

Conservation Advisory Council | City of Newburgh, New York

The Heritage Center, 123 Grand St., Newburgh, NY 12550

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Council Members:

Chuck Thomas | Chair

Gail Fulton

Zachary German

Chris Knasiak

Lesly Mejia

Mark Sanchez-Potter



Conservation Advisory Council

Minutes of Meeting

January 6, 2025

6:30 p.m. – Heritage Center

- **Roll Call**

Present:

**Chuck Thomas, Chairperson, Gail Fulton,
Zachary German, Chris Knasiak**

Also Present:

**Tallie Carter, Assistant Corporation Counsel
J.K. Gentile, Secretary**

Excused Absence:

**Lesly Mejia,
Mark Sanchez-Potter**

Meeting called to order 6:37p.m.

- **Public Comment on Agenda Items**

No comment.

Site Plan Review

18 Little Britain Road

Owner: Albro Utilities Corporation

Applicant: Charles B. May

Site Plan application to construct a 2,190 square foot building expansion to an existing 3,266 square foot warehouse.

Charles B. May appeared before the Council and gave an overview of the proposed project. He discussed the location of the 500-year floodplain in relation to the proposed construction, the erosion and sediment control plan, the streetscape plan which includes tree planting, the landscaping plan and the lighting plan.

The Chairperson requested additional planting within the buffer zone to help deter debris from entering the Quassiack Creek.

The CAC reviewed the Coastal Assessment Form.

The Chairperson made a motion to accept the Coastal Assessment Form.
Zachary German seconded the motion.
The motion passed unanimously.

Determination: Project is consistent with the Water Body Protection Overlay.

Site Plan Review

45 Liberty Street WH

Owner: Dajman Group, Inc.

Applicant: Matthew Sorrell, PE/Sorrell Engineering, PLLC

Site Plan application to convert a one-family dwelling to a two-family dwelling.

Matthew Sorrell appeared before the Council and gave an overview of the proposed project.

The CAC reviewed the Coastal Assessment Form.

Chris Knasiak made a motion to accept the Coastal Assessment Form.
Zachary German seconded the motion.
The motion passed unanimously.

Determination: Project is consistent with the LWRP.

Administration

- Approval of Minutes -December 2024

The Chairperson requested including his comment disagreeing about tying the RFP for the Tree Inventory to the hiring of the City Arborist.

Gail Fulton motion to accept the December Minutes, with the correction.
Chris Knasiak seconded the motion.
The motion passed unanimously.

- Monthly Financial Report – Greater Newburgh Parks Conservancy 2024 invoice pending review.
The Chairperson requested payment to the Tree Keeper subscription for 2025.
- 2025 CAC Budget and Action Plan -The CAC reviewed the approved 2025 budget. The Action Plan is pending draft completion.
The Assistant Corporation Counsel reported that the Ash Tree Injections are due, the last injections were 2022.
- 2025 Governance Calendar
The CAC reviewed the proposed actions and deadline dates.
The Assistant Corporation Counsel stressed the importance of utilizing the calendar for timely management of CAC actions and tasks.

- CAC term renewals - The Assistant Corporation Counsel reported that Ms. Fulton and Mr. Sanchez-Potter are due to re-apply for their positions and that there is one open seat available.
- Volunteer Hours: Tracking and reporting – The Chairperson encouraged all members to report their 2024 hours onto the Google tracking sheet.
- Annual Training Status – The Assistant Corporation Counsel encouraged the members who have not completed their mandatory training to complete before the next CAC meeting.
- 2023 Annual Report - The Assistant Corporation Counsel emphasized the importance of completing the 2023 and the 2024 annual report; the last comprehensive annual report submitted was 2022, the Chairperson and Mr. Sanchez-Potter to work with the Assistant Corporation Counsel to complete the 2023 and 2024 annual reports, climate subcommittee to provide their write up to be included, and all drafts to be submitted by January 21, 2025 for February’s CAC meeting.
- CAC Website – The Chairperson reported that he conducted a recent review of missing references and added that information to the letter of recommendations. Draft letter of recommendations to be reviewed at the February CAC meeting.

Old Business

- NYSDEC Urban and Community Forestry Grant - The Assistant Corporation Counsel reported that the RFP will be drafted, put out competitively, and it will be coordinated with the solicitation for the City Arborist.
- Iroquois Pipeline - The Assistant Corporation Counsel reported that the resolution will be before City Council work session January 9, 2025 and up for vote at the City Council meeting January 13, 2025.
- 2024 Annual Report -The CAC discussed earlier with the 2023 Annual Report.

New Business

- Riverkeeper Annual Sweep -May 3, 2025
The CAC discussed the necessity to sponsor a River Sweep event and decided it is in the best interest to not sponsor an event for 2025 and to join forces with other local organizations within Newburgh such as Newburgh Waterways.
The Chairperson will follow up with Katie Leung at Riverkeeper.
- **On-going Updates**
Sub-Committees:
 - Urban Forestry Sub-Committee.
 - 1) Recycle Your Christmas Tree Event- Ms. Knasiak reported the event has been promoted on the City website, flyers have been distributed throughout the area, and yard signs have been placed throughout the area.
 - 2) Tree Planting Maintenance-Ms. Knasiak reported: the sub-committee will meet in the next two weeks to discuss a planting plan for the year, the plan will be

determined from those already selected by the prior consulting arborist and they will begin planning for the 20th anniversary Arbor Day event.

The Assistant Corporation Counsel directed that the monitoring and maintenance of the trees already planted are the top priority. There is to be a tree stewardship/maintenance plan, and she reported that the final national Arbor Day approval is pending.

3) Tree Planting Brochures -Tabled.

- Newburgh Climate Ready Sub-Committee

Zachary German reported: no mid-month meeting in December and planning a meeting for January 13, 2025. The Assistant Corporation Counsel reported there no updates on the prioritized actions and the website content needs to be drafted so that the EO can approve for the website developer.

- DEC Natural Resource Inventory Grant -No update to report
- EPA Enhanced Air Quality Monitoring for Communities – No update to report.
- Restoration Advisory Board /Stewart Air National Guard Water Project
The Chairperson reported the next meeting scheduled for April 21, 2025.
- LWRP Update – Locally Adopted on 7-10-17 -The Director of Planning & Development email was reviewed. The updated LWRP is approved locally. Any changes will be considered after the BOA is completed.
- Tree Permit -Local Code Revision -The Chairperson reported he will be reviewing and implementing additional revisions to the existing code.
The Assistant Corporation Counsel said when the City staff is prepared to move forward the revision will be addressed.
- **Calendar of Upcoming events (webinars, training, community events)**
 - 01-10-25 Greater Newburgh Parks Conservancy Stakeholders Meeting
 - 01-11-25 Recycle your Christmas Tree Event
 - 01-13-25 City Council Meeting
 - 01-14-25 Architectural Review Council Meeting
 - 01-21-25 Planning Board Meeting
 - 01-27-25 City Council Meeting
 - 01-28-25 Zoning Board of Appeals Meeting

Public comment on general CAC non-agenda items

No comments.

**Gail Fulton made Motion to Adjourn
Chris Knasiak seconded.
The motion passed unanimously.**

Meeting concluded 8:40 p.m.