

# Lebanon Township Environmental & Open Space Commission Agenda

January 25th, 2016

## CALL TO ORDER

In compliance with the “Open Public Meetings Act”, notice has been given that the Lebanon Township Environmental and Open Space Commission conducts its regular business meetings on the third Monday of each month at 7:00 PM in the main meeting room of the municipal building. Notice of this meeting was published in the Hunterdon County Democrat and the monthly agendas are posted on the bulletin board of the municipal building.

## STANDARD AGENDA

Topic	Intent/Materials	Time
<b>Kickoff, Roll Call &amp; Connecting Moment</b> (Adam Duckworth)	Call meeting to order, record attendance and kick off. Welcome new member, Sharon Hardy.	15 Min
<b>Presentation of Minutes</b> (Adam Duckworth)	Review and approval of: <ul style="list-style-type: none"> <li>• <a href="#">November Meeting Minutes</a></li> <li>• <a href="#">December Meeting Minutes</a></li> </ul> <p><b>Prior Action:</b> Adam D. to ensure November Meeting Minutes approved at January meeting.</p>	10 Min
<b>General Admin</b> (Adam Duckworth)	<ul style="list-style-type: none"> <li>• Updated Township Tax Maps</li> <li>• ANJEC Training – Save the Date: Saturday, March 19<sup>th</sup> 930AM-100PM</li> <li>• NJ Water Supply Questions</li> <li>• River Watcher Trainings: March/April</li> </ul> <p><b>Prior Action:</b> Warren to follow up on missing figures from ERI and get posted to Township page. <b>Prior Action:</b> Adam to follow up with Nancy, Marc, Erik and Warren regarding relationships with neighboring EOSCs.</p>	15 Min
<b>Newsletter</b>	Spring newsletter deadline is February 1 <sup>st</sup> . Articles on the docket include: <ul style="list-style-type: none"> <li>• Litter Cleanup - Kickoff (Maria Naccarato)</li> <li>• Well Testing (Nancy Lawler)</li> <li>• Welcome New Team Members (Adam Duckworth)</li> </ul>	5 Min
<b>Budget Report</b> (Adam Duckworth)	Review and align on current state budget for EOSC, Sustainable Jersey grant and trail grant. Review outstanding reimbursements. Review upcoming spending. <ul style="list-style-type: none"> <li>• 2016 EOSC Budget Approval Status</li> <li>• ANJEC Dues</li> </ul> <p><b>Prior Action:</b> Adam to review rules for Clean Communities funding usage. <b>Prior Action:</b> Adam to check to ensure he was reimbursed for the Green Maps fee.</p>	10 Min
<b>Planning Board Report</b> (Vacant)	Share pertinent information from Planning Board.	N//A
<b>Highlands Report</b> (Adam Duckworth)	Share any developments related to the Highlands Act.	5 Min

Topic	Intent/Materials	Time
<b>MWA Report</b> (Erik Henriksen)	Share any pertinent information from the MWA.	5 Min
<b>RHA Report</b> (Nancy Lawler)	Share any pertinent information from the RHA.  <b>Prior Action:</b> Nancy to share with RHA that Water Quality was identified as the top priority for the LT EOSC in 2016. <b>Prior Action:</b> Adam D. to review information on “Delaware Watershed Initiative” and provide readout to team at January meeting.	5 Min
<b>Correspondence</b> (Adam Duckworth)	Acknowledge and share any formal correspondence received by EOSC chair or informal correspondence received by EOSC members.  <b>Prior Action:</b> Deb to follow up and offer to provide an overview of the Green Team for the Voorhees Environmental Club.	5 Min
<b>Portfolio Review</b>	Project Leads to provide status report and next steps for active and upcoming projects. For November meeting, introduce portfolio tool.  <b>Prior Action:</b> Adam to draft standard “Playbook” format for review by team.	45 Min

## SPECIAL TOPICS

Topic	Intent/Resources	Time
<b>EOSC Annual Report</b> (Adam Duckworth)	Share requirement and intent to create an annual report for EOSC to be distributed to Township Committee. All EOSC members will need to review for approval in Feb.  <b>Prior Action:</b> Adam to draft annual report for review before next meeting with approval to be obtained at the January meeting.	5 Min
<b>EOSC Reorganization</b> (Adam Duckworth)	Review and approve reorganization letter to Mayor and Township Committee.  <b>Prior Action:</b> Deb to follow up with Terry Bellows who teaches AP Biology; it is not clear if she is a township resident but network may be valuable. <b>Prior Action:</b> Adam D. to finalize letter, have Warren sign and provide to Marc for approval. <b>Prior Action:</b> Marc to get Adam a key to the Municipal building. <b>Prior Action:</b> Adam D. to coordinate Citizen Leadership forms from Sharon and Adam M. for submission.	10 Min
<b>Hunterdon County Open Space Trust Fund Plan</b> (Sharon Petzinger)	Organize team to provide feedback on Hunterdon County Open Space Trust Fund Plan by 31-Jan-2016.	15 Min
<b>Septic Workshop</b> (Nancy Lawler)	Inform team of opportunity to host a septic workshop and decide on whether or not this is something for us to pursue.	15 Min

# Lebanon Township Environmental & Open Space Commission Minutes

January 25th, 2016

## ROLL CALL

Meeting called to order with a quorum at: 7:05 PM.

EOSC Member	Role	Attendance
Adam Duckworth	Chairman	X
<b>Vacant</b>	Planning Board Liaison	N/A
Warren Newman	Member	X
Erik Jan Henriksen	Member	X
Nancy Lawler	Member	X
Doug Diehl	Member	No
Drew DePalma	Member	No
Deb Goodsite	Alternate 1	No
Kathy Koch	Alternate 2	X

## STANDARD AGENDA

Topic	Intent/Materials	Time
<b>Kickoff, Roll Call &amp; Connecting Moment</b> (Adam Duckworth)	Call meeting to order, record attendance and kick off. Welcome new member, Sharon Hardy.  <b>Minutes:</b> Also attending are Sharon Hardy, Sharon Petzinger and Adam Mickley.	15 Min
<b>Presentation of Minutes</b> (Adam Duckworth)	Review and approval of: <ul style="list-style-type: none"> <li>• <u>November Meeting Minutes</u></li> <li>• <u>December Meeting Minutes</u></li> </ul> <b>Prior Action:</b> Adam D. to ensure November Meeting approved at January meeting.  <b>Minutes:</b> Motion to approve November Meeting Minutes made by Mr. Duckworth, seconded by Mr. Newman, concurrence by Mrs. Lawler and Mrs. Koch. Motion to approve December Meeting Minutes made by Mr. Duckworth, seconded by Mr. Henriksen, concurrence by Mrs. Lawler and Mrs. Koch. Meeting Minutes from November and December EOSC meetings were approved.	10 Min

Topic	Intent/Materials	Time
<p><b>General Admin</b> (Adam Duckworth)</p>	<ul style="list-style-type: none"> <li>• Updated Township Tax Maps</li> <li>• ANJEC Training – Save the Date: Saturday, March 19<sup>th</sup> 930AM-100PM</li> <li>• NJ Water Supply Questions</li> </ul> <p><b>Prior Action:</b> Warren to follow up on missing figures from ERI and get posted to Township page.  <b>Prior Action:</b> Adam to follow up with Nancy, Marc, Erik and Warren regarding relationships with neighboring EOSCs.</p> <p><b>Minutes:</b> The question of neighboring EOSCs was posted to the team with the following input provided: Karen Mastro is a representative of the Califon Environmental Commission, Joann Fascenelli who is the LT Recycling Coordinator is on the Mansfield EC and Bill Leavens is a contact from the Washington Township EOSC. Glen Gardner does not have an EOSC but we do have a relationship with the Women’s Club.</p> <p>With respect to the ERI, it has been updated on the new Township website and now includes the Attachments.</p> <p>Additional items highlighted by the team include the fact that Michael Bolan was rehired for our Township this year and that that Fisher property was not on the open space map (this was highlighted by Mrs. Lawler).</p> <p>Mr. Laul commented that JCP&amp;L would be</p> <p><b>Action:</b> Marc to follow up on digital copy of tax map and plot paper copy for us.  <b>Action:</b> Marc to follow up with JCPL on permitting for spray after Sharon P. provides list of rules.  <b>Action:</b> All to review Environmental Resource Inventory; Adam D. to send link.  <b>Action:</b> Adam to check on due date for registration for ANJEC.</p>	<p>15 Min</p>
<p><b>Newsletter</b></p>	<p>Spring newsletter deadline is February 1<sup>st</sup>. Articles on the docket include:</p> <ul style="list-style-type: none"> <li>• Litter Cleanup - Kickoff (Maria Naccarato)</li> <li>• Well Testing (Nancy Lawler)</li> <li>• Welcome New Team Members (Adam Duckworth)</li> </ul> <p><b>Minutes:</b> The team agreed on submitted the following newsletters. It was also noted by Mrs. Lawler that the Spring newsletter will encompass storm water information. Mr. Laul stated that the Memorial Park dumpster can be used to support litter cleanup but this should not be advertised as we do not want to suggest illegal dumping. Mr. Laul should be called to coordinate litter drop off.</p>	<p>5 Min</p>

Topic	Intent/Materials	Time
<b>Budget Report</b> (Adam Duckworth)	<p>Review and align on current state budget for EOSC, Sustainable Jersey grant and trail grant. Review outstanding reimbursements. Review upcoming spending.</p> <ul style="list-style-type: none"> <li>2016 EOSC Budget Approval Status</li> </ul> <p><b>Prior Action:</b> Adam to review rules for Clean Communities funding usage. <b>Prior Action:</b> Adam to check to ensure he was reimbursed for the Green Maps fee.</p> <p><b>Minutes:</b> Mr. Laul commented that the budget will not be fully available until April but EOSC can potentially use Clean Communities for ANJEC fee and Joann Fascenelli should be contacted with this question.</p> <p><b>Action:</b> Adam to follow up with Joanne to see if we can use Clean Communities.</p>	10 Min
<b>Planning Board Report</b> (Vacant)	<p>Share pertinent information from Planning Board.</p> <p><b>Minutes:</b> Mr. Duckworth's role as the Planning Board liaison had not yet started so there was nothing to report.</p>	N//A
<b>Highlands Report</b> (Adam Duckworth)	<p>Share any developments related to the Highlands Act.</p> <p><b>Minutes:</b> Mrs. Lawler mentioned that river monitoring at Point Mountain was this coming Saturday. Mrs. Lawler also provided an update on the oil spill into the Musky.</p>	5 Min
<b>MWA Report</b> (Erik Henriksen)	<p>Share any pertinent information from the MWA.</p> <p><b>Minutes:</b> Mr. Henriksen did not have anything additional to report beyond the oil spill update previously mentioned.</p>	5 Min
<b>RHA Report</b> (Nancy Lawler)	<p>Share any pertinent information from the RHA.</p> <p><b>Prior Action:</b> Nancy to share with RHA that Water Quality was identified as the top priority for the LT EOSC in 2016. <b>Prior Action:</b> Adam D. to review information on "Delaware Watershed Initiative" and provide readout to team at January meeting.</p> <p><b>Minutes:</b> This item was not discussed due to time limitations and a desire to focus on two projects, the Memorial Park Bio Blitz and Goracy Trail projects.</p>	5 Min
<b>Correspondence</b> (Adam Duckworth)	<p>Acknowledge and share any formal correspondence received by EOSC chair or informal correspondence received by EOSC members.</p> <p><b>Prior Action:</b> Deb to follow up and offer to provide an overview of the Green Team for the Voorhees Environmental Club.</p> <p><b>Minutes:</b> Mrs. Goodsite was not present so the outstanding action was not discussed. No other correspondence was shared.</p>	5 Min
<b>Portfolio Review</b>	<p>Project Leads to provide status report and next steps for active and upcoming projects. For November meeting, introduce portfolio tool.</p> <p><b>Prior Action:</b> Adam to draft standard "Playbook" format for review by team.</p> <p><b>Minutes:</b> The team discussed progress and next steps on two projects: The Goracy Trail project and the Memorial Park Bio Blitz.</p>	60 Min

## SPECIAL TOPICS

Topic	Intent/Resources	Time
<b>EOSC Annual Report</b> (Adam Duckworth)	Share requirement and intent to create an annual report for EOSC to be distributed to Township Committee. All EOSC members will need to review for approval in Feb.  <b>Prior Action:</b> Adam to draft annual report for review before next meeting with approval to be obtained at the January meeting.  <b>Minutes:</b> This topic was not discussed.	5 Min
<b>EOSC Reorganization</b> (Adam Duckworth)	Review and approve reorganization letter to Mayor and Township Committee.  <b>Prior Action:</b> Deb to follow up with Terry Bellows who teaches AP Biology; it is not clear if she is a township resident but network may be valuable. <b>Prior Action:</b> Adam D. to finalize letter, have Warren sign and provide to Marc for approval. <b>Prior Action:</b> Marc to get Adam a key to the Municipal building. <b>Prior Action:</b> Adam D. to coordinate Citizen Leadership forms from Sharon and Adam M. for submission.  <b>Minutes:</b> Mr. Duckworth reviewed a letter with the team to be provided to the Mayor, which outlined organizational changes impacting the EOSC including the addition of three new members. A motion was made by Adam Duckworth to approve the letter for submission. The motion was seconded by Mrs. Lawler with concurrence from Mr. Newman, Mr. Henriksen and Mrs. Koch. The letter was signed by Mr. Newman and Mr. Duckworth and handed to Mayor Laul who was attending the meeting.	10 Min
<b>Hunterdon County Open Space Trust Fund Plan</b> (Sharon Petzinger)	Organize team to provide feedback on Hunterdon County Open Space Trust Fund Plan by 31-Jan-2016.  <b>Minutes:</b> Mrs. Petzinger commented that the Hunterdon County Open Space Trust is expanding to include stewardship and that the EOSC should review and provide comments on the proposed updates to the plan. Mr. Duckworth made a motion to have Sharon Petzinger take the lead on preparing comments on behalf of the EOSC. Mr. Henriksen seconded the motion with concurrence from Mrs. Koch, Mr. Newman and Mrs. Lawler. Sharon will summarize feedback and share by Thursday night for subsequent revision and submission by Mr. Duckworth.  Mrs. Lawler shared that on Friday at 10AM, the NJ Highlands Coalition Natural Heritage Committee meeting will be held at the MWA building in Asbury and is open to the public.	15 Min

# TOWNSHIP OF LEBANON

Hunterdon County

Municipal Building  
530 West Hill Road  
Glen Gardner, NJ 08826-6400

Tel. 908-638-8523  
Fax 908-638-5957



Dear Mayor McKee and Township Committee,

The Environmental & Open Space Commission (EOSC) approved the following membership changes at the meeting held on January 25<sup>th</sup>, 2016, and recorded in the minutes to be approved at the February meeting. These changes greatly strengthen the Commission's ability to deliver value to Township residents across a variety of environmental, financial and social sustainability indicators by improving member engagement and adding key expertise to the team. Please review and approve these changes, directing any questions to the current EOSC Chairman, Warren Newman, and future EOSC Chairman, Adam Duckworth.

## Summary of Changes

Role	Current Term	Current Volunteer	New Term	Proposed Volunteer
Chairman	3-yr. 2017	Warren Newman	3-yr. 2016	Adam Duckworth, Planning Board Liaison
Member 1	3-yr. 2016	(Vacant), Planning Board Liaison	3-yr. 2016	Sharon Petzinger
Member 2	3-yr. 2016	Adam Duckworth	3-yr. 2017	Warren Newman
Member 3	3-yr. 2015	Nancy Lawler	3-yr. 2018	Nancy Lawler
Member 4	3-yr. 2017	Erik Henriksen	3-yr. 2017	Erik Henriksen
Member 5	3-yr. 2015	Doug Diehl	3-yr. 2018	Deb Goodsite
Member 6	3-yr. 2017	Drew DePalma	3-yr. 2017	Adam Mickley
Alternate 1	2-yr. 2015	Deb Goodsite	2-yr. 2018	Sharon Hardy
Alternate 2	2-yr. 2016	Kathryn Koch	2-yr. 2016	Kathryn Koch

## Change Details

- Adam Duckworth and Warren Newman will exchange roles, with Adam transitioning into the Chairman role and Warren into a member role. This will enable Warren to contribute more of his environmental engineering expertise to the team since he is freed from the administrative tasks of chairing the Commission; in addition to Adam's transition to Chairman, he will fulfill the previously vacant role of Planning Board Liaison.
- Nancy Lawler has requested to renew her position for an additional three-year term.
- Doug Diehl has resigned from the Commission as per the attached communication; Deb Goodsite will transition from her position as Alternate 1, whose term is expiring, to begin a new three-year term in Doug's position. Due to health matters, Doug is unable to commit to regular meeting attendance; he has been a valuable contributor to the Commission for many years and will be missed.

# TOWNSHIP OF LEBANON

Hunterdon County

- Drew DePalma has resigned from the Commission as per the attached communication. Due to family commitments, Drew is unable to commit to regular meeting attendance but has agreed to continue his contribution as a Green Team member. We are lucky to have his continued engagement.
- Sharon Petzinger, a resident of 10 years, will be joining EOSC as a new member. She brings with her a B.S. in Natural Resource Management, an M.S. in Conservation Biology and experience gained from her role at the NJ DEP.
- Adam Mickley, a resident of 15 years, will be joining EOSC as a new member. He brings a B.S. in Environmental Studies and experience with NJ DEP's Site Remediation Program and Green Acres assessments.
- Sharon Hardy, a resident of 23 years, will be joining EOSC as a new member in the Alternate 1 position. She brings with her expertise in pasture and pest management, farming and forest stewardship. These three new candidates will be valuable additions to the team.

Thank you for your support and sponsorship.

Kind Regards,

Warren Newman, Current EOSC Chair

Adam Duckworth, New EOSC Chair



EOSC,

I regret to inform you that I am resigning from the Environmental & Open Space Committee. I have young children now and can't commit the time that is required to fulfill the obligations of a committee member. I would however still like to be a member of the Green Team and assist the Township with reaching its sustainability goals. It has been a pleasure getting to know all of you and helping the Township become more environmental friendly.

Best Regards,

A handwritten signature in black ink that reads "Drew DePalma". The signature is written in a cursive, flowing style.

Drew DePalma



Adam Duckworth <adam.duckworth@gmail.com>

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## EOSC November Meeting Minutes

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**doug diehl** <ratsowkcp3@gmail.com>

Wed, Dec 16, 2015 at 10:57 PM

To: Adam Duckworth <adam.duckworth@gmail.com>

Cc: Deb Goodsite <picturesleuth@mindspring.com>, Drew DePalma <ddepalma17@gmail.com>, Erik Henriksen <ehenriksen@comcast.net>, Kathy Koch <kathy@nativetreasures.com>, Marc Laul <mlaul@sanmec.com>, Nancy Lawler <nerlawler@comcast.net>, Warren Newman <newmanwj@cdmsmith.com>

Adam: I wish you the best as you lead the EOSC forward. Because of my medical condition, I did not make an effort to advocate an extension of my membership which terminates this year as the end of a 3 year term. Having been a member since its inception (and chair twice) it is difficult for me to leave EOSC but my "bad back" has made me not reliable to serve. I hope to make it to the December meeting .....doug

[Quoted text hidden]

*Township of Lebanon*  
**Citizen Leadership Form**

I, Sharon Petzinger, hereby apply to perform public service on the following municipal authorities, boards or commissions:

- a) Environmental & Open Space Commission, Member
- b) \_\_\_\_\_
- c) \_\_\_\_\_

Sharon Petzinger  
*Name*

Hampton, NJ  
*City, State*

08827  
*Zip*

Please list any: education, prior volunteer experience, work related experience; or other civic involvement which could be of use to the authorities, boards or commissions which you listed above:

I have a B.S. in Natural Resources Management and M.S. in Conservation Biology. I am a wildlife biologist/zoologist and have worked with or for NJ Division of Fish and Wildlife's Endangered and Nongame Species Program for almost 15 years.

<b>Personal Information Not Subject to Public Disclosure*</b>
<u>c: 908-398-4425</u> <i>Primary Phone Number</i>
<u>320 Dogwood Drive</u> <i>Address of Residence</i>
<u>sdefalco69@hotmail.com</u> <i>Email Address</i>
<i>*The information in this section is considered personal information, and is therefore deemed confidential for the purpose of P.L. 1963, c. 73 (C.47:1A-1 et seq.) and P.L. 2001, c. 404 (C.47:1A-5 et al.).</i>

*Township of Lebanon*  
**Citizen Leadership Form**

I, Adam Mickley, hereby apply to perform public service on the following municipal authorities, boards or commissions:

- a) Environmental & Open Space Commission, Member
- b) \_\_\_\_\_
- c) \_\_\_\_\_

Adam Mickley  
*Name*

Glen Gardner, NJ  
*City, State*

08826  
*Zip*

Please list any: education, prior volunteer experience, work related experience; or other civic involvement which could be of use to the authorities, boards or commissions which you listed above:

I EARNED A BS IN ENVIRONMENTAL STUDIES FROM RICHARD STOCKTON COLLEGE (1996). FOR THE PAST 17 YEARS, I HAVE WORKED AS AN ENVIRONMENTAL CONSULTANT PERFORMING ENVIRONMENTAL SITE ASSESSMENTS (INCLUDING FOR GREEN ACRES ACQUISITIONS); SOIL, GROUND WATER, AND VAPOR INVESTIGATIONS AND REMEDIATIONS; AND INTERFACING BETWEEN GOVERNMENTAL OVERSIGHT AGENCIES AND THE REGULATED COMMUNITY.

**Personal Information Not Subject to Public Disclosure\***

908-268-1022 (cell)  
*Primary Phone Number*

445 West Hill Road, Glen Gardner, NJ 08826  
*Address of Residence*

adam\_mickley@yahoo.com  
*Email Address*

*\*The information in this section is considered personal information, and is therefore deemed confidential for the purpose of P.L. 1963, c. 73 (C.47:1A-1 et seq.) and P.L. 2001, c. 404 (C.47:1A-5 et al.).*