

**MINUTES OF THE
CRANBURY TOWNSHIP
SHADE TREE COMMISSION
February 1, 2018**

TIME AND PLACE OF MEETING

A meeting of the Cranbury Township Shade Tree Commission was held in Town Hall, 23A North Main Street, Cranbury, on February 1, 2018, at 10:00 a.m.

CALL TO ORDER

With a quorum present, Kathy Easton, chair of the Shade Tree Commission, called the meeting to order at 10:00 a.m. and Debra Rubin acted as the 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 December 4, 2017, of this meeting's date, time and place, and 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

Kathy Easton, Jackie Johnson, Lee Nissen and Norma Swale were present. Bonnie Larson was excused. Also in attendance was Dave Cook, Township Committee Liaison.

Also, Christine Quinn, former Shade Tree Commission Chairperson.

MINUTES

The minutes of the November 2, 2017 meeting were approved on a motion by Kathy Easton; seconded by Lee Nissen. All were in favor. Motion carried.

OLD BUSINESS

Community Forestry Plan –

Volunteer Work Hours – Ms. Easton worked 38.5 hours; Mrs. Swale worked 1.5 hours; Mrs. Nissen worked 2.5 hours and Ms. Johnson worked 2.5.

Final draft for review has been distributed to members for their review. Confirmation of approval process from the township needs to be reviewed by members.

Green Communities Grant – The grant has been signed by the Township Administrator, Denise Marabello, and sent. The Commission received \$3,000.00 from the grant and the money will be released in the near future.

Budget Update – Dave Cook discussed the budgeted amount approved for the Commission. An item to be covered under approved amount is township tree planting, including Four Seasons. All trees removed in Four Seasons will not be replaced. Main Street tree planting is also expected to be covered under this amount. Four Seasons will be paying for the warranty on all trees planted within their development. Ms. Easton suggested creating a current tree planting plant so that Requests for Proposals (RFP's)

may be started with quotes from three companies. A special meeting will be scheduled for March 1st for discuss the upcoming tree planting in greater detail.

Tree City application – Deadline to submit to the Arbor Day Foundation is February 15th. The secretary will submit prior to the deadline.

Annual Accomplishment Report (AAR) – Ms. Easton to complete and submit prior to the February 15th deadline.

NEW BUSINESS

Tree inquiries – Several new areas with potentially hazardous trees were indicated for the Commissioners to review.

- 1) 1st Constitution Bank – Two trees are currently located in the lawn strip. Ms. Easton and Public Works Director, Jerry Thorne, reviewed and determined they are not located within the township right of way.
- 2) Brickyard & Wycoff Roads – (Rodeo location) – The property owner contacted Ms. Easton regarding removal of many trees for extension of parking lot. Ms. Easton met with the property owner at the site and advised them to speak with the township officials regarding zoning and other potential township requirement. Ms. Easton to speak to the Township Clerk for further information.

Township Newsletter – Ms. Easton submitted information for the current township newsletter.

Township budget meeting – This will cover plantings on Main Street. Goals from the CFMP focus on more public education. Ms. Easton suggested including the types of trees being planted as part of the public education. Mr. Cook suggested advertising the planting on Main Street as a family event for resident participation. The members discussed incorporating door hangars for resident's awareness of tree plantings.

Arbor Day – April 27th will be the date for 2018. Ms. Easton advised that she requested input from the Parks Commission to coordinate the location for the Arbor Day planting. Tentatively she expects the location to be within Heritage Park. There will be more communication between this Commission, Parks Commission and Public Works regarding tree planting and tree removal. Secretary will contact the Cranbury School second grade to invite them to again participate in the annual ceremony.

2018 Goals –

1. Review recommended planting exhibits.
2. Create "Do Not Plant" list and set guidelines for resident and contractor information. The members discussed using social media and other avenues to reach residents.

PUBLIC COMMENT- Christine Quinn offered historical insight into Shade Tree's work with a Community Forestry Management Plan over the last fifteen years.

Special Meeting – A special meeting will be scheduled and advertised for March 1st at 10 a.m. in the Gourgaud Gallery in Town Hall.

ADJOURNMENT OF MEETING

There being no further business, motion duly made by Kathy Easton, seconded by Lee Nissen, and carried, the meeting was thereupon adjourned at 11:37 a.m.

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify that I am the duly appointed Secretary of the Cranbury Township Shade Tree Commission, and that this document, consisting of three (3) pages, constitutes a true and correct copy of the minutes of the monthly meeting held on February 1, 2018.

IN WITNESS WHEREOF, I have hereunto subscribed my name this ____ day of _____ 2018.

Debra Rubin, Secretary