

**SHADE TREE REGULAR MEETING MINUTES  
AUGUST 17, 2021**

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

Members in Attendance: K. Halpin, S. McDonald, D. Butler, S. Marr, J. Brown, M. Christie  
Absent: G. Pohorely

**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 Thursday, August 17, 2021. A Motion was made by S. Marr and seconded by D. Butler that the minutes be approved for the meeting of July 8, 2021.

Ayes: 5, Nays: 0 Abstain: 1  
Motion Carried

**COMMUNICATIONS:**

**OLD BUSINESS:**

1. CEU’s Update – J. Brown and M. Christie will be registered for the upcoming CORE training sessions. The online course opens on September 10<sup>th</sup>. Two Commissioners may attend the NJ Shade Tree Federation meeting. The required 8 CEU’s can be earned by attending the annual event.
2. Maintenance List – The current maintenance list was reviewed and proposals will be requested for the September Shade Tree meeting. The list of maintenance work will deplete most of the remaining budget for 2021.
3. 267 West Warren Street Trimming – K. Halpin and S. Marr visited the location directly after the July 8<sup>th</sup> Shade Tree meeting. The Norway Maple and Linden trees both need trimming and will be placed on the maintenance list for September.

**NEW BUSINESS:**

1. New Shade Tree Commissioner – The Commission was pleased to welcome new member, Mark Christie. Mark read and signed the Oath of Allegiance at the Shade Tree meeting. His contribution to the Commission will be greatly appreciated.
2. 2 Lambert Street – Owner (Michael Russo) Reported a dead tree in the right-of-way area. S. McDonald visited the location and confirmed that the dead Ash tree needs to be

removed. This will be added to the September maintenance job. A letter will be sent to the owners to inform them about the removal.

3. 23 West Stewart St. – Owner (Melissa Hofmann) submitted a letter regarding the uplifted sidewalk in front of her property. A copy was forwarded to the Borough Manager, Matt Hall. Mr. Hall responded by writing a letter to Ms. Hofmann. Her request to have the town repair the sidewalk was denied. A copy of the Washington Borough Ordinance Section 76-19 clearly states that the property owner is responsible for sidewalk repair. K. Halpin will contact the Borough Manager to send a similar letter to property owner (Jeff Gulick) who requested his healthy tree be removed due to sidewalk issues. There is no further action to be taken at this time.
4. 34 West Stewart Street Tree Maintenance – S. Marr observed a Linden tree needed to be elevated. There are shoots also growing out from the base of the tree. This section of West Stewart Street will be on the September maintenance job. However, K. Halpin suggested that the DPW can remove the lower shoots.
5. July 8<sup>th</sup> Storm Damage – There was unreputable damage to two trees along Ridgetop Terrace. The DPW removed the debris and reported the locations to the Shade Tree Commission. Since the r.o.w. trees on Ridgetop Terrace need to be elevated, they were added to the September maintenance job.
6. Shade Tree Federation New Membership Registration – A Motion was made by S. Marr and seconded by S. McDonald to spend \$25/each for the two new members joining the Shade Tree Federation.

Ayes: 6, Nays: 0  
Motion Carried

A purchase order will be generated for \$50.00 to cover this expense.

7. 19 Presidential Drive – Owner (Margaret Bell) requested a tree removal. J. Brown visited the location and determined that the tree is healthy. A letter will be sent to the property owner stating the Shade Tree Commission's response.

### **ADJOURNMENT:**

Hearing no further business before the Commission, it was moved by S. Marr and seconded by S. McDonald that the meeting be adjourned at 8:00 p.m.

Ayes: 6, Nays: 0  
Motion Carried

Respectfully submitted,

Susan Fleming