

# Lebanon Township Environmental & Open Space Commission Agenda

December 21st, 2015

## 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. Refresh on 2016 priorities.  Reminder – Spring Newsletter articles due February 1 <sup>st</sup> . Does anyone know EOSC team members from neighboring towns?	15 Min
<b>Presentation of Minutes</b> (Adam Duckworth)	Review and approval of <a href="#">November Meeting Minutes</a> .	10 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>• Discuss Clean Communities with Marc Laul</li> <li>• ANJEC Grants Available</li> <li>• Sustainable Jersey Grants Available</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>	15 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
<b>MWA Report</b> (Erik Henriksen)	Share any pertinent information from the MWA.  <b>Prior Action:</b> Adam to follow up with Erik and reaffirm his role as MWA liaison.	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.	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. <b>Prior Action:</b> Adam to review correspondence and determine if action is necessary.	10 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.	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 Dec.  <b>Prior Action:</b> Adam to draft annual report for review before next meeting with approval to be obtained at the December meeting.	5 Min
<b>EOSC Reorganization</b> (Adam Duckworth)	Review and approve reorganization letter to Mayor and Township Committee.  <b>Prior Action:</b> Team Members to put in writing their support of these changes. <b>Prior Action:</b> Warren and Adam to summarize transition of EOSC Chair in preparation for approval at December meeting. <b>Prior Action:</b> Warren to discuss EOSC membership with Doug Diehl. <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.	15 Min

# Lebanon Township Environmental & Open Space Commission Minutes

December 21st, 2015

## ROLL CALL

Meeting called to order at: 7:02 PM

EOSC Member	Role	Attendance
Adam Duckworth	Chairman	X
<b>Vacant</b>	Planning Board Liaison	N/A
Warren Newman	Member	No
Erik Jan Henriksen	Member	X
Nancy Lawler	Member	X
Doug Diehl	Member	X
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)	<p>Call meeting to order, record attendance and kick off. Refresh on 2016 priorities.</p> <p>Reminder – Spring Newsletter articles due February 1<sup>st</sup>. Does anyone know EOSC team members from neighboring towns?</p> <p><b>Minutes:</b> Meeting was kicked off at 7:02PM with a quorum of three EOSC members (Doug arrived at 7:30) and one Alternate. Marc Laul (Township Committee) and two future EOSC members, Adam Mickley and Sharon Petzinger also attended. A reminder regarding the Spring newsletter article submission deadline was provided. The question on connections with EOSC members from neighboring towns was not discussed.</p> <p><b>Action:</b> Adam to follow up with Nancy, Marc, Erik and Warren regarding relationships with neighboring EOSCs.</p>	15 Min
<b>Presentation of Minutes</b> (Adam Duckworth)	<p>Review and approval of <a href="#">November Meeting Minutes</a>.</p> <p><b>Minutes:</b> Meeting Minutes from the November meeting were not approved as there was not sufficient representation from that meeting; this will be deferred to the January meeting and approved with December Meeting Minutes.</p> <p><b>Action:</b> Adam D. to ensure November Meeting Minutes approved at January meeting.</p>	10 Min
<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>• Discuss Clean Communities with Marc Laul</li> </ul>	15 Min

Topic	Intent/Materials	Time
	<ul style="list-style-type: none"> <li>• ANJEC Grants Available</li> <li>• Sustainable Jersey Grants Available</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> Marc shared that there is \$160K available through the county. The funds can be used for maintenance of open space properties, including maintenance equipment, and open space acquisition. This is a good opportunity to continue trail connectivity and build a stewardship program for current properties. The equivalent of a grant proposal is required to access the funds. Prior actions both remain open.</p> <p><b>Action:</b> Adam to review rules for Clean Communities funding usage.  <b>Action:</b> Adam to check to ensure he was reimbursed for the Green Maps fee.</p>	
<b>Planning Board Report</b> (Vacant)	Share pertinent information from Planning Board.  <b>Minutes:</b> There was nothing to report as this position remains vacant. It will be filled moving forward by Adam Duckworth.	N//A
<b>Highlands Report</b> (Adam Duckworth)	Share any developments related to the Highlands Act.  <b>Minutes:</b> There was nothing to report.	5 Min
<b>MWA Report</b> <b>Musconetcong River</b> <b>Mgmt. Council</b> (Erik Henriksen)	Share any pertinent information from the MWA.  <b>Prior Action:</b> Adam to follow up with Erik and reaffirm his role as MWA liaison.(DONE)  <b>Minutes:</b> MWA is close to taking out the Hughesville Dam. Bids are in from contractors. Timing to be determined based on plant and animal species thought to be in the area; an old osprey nest was recently sighted and is being investigated. Erik shared the situation with the proposed housing development in Hampton and linked it to Lebanon Township, who is at risk of something similar. The team agreed it is important for us understand how best to position ourselves to meet future COA requirements. Adam D. to keep in touch with this via his role on the Planning Board.	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>Minutes:</b> Prior action remains open and Nancy agreed to follow up with RHA. Nancy provided a package of information to Adam D. on the “Delaware Watershed Initiative”, which is intended for Environmental Commissioners.  <b>Action:</b> Nancy to share with RHA that Water Quality was identified as the top priority for the LT EOSC in 2016. <b>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.	10 Min

Topic	Intent/Materials	Time
	<p><b>Prior Action:</b> Adam to review correspondence and determine if action is necessary. (DONE)</p> <p><b>Minutes:</b> Deb was not present and her prior action remains open.</p> <p><b>Action:</b> Deb to follow up and offer to provide an overview of the Green Team for the Voorhees Environmental Club.</p>	
<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 the portfolio of open projects, a copy of which has been attached to these Meeting Minutes. The prior action regarding a standard “Playbook” remains open and will be carried forward into the 2016 Well Testing project where a standard template will be piloted.</p>	60 Min

## SPECIAL TOPICS

Topic	Intent/Resources	Time
<b>EOSC Annual Report</b> (Adam Duckworth)	<p>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 Dec.</p> <p><b>Prior Action:</b> Adam to draft annual report for review before next meeting with approval to be obtained at the December meeting.</p> <p><b>Minutes:</b> This item was not discussed and the prior action remains open.</p> <p><b>Action:</b> Adam to draft annual report for review before next meeting with approval to be obtained at the December meeting.</p>	5 Min
<b>EOSC Reorganization</b> (Adam Duckworth)	<p>Review and approve reorganization letter to Mayor and Township Committee.</p> <p><b>Prior Action:</b> Team Members to put in writing their support of these changes. (DONE)</p> <p><b>Prior Action:</b> Warren and Adam to summarize transition of EOSC Chair in preparation for approval at December meeting. (DONE)</p> <p><b>Prior Action:</b> Warren to discuss EOSC membership with Doug Diehl. (DONE)</p> <p><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.</p> <p><b>Minutes:</b> Reorganization letter was prepared by Adam Duckworth and presented to members for review. One change was suggested by Marc Laul, which was for Kathy Koch to retain her role as an Alternate to avoid the paperwork required to have her resign from her current role and be reapproved as a permanent members. The change was made in the letter with Kathy's agreement and a motion was made by Adam Duckworth to approve the reorganization letter, which was seconded by Erik and unanimously approved. A copy of the letter is attached to these meeting minutes. One action is still open from the prior meeting, which was for Deb to engage Terry Bellows. This is still pertinent since we still have one open Alternate vacancy to fill.</p> <p><b>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.</p> <p><b>Action:</b> Adam D. to finalize letter, have Warren sign and provide to Marc for approval.</p> <p><b>Action:</b> Marc to get Adam a key to the Municipal building.</p> <p><b>Action:</b> Adam D. to coordinate Citizen Leadership forms from Sharon and Adam M. for submission.</p>	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 December 21<sup>st</sup>, 2015, and recorded in the minutes to be approved at the January 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. 2017	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. 2016	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	Vacant
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.

*Incorporated 1798*

# 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 wither 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. Both he and Sharon 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]

# 2016 PRIORITIES

- Highlands Act Awareness and Monitoring
- Water Quality Assessment & Improvement
- Municipal Property Natural Resource Survey
- Home Gardening Promotion
- School Partnership Building
- Trail Assessment, Promotion and Development Planning
- Sustainable Event Education
- Waste & Recycling Actions Assessment

Project	Intent	Update
<p><b>2016 Well Testing</b> (Nancy Lawler)</p>	<p>Understanding the water quality in private wells is critical to the safety of our residents and provides insights into the overall health of our watersheds. The intent of the well testing program is to encourage fifty residents to test their wells at a reduced cost. Anonymized testing results are publicly available, contributing to environmental organizations' ability to monitor and protect water quality.</p>	<p>Well testing kits will be sold on Saturday, May 7<sup>th</sup>, with drop off on Monday, May 9<sup>th</sup>. Kathy will partner with Nancy on this.</p> <p><b>ACTION:</b> Adam and Nancy to work to develop a template for a Playbook that can be used for all of our regular Programs.</p> <p><b>ACTION:</b> Nancy to get agreement from RHA.</p> <p><b>ACTION:</b> Nancy to write article for Spring newsletter.</p>
<p><b>Community Website</b> (TBD)</p>	<p>Engagement with Township residents is foundational to building a sustainable community. Currently, the only way to reach residents is through the quarterly newsletter or via Facebook, which only a small number of residents follow. An improved community website will greatly enhance our ability to reach residents.</p>	<p>Marc shared that Tara &lt;last name&gt;, one of our Township's legal representatives, gave a presentation at a recent conference regarding social media policy. Marc also shared that he has an interest in improving the Township's online presence and suggested EOSC/Green Team hold off on doing anything separately for now until the Township has a policy in place and path forward.</p> <p><b>ACTION:</b> Marc to reach out to Tara &lt;last name&gt; to review potential social media policies and then provide recommendations on how to move forward.</p>

Project	Intent	Update
<p><b>Goracy Tract Trail Building</b> (Adam)</p>	<p>The Goracy Tract was a piece of land purchased during the last 15 years and is owned in conjunction with NJ Water Supply. Trail building on this property began in 2014 with two sections of boardwalk completed. An opportunity exists to improve trail connectivity and complete the trail on Goracy, connecting Woodglen Rd. to Miquin Woods, which would require the purchase of a small piece of land between the two parcels.</p>	<p>Nancy shared that the woman who owns the property between Goracy and Miquin Woods had been engaged and was interested in selling the parcel but the Township did not support additional land acquisition at the time.</p> <p>Hunterdon Land Trust may support us, but we should start discussions with Tom Sheppard or the head of County Parks.</p> <p>Michael Helbing from Metrotrails has agreed to blaze a trail for us. We just need to ensure the property boundaries are clearly known and all permitting is in place. Nancy shared that Michael was involved in the original trail marking effort that had been done a few years ago.</p> <p>The individual from NJ Water Supply with which EOSC initially worked was Julie (Hajdusek) Shelley; Julie was the Properties Manager. Adam D. reached out via email on 23-Dec.</p> <p><b>ACTION:</b> Adam D. to follow up on permit requirements for the Goracy tract, specifically wetland permitting, and get name of contact from NJ Water Supply to have subsequent discussions.</p> <p><b>ACTION:</b> Warren to provide background on permitting and trail marking that had been previously been done for the Goracy Tract.</p> <p><b>ACTION:</b> Adam M. to reach out to the County regarding Goracy/Miquin Woods connectivity to build awareness of our intent and understand how we might partner together on this.</p> <p><b>ACTION:</b> Nancy to talk to Tom Sheppard regarding our intent with the Goracy tract.</p> <p><b>ACTION:</b> Kathy to obtain electronic copy of deed of Goracy Tract.</p>

Project	Intent	Update
<p><b>Township Data Access</b> (Adam)</p>	<p>Having access to public property data for Lebanon Township is foundational to our success. This data can be used to identify a group of people to which we might promote certain programs and knowledge (e.g. septic maintenance along the Musky). It will also inform our open space preservation strategy. The intent of this project at a minimum is to obtain a current list of all parcels with all available public information.</p>	<p>Team discussed various ways to get access to this data. Marc stated that Mary Mastro may not understand how to export data from our Township systems nor which data can be shared versus which is proprietary information. Adam M. demonstrated data you can get from NJ GeoWeb.</p> <p><b>ACTION:</b> Marc to follow up on new tax maps for 2016 to understand timing.</p> <p><b>ACTION:</b> Kathy to follow up with Mary Mastro to understand how to get export of Township data and obtain list of preserved Farmlands and define where the authoritative list for Preserved Farmlands lives.</p> <p><b>ACTION:</b> Adam to understand what data can be obtained from GIS and GeoWeb.</p>
<p><b>Water Quality Data Aggregation</b> (Adam)</p>	<p>The first step in any improvement initiative is to understand where something is at today. Water quality data for Lebanon Township is currently dispersed across numerous organizations and databases. For our Township to truly understand water quality risks and issues and plan actions that measurably improve our situation, we need a thorough understanding of existing data. The intent of this project is to understand which groups have pertinent water data and aggregate that data to form a holistic Township perspective.</p>	<p>The scope of data we'd like to aggregate includes measurements from within our Township and within two miles or our borders. USGS, EPA, NJ DEP, MWA and RHA are all organizations that may have water quality data for our Township. Lake Solitude and Stanton have gauges and USGS has one in Glen Gardner (NOA). Nancy noted that while multiple organizations do testing, the MWA is expected to aggregate all testing data for the Musky.</p> <p>Water quality data comes in different forms, such as surface water and sub-surface water.</p> <p>It was noted that NJ DEP does do testing in Hampton Borough Park.</p> <p><b>ACTION:</b> Nancy to understand various testing sites and available data for Musky and South Branch, both done by the MWA/RHA or by other organizations, such as the NJ DEP.</p>

Project	Intent	Update
<b>Memorial Park Bio Blitz</b> (TBD)	A biosurvey for municipal properties provides data for improved decision-making and is a mandatory requirement for some properties. It also provides a great opportunity to get residents involved. The intent of this project is to build our capability in biosurveys and execute a biosurvey of Memorial Park.	Sharon provided some initial thoughts regarding how a Bio Blitz might be structured. For example, we might host a kid-friendly event to survey salamanders and insects at one point in the year, and bring in experts for birds at another point in the year.  <b>ACTION:</b> Sharon to noodle on how to approach this, including what we can learn from others and who we might partner with to facilitate this effort.
<b>Sustainable Jersey Grant Report</b> (Adam)	A \$2000 Capacity Building grant was received from Sustainable Jersey in 2014. The grant report was due in September, 2015, and must be submitted ASAP to ensure we remain in good standing with SJ.	<b>ACTION:</b> Adam to prepare draft report for January meeting.
<b>2016 Green Fair</b> (Deb Goodsite)	N/A – To be Deleted	Day in the Park will not be held in 2016. The Parks Committee is skipping a year to reinvent itself in 2017. The team discussed this and decided not to move forward with a Green Fair this year, but perhaps replace it with some of the events to support the Memorial Park Bio Blitz.  <b>ACTION:</b> Adam to talk to Deb about skipping Green Fair.
<b>2016 Farm Passport</b> (Laura Morrison)	TBC	No actions to take prior to January meeting.
<b>2016 Litter Cleanup</b> (Maria Naccarato)	TBC	No actions to take prior to January meeting.