

**Borough of Hightstown**  
**Environmental Commission Meeting Minutes**

**January 14, 2020**

Meeting Date and Time: January 14, 2020 at 7:00 PM

Meeting Location: Hightstown Housing Authority Conference Room

Attendees: Keith LePrevost (Chair)  
Todd Frantz (Secretary)  
Donna LePrevost  
David Zaiser (Shade Tree Official)  
Jennifer Morgan (Peddie School Liaison)  
Yan Troizier (Vice Chair)  
Susan Bluth (Council Liaison)  
Barbara Jones  
Gary Grubb  
Tom Musa

Also in Attendance: Sandra Johnson (Borough Resident)

Absent: Lia Mastropolo (Watershed Institute)  
Leigh Isleib (Meadow Lakes 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 as amended which was seconded by Donna LePrevost.

**Borough Council Appointments:** Council Member Bluth performed the swearing in of Tom Musa, David Zaiser, Yan Troizier, and Todd Frantz for their next 3-year term on the Environmental Commission.

**Approval of Minutes:** Regular Meeting Minutes of December 17, 2019. David motioned to approve the minutes which was seconded by Donna.

**Election of Officers:**

- a. Chair – Keith LePrevost was nominated David, seconded by Gary Grubb. The motion carried.
- b. Vice Chair – Yan Troizier was nominated David, seconded by Gary. The motion carried.
- c. Secretary – Todd Frantz was nominated by Keith, seconded by David. The motion carried.

**Shade Tree Matters:**

**a. Shade Tree Official's Report:**

- i. 2019 street tree pruning was completed; planting of new trees is pending.
- ii. David marked up construction plans for the Lincoln/Hagemoun/Rocky Brook street improvement project to show proposed locations of 16 new trees to be planted as part of the project; David will confirm the status of existing oak trees and London Plane tree with Borough Engineer.
- iii. Received \$7,000 grant from NJDEP, must be matched by the EC which will require approximately \$3,000 in costs for trees with the balance of the matching costs in labor. This will fund planting of approximately 20 new trees in the Borough.
- iv. Revised Tree Ordinance – original ordinance received push back from Borough Council on requirements for the residents to pay for a permit and replacement of the trees removed. The ordinance has been revised to remove these requirements for 1 and 2 family dwellings. The permit fee and tree replacement requirements will remain for commercial properties.

**Parks and Recreation:** Plans for new Borough building include an exit for Police vehicles through a public greenway; Parks and Rec is discussing potential issues and solutions and addressing concerns with the Borough.

**Sustainable Jersey (SJ) Update:** Hightstown is certified through 2021. We are currently Bronze certified; goal will be to obtain a total of 500 points for 2020.

**Grants and Funding Update:**

- a. ANJEC Grant – work in Rocky Brook Park which has been funded by the grant has not yet been completed; plan is to finish work funded by the grant in 2020 by identifying and tagging plants in Rocky Brook Park.
- b. Stony Brook Millstone Watershed “Green Infrastructure” grant. The watershed is dedicating approximately \$35,000 to Rocky Brook Park for stormwater and wetlands work. Final plans have been submitted to NJDEP and are awaiting approval.

**New Business:**

- a. Mercer County Sustainability Coalition update – Keith and Donna have been attending meetings; currently focused on planning the Mercer Green Fest.
- b. Meeting dates for 2020 – Meeting dates for 2020 are included in the January 14, 2020 meeting agenda packet.
- c. Goals for 2020 – draft goals included in January 14, 2020 meeting agenda packet – Goals will be divided in to two groups, Short-term Goals for 2020 and Long-term Goals for 2021-2025. EC members to review and finalize for February meeting.
- d. Annual Report for 2019 – Keith prepared the Annual Report for 2019; the Annual Report is included in the January 14, 2020 meeting agenda packet.

- e. Proposed Budget for 2020 – Keith developed a proposed budget for 2020; the 2020 budget is included in the January 14, 2020 meeting agenda packet. EC members to review and finalize for February meeting.
- f. Proposed Capitol Budget for 2020 – Keith developed a proposed capitol budget for 2020; the proposed 2020 capitol budget is included in the January 14, 2020 meeting agenda packet. EC members to review and finalize for February meeting.

**Plan Review:**

- a. Borough Hall - Plans were provided to the EC. Plans include significant paving and does not adequately address storm water, among other concerns. A memo with recommendations has been prepared by EC for submittal to the Borough Council.

**Liaison Update:**

- a. Meadow Lakes: Meadow Lakes will be initiating food waste recycling program by March 2020
- b. Peddie School: Peddie school group is working to develop a presentation on single use plastics ban
- c. Watershed Institute: No updates
- d. Hightstown High School: No updates

**Correspondents, Conferences and Workshops:**

- a. 3/14/2020 – Mercer Green Fest – Rider College
  - i. Come up with theme – Water quality and resources
  - ii. Make up displays
- b. 4/22/2020 – Climate Change Panel – Meadow Lakes
- c. 4/25/2020 – Arbor Day Stream Cleanup and Shredding Event
  - i. Coordinate with The Watershed
  - ii. Coordinate with Peddie and HHS
  - iii. Schedule Shredding Truck from 9-11 am
  - iv. Advertise
- d. 6/2/2020 – Sustainable Jersey allocation due – goal of 500 points
- e. 10/10/2020 – Harvest Fair
  - i. Potential Theme of Water Quality and Conservation
  - ii. Do we “Green the Harvest Fair” in 2020?

**Next Meeting:** The next EC meeting will be on February 18, 2020, 7:00 PM.

**Adjournment:** Meeting was adjourned.