

MINUTES FOR THE REGULAR MEETING OF
THE HIGHTSTOWN ENVIRONMENTAL COMMISSION

Meeting Date and Time: February 23, 2021 at 7pm

Meeting Location: Held virtually through Zoom

Attendees: Todd Frantz (Chair)
Tom Musa (Vice Chair)
David Zaiser (Shade Tree Official)
Julie Bond (Secretary)
Cristina Fowler (Council Liaison)
Sheila Hittesdorf

Absent: Gary Grubb

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: David Zaiser motioned to approve the agenda which was seconded by Sheila Hittesdorf.

Shade Tree Matters:

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

Parks and Recreation: No updates.

Planning Board Update: No updates from planning board. Todd will reach out to find out who is the PB liaison.

Grants and Funding Update: Shade Tree Official's report NJDEP forestry grant project (see attachment).

New Business:

1. Arbor Day Celebration, stream cleanup and tree planting ceremony -- April 17 9-11am.

- a. The Watershed institute will provide a representative, a materials table, t-shirts, gloves and garbage bags. HBEC to provide volunteers, put Arbor Day information on the Borough website and Downtown Hightstown website.
 - b. Tree planting ceremony at Noon.
2. HBEC Facebook page
 - a. Sheila set up a placeholder page.
 - b. Sheila is interested in rebranding the logo and is hoping to have a volunteer redesign visuals.
3. Sustainable Jersey recertification
 - a. Received email from Clare Lumkong with Sustainable Jersey. Todd is working to coordinate meeting to discuss application.
4. Fundraising ideas: tabled for today.

Plan Review: Received plans on January 12, 2021 from Roberts Engineering Group for improvements to Springcrest Drive, Taylor Ave, Spruce Court, Glen Drive, and Schuyler Ave.

Liaison updates:

1. The Watershed Institute – Tom Musa has been in contact with The Watershed.
2. Meadow Lakes – Todd Frantz reached out to Leigh Isleib to inquire about continued interest in the EC.
3. Peddie School - Todd Frantz reached out to Jennifer Morgan to inquire about continued interest in the EC and will let her know about the Arbor Day date.
4. Hightstown High School – Julie reached out to Dave Roe for permanent liaison ideas and Arbor Day volunteers.

Correspondence, Conferences and Workshops:

1. Hightstown Borough email for the EC – Todd Frantz now has access.
2. Borough Mail
 - a. Letter dated January 12, 2021 from DuBois Associates regarding applications for Freshwater Wetlands General Permits and Transition Waiver for development project in East Windsor.
 - b. Invoice from ANJEC for 2021 dues – working with Borough Deputy Clerk to have dues paid.
 - c. Letter from Maser dated January 26, 2021 regarding an application for a Freshwater Wetlands General Permit for vegetation clearing and placement of impervious surface and a flood hazard individual permit related to the rug mill redevelopment. Permit applications were submitted to the NJDEP and are pending approval.

Calendar:

1. Stream Cleanup/Arbor Day celebration – April 17, 9-11 AM
2. Harvest Fair TBD

Next Meeting Date: Tuesday March 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: 23 February 2021 Meeting
Re: Shade Tree Official's (STO) Report – New items in **boldface**

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).
- 2.7 **State has addressed STO questions (2/10/2021). Final submission w/ minor edits due to State.**

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) (2/23/21)**

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.
- 5.4 **CFMP Annual Report signed and submitted to NJDEP.**
- 5.5 **Tree City USA re-application also signed submitted.**

5.0 Springcrest Street Sidewalks

- 5.1 **Roberts Engineering asked for tree species and location recommendations.**

End of Report