Overview 2016



Our Vision

A Country Where Every Community is a Clean, Green and Beautiful Place to Live



KEEP AMERICA BEAUTIFUL

Impact Goals

END LITTERING IN AMERICA
Reduce litter by 35% in Keep America Beautiful affiliate service areas

BEAUTIFY AMERICA'S COMMUNITIES
Improve, restore and maintain 1 million public spaces

VISION MISSION VALUES

END LITTERING IN AMERICA	IMPROVE RECYCLING IN AMERICA	BEAUTIFY AMERICA'S COMMUNITIES
↓ 35%	↑ 20% ↑ 15%	1 M Places

Proven Behavior Change System - Education
National Leadership
Powerful Affiliate Network

IMPROVE RECYCLING IN AMERICA
Improve recycling attitudes and behaviors by 20% nationally and recycling quality by 15% in affiliate service areas

KEEP AMERICA BEAUTIFUL

Our Partners

PRIVATE SECTOR	PUBLIC SECTOR
	

KEEP AMERICA BEAUTIFUL

KAB Behavior Change System

Integrated Approach

5
Step Management Process

4
Behavior Strategies

Created by Behavioral Scientists



Field-Tested

KEEP AMERICA BEAUTIFUL

Programs

- Great American Cleanup
- America Recycles Day
- Cigarette Litter Prevention Program
- Youth/Education Initiatives





KEEP AMERICA BEAUTIFUL



Partnering for Community Impact

- Support grassroots projects which meet specific local needs
- Employee engagement volunteer opportunities

Total Average Annual Funding to Network:
\$3.5+ MILLION







KEEP AMERICA BEAUTIFUL

Leaders in Research

- Groundbreaking research in the 1960s and 1970s about littering behavior, sources and causes of litter
- Developed "Litter Index"
- "Littering Behavior in America" Research
- Community Appearance Index



KEEP AMERICA BEAUTIFUL

Research: Blight in America

- Serious impact on communities - health, environmental, economic and social issues
- Ties to KAB mission and important to our network — blight impacts urban, suburban, and rural
- Proven capability to tackle big community issues

CHANGING THE SCENARIOS
PREVENTING COLLAPSE

KEEP AMERICA BEAUTIFUL

Research: Recycling@Work

- Test the impact of recycling and trash bin configurations
- **Conclusion:** *Little trash, large recycling most successful*
- Increased correct disposal.
- Decreased recyclables in trash from 29% to 13%.
- Decreased recycling bin contamination by 20%.

KEEP AMERICA BEAUTIFUL

Why Do Affiliates Join KAB?

- Self determination
- Network
- National credibility
- Training
- Tools and programs
- Grants

KEEP AMERICA BEAUTIFUL

Return on Investment



For each \$1 Invested by Local Government
an Average of \$14.55
is returned in Community Benefits

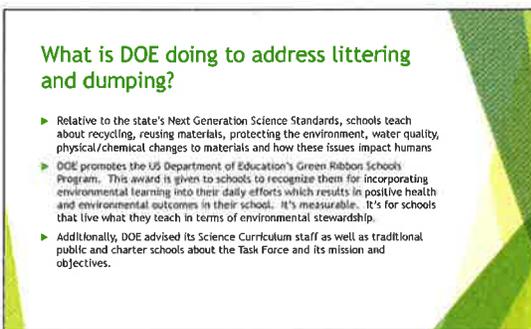
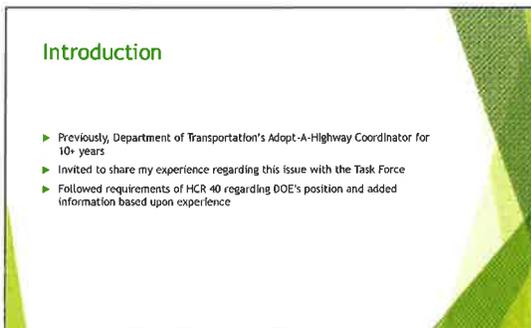
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1010 Washington Blvd.
Stamford, Ct. 06901
203-659-3000
www.kab.org



ATTACHMENT 3 TO APPENDIX 5



What strategies are other states' education agencies and schools using to address dumping and littering?

- ▶ A number of other states are using Next Generation Science Standards, therefore it is likely that students in other states are being taught similar concepts relative to littering.
- ▶ Early learning and education is key to teaching children the proper place for trash, recycling, etc.
- ▶ Teach when young or modify behavior of adults

Education vs. Public Education Campaign

Education in Schools

- ▶ Education in schools is limited to environmental awareness and the impact on the planet and humans
- ▶ Schools tend to shy away from teaching social issues and rely on parents to teach their kids about littering
- ▶ Sending home flyers with students, could potentially create more litter, and even if they reach home, may not be read. Approach is too subtle.
- ▶ To change science curriculum is difficult, time consuming and would certainly have a fiscal impact

Public Education Campaign

- ▶ A public education campaign would be far more effective for the goals of the Task Force - awareness and behavior modification
- ▶ Awareness: Need a strategic, coordinated, in-your-face campaign; a multi-agency event, perhaps monthly/reoccurring
- ▶ Education: Easier to teach them when they are young
- ▶ Behavior Modification: Used mostly for adults - more difficult to achieve
- ▶ Messaging: Suggestive shame, community pride, do your part
- ▶ Enforcement: Minimal success, as the act of littering must be seen by police or be a recurring act of dumping where the person must be clearly identified
- ▶ Audience: Message must be broad enough to engage private property owners, business owners, families, community groups, everyone; using social media to spread our message

Public Hearing

- ▶ Not the appropriate forum
- ▶ Public Education Campaign - multi-agency event, led by Keep America Beautiful - announce and market their role, show support of Delaware agencies (DelDOT, DNREC, DSWA, etc.)
- ▶ Occur in Spring - this is when everyone starts noticing litter
- ▶ Or Fall - clean up when its cooler outside, before inclement weather sets in

Other Recommendations and Final Thoughts

- ▶ Maximize and energize DelDOT's Adopt-A-Highway Program. Effective tool for addressing some of the littering problems of our state.
- ▶ Allow DelDOT crews to focus more on preventative maintenance (litter control), utilize inmate crews more
- ▶ Balance cost of campaign with benefit - positive experience with past DelDOT events
- ▶ Public Awareness Campaign needs to be bigger than one agency, strong message, recurring in some format

Questions?

**Anti-Dumping and Anti-Littering Task Force
Proposed Actionable Recommendations**

1. **Continue with the current anti-littering and anti-dumping efforts throughout the State by the agencies and industry already cited in the report.**
2. **Fully support the Delaware Chapter of Keep America Beautiful.** Keep America Beautiful is a leading national non-profit organization. They inspire and educate people to take action every day to improve and beautify their community environment. The Delaware Chapter will be instrumental in public awareness and educational campaign efforts. Keep America Beautiful takes a behavioral approach to litter prevention, community beautification, and waste reduction and recycling. (T.F.C.) The State needs to explore ways to help this organization. (R.R.C.) Various proposed public education programs were suggested by task force members.
3. **Have Department of Education work with the Delaware Chapter of Keep America Beautiful on its youth/education initiatives.** This would also apply to the other agencies. (Review with Tina Shockley)
4. **Reward/encourage/support volunteerism.** As noted many clean-up efforts throughout the State are done with volunteers. Any measures to increase volunteerism will result in more comprehensive clean-ups. An increase in volunteerism should be realized through the Delaware Chapter of Keep America Beautiful efforts. Suggestions to increase volunteerism for the Adopt-A-Highway program were made. One was to consider a tax credit to individuals or businesses. Another was to reach out to high schools and advise that Adopt-A-Highway is available for community service hours. (D.K.) Secretary Cohan suggested possibly a recognition dinner for Adopt-A-Highway participants. These measures could be considered for any volunteer program.
5. **Any measures to increase availability of correctional officers for supervising clean-up duties should be taken.** Inmate assistance is a major part of DelDOT's clean-up efforts. Historically, the high vacancy rate of correctional officers is why inmate availability is limited. Any measures by the General Assembly, OMB or others that can improve this situation would allow for more clean-up efforts by inmates. This recommendation is being made with the recognition that the high vacancy rate for correctional officers is already a priority for DOC.
6. **Consideration of Expanding Crimestoppers for littering/dumping violations from Sussex County to include Kent and New Castle Counties.** Crimestoppers is being used in Sussex County to report littering/dumping crimes. Just increased reward to \$200 for an arrest. No rewards have been given yet. Need to evaluate effectiveness over the next 12 months and consider recommending for the other 2 counties.

7. **DelDOT needs to further promote and support one-time community/business clean-up efforts.**
8. **DelDOT needs to consider allowing double adoption of roadway sections.** Currently, single adoptions are used for three clean-ups per year. There is more interest in heavily traveled roads. Should evaluate feasibility and interest in allowing second adoptions and signs for the additional three clean-ups.
9. **Expansion of City of Wilmington's practice of encouraging private camera installations by private property owners for illegal dumping investigations.**
10. **Consider enhanced penalties for dumping over littering.** There is currently overlap in the definitions of littering and dumping. Perhaps the General Assembly could look at enhanced penalties for dumping. (R.D. III)
11. **When major offenders are identified, should consider including as part of the penalty payments into a dedicated fund for law enforcement overtime, clean-up efforts, and security cameras.** Make criminals pay the cost of apprehension and investigation. (R.D. III)
12. **Delaware State Police could request troopers to emphasize anti-littering/anti-dumping activity and take appropriate action when applicable.** This could be done through monthly online roll call training utilizing Cornerstone. (G.P.)
13. **Highly publicizing a significant arrest made with a dumping/littering defendant could be an effective deterrent.** This could be done through the PIO of the arresting agency. (G.P.)
14. **Develop an interagency "Strike Force".** The patchwork of laws and law enforcement responsibility means there is no central coordination of investigation and prosecution. It is up to the agencies involved to assign law enforcement resources to target illegal dumping and littering where they occur. Perhaps this effort could be better addressed through coordination and cooperation through a "strike force" that would target the worst offenders and publicize the effort to prevent and punish dumping and littering. The DOJ could assist as needed with the prosecution of offenders in the courts. (R.D. III)

QUESTIONS –

1. Any revisions to the ones proposed?
2. Any other actionable items from Delaware Solid Waste Authority and Delaware Waste Hauling businesses?
3. Any other actionable items that need to be proposed?
4. Should we prioritize actionable recommendations?
5. What are we, as a task force, recommending as the Path Forward to faster evaluate and implement any proposed actionable recommendations?
6. Are we recommending the continuation of this task force or the formation of another task force as initially discussed?

APPENDIX 6

The Delaware Anti-Dumping and Anti-Littering Task Force

Meeting Minutes

Wednesday, September 21, 2016

DelDOT - Farmington/Felton Conference Room

800 Bay Road

Dover, DE 19903

Members Present:

Mark Alexander (CHAIR)	Director of Maintenance & Operations, DelDOT
Ralph (Dirk) Durstein III	Department of Justice
Major Galen Purcell	Delaware State Police
Michael D. Parkowski	Delaware Solid Waste Authority
Senator Gary Simpson	State Senator, Republican Caucus
Julie Miro Wenger	DE Non-Profit Environmental Advocacy Community, DE Food Industry Council
Marjorie Crofts	DNREC
John Sebastian	Department of Correction
Pamela J. Bakerian	Delaware State Farm Bureau

Members Absent:

Jennifer Cohan	Secretary, DelDOT
Dee Durham	DE Non-Profit Environmental Advocacy Community, Bring Your Own Bag
Robert Tunnell III	Delaware Waste-Hauling Business, Blue Hen Disposal
Kelly A. Williams	Governor Appointee, City of Wilmington
Tina Shockley	Department of Education
Kurt Pilarski	Waste Management

IF Desired Members:

Senator Karen Peterson	State Senator, Democratic Caucus
Representative Rich Collins	State Representative, Republican Caucus
Michael Costello	Sussex County

DelDOT Support Staff:

Annie Cordo	Department of Justice, DelDOT
Lesley Devine	Executive Assistant to the Secretary, DelDOT

- I. **Welcome** – The meeting was called to order at 9:10 a.m. by Task Force Chairman Mark Alexander.
- II. **Introductions** – All members and staff introduced themselves.

- III. Meeting Minutes Review** - Senator Peterson made a motion to approve the September 1, meeting minutes and Representative Collins seconded the motion. No one opposed and the minutes were approved without changes.
- IV. Old Business** – The Chairman went over the report with the Task Force. The Task Force provided feedback for modifications to the report.
- V. Discussion of another meeting** – The Task Force discussed having another meeting prior to the September 30, 2016, report deadline. It was decided that the Task Force would finish reviewing the report and vote on it during the September 21, 2016, meeting. Representative Collins expressed the possibility of submitting another resolution in January to establish another task force to oversee and modify the report going forward.
- VI. Voting** - Motion to approve the report as discussed giving discretion to the Chairman to make changes in light of the Task Force discussions was made by Representative Collins and seconded by Major Galen Purcell. All of the Task Force members were in favor of the motion; no Task Force members were opposed, the motion passed.
- VII. Public Comment** – No public comment was made.
- VIII. Adjourn** – Motion to adjourn the meeting was made by Senator Peterson and seconded by Julie Miro Wenger. No one opposed. The meeting adjourned at 11:09 a.m.

Minutes Prepared By: Lesley Devine, DeIDOT