

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, June 30, 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

Name (Term Expires)	1/27/2025 Reorg	1/27/2025	2/24/2025	3/31/2025 No Quorum	4/28/2025	5/29/2025 No Quorum	6/30/2025	7/28/2025	8/25/2025	9/29/2025	10/27/2025	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)													
Vacant (3 year – 12/31/2026)													

Other attendees:

III. Working Session Status Updates

1. Vacancy – possible candidates
 - a. John B and Diane will create recruitment flyer to post to Township website and Facebook.
2. Review of Action Items
 - a. John B to submit status report on Sustainable Jersey grant after receiving certification info from CFO. Diane and John B to follow-up again with CFO.
 - i. CFO has finally completed the required forms and they have been submitted to Sustainable Jersey.
 - ii. Item is considered closed
 - b. John T to reach out to Elizabeth Basile re status of Capoolong Creek green team and possible interest in joining Environmental Commission
 - i. John B will be speaking with Elizabeth this week and will extend invitation again
 - c. 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
 - i. Include LUB as part of focus groups instead of separate meeting
 - ii. Item is considered closed

- d. Diane to follow-up with Mayor re liaison from Township Committee to Environmental Commission for working on the CEPG
 - i. Scott Edelman is now the liaison
 - ii. Item is considered closed
 - e. Diane to provide article on well and septic maintenance for distribution via eblast.
 - i. Well and Septic article to be sent out in August
 - ii. July to start notifying community about focus groups on CEPG starting in late September
 - f. Diane to speak with Mayor about a zoom account as well as check TechSoup for possible account for Environmental Commission.
 - i. No update
- 3. Approval of April meeting minutes
 - a. Moved by John B, Seconded by John T, all in favor, motion passed
- 4. Current Sustainable Jersey grant (\$2,000) – John B
 - a. CFO finally signed required documents and John B submitted to Sustainable Jersey
- 5. Email blasts for April, May, June
 - July – information about CEPG and upcoming focus groups starting in late September (Diane)
 - August – well and septic maintenance (Diane)
- 6. Well Testing – results
 - a. Still waiting information
- 7. Community Energy Plan Grant
 - Application and account status
 - i. John B will follow-up regarding status
 - Scope of Work – on our own vs using possible consultants to facilitate meetings
 - i. Diane will follow-up with Readington and Raritan regarding consultants
 - Next steps
 - i. Get agreement from NJBPU
 - 1. John B to follow-up as we are still awaiting grant agreement
 - ii. Determine timeframe and candidates for community meetings
 - 1. Hold meetings beginning end of September
 - 2. Start media blitz to let residents know
- 8. Capoolong Creek Green Team & Grant (update via email)
 - a. NJDEP/F&W Special Use permit received by Franklin Township that approves work on the Capoolong Creek trail
 - b. Capoolong Creek Trail volunteers will be covered under township insurance
 - c. Mayor Donaruma received 2 maps from Tony McBride (F&W) but it turns out they are the exact same maps provided to me back in 2022 from Jason Hearon. I will be exploring the Farwide app (as suggested by Jason Hearon (Bureau Chief of F&W) back in 2022 to see if they have changed in any way. Otherwise, we will be exploring other alternatives regarding understanding private property line delineations.
 - d. \$1500 ANJEC grant awarded to Franklin Township for the Capoolong Creek trail project. Funding provided by LSRPA Foundation (due to Myers site along the trail). Liz Ritter (ANJEC) will be sending check to Franklin Township clerk for processing. Both the ANJEC and LSRPA logo must be used when discussing the grant award or project which has already been followed when: announced grant award on Capoolong Creek Trail FB page and also included the news in the community publication “From the Sidelines”. There are other parameters that must be followed as well: Projects must be completed by July 1, 2026; Must maintain records of project expenditures, in-kind labor, outreach materials and activities along with a brief project report is mandatory. Direct outreach to inform and engage residents about this project and raise the profile of the environmental commission in the community is also a required element (which I noted above with already reaching out twice.) I have already begun a spreadsheet with date, specific task along with other details to assist in maintaining accurate records

IV. Applications Referred by Land Use Board

- Franklin Township School is doing a parking lot upgrade – did this need to go through LUB?

V. Information on Conferences and Grants

1. Environmental Conferences and Opportunities
 - None
2. Grant Opportunities –
 - None

VI. Comments from the Public on Agenda Items

- N/A

VII. Adjournment

- Moved by John B at 7:40pm, seconded by John T
- Next meeting – Monday 7/28/2025
- Reminder to check in on idea bank
 - https://docs.google.com/spreadsheets/d/1XxkJ9l_zvCzhhOCDzskLYWGIWQC9r41_MLrMsWR3s4Y/edit?usp=sharing

VIII. Open Action Items

- John B to reach out to Elizabeth Basile re possible interest in joining Environmental Commission
- Diane to provide article about CEPG focus groups for distribution via eblast in July.
- Diane to provide article on well and septic maintenance for distribution via eblast in August.
- Diane to speak with Mayor about a zoom account as well as check TechSoup for possible account for Environmental Commission.
- Diane to add Scott Edelman to distribution as liaison from Township Committee.
- John B and Diane will create recruitment flyer to post to Township website and Facebook.
- John B to follow-up on status of CEPG grant agreement.