

# FRANKLIN TOWNSHIP, HUNTERDON COUNTY ENVIRONMENTAL COMMISSION

*Established April 3, 1970*

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Diane Burgess, Chair  
John Benscoter, Vice Chair



## Regular Meeting Minutes: Monday, February 24, 2025; 7:30 PM Via Zoom

### I. Open Public Meeting Statement

*"This meeting has been duly advertised in accordance with the Open Public Meetings Act, 10:4-6 et seq. The annual schedule of board meetings has been published in the Hunterdon Democrat newspaper. Copies of the notice have been posted in the Township Municipal Building. This is a regularly scheduled meeting of the Commission."*

### II. Call to Order and Roll Call

III. Name (Term Expires)	1/27/2025 Reorg	1/27/2025	2/24/2025	3/31/2025	4/28/2025	5/29/2025	6/30/2025	7/28/2025	8/25/2025	9/29/2025	10/12/2025	11/24/2025	12/22/2025
Diane Burgess (3 year - 12/31/2025)	✓	✓	✓										
John Benscoter (3 year - 12/31/2026)	✓	✓	✓										
Laney Britten (3 year - 12/31/2026)	✓	✓											
John Thonet (3 year - 12/31/2027) – LUB	✓	✓	✓										
Kevin Carroll (3 year - 12/31/2027)													

Other attendees: None

### IV. Working Session Status Updates

#### 1. Review of Action Items

- Diane to verify with Kevin re Thursday availability and, if correct, notify Municipal Clerk and Deputy Clerk re meeting dates, budget request, and contact info for renewal.
  - Kevin has no preference; after discussion, it was agreed to leave on Mondays
- John B to send status report on Sustainable Jersey grant to Commission members this week.
  - Grant website down for maintenance this weekend so John will complete in upcoming week.
- Diane to follow-up with Kevin and Rick Roll re EPA Solid Waste Recycling Grant application
  - We were not able to apply as could not get login access to site. Will try again next year.
- John B to write up paragraph on ewaste recycling status and provide to Laney this week.
  - completed
- Laney to write up paragraph on ink cartridge recycling and prescription drop off recycling and send for review by Commission.
  - Laney sending to Diane for review and submission to Municipal Clerk
- John T to write up scope of work for Community Energy Plan Grant
  - Scope of work sent to Commission members for discussion at tonight's meeting.
- John T to reach out to Elizabeth Basile re status of Capoolong Creek green team
  - Open

2. Approval of January meeting minutes
  - Discussion re Thursday versus Monday meetings – agreed on Monday meetings except in May due to Memorial Day
  - Moved by John B, seconded by John T
3. Current Sustainable Jersey grant (\$2,000) – John B
  - Need the CFO to certify document; Diane will follow-up with him this week
4. Email blasts for January, February, March
  - February – recycling activities in the Township – ink cartridges, prescription drugs, ewaste (Laney & John B)
  - March – well and septic maintenance (Diane)
  - April – information associated with Earth Day since tree giveaway not occurring this year (all)
5. Community Energy Plan Grant
  - Application
    - i. John B has registered in grant system and is waiting approval; should have all info he needs for completing application
      1. Diane to locate certificate of incorporation for Township needed for application
  - Scope of Work
    - i. John T provided a detailed Scope of Work
    - ii. State requires us to amend mater plan to address climate change; Environmental Commission saw this grant as a way to fund this update while also setting township in position for implementation funds
    - iii. Discussion on next steps:
      1. Diane to contact Municipal Clerk to forward request to Township Planner and Engineer to determine if they have experience with this and would be willing to give us a proposal
      2. Diane to request Municipal Clerk schedule Env Commission to meet with Township Committee re presenting grant information, requesting someone to participate on team, and generating ideas for plan
      3. Diane to request Land Use Board Clerk forward request to LUB to provide a team member and to determine if they would like Env Comm to present info to entire Board
6. Well Testing
  - Scheduled for beginning of May (pick up 5/5 thru 5/13/2025; drop off 5/14/2025)
  - Will discuss advertising plan at next EC meeting. Plan to advertise beginning at end of March and early April
7. Capoolong Creek Green Team
  - No status

#### **V. Applications Referred by Land Use Board**

- None
- No activity currently

#### **VI. Information on Conferences and Grants**

1. Environmental Conferences and Opportunities – none at this time
2. Grant Opportunities – none at this time

#### **VII. Comments from the Public on Agenda Items**

- N/A

#### **VIII. Adjournment**

- Moved by John T, seconded by John B, all in favor at 8:15pm
- Next meeting – Monday 3/31/2025
- Reminder to check in on idea bank
  - [https://docs.google.com/spreadsheets/d/1XxkJ9l\\_zvCzhhOCDzskLYWGIWQC9r41\\_MLrMsWR3s4Y/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1XxkJ9l_zvCzhhOCDzskLYWGIWQC9r41_MLrMsWR3s4Y/edit?usp=sharing)

**IX. Action Items**

- Diane to follow-up with CFO re certifying Sustainable Jersey grant info
- John B to submit status report on Sustainable Jersey grant this week after receiving certification info from CFO.
- Diane to update January meeting minutes and submit to Municipal Clerk for posting
- John B to complete application for CEPG
- Diane to review writeup on ewaste recycling, ink cartridge recycling, and prescription drop off recycling and send to Municipal Clerk for eblast.
- John T to reach out to Elizabeth Basile re status of Capoolong Creek green team
- Diane to determine how to obtain certificate of incorporation for Township needed for CEPG application
- Diane to contact Municipal Clerk to forward request to Township Planner and Engineer to determine if they have experience with this and would be willing to give us a proposal
- Diane to request Municipal Clerk schedule Env Commission to meet with Township Committee re presenting grant information, requesting someone to participate on team, and generating ideas for plan
- Diane to request Land Use Board Clerk forward request to LUB to provide a team member and to determine if they would like Env Comm to present info to entire Board