

MINUTES FOR THE REGULAR MEETING OF  
THE HIGHTSTOWN ENVIRONMENTAL COMMISSION

**Meeting Date and Time:** January 26, 2021 at 7pm

**Meeting Location:** Held virtually through Zoom

**Attendees:** Todd Frantz (Chair)  
Tom Musa (Vice Chair)  
Julie Bond (Secretary)  
Cristina Fowler (Council Liaison)  
Gary Grubb  
Sheila Hittesdorf

**Absent:** David Zaiser (Shade Tree Official)

**Open Public Meeting 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:** Cristina Fowler motioned to approve the agenda which was seconded by Gary Grubb.

**Shade Tree Matters:**

Shade Tree Official's Report added as appendix to the regular meeting minutes.

**Parks and Recreation:** Nothing significant to report. Gary Grubb stated that bids are open for the new basketball court as part of the Dawes Park improvement Project.

**Planning Board Update:** No updates from planning board.

**Grants and Funding Update:**

1. Shade Tree Official's report NJDEP grant (see appendix)
2. Waiting for Borough budget proposal timeline, Cristina will update Todd.
3. Brainstorming of fundraising for budget, thinking about using Borough's 300th celebration as a fundraiser for the EC.

**New Business:**

1. Goals for 2021 as discussed at the January 20, 2021 Reorganization meeting:
  - a. Tree planting
  - b. Tree maintenance in Coordination with DPW
  - c. Complete ANJEC grant project at Rocky Brook Park
    - i. Workdays with volunteers when safe
    - ii. Tree identification and tagging
  - d. Sustainable Jersey recertification – required in 2021
  - e. Harvest Fair initiatives
  - f. Food waste recycling is removed from the agenda for 2021 but will remain as a long term goal for the EC
  - g. Expanded Tree Ordinance will be reevaluated in 2022
2. Interest in attempting to coordinate a stream cleanup with The Watershed for April
  - a. Tom will contact the Watershed Institute to get more information
3. Ideas for future meetings locations when it is safe to resume in-person meetings
  - a. Outdoor spaces in the Spring or using school cafeterias or library

**Plan Review:** No plans received.

**Liaison updates:** No updates.

**Correspondence, Conferences and Workshops:** No new information

**Next Meeting Date:** Tuesday February 23, 2021 at 7pm.

**Adjournment:** Meeting was adjourned.

# Borough of Hightstown

## Environmental Commission

### Shade Tree Official's Report

To: Environmental Commission  
From: David Zaiser, Shade Tree Official  
Date: 26 January 2021 Meeting  
Re: Shade Tree Official's (STO) Report – New items in **boldface**

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#### **1.0 Tree Work**

- 1.1 No recommended tree work since previous meeting.

#### **2.0 NJ DEP (Forestry) Grant Project**

- 2.1 Scope of Work: Plant approximately 25 street trees along North and South Main Streets. Targeting April/May 2021 for planting. Project schedule attached.
- 2.2 North and South Main Streets re-surveyed for existing tree conditions in July 2020.
- 2.3 Grant Executed by Borough/ State on 11/2/2020.
- 2.4 Letter of Support received from Mercer County DOT dated 10/15/2020.
- 2.5 Approval of Tree Species Schedule by Mercer County DOT on 12/3/2020.
- 2.5 Planting Plan submitted to NJ DEP for review on 12/4/2020. State responded on 12/14 that their review is ongoing.
- 2.6 State has returned comments and STO has responded with additional questions (1/26/21).**

#### **3.0 Lincoln/ Hagemount/ Rocky Brook Streetscape Project**

- 3.1 STO worked with Roberts Engineering to adjust documented tree locations on site on 11/13/2020.
- 3.2 Yan Troizier reviewed installation and emailed concerns to STO on 11/23/2020.
- 3.3 STO issued memo to Roberts Engineering formalizing installation concerns on 11/25/2020 (attached). There has been no response.
- 3.4 Still no response (1/26/21)**

#### **4.0 Community Forestry Management Plan Annual Report to NJDEP (1/26/21)**

- 5.1 Annual Report to NJDEP being assembled.**
- 5.2 Data from Roberts Engineering received; awaiting data from DPW.**
- 5.3 Report is to be signed by the mayor and submitted to NJDEP before 2/15/2021.**

End of Report