

Lebanon Township Environmental & Open Space Commission Agenda

November 16th, 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
Kickoff, Roll Call & Connecting Moment (Adam Duckworth)	Call meeting to order, record attendance and kick off. Adam to share perspective on opportunities and hear from each Team Member. Theme: Collaborative and Measurable!	10 Min 7:10
Presentation of Minutes (Adam Duckworth)	Review status of 2015 YTD EOSC meetings and obtain approval on prior minutes.	10 Min 7:20
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.	15 Min 7:35
Planning Board Report (Vacant)	Share pertinent information from Planning Board.	N//A
Highlands Report (Adam Duckworth)	Share any developments related to the Highland’s Act. Share the mayor’s ask and link to COAH.	5 Min 7:40
MWA Report (Erik Henriksen)	Share any pertinent information from the MWA.	5 Min 7:45
RHA Report (Nancy Lawler)	Share any pertinent information from the RHA.	5 Min 7:50
Correspondence (Adam Duckworth)	Acknowledge and share any formal correspondence received by EOSC chair or informal correspondence received by EOSC members. (Deb) Melanie Kerr and NancyAnne Castello, Voorhees Environmental Club	10 Min 8:00
Portfolio Review	Project Leads to provide status report and next steps for active and upcoming projects. For November meeting, introduce portfolio tool. LT Sustainability Portfolio	5 Min 8:05

SPECIAL TOPICS

Topic	Intent/Resources	Time
EOSC Annual Report (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.	5 Min 8:10
EOSC Membership (Adam Duckworth)	Review membership and term expirations and define path forward for completing the EOSC Chair transition, renewing expiring terms and shifting members if required. Onboarding Deck	10 Min 8:20
2016 Standard Programs (Adam Duckworth)	Review and confirm leadership for standard EOSC/Green Team Programs in 2016.	10 Min 8:30
2016 Objectives Setting (Adam Duckworth/All)	Intent is to review opportunities for 2016 and prioritize within our team. See “Challenges” tab in the LT Sustainability Portfolio	60 Min 9:30

Lebanon Township Environmental & Open Space Commission Minutes

November 16th, 2015

ROLL CALL

Meeting called to order at: 7:15PM

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

STANDARD AGENDA

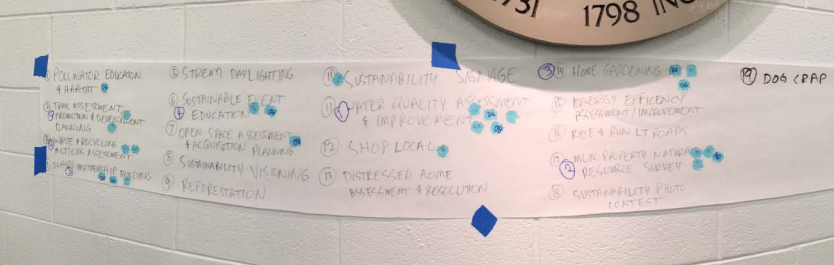
Topic	Intent/Materials	Time
Kickoff, Roll Call & Connecting Moment (Adam Duckworth)	<p>Call meeting to order, record attendance and kick off. Adam to share perspective on opportunities and hear from each Team Member. Theme: Collaborative and Measurable!</p> <p>Minutes: Meeting called to order at 7:15PM with three EOSC members and two alternates in attendance, representing a quorum. The meeting was started with a connecting moment where members shared their reasons for volunteering with EOSC.</p>	10 Min 7:10
Presentation of Minutes (Adam Duckworth)	<p>Review status of 2015 YTD EOSC meetings and obtain approval on prior minutes.</p> <p>Minutes: This item was not discussed and will be reintroduced at the December meeting.</p>	10 Min 7:20
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> <p>Minutes: Clean Communities was highlighted as a source of 2016 funding, approximately \$26K/year, and is governed by state rules (NJ Clean Communities). Usage of funding is approved by Township Committee. Perhaps use this as funding for prescription drug recycling or reusable bags as promotional items.</p> <p>Warren met with municipal representative to clarify budget position for Trail Grant, Sustainable Jersey Grant, and EOSC budget. This was reviewed and one discrepancy was noted regarding missing charge for Green Maps annual fee.</p> <p>Action: Adam to review rules for Clean Communities funding usage. Action: Adam to check to ensure he was reimbursed for the Green Maps fee.</p>	15 Min 7:35

Topic	Intent/Materials	Time
Planning Board Report (Vacant)	Share pertinent information from Planning Board. Minutes: This item was not discussed as EOSC currently has no liaison to the Planning Board.	N//A
Highlands Report (Adam Duckworth)	Share any developments related to the Highland's Act. Share the mayor's ask and link to COAH. Minutes: Adam shared with the Team the Mayor's request to build our expertise with the Highlands regulations and how they integrate with Affordable Housing requirements.	5 Min 7:40
MWA Report (Erik Henriksen)	Share any pertinent information from the MWA. Minutes: This item was not discussed in depth as Erik was not present at the meeting. It was suggested we reaffirm Erik's role as the MWA liaison. Action: Adam to follow up with Erik and reaffirm his role as MWA liaison.	5 Min 7:45
RHA Report (Nancy Lawler)	Share any pertinent information from the RHA. Minutes: Nancy mentioned that the quarry was doing some work to reduce the amount of runoff going into Spruce Run Creek. Action: Nancy to share with RHA that Water Quality was identified as the top priority for the LT EOSC in 2016.	5 Min 7:50
Correspondence (Adam Duckworth)	Acknowledge and share any formal correspondence received by EOSC chair or informal correspondence received by EOSC members. (Deb) Melanie Kerr and NancyAnne Castello, Voorhees Environmental Club Minutes: Deb Goodsite shared the interest from NancyAnne Castello and the Environmental Club to learn more about the Green Team. Adam acknowledged the receipt of Freshwater Wetlands General Permit Application (Hunterdon County Structure No. L-116) and Freshwater Wetlands Application for 17 Musconetcong River Rd. for septic repair. Action: Deb to follow up and offer to provide an overview of the Green Team for the Voorhees Environmental Club. Action: Adam to review correspondence and determine if action is necessary.	10 Min 8:00
Portfolio Review	Project Leads to provide status report and next steps for active and upcoming projects. For November meeting, introduce portfolio tool. LT Sustainability Portfolio Minutes: This item was deferred until next meeting in order to focus on 2016 prioritization.	5 Min 8:05

SPECIAL TOPICS

Topic	Intent/Resources	Time
EOSC Annual Report (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. Minutes: Adam noted that EOSC Resolution requires the submission of an Annual Report to Township Committee and that summarizing our accomplishments for the year is simply a good practice. Action: Adam to draft annual report for review before next meeting with approval to be obtained at the December meeting.	5 Min 8:10
EOSC Membership (Adam Duckworth)	Review membership and term expirations and define path forward for completing the EOSC Chair transition, renewing expiring terms and shifting members if required. Onboarding Deck Minutes: The current state of membership was reviewed with the Team and the following items were decided. <ul style="list-style-type: none"> • Drew DePalma will be resigning from EOSC due to inability to attend monthly meetings. • Kathryn Koch will take over the permanent position left by Drew DePalma's resignation. • Deb Goodsite's term as an alternate is expiring and Deb will shift to take over the permanent position currently filled by Doug Diehl. • Doug Diehl may shift to an alternate position pending conversation with Doug. • Nancy Lawler's term is expiring and Nancy wishes to remain with EOSC for a subsequent term. Team Members agree to put in writing their interest to continue for future submission to the Mayor for approval in January. Action: Team Members to put in writing their support of these changes. Action: Warren and Adam to summarize transition of EOSC Chair in preparation for approval at December meeting. Action: Warren to discuss EOSC membership with Doug Diehl. Action: 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.	10 Min 8:20

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2016 Standard Programs (Adam Duckworth)	<p>Review and confirm leadership for standard EOSC/Green Team Programs in 2016.</p> <p>Minutes: A single slide was reviewed that outlined the standard sustainability programs that EOSC/Green Team now manage within our portfolio and who will be leading them in 2016. Team members raised the idea of creating a standard “playbook” for these events that outline the procedures for carrying them out so that they can be handed off to others to run in the future.</p> <p>Action: Adam to draft standard “Playbook” format for review by team.</p> <div data-bbox="418 541 1382 844" style="border: 1px solid black; padding: 5px;"> <h3 style="text-align: center;">STANDARD SUSTAINABILITY PROGRAM</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Event (Project Lead)</th> <th>J</th> <th>F</th> <th>M</th> <th>A</th> <th>M</th> <th>J</th> <th>J</th> <th>A</th> <th>S</th> <th>O</th> <th>N</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>Well Testing (Nancy Lawler)</td> <td></td> <td></td> <td style="background-color: #d9ead3;"></td> <td style="background-color: #d9ead3;"></td> <td style="background-color: #d9ead3; text-align: center;">★</td> <td style="background-color: #d9ead3;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Litter Cleanup (Maria Naccarato)</td> <td></td> <td style="background-color: #d9ead3;"></td> <td style="background-color: #d9ead3;"></td> <td style="background-color: #d9ead3; text-align: center;">★</td> <td style="background-color: #d9ead3;"></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Farm Passport (Laura Morrison)</td> <td></td> <td></td> <td style="background-color: #d9ead3;"></td> <td style="background-color: #d9ead3;"></td> <td style="background-color: #d9ead3;"></td> <td style="background-color: #d9ead3;"></td> <td style="background-color: #d9ead3; text-align: center;">★</td> <td style="background-color: #d9ead3; text-align: center;">★</td> <td style="background-color: #d9ead3; text-align: center;">★</td> <td style="background-color: #d9ead3;"></td> <td></td> <td></td> </tr> <tr> <td>Green Fair (Deb Goodsite)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="background-color: #d9ead3;"></td> <td style="background-color: #d9ead3;"></td> <td style="background-color: #d9ead3;"></td> <td style="background-color: #d9ead3; text-align: center;">★</td> <td style="background-color: #d9ead3;"></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Event (Project Lead)	J	F	M	A	M	J	J	A	S	O	N	D	Well Testing (Nancy Lawler)					★								Litter Cleanup (Maria Naccarato)				★									Farm Passport (Laura Morrison)							★	★	★				Green Fair (Deb Goodsite)									★				10 Min 8:30
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<p>2016 Objectives Setting (Adam Duckworth/All)</p>	<p>Intent is to review opportunities for 2016 and prioritize within our team. See “Challenges” tab in the LT Sustainability Portfolio</p> <p>Minutes: The team reviewed 18 items compiled prior to the meeting representing opportunities for EOOSC in 2016. These items were compiled based on feedback from EOOSC members and an analysis of Sustainable Jersey topics. Once reviewed, team members were asked if there was anything to add to the list and one item related to addressing dog waste issues on the Columbia Trail was added. Each team member was then provided six “dots” for a dot-voting activity and asked to vote for the topics most important to them. The results of the dot-voting activity were as follows and these will feed into portfolio planning for 2016. The portfolio was updated with the results of the vote.</p> <ol style="list-style-type: none"> 1. Water Quality Assessment & Improvement (5 Votes) 2. Municipal Property Natural Resource Survey (4 Votes) 3. Home Gardening Promotion (3 Votes) 4. School Partnership Building (3 Votes) 5. Trail Assessment, Promotion and Development Planning (2 Votes) 6. Sustainable Event Education (2 Votes) 7. Waste & Recycling Actions Assessment (2 Votes) <p>Snapshot of 19 items from Sustainability Portfolio:</p> <table border="1" data-bbox="418 909 1325 1377"> <thead> <tr> <th>No.</th> <th>Challenge</th> <th>Votes</th> <th>Brief Description/Value</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Pollinator Education and Habitat Improvement</td> <td></td> <td>Pollinators, such as bees, butterflies and bats, are invaluable to our ecosystem and can keep other, more troublesome species in control (think mosquitoes). An opportunity exists to educate Township residents on the value of these animals and how to create an environment where they will thrive. Activities might include building a butterfly habitat in memorial park, hosting a bat house building workshop and education on reducing pesticide use.</td> </tr> <tr> <td>2</td> <td>Trail Assessment, Promotion & Development Planning</td> <td></td> <td>Trails provide people with an opportunity to get outside and get closer to nature. They also help put our open space to use. An opportunity exists to better understand how our trails are used, promote trail usage within the Township and develop a plan for further trail development. Might link to a geocaching activity.</td> </tr> <tr> <td>3</td> <td>Waste and Recycling Actions Assessment</td> <td></td> <td>Recycling is a key component of community sustainability and there are ten actions related to recycling that require the support and expertise of the Municipal Recycling Coordinator. An opportunity exists to engage our Coordinator, Joann Fascenelli, for her support in completing these actions and potential to join the Green Team, as well as explore opportunities for measurement and metrics to monitor waste creation and recycling within the community.</td> </tr> <tr> <td>4</td> <td>School Partnership Building</td> <td></td> <td>Children are a prime target for sustainability education as one can establish principles in children that remain with them for life. Schools are also an ideal source for manpower and a focus of Sustainable Jersey with the Sustainable Jersey for Schools Program. An opportunity exists to build a stronger relationship with Woodglen, Valley View and Voorhees schools. Activities might include identifying and building the capability of school sustainability “heroes” or hosting educational workshops within the classroom among other things.</td> </tr> <tr> <td>5</td> <td>Stream Daylighting Exploration</td> <td></td> <td>An opportunity exists to explore the value of stream daylighting opportunities within LT; daylighting is a term used to describe the unburying of buried streams and was taken from a recent workshop from ANJEC.</td> </tr> <tr> <td>6</td> <td>Sustainable Event Education</td> <td></td> <td>Events, such as Day in the Park, are notorious for creating lots of waste. An opportunity exists to educate municipal bodies and other targeted audiences on the options for reducing waste and hosting more sustainable events. Activities might include researching alternative products, offering event facilitation services or creating a recommended guideline for sustainable events.</td> </tr> </tbody> </table> <p>Snapshot of dot-voting results:</p> 	No.	Challenge	Votes	Brief Description/Value	1	Pollinator Education and Habitat Improvement		Pollinators, such as bees, butterflies and bats, are invaluable to our ecosystem and can keep other, more troublesome species in control (think mosquitoes). An opportunity exists to educate Township residents on the value of these animals and how to create an environment where they will thrive. Activities might include building a butterfly habitat in memorial park, hosting a bat house building workshop and education on reducing pesticide use.	2	Trail Assessment, Promotion & Development Planning		Trails provide people with an opportunity to get outside and get closer to nature. They also help put our open space to use. 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