

City of Plainfield
Shade Tree Commission
Minutes of Meeting of July 27, 2016 7:30 pm
Plainfield City Hall, 515 Watchung Ave., Second Floor Conference Room
Plainfield, New Jersey 07060

1. Call to Order and Roll Call: The meeting was called to order at 7:32 p.m. Present were Peter Simone, Jan Massey, Mary Burgwinkle, Oscar Riba and Barbara Spellmeyer. Lynne Wallace was not present. April Stefel, Liaison to Shade Tree Commission from Planning Division also attended. Plainfield resident Kelley Boero also attended the meeting.

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

3. Approval of Minutes: The Commissioners reviewed the minutes of the June 22, 2016 Regular Monthly Meeting and they were approved.

4. Shade Tree Commission Items:

STC Administration

Mr. Simone had announced to the group at the June 22, 2016 meeting, that he intends to resign as Chair at a time to be announced. He announced at this meeting that he is considering continuing as a Commissioner, but cannot continue to do all of the work that he does during the week for STC. Discussion ensued about the work that he customarily does for STC and how it will be covered. He mentioned Roadway Improvement Project plantings, plantings that arise as a result of Planning and Zoning Board Approvals, Plantings as the result of Greening of Union County grants, site elections in each of the four wards by commissioners for planting and tree maintenance, including end of life tree removal and Arbor Day. He acknowledged that Ms. Burgwinkle is assigned to Ward 1 for site selection, He is assigned to Ward 2 for site selection, Ms. Massey is assigned to Ward 3 for site selection and Ms. Spellmeyer and Mr. Riba are assigned to Ward 4. He further acknowledged that Ms. Burgwinkle has been assigned to Arbor Day. Discussion ensued about the review of Roadway Improvement Projects and Planning and Zoning approvals. The Commissioners reached consensus on the idea that each of the Commissioners assigned to a Ward will also do the approvals and road improvement reviews for that ward. As those requests come in, Mr. Simone will go out with the respective commissioner and will train them on the process so that they can handle them without him in the future. In addition, Mr. Simone keeps an excel spreadsheet where he enters the plantings as a result of Greening of Union County and Road Improvement Projects. It has many entries and is a start on the tree inventory that the state encourages cities to do. Mr. Riba volunteered to be the custodian of the spreadsheet and to do the data entry. More discussion will take place at the next meeting.

CSIP Grant

Ms. Stefel filed the CSIP grant on April 12, 2016. Mr. Simone mentioned that he attended a seminar in July and ran into a state employee who believes that they are close to awards. Nevertheless, we do not know whether we will get the grant.

Community Forestry Management Plan

Shari Spero, STC's consultant for drafting the five year update of the CFMP has been working on other projects and had not completed a draft of the CFMP until she sent a rough draft on June 22, 2016, the date of STC's June meeting. In the ensuing month, Ms. Stefel read and edited the draft, as did Mr. Riba. The other commissioners read the draft and a roundtable discussion took place at the July meeting. Summarizing the discussion, there was a consensus that the draft we received from Ms. Spero was very rough considering that we devoted a meeting to discussing the project with her in January and gave her a heavily marked up version of the 2nd 5 year CFMP as well as ideas for the updated report. In addition, Ms. Burgwinkle and Ms. Stefel handled inquiries from her and sent her a fair amount of information. While disappointed with the rough draft, the commissioners did believe that the format of the draft was simpler and more straightforward than the previous report, and that we could use the format. Ms. Burgwinkle moved that the STC delegate completing the report to herself and Ms. Stefel, with a final draft to be emailed to all commissioners for comment, with the goal of completing the CFMP by the September meeting. The motion was seconded by Ms. Massey and passed unanimously.

Greening of Union County 2016-Tree/Site selection

Mr. Simone thanked the Commissioners for completing their site selection maps of their assigned wards with 30 tree sites in Blue on the map, along with another 10 marked in Red.

Public Works - Tree Removal/Stump Grinding / Stake Removal

Ms. Massey asked if Mr. Simone had contacted John Louise about watering new trees on public property. Mr. Simone emailed him and the trees planted at arbor day are being watered with a sprinkler.

Meeting was adjourned at 8:46 p.m. Next meeting is September 28, 2016 at 7:30 pm.