

MILLSTONE TOWNSHIP
OPEN SPACE & FARMLAND PRESERVATION COUNCIL
Meeting Minutes for Thursday, October 26, 2017
215 Millstone Road, Millstone Twp, NJ 08535

Ms. Morelli called the meeting to order at 7:30 PM.

The Secretary read the Adequate Notice.

Roll Call

Present: (7) Asprocolas, Blackwell, Butch, Grbelja, Marra, Morelli, Scott

Absent: (2) Oxley, Siedman

Public Comment: Opened and closed at 7:31 PM with no public in attendance.

Approval of Minutes

A Motion to approve the September 28, 2017, minutes with corrections was made by Ms. Scott with a Second offered by Mr. Marra. Roll call vote:

AYES: (7) Scott, Marra, Asprocolas, Blackwell, Butch, Grbelja, Morelli

NAYS: (0)

ABSTAIN: (0)

Correspondence

- Email from SADC dated 10/2/17 RE: FY2017 Appropriation Summary. The Township did not receive funding in this funding round.

Old Business

- Monmouth County Municipal Open Space Grant #12-04: Baird Homestead Development Project. Nothing new to report.
- Monmouth County Municipal Open Space Grant #14-12: Millstone Park Phase 1 Development. The project is moving along.
- Municipal Open Space Stewardship: Stewardship of the Green Acres conservation easement on Forman Road and the Shield Road open space has been postponed due to weather. Council members discussed monumenting property corners of open space properties and purchasing safety vests with "Township of Millstone" imprinted on the back to identify volunteers.
- Millstone Township Master Plan Review: Council members will review the open space tables and will submit corrections as needed.
- Monmouth County Park System Master Plan Review: Ms. Butch submitted the information that was requested by the County.
- Proposed Park Ordinance: Comments regarding picnicking and permits were forwarded to Mr. Specht. Council members discussed the need for a wildlife management plan for open space properties.
- Municipal PIG, Proposed Changes: Council members discussed updates to the plan. The Secretary will highlight changes from last year's submission and will email to Council members for review. The application will be forwarded to the County for review and approval and will be submitted to the SADC by the December 15th deadline.
- Lichtman Management and Use Agreement: Nothing new reported.

New Business

- Goals for 2018:
 - Establish an Open Space and Farmland Preservation Council facebook page.
 - Coordinate a photo contest.
 - Produce a brochure / parks guide modeled after the County Park guide.
 - Stewardship five municipal open space properties.

- Personally follow-up with landowners who attended the 2016 Meet & Greet event.
- Produce two newsletters in partnership with the Agricultural Advisory Council.
- Hold a forum with the Township Attorney.
- Provide training opportunities for Council members; suggested topics include appraisals and invasive species.
- Develop a Township wildlife management plan.

The Secretary will send out the list of goals, which will be finalized at the next meeting.

- 2017 accomplishments include producing two newsletters in partnership with the Ag Council; processing two new preservation applications; hosting the annual clambake fundraising; providing 31 hours of training opportunities to Council members, exceeding the goal of 30 hours; stewarding nine properties, exceeding the goal of five properties. Two goals will be carried forward as goals for 2018: the forum with the Township Attorney and following up with landowners who attended the meet and greet.
- Budget for 2018: Council members discussed the budget request which includes advertising, travel, supplies, education to cover a grant writing webinar and attendance at the annual land rally, two newsletters to be split with the Ag Council and a fireproof filing cabinet.
- Insurance Coverage: All volunteers are required to follow the documented stewardship procedure. Underage individuals should not be brought to stewardship or site visits. All injuries while conducting Township endorsed activities must be reported immediately to the Township. The Township is researching a policy to cover volunteers conducting Township-sponsored activities.

Events

- The 22nd Annual NJ Land Conservation Rally will be held on Friday, March 2, 2018 at the Hyatt Regency Hotel in New Brunswick. Workshop details are not available at this time.

Committee Reports

- Finance: The 2017 Open Space Trust account activity report, with information through September, was distributed for review.
- Fundraising: No discussion.
- Grant Writing: The 2017 Monmouth County Municipal Open Space Grant application has been deemed complete.
- Legislative Awareness: Discussion postponed pending the outcome of the election.
- OSFP Inventory, Stewardship & Management: No discussion.
- Planning Board and Board of Adjustment Review: The Master Plan is scheduled to be adopted at the November 8, 2017, Planning Board meeting.
- Public Relations, Publications & Education: No discussion.

At 9:07 PM, a Motion to move to executive session was made by Ms. Morelli with a Second offered by Mr. Asprocolas. Roll call vote:

AYES: (7) Morelli, Asprocolas, Blackwell, Butch, Grbelja, Marra, Scott

NAYS: (0)

ABSTAIN: (0)

At 9:52 PM the Council returned to regular session. Ms. Butch and Ms. Morelli will review Tables 18 through 21 in the Open Space, Recreation and Conservation Element section of the Master Plan to ensure proper categorization of easements, trails and fee simple holdings.

Having no further business to discuss, a Motion to adjourn was made by Mr. Marra with a Second offered by Ms. Morelli and by unanimous vote the meeting adjourned at 9:55 PM.

Respectfully submitted,

Lori Maher
Council Secretary