



Hawthorne Green Team Committee Minutes: February 25, 2019

Call to Order: Rayna Laiosa, Rosanne Zagatta, Patty Elwood, Mary Mahon, Holly Cowen, Lisa DeVos, Carol Robertson, John Maene, Maureen Cook, Karen Young, Liana Romano, Charles Stebbins, Craig Cayetano, Teresa Moeller, and Ellen Brogno

Green Team Purpose

- Making community life sustainable in a way that minimizes environmental harm and depletion of natural resources
- Framework is based on the Sustainable Jersey Certification

Topics Discussed on February 25, 2019:

- a. Review January 28, 2019 Green Team Minutes – Approved
- b. Community Garden
 - i. Existing Gardeners will be notified to submit their 2019 garden bed application, fee, and disclaimer to Borough Hall; Deadline February 15, 2019; Missing four (4) gardeners; Rayna will send a follow-up email
 - ii. Rayna will communicate to All Gardeners – Participation at the March 25, 2019 Green Team Meeting – March 25, 2019 to Attend; New Gardeners will receive their garden key and the identification of their garden bed in the garden.
- c. Green Lectures/Bird Walks 2019 – Topics
 - i. Bird Watching 101 – Lisa DeVos, Holly Cowen, and Liana Ramona – Discuss nesting boxes, feeders, birds, etc. Confirmed/Booked **Tuesday March 5, 2019** – Lisa will prepare Press Release; Rayna will send examples of past Green Lecture Press Releases - Complete. Lisa will present a Power Point Presentation to Audience
 - ii. Green Cleaning - Theresa Moeller – North Haledon – Norwex Products – professional grade microfiber and water is needed to remove 99% bacteria from surfaces; “Chemical Free Cleaning by Norwex; Confirmed/Booked **Tuesday March 19, 2019** - Teresa will prepare Press Release; Rayna will send examples of past Green Lecture Press Releases – Complete; Hands On Demonstration, no power point presentation
 - iii. Bird Walks –Confirmed/Booked Dates – 8:30 am start time; April 13, 2019 (Saturday April 6, 2019 – Cel Earth Bration), May 11, 2019 (Grand Opening Gateway Project), May 25, 2019, or June 1, 2019; Added Historical Features of Hawthorne will be Pointed Out in the Goffle Brook Park; Meeting Place: Rea Mansion on Goffle Road
 - iv. Publicity – Borough website, Municipal Electronic Board, Nixel, Facebook, local newspapers – ads – In Process
- d. 2019 Schedule of Events Flyer – Created by - Lisa DeVos - Posted on Facebook and Municipal Bulletin Board
- e. “Gateway to the Passaic River” Project - 2018 ANJEC Open Space Stewardship Grant and 2018 Sustainable Jersey Grant for Environmental Commissions

- i. 2018 ANJEC Sandy Batty Grant Awarded to Hawthorne Environmental Commission on Friday May 11, 2018 for \$1,500 grant.
- ii. **ANJEC Interim Report due Monday October 29, 2018** – Discuss draft interim report; All agree with the interim report progress on the Gateway project; Please send comments to Rayna by Friday October 26, 2018; Interim Report sent to ANJEC on Saturday October 27, 2018
- iii. **ANJEC Final Report due June 14, 2019**
- iv. **Sustainable Jersey Interim Report due January 31, 2019 – Completed and Submitted**
- v. **Rutgers** – Received Scope of Work proposal dated June 11, 2018; to propose dates for kickoff Site Visit meeting. – Confirmed Thursday July 12, 2018 at 10:00 am – Carol met with Rutgers. – Received Design September 4, 2018; Rayna will send to the Team for review; Team agreed with the Rain Garden Design; Rayna communicated to Rutgers; Friday October 5, 2018 at 8:00 am to have a Kick Off Meeting with Commission and Downes Tree Service – Confirmed; went very well; Rayna worked with Town on revising Rutgers Purchase Order. Conducted; Rayna worked with the Borough to revise Rutgers Purchase Order; Schedule a site visit to finalize the rain garden design; Confirmed - Downes removed all tree/vegetation/trash/debris in the area of the rain garden; ground is leveled. – Confirmed November 7, 2018 – Carol met with Matt (Rutgers) to finalize the rain garden design; Rutgers will provide the final rain garden design to the Commission by the end of November or the first week in December 2019. **Next Step:** April 2019 implement rain gardens
- vi. **Downes Tree Service** – Monday September 24, 2018 – Rayna met with Pieter to discuss revised rain garden location and scope of work; Pieter will provide a proposal to install the rain garden, clear the pathway to the River, and removal of the large tree.; On Friday September 28, 2018, Rayna received permission from DPW to remove the trees in the rain garden location. October 2018 - Received scope of work proposals from Downes Tree Service; Approved scope of work and Purchased Orders were issued October 18, 2018; Downes Tree Service started the removal of the trees in the vicinity of the proposed two (2) rain gardens on Friday October 19, 2018! – Work will be completed by the end of October 2018; Work completed on Friday November 2, 2018 Walkway path will be 8 feet in width, not 10 feet – Confirmed with Rutgers on November 7, 2018; **Next Step:** April 2019 implement rain gardens – Tentatively Scheduled the week of April 8th (Saturday April 13, 2019 – Planting Day and Clean Up at 10:00 am); Back Up due to weather week of April 15, 2019 (Saturday April 20, 2019 – Planting Day and Clean Up at 10:00 am)
- vii. 2019 Grand Opening Idea – Work with local Dick’s Sporting Goods, Ramsey Outdoor, or Campmour for kayak or canoe demonstrations- Discussion; Suggestion - REI in Paramus NJ – recreation equipment; conducts existing training program at facility; Bring Rain Garden Brochures to distribute to participants; **Target Date: Saturday May 11, 2019**
- viii. **Trail Sign** - Final Design – Canoe, Duck, Fish – Boxes around the wood the words “Gateway to the Passaic River” - Length of Trail Sign – 5 feet; Width of the Trail Sign – 2 feet; Rayna needs to create a pdf of the design to receive pricing for the trail sign. - Complete
 - 1. John Minicozzi –donate local wood, Birch and two wooden posts for the Trail Sign; re-purpose local wood into products

2. Wood maker selected – Hawthorne resident, Paul Whelan, of Lucky Wood will build our Trail Sign. Paul is working with John on the selection of the Birch wood; Paul Whelan brought a scaled drawing of the Trail Sign to the Commission meeting at the October 11, 2018 – December 2018 Update – Cut and painted Canoe on the Trail Sign; Duck and Fish need to be updated; Paul will add the words “The” to the Sign in between Gateway to... Passaic River” ; Posts will have the ANJEC Logo; **Next Step:** Need to double check if Paul is installing the Trail Sign and the posts. Tentatively Install Trail Sign in May 2019
 3. Trail Sign Location: Maureen Cook/Rob Meier checking with Town and County for requirements – ordinances – completed; Both confirmed no issue to installing the trail sign on the corner of Wagaraw Road (parking lot).
 4. Native Plants – Purchase Milkweed plants to surround the Trail Sign (3 x 3 plants) and area (approximately 72 feet in length by 6 feet wide) along the woody area adjacent to Stevenson Brook; Plants will be planting in a Cut out from the grassy lawn – mow area; Rayna will follow up with Rutgers on the costs and the amount of plants needed;
- ix. **Tree Tags** – Carol researched the internet; Found “Plants Map”; tree tags for Trees; Carol will order samples and send them to Pat MacDonald’s house. Pat brought the tree tag samples; Team loved them; 1) Identify the trees in the woody area; 2) Need to communicate Downes Tree, Hawthorne’s Arborist, and Hawthorne Shade Tree Commission; - Designated Carol as point person – Completed; Carol will contact Park Ridge Green Team to discuss how Plant Map interactive map is utilized and how to order the Plant Map tree tags. Does the Hawthorne Green Team create an account before or after the purchase of the tree tags?; - Need to set up an account prior to purchasing Plant Map tree tags; Completed January 2019 – Carol will work with Lisa DeVos on setting up an account with Plant Map website – Complete – We are registered; Next Step: Enter tree into the Plant Map database, prior to ordering the tree tags. – Completed; **Next Step:** Carol will purchase the 13 to 14 tree tags for identified trees – Silver Maple (*Acer Saccharinum* – 3), American Sycamore (*Platanus Occidentalis*), White Ash (*Fraxinus Americana*), Black Cherry (*Prunus Serotina*), American Elm (*Ulmus Americana*), White Mulberry (*Morus Alba* – 2), Catalpa (*Catalpa*), Boxelder (*Acer Negundo*), Pin Oak (*Quercus Palustris* – 3), and Black Locust (*Robina Pseudoacacia*) - Rayna approved the final proof of tree tags on February 24, 2019
- x. **Nesting Boxes** Working with Cub Scouts – Steven Fitzsimon and John Manzo troop; Commission/Green Team will supply the recycled materials. What type of birds do we want to attract? – Request (8) nesting boxes to be built; Team agreed to attract the following birds: Chickadee, Nuthatch, Carolina Wren, Screech Owl, Wood Duck, and Flicker. Each of the birds have a different diameter of hole for the nesting box. Alex provided an estimate – approximately 60 linear feet is required of the recycled materials for the nesting boxes. Home Supply has been identified as the vendor to purchase the recycled materials and nuts/bolts required. Install nesting boxes February/March 2019 timeframe; Alex will visit Home Supply and get an order put together with the scope of materials and submit to Rayna – On December 28, 2018 Alex responded; unable to purchase the recycled material from

Home Supply and on line website – www.markstaar.com – recycled material; unable to purchase 3 pieces 5/8”-18” x 6’; minimum of 40 pieces must be purchased; **Plan B** – Researched for Recycled Nesting boxes companies other than Wild Birds Unlimited – Identified Duncraft – Made in the USA – New Hampshire; Lisa will review and make recommendations on the types of nesting boxes. – Jan 2019 - Maureen Cook is working on processing a PO for the purchase of 13 nesting boxes from Duncraft. The PO has been issued and anticipate arrival of the Nesting Boxes mid-February 2019 – Nesting Boxes Arrived Monday February 11, 2019! **Next Step:** Site Visit – Sunday February 9, 2019 to identify the locations of the Nesting Boxes – Lisa, Liana, Rayna, Carol, and Mary; Rayna will follow up the Boy Scouts (need a 8 feet ladder and drill bit – screws will be provided by Duncraft) about installing the nesting boxes – March 2019. Also, can the Boy Scouts put a Letter or Number on the nesting boxes. Rayna has large stencils and a black marker that the Boy Scouts could utilized. – Team decide No lettering required on the nesting boxes – will indicate the number of nesting boxes on the Trail Map to look for in the woody area. – Completed; - Sunday February 17, 2019 at 1:00 pm Boy Scout Troop 30 installed the nesting boxes and conducted a Clean Up of the Area; It was a huge success!

- xi. **Trail Map** – Rayna is providing a high-level concept of the Trail Map to Marc Molernaro (printer); Mary Mahon created a preliminary design of the Trail Map like the 8 Acre Wood trail map – not to scale; Trail map will include the walking paths, approximately walking distances of the paths, nesting boxes locations, and tree identification tags. October 26, 2018 – Mary, Pat, and Carol will conduct a site visit to determine the number of steps and walking distances for the trail map. – Completed; Trail Map size 11 x 17; potentially have an insert map of the area on Trail map; Mary finalized the trail map and will provide to Marc to set up the trail map design – Completed; Next Step: Mary will follow up with Marc on the status of the base trail map with the initial design from Mary’s sketch. – Received Draft Trail Map Concept on February 14, 2019; On February 17, 2019 at Clean Up – discussed and verified the draft Trail Map; Mary will follow up with Marc on the revisions.
- xii. **Rain Garden Sign** – Educate the public on green infrastructure;- Rayna researched on the Internet for Rain Garden Signs; Identified Vacker Signs and Pulse Designs; Rayna contacted them for pricing; Team discussed the Design of the Sign – Team agreed we want – “What is a Rain Garden? Why Native Plants? How You Can Help?; Need Rutgers, Water Resources, Sustainable Jersey, Haw Env Com, Green Team Logos on the Sign; Statement “ Funded by the PSEG Foundation. Next Step: Mike will review both companies – materials, printing, etc., and review with Brenda on designing our Custom Owned Hawthorne Sign. Rayna will send finalized wording on the Sign; Rayna will request the Rutgers and Water Resources Logos, and the rain garden picture and cross section of our rain garden for the Identification Sign – Completed; Team agreed the What’s a Rain Garden (no change to text), Rutgers Rain Garden Photo instead of Vacker’s Rain Garden photo; Keep What’s a Native Plant? Text and Photos; How Can You Help? Change to 4 Bullets instead of 5 Bullets; keep Photos; Suggestion to purchase 2 Rain Garden Signs in case the first one is damaged; Good Idea; Potentially install a Plexi Glass on top of the Rain Garden Sign; Mike will follow up with Vacker to determine if we can do it; **Next Step:** Mike will follow up with Vacker with the updates and request pricing for a 2nd sign; Need to

purchase a 4 x 4 Pressured Treated Wood for the post for the Rain Garden Sign; Completed; **Next Step:** Will purchase a 2nd Rain Garden sign ; In-process of creating a new vendor record in the Borough's System for Vacker Sign; then a Purchase Order can be issued for the Rain Garden sign, and review final proof of Rain Garden Sign – Tentatively Install Rain Garden Sign in May 2019

- f. Sustainable Jersey – Recertification Cycle – June 2019
 - i. Action Plans – Municipality/Borough Council – On January 29, 2019, Rayna is meeting with the Municipality – Mayor Goldberg, Eric Maurer, Lori DiBella, and Ellen Brogno to discuss their Action Plans
 - 1. Public Information & Engagement
 - 2. Animals in the Community – Resolutions/Pledges
 - 3. Emergency & Resiliency – Received checklists and summaries from the Police Chief; Rayna sent a follow-up question
 - 4. Energy
 - 5. Land Use & Transportation – Effective Parking Management
 - 6. Grounds & Maintenance Policy (Resolution/Council), Efficient Landscape Design, and Recycled Materials & Composting
 - 7. Prescription Drug Safety & Disposal - Received summary from the Police Chief; Rayna sent a follow-up question
 - 8. Recycling & Waste Reduction Education & Compliance
 - ii. Action Plans - Environmental Commission/Green Team
 - 1. Brownfields – In process
 - 2. Green Team – Assigned to Carol – Prepare Text Box Information; Feb 1, 2019 Rayna sent previous submittals as a guide
 - 3. Animals in the Community – Educational Workshops - Assigned to Liana – Prepare Text Box Information; Feb 1, 2019 Rayna sent previous submittals as a guide
 - 4. Community Partnership & Outreach – Educational Workshops - Assigned to Liana – Prepare Text Box Information; Feb 1, 2019 Rayna sent previous submittals as a guide; Received information from Liana; Sustainable Jersey updated this Action Plan; Sent updated Action Plan to Liana to review and update Hawthorne's activities
 - 5. Sustainable Land Use Pledge – Re-distribute
 - 6. Mayor's Wellness Program – Sustainable Jersey updated this Action Plan; Multiple sustainable jersey points can be awarded; Sent updated Action Plan to Carol to review and update Hawthorne's activities
 - 7. Anti Idling & Enforcement Program – John Maene – discussed the importance of educating the public on the Anti-Idling Laws; Would like to see an Educational Communication Campaign – Nixel, Channel 77, Electronic Board, Facebook, Council, Letter to Editor and Press Releases; John will prepare information for the Educational Communication Campaign
 - 8. Green Business Recognition Program – Need to Register - New Jersey Sustainable Business Registry Program - at least 2 "Green" businesses; Business is Committed to the Five (5) Action Steps below: 1) Share information on at least 5 Sustainable Practices in Place at your facility. Find ideas by searching the list below. 2) Provide one (1) measureable result related to at least 1 of these activities. 3) Provide cost savings

that have resulted from at least one of these activities; 4) Complete the online application form to the Recognized as a NJ Sustainable Business; and 5) Re-Register once every 2 years and show continual improvement by adding one additional sustainable practice at your facility, and one additional measurable result. Hawthorne's Green Business – Puzo's, Browning Forshay, Magic Carousel, Well Read Bookstore, Paul's Motor, Home Supply & Lumber, Learning Tree, Kohler Distributors, and B. Witching Bath Co. – Karen Young, Patty Elwood and Craig Cayetano will review this Action Plan and the NJ Sustainable Business Registry Program documents on line and report back to the Commission/Green Team

9. Community Asset Planning – Hawthorne Green Map - Assigned to Veronica – Veronica is updating the Open Green Map System; Rayna & Veronica met on Jan 13, 2019 to update the Open Green Map; Updated Pump House, Eight Acre Woods, Hawthorne Recycling Center, Hawthorne Community Garden, Municipal Building information/web links, etc.; Added Pool Monuments, Added Municipal Hall Plaque and monuments & photo; Added People's Bank (now Subway) information & photo, and Rea Mansion added the Name "John W Rea House" Veronica will update the Text Box Information; Jan 29, 2019 Rayna sent previous submittals as a guide; Received updated information from Veronica on Feb 2 and 4, 2019; Need to review and finalize the Action Plan documentation; **Note:** Hawthorne received additional comment to the 2013 SJ recertification submittal in November 2013 that will be required to be addressed in the 2019 submittal; Apparently, Hawthorne was not awarded the 10 sustainable jersey points for this Action under the 2013 SJ Re-Certification Program
 10. Buy Local Campaign
 11. Support Local Campaign
 12. Community Garden
 13. Hawthorne Environmental Commission - Assigned to Carol – Prepare Text Box Information; Feb 1, 2019 Rayna sent previous submittals as a guide; Received information from Carol; Rayna has reviewed and updated the information for the submittal.
 14. Hawthorne Environmental Commission Site Plan Review – Rayna will prepare summary update and back-up documentation
 15. Environmental Resource Inventory – Approved by SJ – No additional information must be submitted
 16. Water Conservation Educational Programs
 17. Grounds & Maintenance – Policy, Efficient Landscape Design, and Recycled Materials & Composting
 18. Recycling & Waste Reduction Education & Compliance
 19. Rain Gardens – Approved by SJ – No additional information must be submitted.
 20. Hawthorne Environmental Commission – Internship Program
 21. Gateway to the Passaic River project
- iii. Action Plans – Hawthorne Shade Tree Commission
1. Tree & Woodlands – Community Forestry Plan & Canopy Goal
 2. Tree Hazard Inventory
 3. Tree Maintenance Program
 4. Tree Planting Program

- iv. Action Plans – Hawthorne Chamber of Commerce
 - 1. Farmers’ Market
 - 2. Accessible to Farmers’ Market

- g. 27th Annual Cel-Earth-Bration – Saturday April 6, 2019 10:00 am to 2:00 pm
 - i. Theme – Live. Act. Think. Love the Earth.
 - ii. Focus on Interactive Educational – Demonstrations “Scavenger Hunt or Treasure Hunt”
 - 1. Garden Tips
 - 2. Bird Watch – Confirmed
 - 3. Green Spaces – 8 Acre Woods – Need to re-print additional maps of the trails; Walking and Bicycle Paths on the Green Map Goffle Brook Park
 - 4. Stormwater Pollution
 - 5. Recycling Program
 - 6. Native Plants
 - 7. Hawthorne Historical Society
 - 8. Green Infrastructure
 - 9. Anti-Idling Pledge Booth
 - 10. Beekeeper – Confirmed
 - iii. Giveaways, tattoos, and facepainting – Rosanne budget of \$275.00
 - iv. Reminder – Bring your Plastic Caps for the Craft Workshop

- h. Open Discussions:

VISION STATEMENT

Hawthorne is committed to protecting our natural resources while meeting the needs of the present generation without compromising those of future generations.

Sustainability means:

- Protecting our open spaces, and conserving our natural resources with waste reduction and recycling
- Promoting environmental education, and energy efficiency to residents and businesses alike
- Considering environmental, economic, and social impacts to future development
- Improving community health and quality of life for every citizen

**Next Green Team Meeting
March 25, 2019 at 7:30 pm
Hawthorne Library**