

Borough of Hightstown
Environmental Commission Meeting Minutes
January 15, 2019

Meeting Date and Time: January 15, 2019 at 7:00 PM

Meeting Location: Hightstown Housing Authority Conference Room

Attendees: Keith LePrevost (Chair)
Donna LePrevost
Todd Frantz (Secretary)
David Zaiser (Shade Tree Official)
Susan Bluth (Council Liaison)
Yan Troizier (Vice Chair)
Gary Grubb
Barbara Jones
Leigh Isleib (Meadow Lakes Liaison)
Josh Jackson (Planning Board Liaison)
Mike Pisauo (Watershed Institute)
Joe Cicalese

Also in Attendance: Tom Musa

Absent: Tara Misiura (Hightstown High School Liaison)
Jennifer McKeever (Peddie School Liaison)

Open Public Meetings Act Statement: In compliance with Chapter 213 of the Public Laws of 1975, notice of this meeting was given by way of the Annual Notice published in the Trenton Times and Princeton Packet by the Borough Clerk and posted on the Borough website.

Approval of Agenda: David Zaiser motioned to approve the agenda which was seconded by Yan Troizier.

Approval of Minutes: Regular Meeting Minutes of December 18, 2018. David recommended change the next meeting date from January 22 to the new date of January 15. David Zaiser motioned to approve the minutes as amended which was seconded by Barbara Jones.

Swearing in of Members:

- a. Councilwoman Bluth performed the swearing in of Gary Grubb, Keith LePrevost and Donna LePrevost for their next term on the Environmental Commission.

Election of Officers:

- a. Chair: Josh Jackson nominated Keith LePrevost which was seconded by Joe Cicalese. The motion carried.

- b. Vice Chair: David Zaiser nominated Yan Troizier, seconded by Donna LePrevost. The motion carried
- c. Secretary: Keith LePrevost nominated Todd Frantz, seconded by Donna LePrevost. The motion carried.

Shade Tree Matters:

- a. **Shade Tree Officials Report:**
 - i. David looked at three oaks in Association Park; one tree is dead and two are dropping limbs on the playground equipment. David has marked the trees and recommends removal.
 - ii. David looked at an oak on Lincoln Ave per the request of a resident, tree is scheduled for removal during road construction.
 - iii. Owner of home at 110 Broad requested evaluation of a street tree, David believes tree is in good condition but will wait until spring to make a final determination.
 - iv. David will prepare submittal for annual state tree report.
 - v. Keith asked Councilwoman Bluth who will be taking over for Connor Montferrat in the effort working with the Borough Engineer to develop plan for tree replacement on Lincoln/Hagemont. Councilwoman Bluth will discuss with Council.

Parks and Recreation:

- a. Gary discussed plans for upgrades to Dawes Park including resurfacing of basketball court and installation of "skate-able art".
- b. Keith reached out to Stacey Judge, chair for P&R Commission, to discuss EC working with P&R to resurface paths on the Greenway and extension of the Greenway to Meadow Lakes. This will be brought to Council for discussion in February. This will be added to the EC meeting agenda for the next meeting for discussion during new business.
- c. Pedal boat storage - Tom Musa looked into options for pedal boat storage, Tom found some useable options but he is going to continue searching for more suitable options.

Borough Council Liaison:

- a. **Lincoln/Hagemont Project:** No update.
- b. **Rocky Brook Retaining Wall:** Keith recommended to Councilwoman Bluth that we need to start a conversation with the Borough Engineer to develop a plan for the retaining wall. Mike Pisaurio would like to start preliminary discussions with someone in the Borough, such as the Mayor, to develop a plan for the construction. Keith will work with Watershed to set up a meeting with the Mayor.

Planning Board Update:

- a. **Green Development Checklist:** Planning Board has discussed and it will be up for discussion in February.
- b. Joe was nominated as the Liaison between Planning Board and EC.

Sustainable Jersey (SJ) Update:

- a. Keith has begun updating the items that will expire in 2019.

Grants and Funding Update:

- a. ANJEC Grant – Keith has reached out to Mike Pisauo with The Watershed to discuss changes to the vision of the park improvements considering the new resident beavers.
- b. The Watershed Institute “Green Infrastructure” grant: The watershed is dedicating approximately \$35,000 to Rocky Brook Park for stormwater and wetlands work. This is currently on hold due to the Borough’s retaining wall project.

New Business:

- a. Mercer County Sustainability Coalition update – first meeting will be the end of January 25, 2019. Discussing lessons learned on recycling compliance with Atlantic County who has a successful recycling program. Also working on small business energy efficiency program, targeting four businesses in Hightstown.
- b. Storm Water Ordinance – Mike Pisauo with The Watershed is assisting EC with revisions to our stormwater ordinance. Looking at changing definition of “Major Development” and making changes to requirements for “Minor Developments” making stormwater management mandatory rather than voluntary for “Minor Developments.”
- c. Updated Tree Ordinance – need to get on Council agenda in 2019.
- d. Meeting dates for 2019 – see attached sheet
- e. Goals for 2019 – see attached sheet, review for discussion at the next meeting
- f. Proposed budget for 2019 – see attached sheet. Keith will be attending the Borough Budget Meetings to discuss budget.

Plan Review:

- a. 601 North Main Street – addition of porch and deck. Keith provided recommendations in a letter dated January 3, 2019.

Liaison Update:

- a. Meadow Lakes: Working on a program for reusable plastic containers for use in the dining areas which may be applicable to restaurants in the Borough. Meadow Lakes is hosting a meeting on January 19 to discuss the Carbon Dividend Act.
- b. Peddie School: Leigh, Gary and Keith met with the Peddie School to discuss implementation of a food waste recycling program with a contractor. Peddie is fully committed and Leigh is discussing with Meadow Lakes management; Leigh is planning a meeting with the contractor and Meadow Lakes. Awaiting proposal from contractor.
- c. Hightstown High School: No update.
- d. Watershed Institute: Third Annual Watershed Conference will be on November 1. Stormwater Utility legislation has been approved by the State Senate and it is expected to pass the State Assembly in the coming weeks for approval by the Governor; this may be something that Hightstown could adopt at some point in the future.

Correspondents, Conferences and Workshops:

- a. No updates.

Calendar:

- a. 1/1/19 – Begin marketing the Small Business District Install
- b. 1/1/19-2/28/19 – Finish up recycling study and marketing materials
- c. 3/16/19 – Mercer Green Fest – Rider College
 - i. Theme of Recycling
 - ii. Make displays
- d. 4/13/19 – Arbor Day Stream Cleanup and Shredding Event
 - i. Coordinate with Watershed
 - ii. Coordinate with Peddie and Hightstown High School
 - iii. Schedule Shredding Truck
 - iv. Advertise
- e. 4/28/19 – St. Anthony's Green Fair
 - i. Come up with theme: Composting and food waste?
- f. 6/2/19 – Sustainable Jersey Application Due – goal of 500 points
- g. 10/12/19 – Harvest Fair
 - i. Theme – "Greening the Harvest Fair" – Barbara will start developing some ideas that we can discuss with the Harvest Fair committee.

Next Meeting: The next regular EC meeting is Tuesday, February 26, 2019, 7:00 PM.

Adjournment: Meeting was adjourned.

Hightstown Environmental Commission

Proposed Meeting dates- 2019-2020

January 15th, 2019- Moved from the 8th. Reorganization Meeting

February 26th, 2019

March 26th, 2019

April 23rd, 2019

May 28th, 2019

June 25th, 2019

July 23rd, 2019

August 27th 2019

September 24th, 2019

October 22nd. 2019

November 19th, 2019

December 17th, 2019

January 14th, 2020 Reorganization meeting

Goals of the Hightstown Environmental Commission

2019

- Designate locations and plant 12 new street trees
- Work with the borough to dedicate in the budget 5 days with a tree crew to shape and maintain our street trees
- Complete ANJEC grant in Rocky Brook Park
- Recycling Campaign- increase Borough's compliance by 10%
 - Increase recycling capacity- add special recycling days and materials
- Small Business Energy Efficiency- get at least 5 businesses to participate.
- Work with Parks to resurface the Greenway with new gravel. Repair edging and clean up around the entire greenway.
- Identify and tag all trees in Association Park.
- Sustainable Jersey- Work to reach 500 points
- Work with Peddie and Meadow Lakes on the food waste recycling program.
- Continue to be an active participant with the Mercer County Sustainability Coalition.
- Move Council to pass the expanded tree ordinance
- Introduce and move council to pass the expanded Storm water ordinance.

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Environmental Commission
Proposed 2019 Budget

	EC Proposed	Money Spent	
1.0 Administrative Costs and Memberships			
1.10 Association of NJ Environmental Commissions			
ANIEC	\$ 350.00	\$ 350.00	1-Jan-19
New Jersey Shade Tree Federation NJSTF	\$ 95.00		
Conferences and Educational Events	\$ 300.00		
General Administrative	\$ 100.00		
Subtotal Administrative	\$ 845.00		
2.00 Community Forestry Management			
2.10 Tree Plantings (12 trees @ \$300 each)	\$ 3,600.00		TBD
2.20 Legal-Update Tree Ordinance			
2.30 Tree Maintenance Training (Kevin Schilia) for EC and Public Works	\$ 455.00		
2.40 Outside Contracts for tree work	\$ 9,000.00		(5 Days at \$1800- could be in Public Works Budget)
2.50 DPW tree work and chipping			TBD
Subtotal- Community Forestry	\$ 13,055.00		
3.00 Community Outreach and Education			
3.10 Fair/Educational Table Display	\$ 1,200.00		3 Events + Greenfest
Including materials and giveaways	\$ 75.00		
3.20 High School outreach program	\$ 50.00		
3.30 Arbor Day Activities and Cleanup	\$ 600.00		(could be in Recycling grant)
3.40 Community Shredding Event	\$ 500.00		
3.50 Tree Tags and Mapping for Association Park	\$ 500.00		
3.60 Small Business Energy Efficiency materials	\$ 900.00		Mailing and bin stickers
3.70 Recycling Compliance materials			
Subtotal-Community outreach and Education	\$ 3,825.00		
4.00 Other-Misc			
4.10 Other-Misc	\$ 25.00		
Subtotal- Other-Misc	\$ 25.00		
Grand Total- 2019 EC Budget	\$ 17,750.00		