

Holland Township Environmental Commission Minutes

June 7, 2013 – 7 pm Meeting

Chairman Keady called the meeting to order. He read the Open Public Meeting Act. All stood for the pledge of allegiance. All were reminded to turn off their cell phones or put them in silent mode.

Members Present: Jerry Bowers, Henry Gore, Ted Harwick, Chairman Michael Keady, Christopher Meyers, Dwight Pederson (new member sworn in after identification) and Secretary Maria Elena Jennette Kozak.

Members Absent: N/A

Township Committee Liaison Absent: Ray Krov.

Let the record show we have a quorum.

New Member:

Dwight Pederson was appointed by the Township Committee. The Oath of Office was performed at this meeting. The Environmental Commission welcomed its newest member.

Minutes: A motion was made by Ted Harwick and seconded by Chris Meyers to approve the minutes of May 1, 2013 as received. All present were in favor. Motion carried.

Sub-Committee:

Stormwater Education – Mike Keady, Ted Harwick and Maria Elena Jennette Kozak as Secretary Kozak. Chairman Keady gave a brief overview of what this sub-committee is about. Secretary Kozak reminded everyone that if they wanted to be involved with Community Day then they need to start thinking of ideas. Secretary Kozak has the literature available. There was discussion of games. Ideas were expressed and more discussion will take place at the next meeting.

Trails – Ted Harwick (chair) Chris Meyers, and Henry Gore. Nothing major to update. Discussion took place on goals for the Environmental Commission. Jerry Bowers reminded everyone that there are a lot of disconnects with the trails system in Holland as there is no master trail system. There are a lot of people that do not know about the trails and a brochure would help them. A suggestion was made to mark up a map of Holland and to go from there. Chris Meyers also suggested that signs be put in place to identify trails.

Web Page – Chris Meyers (chair), Jerry Bowers – Nothing to update. The township has not made the changes to the overall layout as they suggested. We can add links etc to the Environmental Page. Secretary Kozak suggested a kids corner. If anyone has anything that they want to put on the web please send it to Secretary Kozak and she will follow the procedures. Secretary Kozak suggested that Chairman Keady compose a letter explaining about the Environmental Commission. Chris Meyers also suggested doing a Blog.

ERI – Jerry Bowers (chair), Mike Keady and Henry Gore. A review took place. The Planning Board will need to establish a public hearing to adopt the Highlands Council ERI and Highlands Council Master Plan Element. Discussion took place regarding the need to keep this sub-committee and it was determined that there is still a need. The sub-committee can continue to review, monitor and recommend changes.

Shade Tree and Community Forestry Plan Sub-Committee – Henry Gore and Maria Elena Jennette Kozak as secretary. The \$3,000.00 preliminary grant paperwork has been received. The Forestry Service under the DEP runs this. A consultant list has been provided by the DEP and Henry Gore and Secretary Kozak have narrowed it down. The township

needs to request a RFP to select foresters. Henry Gore wrote a cover letter requesting a proposal and then the scope of services part of the grant agreement will also be included.

Holland Township

61 Church Road, Milford, NJ 08848

Holland Township, 61 Church Road, Milford, NJ 08848

Joseph E. Brushetta
Consultant
1178 Ridge Road
Philipsburg, NJ 08865

June 17, 2013

Subject: Request for Proposal

To Whom it May Concern

Holland Township is implementing a Community Forestry Management Plan. We have received a DEP grant to initiate this plan. Your consultancy is listed by the DEP as a Recommended Consultant. You are invited to submit a proposal for this consulting.

The attached Request for Proposal outlines questions which we will use in evaluating a candidate for this consultancy. If you are responding, please submit a written response with enough information so that we can evaluate your capability to plan for the special needs of our community.

If you have questions, please telephone us. We would also appreciate a call if you plan to respond to the RFP.

Maria Elena Jennette Kozak -Environmental Comm. Secretary
908-995-0057 Tues. Wed. Thurs. mornings

Henry P. Gore -Environmental Comm. Member
908-996-2305 Afternoons

Sincerely

Henry P. Gore

Request for Proposal

June 7, 2013

Holland Township, in Hunterdon County New Jersey, is planning to implement The New Jersey Shade Tree and Community Forestry Assistance Act. A 2013 Green Community Grant (Grant Number

PP 13-077) has been awarded by New Jersey DEP to assist in the development of a Community Forestry Management Plan (CFMP). This grant will provide partial funding to hire a consultant to prepare and submit an acceptable CFMP. References for the consultation are included in the Scope of Services (Attached).

This is a request for you to submit a proposal for this consulting assignment. Your proposal will be reviewed by the Holland Township Environmental Commission. Selected candidates may be asked to make a presentation before the commission. All relevant information will be used by the commission in selecting the consultant.

If you wish to participate please submit your proposal in writing by July 19,2013. The following information should be included in your proposal:

- Previous experience.
- Have you completed a workshop on writing a CFMP plan?
- What CFMPs have you written for other New Jersey communities?
- What are your professional qualifications?
- What forestry management experience do you have in Holland Township?
- What special features of the CFMP will be needed due to the rural nature of our township?
- What general procedure will you use to develop the plan for the 15 management categories of the CFMP?
- What consulting and discussion with Holland Township and the Environmental Commission will be needed?
- What coordination with other government and private agencies, such as the county Tree Commission and preserved land custodians, will be needed?
- What is the timetable? How will this be coordinated with DEP requirements?
- How will funding to accomplish the plan be obtained (CSIP)?
- Other reasons for selection as consultant.
- What are the fees and rates for your services?

If you wish to submit a proposal, please send it to:

Ms. Maria Elena Jeannette Kozak

Holland Twp. Environmental Comm.

61 Church Road

Milford New Jersey 08848

GRANT AGREEMENT BETWEEN

HOLLAND TOWNSHIP AND

**THE STATE OF NEW JERSEY
BY AND FOR**

THE DEPARTMENT OF ENVIRONMENTAL PROTECTION GRANT IDENTIFIER: PF13-077

SCOPE OF SERVICES

ATTACHMENT A

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The Scope of Services for this Grant Agreement comprises the Grantee's proposal, and any modifications, amendments and additions thereto, which is incorporated as part of this Attachment A.

Following the Grantee's selection of the consultant and prior to authorizing the consultant to begin work, the Grantee will inform the Community Forestry Program of the name, address, and phone number of the consultant selected. For the purposes of this Grant (the Green Communities Challenge Grant) Agreement, "consultant" is not a "subcontractor" under Paragraph 4 on page four (4) of the preceding agreement form, DEP-0069MG-Forestry.

The Grantee will ensure that the Community Forestry Management Plan is prepared in accordance with the "New Jersey Shade Tree and Community Forestry Assistance Act Guidelines" set forth by the New Jersey Community Forestry Program. These guidelines may be found on the State website at: www.communityforestry.nj.gov.

The grantee will submit the plan in accordance to the instructions listed in "New Jersey Shade Tree and Community Forestry Assistance Act Guidelines" under section "Community Forestry Management Plan Submission and Approval Procedures." Once the plan is confirmed to be complete, it shall be provided to the Community Forestry Council for review in accordance with the New Jersey Shade Tree and Community Forestry Assistance Act, P.L. 1996, chapter 135

The Community Forestry Council, as a result of its review, may recommend changes in the plan. The Grantee agrees to consider all recommended changes to the plan and to resubmit a revised plan until the Community Forestry Council recommends approval. The state Forester shall grant final approval.

The State will pay the Green Communities Challenge Grant money to the Grantee as a reimbursement for the direct cost it incurred in hiring the consultant, up to the amount of the grant award. This payment shall be made once the Grantee has submitted a Community Forestry Management Plan and has received final approval. At that point, the Grantee will submit invoices from the consultant, with proof of cash or in-kind match from the Grantee. The invoices and match expenditures (in-kind included) need to be summarized in a one page letter, and submitted to the forester managing the grant with all supporting documents within 30 days of the Community Forestry Management Plan receiving final approval.

Ted Harwick questioned if the Environmental Commission has the authority to do this and Secretary Kozak responded that the Holland Township QPA and Liaison Krov said that the Environmental Commission can move forward with this project. A written proposal will be reviewed. Henry Gore will have an overview prepared for the August meeting. Secretary Kozak will do the mailing and will work with Henry Gore on preparing the overview. A motion was made by Mike Keady and seconded by Henry Harwick to authorize Henry Gore to move forward with this project with Secretary Kozak, after final review of the documents from Chairman Keady. All present were in favor. Motion carried.

Recycling – There was some discussion about the hand painted/ non-professional sign in the front of the Recycling Center as it was confusing. Secretary Kozak will discuss this with Al Turdo.

Misc – Ted Harwick discussed the article regarding the Board of Education Solar Project in Pohatcong NJ. He attended the meeting. There was some additional discussion about the subject matter with the summary being that you either save or earn with doing the investment.

Public Comment:

There was no one present in the audience for comment.

At 8:55 Mike Keady made a motion to adjourn.

Respectfully Submitted

Maria Elena Jennette Kozak

Maria Elena Jennette Kozak

Environmental Commission Secretary