

**EAC MEETING MINUTES**

November 9, 2020

1. Call to Order

The meeting was called to order by Sandra Zadell at 5:30 pm. She thanked the members for volunteering to be on this committee. The following were in attendance.

|                 |                      |
|-----------------|----------------------|
| Jon West        | Chairman             |
| Erica Antoine   | Member               |
| Heidi Lucas     | Member               |
| Joanne Walker   | Member               |
| Scott McCartney | Member               |
| Tom Alvarez     | Merck Representative |
| Sandra Zadell   | Township Manager     |
| Denise Hull     | Commissioner         |
| Martha Simelaro | Commissioner         |

2. Introductions

Members of the Council introduced themselves and provided some background information.

3. New Business

a. Roles and Responsibilities

Mr. West said Ms. Lucas, Ms. Antoine and himself were appointed to the EAC for 2 years, Ms. Walker and Mr. McCartney were appointed for 1 year. Mr. Alvarez is a non-voting member and Mrs. Zadell is the Council liaison. The EAC is a working council to conduct environmental reviews and make recommendations with regard to land use and open space, to keep an index of natural resources in the Township, disseminate the forthcoming Comprehensive Plan, create a Shade Tree Commission, and help with the MS-4 program.

Mr. West stated the Council will follow Roberts Rules of Order for procedural review, with a quorum and majority vote. Mrs. Zadell explained that all decisions need a motion and a second with a request for comments prior to the vote for approval/denial. She added the EAC will have an opportunity to review land development plans prior to the Planning Commission review. The EAC will issue a memo with the Council comments, questions, and recommendations.

b. Goals for 2020-2021

Mr. West said his goals for the Council include:

- Building relationships with Township Administration, residents in the Community, and environmental organizations
- Assist Township with plan reviews with regard to open space and land use as well as to create an index of natural resources, starting with the Comprehensive Plan section on open space
- Set up a Shade Tree Commission but would like it to be a Sustainable Landscaping Commission incorporating native plants and trees with an educational component.
- Provide environmental education and outreach to the Community, brand the EAC

He added, we need to focus on the basics, begin with small projects, and make the Council known to the residents. Ms. Antoine reiterated that building relationships is first and foremost important. She said stormwater management will be significant to this Council. Mrs. Zadell said she will give an overview of our MS-4 program to the Council at the December meeting. Ms. Walker added that once relationships are established, and we identify projects we will want to look at grant funding for those projects. Mr. McCartney said we should involve our youth in outreach programs. Mr. Alvarez suggested landscaping the Township Administration Building with native plantings if it hasn't been done already to set the example for the Township. Ms. Lucas said a future goal could be getting the Township ready to transition to 100% renewable resources (Ready for 100).

Mrs. Zadell added that the EAC is an advisory board to the Board of Commissioners (BOC) and can make recommendations for the BOC to act on.

Goal compilation:

- Building relationships
- Stormwater Management
- Private Grant Funding for projects
- Native plantings in public spaces
- Renewable Energy initiative
- Becoming a Tree City and Bird Town

Action Items

List of contacts in Township Administration and other organizations that Council will be dealing with.

Mrs. Zadell said we can brainstorm a list to compile. Council will start a list using Google Docs.

Mrs. Zadell said the 2021 calendar will be set at the BOC meeting on November 23, 2020 for Council members to join the Planning Commission meetings and Park and Rec Advisory Board meetings. The information is available on the Township website. The calendar will be shared with the EAC as well as the Park & Rec activity calendar. Mr. West will establish an EAC calendar of events.

Mr. West said he wants to establish standing committees. Mrs. Zadell said you can establish sub-committees to the EAC using only Council members without any approval. She will find out how to establish committees with outside volunteers but said we should run this past the BOC.

Add to next agenda – discussion and formation of standing committees.

#### 4. Plan Review

Nothing to review

Ms. Walker asked how much time the Council has to review plans. Mrs. Zadell said plans will be sent electronically to the EAC from Megan Weaver, Asst. Township Manager. These plans will be discussed at the next EAC meeting and the only focus will be on environmental features (stormwater & plantings) of the plan and are advisory in nature.

#### 5. Adjournment

Mr. West adjourned the meeting at 6:33 pm.

Next Meeting Monday, December 7, 2020 @ 5:30 pm