

**SHADE TREE REGULAR MEETING MINUTES**  
**October 10, 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, October 10, 2011. A Motion was made by L. Starita and seconded by L. Ferguson that the minutes be approved for the meeting of November 14, 2011.

Ayes: 3, Nays: 0

**COMMUNICATIONS:**

**OLD BUSINESS:**

1. Downtown Borough Trees- L. Ferguson presented quotes from three nurseries to replace (2) Golden Rain trees in the downtown business area. A Motion was made by L. Starita and seconded by K. Halpin to accept the quote from Washington Nursery to replace the tree near the Washington Pharmacy and another near the new Condominiums.

Ayes: 3, Nays: 0  
Motion Carried

2. Sunshine Tree & Landscape scheduled removals- The removal of 3 trees and 6 stumps listed on Purchase Order #11-00806 was completed. Payment for this work will be sent to Sunshine Tree & Landscape after the Council's approval of the October 18<sup>th</sup> Bill List. The following locations that were maintained by Sunshine Tree & Landscape:

15 Grand Avenue - Remove Tree and Grind Stump  
56 Grand Avenue - Remove Tree and Grind Stump  
89 Carlton Avenue - Grind Stump  
91 Carlton Avenue - Grind Stump  
58 West Stewart Street - Grind Stump  
North Jackson Avenue - Remove Tree and Grind Stump (Methodist Church side parking lot entrance)

3. Update the Shade Tree Commission Ordinances for the Borough Council- Updating the Shade Tree Ordinances is near completion. The first draft needed updated recommendations on the steps for planting trees. A final draft will be reviewed at the November 14<sup>th</sup> meeting, before submitting it to the Washington Borough Council.
4. Quotes on the Removal & Trim List for 2011- Due to heavy storm damage in May, the Shade Tree Commission's Contractual Service line item was significantly reduced. The remaining balance for 2011 trimming and removals is \$2,773.99. The Commissioners had to choose the areas that needed immediate attention and still stay within the budget allowance. A Motion was made by K. Halpin and seconded by L. Starita to hire Sunshine Tree & Landscape to work at only (3) out of the (13) locations that needed maintenance.

Ayes: 3, Nays: 0  
Motion Carried

The other locations will stay on the maintenance list for 2012 when additional funds are available.

5. Annual Conference for the New Jersey Shade Tree Federation- Registration fees have been paid on Purchase Order #11-00969 for Commissioners K. Halpin and L. Ferguson and Code Enforcement Officer, Mike Stone. Core Training for Mike Stone is on October 21<sup>st</sup> and K. Halpin and L. Ferguson will be attending the CEU sessions on October 22<sup>nd</sup>. The content of the sessions will be discussed at the November 14<sup>th</sup> Shade Tree Meeting.

### **NEW BUSINESS:**

1. 167 Belvidere Avenue- (property owner Darryl Pennisi) had a White Ash Tree with a large limb hanging on electrical wires. Nelson Tree Service trimmed the area for JCP&L. The owner hired a professional tree service to remove the remaining part of the tree. Since the White Ash was in the r.o.w. area, K. Halpin suggested that a letter be sent to Mr. Pennisi stating that the Commission needs to be notified if he intends to replace the tree at his own expense. A notation will be made on the street tree inventory that this location is currently vacant.
2. 2012 Budget Worksheets - A memorandum was sent to all Department Heads and Supervisors to complete their budgetary requests for 2012. The Commission unanimously agreed to request an additional \$4,000.00 in the Contractual Service line item. A list of 2011 expenditures was generated to show that 77% of the Shade Tree Commission's budget was spent on storm damage repair in the Spring. A narrative was also prepared to accompany the increase request. This summarized the locations that cannot be maintained in 2011 due to the storm damage that significantly reduced the Shade Tree's budget.

**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 8:00 p.m.

Ayes: 3, Nays: 0  
Motion Carried

Respectfully submitted,

Susan Fleming