

**SHADE TREE REGULAR MEETING MINUTES  
NOVEMBER 11, 2021**

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

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

Absent: M. Christie

Guest: Washington Borough Employee, Lee Geller

**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, November 11, 2021. A Motion was made by S. McDonald and seconded by G. Pohorely that the minutes be approved for the meeting of October 14, 2021.

Ayes: 6, Nays: 0  
Motion Carried

**COMMUNICATIONS:**

**OLD BUSINESS:**

1. NJ Shade Tree Federation Update – K. Halpin and G. Pohorely attended the annual conference held on October 22<sup>nd</sup>. The sessions were informative and K. Halpin was able to obtain a contact number regarding the sidewalk issue. The 8 CEU’s were also achieved through their attendance.
2. Maintenance Job Quotes – The Commissioners reviewed the quotes that were submitted for tree removals, trimming and evaluations. A Motion was made by D. Butler and seconded by G. Pohorely to hire Action Tree Service to provide their professional tree maintenance at specific locations in town.

Ayes: 6, Nays: 0  
Motion Carried

3. NJUCF Stewardship Grant Update - K. Halpin reiterated that any time spent on the grant needs to be logged towards in-kind hours. Quote requests need to be sent to vendors that prepare tree inventories. The Commissioners compiled a list of requirements for the inventory which include: species, address, r.o.w. measurements, diameter, hazardous conditions, proximity to electric facilities and an inventory guide key and possible analysis. This topic will be revisited at the December Shade Tree meeting.

4. Action Tree Maintenance Job – The maintenance work is completed for the following locations: 2 dead Ash trees removed and 1 trim on Lambert Street, dead tree in the downtown business district removed, elevated the one-way section of West Stewart Street and an Ash tree on West Stewart St removed. There were also 5 stump removals and street trees were elevated at the odd numbered addresses of Ridgetop Terrace.
5. Update on Elevating Town Trees – The Commission will review this topic at a later time.

**NEW BUSINESS:**

1. Remaining 2021 Budget -K. Halpin suggested quotes for trimming the older trees on Grand Avenue. The Shade Tree maintenance list also included trimming at 27 East Church Street. A quote request will be sent for these specific locations.

**ADJOURNMENT:**

Hearing no further business before the Commission, it was moved by S. McDonald and seconded by S. Marr that the meeting be adjourned at 8:02 p.m.

Ayes: 6, Nays: 0  
Motion Carried

Respectfully submitted,

Susan Fleming