

**MINUTES OF THE  
CRANBURY TOWNSHIP  
SHADE TREE COMMISSION  
CRANBURY, NEW JERSEY**

**TIME AND PLACE OF MEETING**

A meeting of the Cranbury Township Shade Tree Commission was held in Town Hall on December 3, 2008, beginning at 4:30 pm.

**CALL TO ORDER**

With a quorum present, Christine Quinn, Chairwoman of the Cranbury Township Shade Tree Commission, called the meeting to order and acted as the Chairwoman thereof, and Kristen H. Hamilton acted as Recording Secretary of the meeting.

**STATEMENT OF ADEQUATE NOTICE**

Pursuant to the Sunshine Law, adequate notice in accordance with the Open Public Meetings Act (N.J.S.A. 10:4-6) was provided on January 7, 2008, of this meeting's date, time and place; the agenda was mailed to the news media, posted on the Township bulletin board, mailed to those requesting personal notice, and filed with the Municipal Clerk.

**MEMBERS IN ATTENDANCE**

Christine Quinn, Kathleen Kincade, Ann Solomon and Norma Swale.

**MINUTES**

The minutes of the June 10, 2008, meeting were reviewed and approved on a motion by Norma Swale; seconded by Christine Quinn. All in favor.

**OLD BUSINESS**

Revision/Update of Chapter 15-56E – Shade Trees – The Commission discussed revisions to the Township Code. Some trees will be deleted from the list and others added. Christine Quinn will send the requested changes to the Secretary prior to the February 10, 2009, meeting.

Update on Community Forestry Plan – The Community Forestry Plan has been adopted and is good through 2013. The Plan has goals and objectives for each year that the Shade Tree Commission must comply with. The Secretary will forward a copy of the timeline to the Commission members. Christine Quinn advised that one task for 2009 is the preparation of door hangers for residents who have trees planted in front of their homes. The door hangers would include information on the type of tree planted and care instructions.

CORE Training – Norma Swale and Christine Quinn attended the 83<sup>rd</sup> Annual Meeting of the New Jersey Shade Tree Federation on October 24<sup>th</sup> and 25<sup>th</sup>. Ms. Swale received CORE Training; both attended training sessions and received a total of 13 CEUs. They received information and brochures which will be put in the Shade Tree Library and given to the Department of Public Works.

## **DISCUSSION**

Tree Inventory – A grant application has been filed with the Community Stewardship Incentive Program for \$25,000.00 toward a tree inventory. The Township would have to match 25%. This grant should allow for the inventory of Four Seasons, Cranbury Greene, Main Street/Village area, the industrial parks, Old Trenton Road, Shadow Oaks, a portion of Cranbury Neck Road and all of the parks with the exception of Millstone.

Newsletter – Norma Swale will prepare an article for the Township newsletter. A diagram of the correct way to plant a tree will be included with instructions.

## **ADJOURNEMENT OF MEETING**

There being no further business, motion duly made by Christine Quinn, seconded by Ann Solomon, and carried, the meeting was thereupon adjourned.

## **CERTIFICATE OF SECRETARY**

I, Kristen H. Hamilton, the undersigned do hereby certify;

That I was duly appointed secretary of the Cranbury Township Shade Tree Commission and that the foregoing minutes of the Shade Tree Commission, held on December 3, 2008, consisting of 2 pages, constitutes a true and correct copy of the minutes of the said meeting.

IN WITNESS WHEREOF, I have hereunto subscribed my name of said Shade Tree Commission this 11<sup>th</sup> day of March, 2009.

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Kristen H. Hamilton