

**City of Plainfield  
Shade Tree Commission  
Minutes of Meeting of October 22, 2014  
Library, City Hall  
515 Watching Avenue  
Plainfield, New Jersey 07060**

**1. Roll Call and Call to Order:** Chair Peter Simone called the meeting to order at 7:36 p.m. Present were Mr. Simone, Tim Kirby, Mary Burgwinkle, David Frost, Jan Massey, Barbara Spellmeyer from the Commission. Oscar Riba was excused. Also present: April Stefel (Planning Division), John Louise (DPW Supt.) and Nat Singleton (Division of Recreation).

**2. Open Public Meeting Act:** Publication was handled by the Planning Department.

**3. Approval of Minutes:** The minutes of the September 24, 2014 meeting were approved by the Commissioners provided a typographical error was corrected.

**4. Shade Tree Commission Items:**

New Jersey Shade Tree Federation Conference:

Mr. Simone reported that STC will send three attendees to the conference to be held 10/24 and 10/25/14 at the Crowne Plaza in Marlton, NJ. Mr. Simone will attend the two day special I-Tree software training which is limited to one participant per municipality. Ms. Burgwinkle will attend the general training sessions and Ms. Spellmeyer will attend CORE Training. The cost will be approximately \$1,000. STC will earn all of the CEU credits that are required for 2014 once attendance has been achieved.

Greening of Union County/Tree Selection/Site Selection (Louis Barbato Landscaping Inc.)

Mr. Simone previously asked for volunteers to scope out site selection for trees in the wards. 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 reported the following mileage for each ward: Ward 1-25 miles, Ward 2-31 miles, Ward 3-23 miles, Ward 4-19 miles, for a total of 98 miles covered. He distributed the list of the trees and locations for the 2014 planting. 124 trees will be planted for \$24,000, not sure exactly when they will be planted this fall.

City of Plainfield Planning Division Applications

Mr. Simone reported on five applications that require STC involvement.

-E. 2nd Street PSE&G Contact: Mike Kozlowski (732) 764-3059

-Union County Community College Thul Bldg.

-638-44 South Avenue/PSEG Application # PB 13-30

-300 Park Avenue/Joe Livingstone

-638-44 South Ave./Alicia Lam #PB 13-30

Mr. Simone is working on these applications; Ms. Burgwinkle will work on PSEG downtown substation.

STC 2015 Budget

Mr. Simone reviewed the Budget Preparation Worksheet for STC for 2015. Total recommended budget is \$27,600 (Professional Training and Staff Development-\$525; Legal Advertisement-\$75; Travel/Official Business Reimbursements-\$200; Convention/Conference Registration-\$1,350; Association Dues-\$150; Other Expenses-

\$3,000; Horticultural Materialist Supplies-\$21,800; Program Community Initiatives-\$500). The Commissioners voted to approve the proposed budget as described above.

Community Forestry Management Plan-STC needs to work on this report, have requested \$3,000 for drafting in the 2015 budget, requires tree inventory among other things.

Community Forestry CSIP Grant 2015 - Community Stewardship Incentive Practices #5 Tree Inventory and #6 Hazard Tree Assessment

Ms. Stefel has done CSIP grant applications in the past. The grant has not been offered every year, but it should be available in 2015. STC could apply for money to help with the Tree Inventory and Hazard Tree identification that are part of STC's Community Forestry Management Plan. Ms. Stefel has also completed Plainfield's Tree City application.

Tree Maintenance 2014

-Tree Guards-Ms. Spellmeyer brought a sample of the black plastic tree guards used at UCC. Plainfield has lost 3or 4 young trees to deer rutting in the past several years and should consider purchasing guards.

-Pruning Locations/possible Vendors (Caffrey/Daveys/Gary's)

Mr. Simone suggested that STC should spend \$13,000 of proceeds available to us from GUC reimbursements in Fall 2014 to do professional pruning, possibly in downtown business area, as it is difficult for DPW to make time for all of the pruning necessary. He will work on this. He also suggested that Commissioners report requests to remedy distressed trees to Eric Watson and John Louise via email.

Division of Recreation "Youth Forestry Program" - Goals and Objectives

Mr. Nat Singleton of the Division of Recreation attended the meeting and described a project that they are planning for summer of 2015. The project is a horticulture/forestry program entitled "Before Columbus, Restoring the Native American Landscape". Recreation is examining possible city owned sites to establish a tree farm where 15 to 20 small trees will be planted in gravel to develop their root structure prior to re-planting elsewhere. The project includes a community garden of native species, identifying non-native flora on the land managed by Division of Recreation with an eye toward replacing them with native species. There are many details to work out, but they have partnered with Rutgers Cooperative Extension of Union County, submitted a budget request to the city and an application for a matching grant (Green Communities Challenge Grant). Recreation intends to employ older teenagers this summer to work on the project. Extensive discussion ensued about suitable sites, Shade Tree's mission under the Community Forestry Assistance Act and its responsibility for trees on city owned property, DPW involvement, among other things. Mr. Singleton will continue to report to STC on the progress of this project.

**5. Adjournment and Next Meeting:**

Meeting was adjourned at 8:54 p.m. Next meeting is November 19, 2014 in the Planning Division Conference Room.