

# SHADE TREE COMMITTEE MINUTES

March 11, 2014

The meeting was called to order at 7:35 p.m. Committee members present were Steve Zaikowski, Jan Godek, Pat Mills, Charlie Parke, and Rob Sikorski. Also present was Councilman Tracy Tobin.

## OLD BUSINESS

### Washington Township Shade Tree Notification Form

Rob drafted a form letter with suggested revisions to the Washington Township Shade Tree Shade Tree Replacement Request Form (to be renamed the Shade Tree Notification Form), and submitted it to the Township administration for review. Steve subsequently spoke with Terri Lyons, who in turn has submitted our letter to our township attorney for review. We are awaiting a response.

### March 2014 Bartlett Tree Seminar

Rob and Charlie attended the Bartlett seminar held on March 5. Both stated the topics were very worthwhile, especially the updates on shade tree diseases and tree care safety.

### Arbor Day Bare Root Tree Planting Update

Steve spoke with Tom Monroe from Robinson Nurseries to see when the bare root trees will be shipped. The shipment will depend on the weather conditions in New Jersey and Oregon. We have tentatively set April 12 as the planting date, with April 26 as the back-up date. Steve will give Roger Read from the Department of Public Works a list of properties on Quail Ridge and Falcon Lane where trees will be planted. He will request the DPW pre-dig the planting holes and partially refill each planting hole with soil afterwards.

We discussed notification to each homeowner about trees to be planted. Rob will rework last year's letter and send to Terri Lyons so letters can be sent to the homeowners receiving new trees. We also discussed publicity. We will write a press release and send it to Terri so she can submit publicity to the local papers and web sources in advance of the planting date.

## NEW BUSINESS

### Annual Accomplishment Report

Steve stated we submitted our Annual Accomplishment Report to Alec McCartney of the New Jersey Community Forestry Program in February. All program criteria were satisfied.

### 2014-2015 Budget

Tracy requested that Steve contact him around the third quarter of 2014 to review the Shade Tree Committee budget for 2015 and the status of the purchase of a bucket truck. He also suggested representatives from our committee attend a township work session meeting in the September to October timeframe to review the budget with the Town Council.

Community Forestry Management Plan 2015-2019 Guidelines and Deadlines

Jan spoke with Alec McCartney from the New Jersey Community Forestry Program. Alec suggested we have a solid working draft by the end of 2014 and that we should use their 2013 guidelines to structure our plan. Some revisions to the 2013 guidelines will come out in 2015, but Alec stated they will not be substantial enough for us to delay the writing of the plan. We can submit our plan by the end of this year or wait until 2015, but December 31, 2015 is the actual deadline. Any plan submitted in 2015 will be made retroactive to January 1, 2015. We will resume discussion and drafting of our 2015-2019 plan at our May meeting.

Tree Care Safety for First Responders Assisting the Department of Public Works

Tracy requested a memo from us recommending that all first responders who handle a chain saw have first attended an accredited chain saw safety class to learn proper chain saw safety. Rob and Steve will write the memo.

The meeting was adjourned at 8:35 p.m.

NEXT MEETING

The April meeting will be held on Tuesday, April 8, 2014.

Respectfully submitted,

***Jan Godek***

Recording Secretary