

**City of Plainfield
Shade Tree Commission
Minutes of Meeting of February 26, 2014
City Hall Library
515 Watching Avenue
Plainfield, New Jersey 07060**

1. Roll Call and Call to Order: Chair Peter Simone called the meeting to order at 7:35 p.m. Present were Mr. Simone, Jan Massey, Mary Burgwinkle, David Frost and Tim Kirby from the Commission. Oscar Riba did not attend. Citizen Will Cook of Charlotte Road was also in attendance.

2. Open Public Meeting Act: The proposed meeting schedule for 2014 was circulated and approved for publication (January meeting was cancelled due to City Hall closing because of inclement weather.)

3. Approval of Minutes: There were no minutes to review.

4. Shade Tree Commission Business Items:

Appointments to Shade Tree Commission There is one open position due to an expiration at 12/31/13. Mrs. Barbara Fuller of Central Avenue is in the process of applying for the open position. Mr. Will Cook of Charlotte Road is interested in STC and attended this meeting.

Financial Report

Greening of Union County

Mr. Simone reminded us that STC spent \$24,010 on trees with Greening of Union County. Following is a table from the September 2013 minutes outlining the trees purchased. Trees offered were not all appropriate for urban environments, so Mr. Simone went directly to the supplier to select trees.

Latin Name	Common Name	Quantity	Price	Cost
Sylvatica Nyssa	Black Tupelo	50	\$173.00	\$8,650.00
Cercidiphyllum Japonicum	Katsura Tree	10	\$199.00	\$1,990.00
Zelkova Serrate "Wireless"	Japanese Zelkova	10	\$189.99	\$1,890.00
Maackia Amurensis	Amur Maackia	10	\$199.00	\$1,990.00
Acer Ginnala	Amur Maple	10	\$199.00	\$1,990.00
Carpinus Caroliniana	American Hornbeam	10	\$199.00	\$1,990.00
Sophora Japonica	Japanese pagodatree	10	\$189.00	\$1,890.00
Malus "Snowdrift"	Crabapple	10	\$163.00	\$1,630.00
Quercus Alba	White Oak	10	\$199.00	\$1,990.00
	Total	130		\$24,010.00

Most of the trees are medium height (25' to 35') and are not likely to grow to their maximum height in an urban environment. The trees were planted in November 2013. The \$24,010 amount was possible because STC received reimbursement of 2011 and 2012 expenditures in the amount of \$5,811.00 and \$4,000 respectively and those amounts are earmarked and can be used in addition to the budget. The \$24,010 expenditure will allow us to qualify for a \$12,005 reimbursement next year.

Shade Tree Commission Budget

2014 Budget will be \$17,500. Total will be \$29,505 after reimbursement from Greening of Union County. STC will have some expenditures for our required CEU and CORE Training for any new members, as well as for any outreach activities that we undertake. These expenditures are relatively minor as compared to our total budget. Discussion ensued about spending the budget money and the members appeared to be in consensus about buying and planting trees with the bulk of the budget.

Greening of Union County 2014

In 2013, STC planted trees in equal numbers across the wards, except that Ward 1 received the most and Ward 4 received the fewest. This was due to lack of curbing and tree lawn space used for parking in some of the densely populated portions of Ward 4. Ward 4 location selection will involve the most time this year as a result. Mr. Simone asked for volunteers to drive each ward and look for selection locations, as well as tree recommendations. Ms. Burgwinkle volunteered for Ward 1, Mr. Simone volunteered for Ward 2, Ms. Massey volunteered for Ward 3, Tim Kirby volunteered to share Ward 4 with Mr. Riba. Mr. Simone will circulate a list of trees that we have planted for the volunteers to use. Locations will also include consideration of requests from citizens made in response to the Public Works mailing last fall. Mr. Simone will give the above volunteers the emails of the citizens who asked for trees.

Tree Maintenance

Mr. Simone showed us a spray can with paint that can be used to discretely mark trees that will need maintenance or removal. He related a story about a tree that was removed mistakenly last year, therefore suggesting marking, which DPW had not favored in the past. Last summer, he and Ms. Massey made lists of trees that were damaged or dead, and those trees will be removed by DPW as they have time.

Arbor Day 2014

STC discussed location and trees for Arbor Day celebration at the end of April. Mr. Simone suggested either North Avenue near the train station or Library Park, which has lost a number of ginkgos. Generally, there is a ceremony and a ceremonial tree planted at the ceremony. Ms. Burgwinkle offered to make the presentation at the ceremony on behalf of STC. Also, STC generally selects an older tree in the community and a flowering or otherwise beautiful ornamental tree to honor at Arbor Day. Mr. Simone suggested that STC members look at Library Park as a location, as construction on North Avenue will likely happen this year, and suggest trees that could be planted there, including trees that are not street trees since it is a park environment. Regarding watering, we will consider using some budget to hire a vendor to install alligator bags and/or otherwise water the trees this summer. Tree selection should be suggested by the March meeting.

2014 Roadway Improvement Projects

Mr. Simone announced that 3rd Street will be the site of road improvements, meaning that the construction company will need to plant trees to replace any that are taken down there. We will need to narrow the location on 3rd Street, as some construction by Union County College is also likely to take place there.

NJ Shade Tree Federation Conference

Mr. Simone asked STC members to contact him if they are interested in attending the Annual Conference in October.

Shade Tree Commission Website Design

Last season Mr. Simone was attempting to proceed with design for a website for STC, however, he has determined that he does not have time to complete this project. Ms. Burgwinkle suggested that she contact the City Clerk so that STC can use space on the City website, and use the City website for advertising its events.

Rutgers "NJ Agriculture Experiment Station" Courses

Mr. Simone handed out brochures for courses that will give us CEU credits and requested that members contact him if they are interested in any of them.

Items not on the Agenda

Because this was our organization meeting for 2014, Ms. Massey suggested that we vote on Chair and Secretary. Mr. Simone and Ms. Burgwinkle were re-elected as Chair and Secretary, respectively.

Outreach to Community

Mr. Simone suggested that we should plan several talks on trees and tree care for the community. Talks could be held on a Saturday morning at the library. Ms. Burgwinkle suggested Pam Zipse from the Shade Tree Federation who was an excellent speaker at CORE Training in October. She will contact Ms. Zipse and will ask her for a suggestion for a second speaker. Mr. Simone asked Ms. Burgwinkle to review our Community Forestry Action Plan, which will expire in two years and report on items that we need to work on to fulfill our mission.

Meeting was adjourned at 8:29 p.m.

Next meeting is March 26, 2014.