

MILLSTONE TOWNSHIP
OPEN SPACE & FARMLAND PRESERVATION COUNCIL
Meeting Minutes for Thursday, July 27, 2017
215 Millstone Road, Millstone Twp, NJ 08535

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

The Secretary read the Adequate Notice.

Roll Call

Present: (7) Blackwell, Butch, Grbelja, Marra, Oxley, Scott, Siedman

Absent: (2) Asprocolas, Morelli

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

Approval of Minutes

A Motion to approve the May 25, 2017, minutes was made by C/Grbelja with a Second offered by Ms. Scott. Roll call vote:

AYES: (6) Grbelja, Scott, Blackwell, Butch, Mara, Oxley

NAYS: (0)

ABSTAIN: (0)

Correspondence

- Subchapter 22A Rural Microenterprise on Preserved Farmland (emailed to OSFP Council on 5/26/17).
- Agricultural Land Easement (ALE) Grants (emailed to OSFP Council on 5/30/17).
- Monmouth County Park System letter dated 5/29/17 Re: 2017 Municipal Open Space Grant Program Informational Meeting (emailed to OSFP Council 7/25/17).
- Thank You letter from FFA received 6/19/17 (emailed to OSFP Council 7/25/17).
- SADC Memorandum dated 6/13/17 Re: Summary of Proposed Changes to the SADC Appraisal Handbook - 2017 (emailed to OSFP Council 7/5/17).
- Letter from DEP Commissioner Bob Martin dated 7/6/17 Re: Green Acres Matching Grant Approval (emailed to OSFP Council 7/25/17).
- SADC letter dated 7/10/17 Re: Scope of Surveying Services and Standard Detail Requirements (emailed to OSFP Council on 7/17/17).
- SADC letter dated 7/11/17 Re: Conflicts of Interest (emailed to OSFP Council on 7/17/17).

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:** Grading work is in progress; the field lighting has been installed and electrical work is being completed; the concession building is on site.
- **Monmouth County Municipal Open Space Grant #15-03, Historic ME Church:** There will be a resolution on the next Township Committee meeting's agenda to close out this project.
- **Municipal Open Space Stewardship**
 - Ms. Scott and Mr. Marra conducted stewardship visits of the following properties: The Livak conservation easement and trail, the Horzepa subdivision trail and the Bairdsville open space and trail. The Council's goal of stewarding five properties has been achieved.

- A tentative date of October 21st was set for stewardship of the Block 43, Lot 12.06 conservation easement and the Shield Road open space. Ms. Scott, Mr. Blackwell and Mr. Marra will conduct the site visits. The Secretary will send letters out in mid-September to property owners.
- **Fall 2017 Newsletter:** Council members reviewed a draft of the newsletter and discussed revisions. Ms. Oxley will act as editor. A target date of August 1st was set for proof reading and finalizing the newsletter.
- **Clambake / Fundraising:** The clambake financial report was distributed for review.
- **Millstone Township Church Open House / Time Capsule Final Report:** Ms. Butch reported that the open house was very successful with approximately two hundred people turning out for the event.
- **Update "Total Acreage Preserved" Signs:** A listing of preserved properties was distributed for Council members to review. The new acreage number for the "Welcome to Millstone" signs is 7,084. The Secretary will order new acreage number labels for the signs.
- **Millstone Township Master Plan Review:** Ms. Butch prepared a list of properties appropriate for either municipal or county-lead open space or farmland preservation. The property listing is accompanied by a document that lists things the Township would like the County to provide to Millstone. The Secretary will email the list and document to Council members for review and feedback. The Master Plan, including a public hearing, must be complete by December.
- **Monmouth County Park System Master Plan Review:** Council members discussed the Township's Master Plan update in relation to the County's Master Plan. Some targeted properties will appear on both the Township's and the County's lists.

New Business

- County Freeholders voted this morning to include a referendum on November's ballot to increase the County open space tax by 1.25 cents per \$100 of assessed property value. The current County open space tax is 1.5 cents per \$100 of assessed value. Council members discussed how the Township has benefited from County open space grants and funding.
- Ms. Siedman discussed insurance coverage for Township volunteers who steward open space properties. C/Grbelja explained that insurance coverage and claims are handled by the Township Administrator's office.

Events

- Millstone Day will be held on September 17th at Frogbridge Day Camp. The Secretary will submit the registration form with a request to be placed next to the RCEC.

Committee Reports

- Finance: The 2017 Open Space Trust account activity report, with information through June, was distributed for review. Some of the clambake expenses were not processed during the month of June and are not reflected in this report.
- Fundraising: The Council has completed fundraising activities for this year.
- Grant Writing will be discussed in executive session.
- Legislative Awareness: Nothing to report.
- OSFP Inventory, Stewardship & Management: Discussed under Old Business.
- Planning Board and Board of Adjustment Review: Nothing new reported.
- Public Relations, Publications & Education: Discussed under Old Business.

At 8:39 PM, a Motion to move to executive session was made by Ms. Oxley with a Second offered by Ms. Siedman. The Secretary read the resolution.

AYES: (7) Oxley, Siedman, Blackwell, Butch, Grbelja, Marra, Scott

NAYS: (0)

ABSTAIN: (0)

At 9:23 PM the Council returned to regular session. Mr. Marra made a Motion with a Second offered by Ms. Oxley to write a letter in support of Millstone's 2017 Monmouth County Municipal Open Space Grant application. Roll call vote:

AYES: (7) Marra, Oxley, Blackwell, Butch, Grbelja, Scott, Siedman

NAYS: (0)

ABSTAIN: (0)

Having no further business to discuss, a Motion to adjourn was made by C/Grbelja with a Second offered by Ms. Oxley and by unanimous vote the meeting adjourned at 9:24 PM.

Respectfully submitted,

Lori Maher
Council Secretary