

**SHADE TREE REGULAR MEETING MINUTES**  
**July 15, 2011**

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

Members in Attendance: L. Starita, K. Halpin, L. Ferguson  
Absent: P. Huizenga

**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, July 11, 2011. A Motion was made by K. Halpin and seconded by L. Ferguson that the minutes be approved for the meeting of June 13, 2011.

Ayes: 3, Nays: 0

**COMMUNICATIONS:**

1. Councilwoman, Jeanine Gleba’s request for all departments and commissions to provide updated information on their specific ordinances. The Shade Tree Commission is in the process of reviewing the ordinances for the Community Forestry Management Plan. This project will be a priority so revisions can be submitted to the Borough Council in a timely matter.

**OLD BUSINESS:**

1. Maintenance of the Cool Cities Community Grant trees- The Shade Tree Commission submitted a written request to the Borough Manager. The letter refers for the assistance of the DPW to mulch and remove the stakes from the (56) trees that were planted with the Cool Cities Community Grant. The original grant application states that the DPW would contribute “in kind” hours towards the maintenance of these trees.
2. Covanta Energy Tree Donations- L. Starita will continue to pursue any information regarding tree donations offered by Covanta.
3. Downtown Borough Tree – A February 27<sup>th</sup> auto accident caused damaged to a Golden Rain Tree in the downtown business district. A claim was filed with the driver’s insurance company along with a written quote for a replacement tree. As a result, a check for \$600.00 was received for the purchase and installation of a comparable tree. The check was deposited on 6/30/11 into the Current Fund as Miscellaneous Revenue. When the downtown tree is replaced, the funds will be transferred into the Shade Tree Commission line item to accurately record the expenditure. L. Ferguson offered to price local nurseries for Golden Rain Trees with a size range between 3-4 inch caliper.

4. Quotes to grind stumps and remove 3 trees – The Shade Tree Commission requested quotes to remove 3 trees and grind 6 stumps to local professional tree services. After reviewing the quotes that were submitted, a Motion was made by L. Starita and seconded by K. Halpin to hire Sunshine Tree & Landscape. Their \$3,650.00 proposal was the most cost effective for the project. The Commission has been satisfied with Sunshine Tree & Landscape’s previous work in the Borough.

Ayes: 3, Nays: 0  
Motion Carried

**NEW BUSINESS:**

1. Nelson Tree Service- A tree at the end of Hahn Street needed to be removed in order for JCP&L to replace a damaged street light wire. The tree is located on the Lackawanna Railroad property and the removal will not be charged to the Borough. This action will be documented for future reference.
2. 200 West Warren Street- Homeowner (John Hoffman) requested that his 4 r.o.w. trees be trimmed to remove dead branches. K. Halpin confirmed that the trees need trimming and should be added to the 2011 maintenance list. A letter will be sent to the owners stating that they will be notified when a tentative date is scheduled for 2011 tree maintenance.
3. 244 West Warren Street- Homeowner (Robert Smolar) submitted a written request to have his r.o.w. Maple trimmed due to dead branches extending towards the house. The Smolars own a corner property and the Maple is located on McDonald Street. A letter will be sent to the owners stating that they will be notified when a tentative date is scheduled for 2011 tree maintenance.
4. Review and Update the Shade Tree Commission Ordinances – K. Halpin provided an outline for writing Municipal Tree Ordinances. Using this guideline, the Commission began the process of reviewing the existing Shade Tree Ordinances. Aside from finding inaccurate wording, there were obsolete violation fees and notification dates. This development is very time consuming and will require an additional meeting to complete the update. A special meeting will be set aside in August, depending on the Commissioners’ availability.

**ADJOURNMENT:**

Hearing no further business before the Commission, it was moved by L. Starita and seconded by L. Ferguson that the meeting be adjourned at 9:00 p.m.

Ayes: 3, Nays: 0  
Motion Carried

Respectfully submitted,  
Susan Fleming