

MINUTES
ENVIRONMENTAL PROTECTION COMMISSION
TOWNSHIP OF MONROE
April 23, 2019

The Regular Meeting of the Monroe Township Environmental Protection Commission was called to order by Chairperson Ryan Rebozo at 7:00pm in the 2nd Floor Joe Pace Meeting Room of the Municipal Complex. Adequate notice of this meeting was given as required by the annual notice of meetings.

Chairperson Ryan Rebozo led the Commission in the salute to our flag.

ROLL CALL

Present: Kathleen Flaherty, Christine Gorham, Ryan Rebozo, Melissa Young

Absent: Beth Davis, Sandy Keen, Matthew Scardino, Christina Unipan and Cncl. Pat O'Reilly

APPROVAL OF MINUTES/AGENDA

Ryan Rebozo asked for a motion to approve the agenda. Kate Flaherty made a motion to approve the agenda. The motion was seconded by Christine Gorham and approved by all members of the Commission in attendance.

Ryan Rebozo asked for a motion to approve the minutes from the March 18, 2019 meeting. Kate Flaherty made a motion to approve the minutes as submitted of the Environmental Protection Commission Meeting of March 18, 2019. The motion was seconded by Christine Gorham and approved by all members of the Committee in attendance.

CORRESPONDENCE, REPORTS AND OTHER MATTERS

- **Email Correspondence** – NONE

NEW BUSINESS

- **Nominations for Vice-Chairperson**

Ryan suggested tabling the Nominations for Vice-Chairperson until the next meeting when more of the Commission will be in attendance. In the meantime, he will prepare a list of responsibilities for the Vice-Chairperson and will forward it to the Commission for their review prior to the next meeting.

- **Social Media Sub Committee Report**

Melissa advised everyone that the Social Media Sub Committee which is made up of herself, Beth and Christine had their first meeting and she brought everyone up to speed with what took place and what was discussed at the meeting. She said, it was very productive and they have prepared some general guidelines in terms of the Commission's brand and marketing for the current and future Commission to be able follow, stating what goes out on Social Media needs to be controlled. They also prepared a "PR" campaign and the idea of each year, it will be planned out what the goals are to project to the public. She had created a power point presentation which she passed out printed copies to everyone for their review. She said, regarding the Commission's campaign for this year, they feel we just need to know who we are and what we stand for, letting the community know we exist. She suggested, starting a monthly podcast on the social media sites and eventually also creating a yearly calendar of public events that can be shared with the community.

Melissa suggested that the Commission should also do some fun things in the community to help get people excited about what the Commission is all about, for example an Environmental Trivia at a local brewery. Ryan and Kate agreed, this would be a nice first event instead of holding a lecture of sorts, this type of event would help educate the community in a more relaxed environment. Christine suggested picking dates and she will contact the local breweries and see what is available.

- **Great Egg Harbor River Council**

Ryan advised, he has spoken with Fred Akers who is the director of the Great Egg Harbor River Council to discuss the Township's participation. Rick Coe, is Monroe Township's representative and Mr. Akers is going to try and get us an alternate representative as well. Ryan feels this is something we should be a part of and get more involved with. He asked Rick Coe to attend tonight's meeting to give an update, he was not able to attend tonight, however, he is going to try and attend the May meeting.

- **Mission Statement**

Ryan prepared a mission statement for the commission which he passed around to everyone for their review. He said, in creating the statement he wanted to make sure to hit on the following few points; the Commission is here to educate and advise not only the municipal officials but also the public and to contribute their expertise in the community. Melissa suggested some changes to the wording as well as Kate. Ryan asked that everyone review the statement and email their suggestions and ideas to the entire Commission to ensure everyone is working off of the same draft.

OLD BUSINESS

- **Community Forestry Discussion**

Ryan mentioned there are a lot of deliverables in the Community Forestry Plan. He said, given that we are technically in year two of this project, we as a Commission have a lot to do and he does not have a great sense of what has been done so far. He feels, right off the bat, the Commission needs to start tackling public education. Melissa asked about possibly having a Public Works liaison in the commission and Ryan said, he feels it would not be necessary for most things but in regards to the Community Forestry Plan definitely. He said, every time we discuss the Community Forestry Plan, we should invite a representative from Public Works. Kate questioned, who needs to be trained, should it be the people that will be identifying and responding to the trees or the members of the Commission. In terms of the tree inventory, it will require a large volunteer base. Christine suggested at the table events there should be a sign-up sheet available for anyone who is interested in helping and she also suggested involving some of the retired community members. Melissa suggested, asking the Eagle Scouts or the middle school and high school environmental clubs to help with volunteering as well.

Melissa mentioned, she has a contact at Rowan University to reach out for an intern. She said, we would need a job description to advertise for an intern, it could be to help with the tree inventory or possibly doing the GIS mapping. Ryan suggested, a summer or fall internship would be better than a spring internship as it will be easier to perform the tree inventory during the summer months. The Commission talked about putting together information to possibly advertise for an intern for the fall semester of 2019.

Ryan said, he would like more explanation on the obligations of the grants that were received for putting this plan together. He said, he is unsure what has been already completed, but depending on the five years that the plan covers, the Commission is going to have a big final report to write up. Melissa said, we need both Sandy and Beth's help to check off what has been done with specific names and dates listed. Kate said, the training is the number one thing that needs to be clarified, who needs to be trained and when and where the training is to be done. Christine will research the training options listed and report back at the next meeting.

OPEN DISCUSSION

Ryan said, he would like to have a proposed budget created that includes all of the expected expenses for table events, advertising, training costs and so forth, so that he can forward it to Cncl. O’Reilly.

Melissa and Kate talked about creating a new resident welcome brochure that would include environmental information and fun facts for the residents. Kate also suggested, creating a magnet with recycling information for residents. She said, proper recycling has becomes a problem and people need help identifying what and how to recycle. Kate mentioned added composting to the Commission’s long term goals and projects.

Ryan advised, he has a conflict with the next scheduled meeting and asked if everyone would be available to change the date to Tuesday, May 21, 2019. Kate, Melissa and Christine confirmed the date change would not be a problem.

PUBLIC DISCUSSION

Melissa Young made a motion to open the Public Portion. The motion was seconded by Kate Flaherty and approved by all members of the Committee in attendance. With no one from the public present and/or wishing to speak, Christine Gorham made a motion to close the Public Portion. The motion was seconded by Kate Flaherty and approved by all members of the Committee in attendance.

ADJOURNMENT

With no further business to discuss, Chairperson Ryan Rebozo asked for a motion to adjourn. Christine Gorham made a motion to adjourn the Monroe Township Environmental Protection Commission Meeting of April 23, 2019. The motion was seconded by Kate Flaherty and unanimously all in favor by all members of the Commission in attendance. Meeting adjourned at 8:35pm.

Respectfully submitted,

Jenn Harbison, Secretary

The next scheduled Monroe Township Environmental Protection Commission meeting is Tuesday, May 21, 2019 at 7:00pm.

These minutes were prepared from excerpts of the tape-recorded proceedings of the Environmental Protection Commission Meeting of April 23, 2019 and serve as only a synopsis of the proceedings.

Approved as submitted _____ Date _____
Approved as corrected _____ Date _____