

City of Plainfield Shade Tree Commission
Meeting Minutes: Wednesday, September 23, 2015-7:30 PM
2nd Floor Conference Room
515 Watchung Avenue
Plainfield, NJ 07060

1. Roll Call and Call to Order: The meeting was called to order at 7:30 PM. Mary Burgwinkle, Jan Massey, Oscar Riba and Planning Liaison April Stefel were present. Barbara Spellmeyer, Peter Simone, Lynne Wallace and David Frost could not attend.

2. Open Public Meeting Act Statement: Open Public Meeting Act Notice was published in two newspapers and posted in the Clerk's office.

3. Approval of Minutes: Minutes of the August 26, 2015 meeting were reviewed but not voted on at the meeting as there was no quorum.

4. Shade Tree Commission Items:

-Tree Guards: Mr. Simone advised prior to the meeting that the order to A.M. Leonard was placed. He asked that Ms. Spellmeyer lead the installation of the tree guards. In Ms. Spellmeyer's absence, Mr. Riba agreed to call her to let her know. Ms. Stefel told us that the Purchase Order went out on 9/9 and that the vendor ships when they receive the PO. She asked for shipping to City Hall, Planning Division. Ms. Massey asked to be notified when they arrive and she offered to help install.

-Tree Pruning: Mr. Simone advised that there is money available for more tree trimming and asked for suggestions. Ms. Burgwinkle advised that she saw many neighborhoods in the Fourth Ward that needed trimming. Any Commissioner who has suggestions should promptly get them to Mr. Simone.

-Greening of Union County: Ms. Stefel advised that the L. Barbato got the contract again, but may not know it yet, as they did not seem to know when she called.

-Community Forestry Management Plan and CSIP grant: Ms. Stefel advised that this should be called the Green Communities Grant. She applied for and received the grant to do the 5 year renewal of the Community Forestry Management Plan due in August 2016. The grant amount from DEP is \$3000, and STC needs to match with \$1500 in currency and a \$1611 in kind match consisting of hours put in by Commissioners working with the consultant on the project. CME will be the consultant on the project. Ms. Stefel supplied her pro forma of the hours needed for the In Kind Services Match, and it is attached to these minutes as Exhibit A. It is a Pro Forma, and the actual hours may vary per person, however, they need to total \$1611, so she counseled the Commissioners to read the second five year CFMP and make notes on changes. All

Commissioners have received a hard copy of that report, and Ms. Stefel agreed to scan it so that members who would rather work electronically can do so.

Other existing business was discussed at the meeting. Ms. Stefel told us that she and Mr. Simone will attend the NJ Shade Tree Federation conference in October in Atlantic City. She reminded us to sign up for CEU credits through Rutgers or other providers. Also, Ms. Burgwinkle suggested that she will call Lisa from the New Jersey Tree Foundation about a Plainfield speaking engagement. The New Jersey Tree Foundation works in Newark and Camden and other urban environments. This would give CEU to all attendees along with relevant information.

5. New Business: Ms. Stefel has applied for a TD Bank and Arbor Day Foundation sponsored grant. The grant is for \$20,000. \$10,000 can be used for planting in low to moderate income neighborhoods, which includes most of Plainfield with the exception of certain areas in the 2nd and 3rd wards. She suggested that we could use this grant, if we get it, for Arbor Day, with the engagement of a school, possibly. TD Bank employees must also be used to execute the tasks involved in these grants.

6. Adjournment: Meeting was adjourned at 8:11 PM.

Next Meeting: October 28, 2015 7:30 PM

In Kind Services For the Match for the 2015 Green Communities Grant

<u>NAME</u>	<u>HOURS</u>	<u>RATE</u>	<u>TOTAL</u>
April M Stefel, LLA Municipal Employee City of Plainfield Shade Tree Commission Liaison	10	\$36.01	\$360.10
Peter Simone, Chairman Plainfield Shade Tree Commission Volunteer	14	\$23.07	\$322.98
Mary Burgwinkle Plainfield Shade Tree Commission Volunteer	13	\$23.07	\$299.91
Jan Massey Plainfield Shade Tree Commission Volunteer	13	\$23.07	\$299.91
Barbara Spellmeyer Plainfield Shade Tree Commission Volunteer	5	\$23.07	\$115.35
Oscar Riba Plainfield Shade Tree Commission Volunteer	5	\$23.07	\$115.35
Lynne Wallace Plainfield Shade Tree Commission Volunteer	5	\$23.07	\$115.35
		Total	\$1629.95