

**MINUTES
ENVIRONMENTAL PROTECTION COMMISSION
TOWNSHIP OF MONROE
APRIL 17, 2023**

The Regular Meeting of the Monroe Township Environmental Protection Commission was called to order by Chairperson Dan Kozak at 6:33pm 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 Dan Kozak led the Commission in the salute to the flag.

ROLL CALL

Present: Crystal Fox, Dan Kozak, Patricia Purdy, Matthew Urquhart, and Cncl. Steve McKinney

Absent: Anthony Bundi and Carl Wise

Guest: Business Administrator, Jim DeHart

APPROVAL OF MINUTES

Crystal Fox made a motion to approve the minutes as submitted of the Environmental Protection Commission meeting of March 20, 2023. The motion was seconded by Matthew Urquhart and approved by all members of the Commission in attendance.

CORRESPONDENCE, REPORTS AND OTHER MATTERS

- Email Correspondence – None
- Liaison Reports
 - Council - Cncl. McKinney said there is nothing new to report at this time.

NEW BUSINESS

- Music Festival

Patricia Purdy reported that she spoke with Debbie Bender at the Public Works Department, who advised they will not be hosting a table at the event but will loan the Commission their sample recycling bins, posters and other items to use. Dan asked if Debbie had mentioned providing frisbees as a “give-away”, to which Patricia said she will follow up with Debbie and report back. Jenn advised that she has reserved a table for the event for the Open Space Advisory Committee, noting the Open Space Advisory Committee has offered to share the table space with the Environmental Protection Commission. Dan noted, he believes that sharing the table is a good idea, especially since this is the Commission first time hosting a table at an event. Patricia said, she has contacted Donna Park, the Vice-Chairperson of the Parks and Recreation Commission, regarding sharing a table with the Open Space Advisory Committee, the hours of coverage required for the event and what is required of the Commission, noting she will report back once she receives a response. Patricia asked for the Open Space Advisory Committee point of contact, to which Jenn said she will email the Chairperson’s contact information, so Pat can reach out to

him as well. Pat shared with the members in attendance a picture of what Debbie Bender forwarded to her of the sample recycling bins that they will loan to the Commission for the event. Pat said, she will follow up with Debbie regarding the frisbees that Dan spoke of, along with Donna Park and Len Fritz for more information of what is required of the Commission at the Music Festival and report back to the members. Pat asked if there an approximate number of give-aways needed to purchase for the event. Crystal advised that Len Fritz with the Open Space Advisory Committee had said that he ordered 1,000 of the information post cards and only handed out 400. Pat said, since the Commission will be planting black eyed susans at the retention basins that they provide black eyed susan seeds as a “give-away” for the music festival. She has spoken with Johnny’s Seeds and she can purchase 5,000 seeds for approximately \$36.00, noting she will contact Johnny’s Seeds to see if they will allow her to repackage them and prepare a label containing various information to be placed on the package. A discussion followed regarding repackaging the seeds and the information that could be contained on the labels for each package. Dan asked for a motion to approve having the Commission spend \$100.00 on the seeds and materials to create the “give-aways” for the Music Festival. Crystal Fox made the motion and the motion was seconded by Matthew Urquhart and approved by all members of the Commission in attendance. Dan said that he could supply the labels for the project and Jenn will advise Pat of the label size so she can create the label.

OLD BUSINESS

- Planting around basins

Cncl. McKinney asked about the status of the basin project, to which Dan advised no one has volunteered to chair the project yet. Dan said, he has been in touch with the Public Works Department to make them aware of the project. Dan explained the project, noting that he has suggested that the members of the Commission choose Township-owned basins that are located near where they live, so that they can keep an eye on the basins. Dan spoke in reference to the project and what is involved. Dan stated, he will go to Home Depot and Lowes this week and see what plants are available. Crystal asked what exactly needs to get done for the project and what is required of the lead person for the project. Crystal said she lives close to two (2) of the basins on the list, noting she does not have a problem taking the lead but she needs to know exactly what is expected of the lead person. Dan said, he will talk to the Public Works Department to see if they will handle the rototilling of the basins and then it will be simply coordinating how much supplies are needed and contacting Home Depot and Lowes for their assistance in obtaining the supplies. Crystal said, she lives next to the basins located at Radix Station and Colts Run and she would be able to keep an eye on them. Dan asked, if the members wanted to just focus on those two (2), to which all of the members in attendance agreed. Dan suggested when choosing the areas of the basins, to choose the areas closest to the road so that the plantings can be seen by the public. Dan spoke in reference to the materials needed for the project and a discussion followed.

- Sustainable Monroe

Jenn introduced Business Administrator, Jim DeHart to the members of the Commission in attendance. Jim explained that Sustainable Monroe has broken ties with the Township, noting they had handled the Township’s accreditation through Sustainable New Jersey. He advised that the Township’s Bronze certification will be expiring in July, and he is working on getting that renewed with the help from Debbie Bender, the Recycling Coordinator and Tiffany Carney, the Clean Communities Coordinator. He believes this accreditation process does not belong under the Business Administrator and would be more suited to be handled by the Environmental Protection Commission, as a subsidiary of the Commission, if the members are interested in taking on this responsibility. Jim spoke in reference to how taking on this accreditation lines up with what the Commission is already doing, offering his services as a continued

resource, should the Commission decide to take on Sustainable Monroe as a subsidiary. A discussion followed among the members in attendance regarding the Community Garden and the Sustainable New Jersey accreditation process. Jim advised that he will handle the current re-accreditation process that is due in July and then moving forward, he will educate the Commission on what it is involved to maintain and renew the accreditation. He went on to explain the various levels of accreditation. Jim said, he will send the link for the information regarding Sustainable New Jersey to Jenn, who will forward it to the members for their review to discuss at the next meeting.

PUBLIC DISCUSSION

Pat Purdy made a motion to open the Public Portion. The motion was seconded by Matt Urquhart and approved by all members of the Commission in attendance. With no one from the public present and/or wishing to speak, Pat Purdy made a motion to close the Public Portion. The motion was seconded by Crystal Fox and approved by all members of Commission in attendance.

ADJOURNMENT

With no further business to discuss, Crystal Fox made a motion to adjourn the Monroe Township Environmental Protection Commission Meeting of April 17, 2023. The motion was seconded by Matt Urquhart and approved by all members of Commission in attendance.

Respectfully submitted,

Jennifer Harbison, Secretary

The next scheduled Monroe Township Environmental Protection Commission meeting is Monday, May 15, 2023 at 6:30pm.

These minutes were prepared from excerpts of the tape-recorded proceedings of the Environmental Protection Commission Meeting of April 17, 2023 and serve as only a synopsis of the proceedings.

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