

**SHADE TREE REGULAR MEETING MINUTES**  
**October 9, 2013**

Meeting Called to Order: 7:00 p.m.

Members in Attendance: K. Halpin, G. Pohorely, S. Marr

Absent: L. Ferguson

**MINUTES:**

**Regular Meeting**

The Washington Borough Shade Tree Commission Meeting was called to order and the “Open Public Meetings Act” read into the Record. The meeting was duly advertised and posted on the Bulletin Board for Monday, October 9, 2013. A Motion was made by G. Pohorely and seconded by S. Marr that the amended minutes be approved for the meeting of September 16, 2013.

Ayes: 3, Nays: 0

Motion Carried

**COMMUNICATIONS:**

1. Pam Zipse is a new coordinator at the NJ Shade Tree Federation. She will be managing the tracking of CEU’s for compliance with the NJ Shade Tree and Community Forestry Assistance Act. This notice will be filed for future reference.
2. Tree City Bulletin: Urban Forestry Benefits Community Residents- Telling Their Stories This bulletin will be filed with the Tree City correspondence for future reference.

**OLD BUSINESS:**

1. Inventory List Review-The Commission agreed to continue working on the town tree inventory assessment. Paul Cowie stated that the hours related to the updated inventory can be documented as “in kind” time spent on the Green Communities Grant. Paul Cowie also offered to review the inventory and make recommendations.
2. Quotes for Tree Elevating – The Commission received only (1) quote for the three streets planned for elevating. Two other professional tree services are still planning to submit their proposals. This issue will be postponed until the November 4<sup>th</sup> Shade Tree meeting.
3. 12 Oak Ridge Road – The homeowner requests a tree removal due to concerns that the roots are possibly obstructing the water line. K. Halpin advised that the r.o.w. Honey Locust not be removed. She will contact a New Jersey American Water representative to confirm that the roots are not an obstruction. No action will be taken at this time.

**NEW BUSINESS:**

1. 52 West Warren Street – Neighbor reported a large dead limb as a potential hazard. K. Halpin visited the location and confirmed that the r.o.w. Norway Maple needs to be

trimmed but did not pose an immediate threat. It will be added to the maintenance list for an evaluation.

2. 115 Sunrise Terrace – Property Owners (Michael & Shirley Bauer) request the removal of a declining Golden Rain Tree. S. Marr visited the location and recommended that the dying tree be removed. A letter will be sent to the homeowners stating that it will be listed as a removal when funds are available.
3. 2014 Budget Worksheets – The Borough Manager needed the 2014 Budget requests by October 16<sup>th</sup>. After reviewing the amount of maintenance needed throughout the town, K. Halpin suggested that the Commission request an additional \$2,000.00 to next year's budget. A narrative will be prepared to justify the increase when the worksheet is submitted to the manager.
4. 103 Broad Street - Property Owner (Ralph Martin) would like to remove the tree on his corner property. Mr. Martin wanted to confirm if it was a town tree. G. Pohorely visited the location which is at the corner of Broad Street and Monroe. After measuring the r.o.w., it was determined that Mr. Martin's tree was on his property. The owner was told that he was responsible for maintaining the tree. There was no further action is needed.
5. 5 West Washington Avenue - A rental store owner (Luann Thomas) reported that tree branches in the downtown business district are blocking the new sign being installed for her consignment shop. There is a tree to the left of the shop that is also overgrown. She requests to have them trimmed so that the sign is clearly visible from the roadway. K. Halpin will contact our local tree expert, Jeremy Summitt. Mr. Summitt is willing to trim the downtown street trees for the Shade Tree Commission when he is available.
6. Community Forestry Management Plan - Paul Cowie, the consultant who will update the Shade Tree Commission's CFMP attended the October meeting. Mr. Cowie reviewed various topics from the last 5-year plan to see the accomplishments and to set new goals for the next 5 years. One of Mr. Cowie's suggestions was to pursue the Sustainable Jersey certification program. This program provides funding to local governments. Since the Shade Tree budget limits the Commission's efforts, it would be beneficial to acquire the certification to qualify for future grants. Mr. Cowie commented that the Shade Tree has accomplished many of the goals set in the prior 5 year plan, considering the limited funding. Some of the specific objectives recommended for the updated CFMP were to correct the current tree inventory list, plant replacement trees, and include an inventory at the Borough Park. Mr. Cowie will review the material that was covered during the meeting and contact the Commission with further questions. A first draft will then be sent to the Commission for additional corrections.

### **ADJOURNMENT:**

Hearing no further business before the Commission, it was moved by G. Pohorely and seconded by S. Marr that the meeting be adjourned at 10:00 p.m.

Ayes: 3, Nays: 0  
Motion Carried

Respectfully submitted,

Susan Fleming