

Lebanon Township Environmental & Open Space Commission Agenda

March 21st, 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 |
|---|--|--------|
| Kickoff, Roll Call & Connecting Moment (Adam Duckworth) | Call meeting to order and record attendance. | 15 Min |
| Presentation of Minutes (Adam Duckworth) | Review and approval of: <ul style="list-style-type: none"> • January Meeting Minutes | 10 Min |
| General Admin (Adam Duckworth) | <ul style="list-style-type: none"> • ANJEC Training Readout • Slack Usage • Hunterdon County Open Space Trust Fund Plan – Input Submitted | 15 Min |
| Newsletter | Summer newsletter deadline is May 1 st . Articles on the docket include: <ul style="list-style-type: none"> • Litter Cleanup - Summary (Maria Naccarato) • Farm Passport – Kickoff (Laura Morrison) | 5 Min |
| Budget Report (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"> • ANJEC Dues Submitted | 10 Min |
| Planning Board Report (Vacant) | Share pertinent information from Planning Board. | N//A |
| Highlands Report (Adam Duckworth) | Share any developments related to the Highlands Act. | 5 Min |
| MWA Report (Erik Henriksen) | Share any pertinent information from the MWA. | 5 Min |
| RHA Report (Nancy Lawler) | Share any pertinent information from the RHA. | 5 Min |
| Correspondence (Adam Duckworth) | Acknowledge and share any formal correspondence received by EOSC chair or informal correspondence received by EOSC members. | 5 Min |

| Topic | Intent/Materials | Time |
|-------------------------|---|--------|
| Portfolio Review | Project Leads to provide status report and next steps for active and upcoming projects. <ul style="list-style-type: none">• Bunnvale Grant• Litter Cleanup• Farm Passport Challenge• Well Testing• Goracy Trail• Memorial Park Bio-Blitz• Recycling Actions | 45 Min |

SPECIAL TOPICS

| Topic | Intent/Resources | Time |
|-------|------------------|-------|
| N/A | N/A | 0 Min |

Lebanon Township Environmental & Open Space Commission Minutes

March 21st, 2016

ROLL CALL

Meeting called to order with a quorum at: 7:07 PM.

| EOSC Member | Role | Attendance |
|--------------------|----------------------------------|------------|
| Adam Duckworth | Chairman, Planning Board Liaison | X |
| Sharon Petzinger | Member | No |
| Warren Newman | Member | No |
| Erik Jan Henriksen | Member | X |
| Nancy Lawler | Member | X |
| Deb Goodsite | Member | No |
| Adam Mickley | Member | X |
| Sharon Hardy | Alternate 1 | X |
| Kathy Koch | Alternate 2 | X |

STANDARD AGENDA

| Topic | Intent/Materials | Time |
|---|--|--------|
| Kickoff, Roll Call & Connecting Moment (Adam Duckworth) | Call meeting to order and record attendance. Minutes: Mr. Duckworth called the meeting to order at 7:06PM. In addition to the EOSC members, Mayor Laul was in attendance, along with two community members: Mrs. Beverly Koehler and Mrs. Laurie Hoffman. | 15 Min |
| Presentation of Minutes (Adam Duckworth) | Review and approval of: <ul style="list-style-type: none"> • January Meeting Minutes Minutes: Mr. Newman, Mrs. Lawler, Mr. Duckworth, Mr. Henriksen and Ms. Koch were present at the last meeting and may vote to approve meeting minutes. Request for motion made by Mr. Duckworth. Motion made by Mr. Henriksen and seconded by Mrs. Lawler. Unanimously approved. Mr. Duckworth took an action to touch base with Mrs. Karen Newman to ensure EOSC meeting minutes are posted to the Township website. | 10 Min |

| Topic | Intent/Materials | Time |
|--|--|--------|
| General Admin (Adam Duckworth) | <ul style="list-style-type: none"> • ANJEC Training Readout • Slack Usage • Hunterdon County Open Space Trust Fund Plan – Input Submitted <p>Minutes: Mr. Duckworth shared with the team that Lebanon Township EOSC was well represented at the recent ANJEC training for Environmental Commissions with Mr. Duckworth, Mrs. Petzinger, Mr. Mickley, Ms. Koch and Mrs. Hardy all attending the training session. The session was at capacity with ~50 attendees.</p> <p>Mr. Duckworth than introduced for discussion usage of Slack, the online team collaboration tool, for collaboration between EOSC members. Mr. Laul stated a policy was being developed for social media usage within the Township but this would not be ready for a while. Mr. Duckworth requested an opportunity to review and comment and Mr. Laul agreed. The team discussed the use of Slack and it's compliance with the "Open Public Meetings Act". Slack is configured with different channels that enable collaboration on specific topics. If this is used in a way similar to sub-committees with no more than three EOSC members active in a particular channel than this does not constitute a quorum. As the administrator of the Lebanon Township Green Team, Mr. Duckworth will enforce this restriction and look to ensure the future township policy formalizes this.</p> <p>Mr. Duckworth shared a note of thanks to Mrs. Petzinger for coordinating feedback on the Hunterdon County Open Space Trust Fund Plan and shared with the commission their input had been submitted before the January deadline.</p> | 15 Min |
| Newsletter | <p>Summer newsletter deadline is May 1st. Articles on the docket include:</p> <ul style="list-style-type: none"> • Litter Cleanup - Summary (Maria Naccarato) • Farm Passport – Kickoff (Laura Morrison) <p>Minutes: Mr. Duckworth reminded the team of the upcoming newsletter submission deadline and that Green Team members, Maria Naccarato and Laura Morrison, will have two articles to submit as noted above. Suggestion to have an article on natural methods of garden. Mr. Mickley offered to write two articles in support of sustainable jersey for grass clippings and backyard composting.</p> | 5 Min |
| Budget Report (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"> • ANJEC Dues Submitted <p>Minutes: Mr. Duckworth stated that ANJEC dues were submitted and that a budget request for \$1000 was submitted, which equals the budget request from 2015. Mr. Laul stated the EOSC budget request had been approved.</p> | 10 Min |
| Planning Board Report (Vacant) | <p>Share pertinent information from Planning Board.</p> <p>Minutes: Mr. Duckworth stated that the only update from the last Planning Board meeting was that there is a continued focus in understanding the potential requirements of Affordable Housing and conflict with the Lebanon Township Municipal Build-Out Report for Highlands Regional Master Plan Conformance.</p> | N/A |

| Topic | Intent/Materials | Time |
|---|---|-------|
| Highlands Report (Adam Duckworth) | Share any developments related to the Highlands Act. Minutes: Mr. Duckworth shared that he and Mrs. Hardy attended a public outreach session at Warren County Technical School on February 9 th , 2016, at 7PM, sponsored by the NJ Highlands Council to gather feedback on the Regional Master Plan Monitoring Program and proposed Key Performance Indicators (KPIs). | 5 Min |
| MWA Report (Erik Henriksen) | Share any pertinent information from the MWA. Minutes: Mr. Henriksen reminded the team that the MWA river cleanup is on the 16 th . Mr. Henriksen also share an updated on the major development project proposed for Hampton. The next step is review by NJ DEP and the concern was raised that this is potentially precedent-setting. The Lebanon Township EOSC should stay engaged with the dialogue on this to mitigate risk depending on the outcome of the decision. There was a suggestion to discuss with the Mansfield EOSC the risk of a similar situation happening with Mannon Farm along the Musconetcong River in Warren County. Mrs. Lawler noted that River Watcher training is at capacity. | 5 Min |
| RHA Report (Nancy Lawler) | Share any pertinent information from the RHA. Minutes: Mrs. Lawler noted that she met the new science director for Raritan Headwaters and was interested in attending an EOSC meeting. | 5 Min |
| Correspondence (Adam Duckworth) | Acknowledge and share any formal correspondence received by EOSC chair or informal correspondence received by EOSC members. Minutes: Mr. Duckworth shared that two correspondence had been received and team agreed no action was necessary: <ul style="list-style-type: none"> • DEP Communication acknowledging exemption status of “Aqua New Jersey Inc. – Bould Field Well No. 1 Improvements” • Letter from Kathryn Koch regarding “Request for NJDEP Freshwater Wetlands General Permit” – notification of permit application | 5 Min |

| Topic | Intent/Materials | Time |
|--------------------------------|---|---------------|
| <p>Portfolio Review</p> | <p>Project Leads to provide status report and next steps for active and upcoming projects.</p> <ul style="list-style-type: none"> • Bunnvale Grant • Litter Cleanup • Farm Passport Challenge • Well Testing • Goracy Trail • Memorial Park Bio-Blitz • Recycling Actions <p>Minutes: Mrs. Hardy acknowledged submission of the grant to remediate the Bunnvale ponding issue and provided an overview of the process and next steps.</p> <p>Mr. Duckworth shared status of the 2016 Lebanon Township Litter Cleanup, giving energy back to Mrs. Maria Naccarato and highlighting the fact that more than 280 residents have signed up to participate.</p> <p>Mr. Duckworth highlighted that Mrs. Laura Morrison will again be leading the Farm Passport Challenge and is beginning preparations for kicking it off. The passport will be distributed in the Summer newsletter this year.</p> <p>Mrs. Lawler stated that the well testing program is still planned for May and will be advertised beforehand. Ms. Koch is supporting the effort.</p> <p>Mrs. Hardy provided an update on the Goracy Trail project and asked what the next steps were. Mr. Duckworth stated he would like to see a list of the steps that would be required to purchase the parcel if the homeowner were willing to sell it. Mrs. Lawler took an action to follow up with Hunterdon Land Trust to see if they have a standard process for acquiring open space.</p> <p>Mr. Mickley stated that he met with the Township recycling coordinator, Joann Fascinelli, and categorized all the Sustainable Jersey recycling actions into categories of difficulty. Seven programs were identified as achievable for this year.</p> | <p>45 Min</p> |

SPECIAL TOPICS

| Topic | Intent/Resources | Time |
|-------|--|-------|
| N/A | N/A Minutes: Mrs. Hoffman asked if anyone had knowledge of grant opportunities. Mrs. Hoffman asked if we were building a map of all trails in Lebanon Township. Mr. Duckworth stated there were no plans to do this at this time since efforts were focused on completing the Goracy trail but this was a good idea and would be considered as a future opportunity. | 0 Min |