

## Dismal Swamp Commission

Meeting Minutes - April 17, 2018

Prepared by Kenneth Sammond, Secretary

Attendance: Walter Stochel, Jr., Robert Spiegel, Dorothy Rasmussen, Bob Seader, Ken Sammond, Shannon Lisa (Edison wetlands alternate), Bob Diehl, Rob Bengivenga

Not attending: Charlie Tomaro, John Wiley

The meeting commenced at 7:05 pm

Dorothy Rasmussen welcomed all and stated that the first matter to be discussed would be the RFP for a Survey and Engineering Consulting Services. While there were some typos, which would be revised, the commissioners stated that the content was acceptable in the ways that it outline the services being requested. It was requested that due date for the proposal be changed in order to allow vendors time to properly prepare their proposals.

Bob Diehl made a motion to approve the RFP for publication.

Robert Siegel seconded.

Discussion ensued. Rob Spiegel question about budget drawn downs, particularly having to do with the receipt of funds related to the DCA grant that would cover expenses in the RFP. This matter was tabled for the time being.

**A vote was called: Walter Stochel, Jr. (Yes), Robert Spiegel (Yes), Dorothy Rasmussen (Yes), Bob Seader (Yes), Ken Sammond (Yes), Bob Diehl (Yes). (Rob Bengivenga was not in attendance for this vote; Shannon Lisa could not vote as she is an alternate.)**

Dorothy Rasmussen distributed copies of the By-Laws of the Dismal Swamp Preservation Commission so all Commissioners could review their roles and responsibilities.

Rasmussen stated that four potential vendors have been identified for the RFP: Princeton Hydro, Amy S. Green with Environmental Consultants of Greenbrook, Biostar Associates, and Dept. of Landscape Architecture at Rutgers University, headed by Wolfram Hoefer.

Walter Stochel noted that students in the Dept. of Landscape Architecture will be presenting designs relating to the Greenway Extension on April 23 at 4 pm in Blake Hall on the Cook Campus.

Dorothy Rasmussen stated that Pat Diegnan is preparing press conference, tentatively scheduled for May 19 or 20 in order to promoting the awarding of the \$200k grant from the state.

The RFP due date was discussed. It was decided that Dorothy Rasmussen would reach out to John Wiley to determine the date.

Rasmussen stated that the Commission will be called to its next meeting for the opening of the bids.

Rob Spiegel stated that he will make all previous minutes and records available to commission members.

Rob Bengivenga asked about the need to conform to OPRA requirements as this is a state commission.

Spiegel stated that we must ensure that we conform to OPRA requirements as the commission moves forward. The commissioners agreed that all agendas and minutes must be published three days in advance of meetings.

Rob Spiegel will look at Cox book for relevant information from Highlands and Pinelands Commission regarding precedent for process and strategy as needed by the Dismal Swamp Commission. He will also provide a scoresheet for grant awards based upon prior grant awards done for Dismal Swamp Commission.

Spiegel, Bengivenga and Seader discussed the need to have members complete financial disclosure statements with the state. Rasmussen would consult John Wiley regarding this point.

Spiegel asked if we can have conference calls and Skype as part of meetings. Ken Sammond noted that the Highlands Commission audio records its meetings, which are posted on the NJ State government website. It was concluded that we should audio record the meetings.

Bob Seader made a motion to adjourn. Seconded by Rob Bengivenga. The Meeting adjourned at 8:51.