

**City of Plainfield  
Shade Tree Commission  
Minutes of Regular Meeting of August 22, 2018 - 7:30 pm  
Plainfield City Hall, 515 Watchung Ave., Second Floor Conference Room  
Plainfield, New Jersey 07060**

**Regular Monthly Meeting:**

**Standing Agenda:**

**Call to Order and Roll Call:** The meeting was called to order at 7:30 p.m. Present were Mary Burgwinkle, Oscar Riba, Barbara Spellmeyer, Vanessa Doman and Holly Hoffman. Mr. Johnson was excused.

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

**Minutes:** Minutes of the June 27, 2018 Meeting (Quorum not present at July meeting) and of July 25, 2018 meeting were approved.

**CEU Count and Review:** Ms. Burgwinkle advised the Commissioners that STC has met its CEU count for the year. As of August 22, 018 we have 17 CEUs with 8 required. The CEUs that we got for the Tree Keeper's Workshop helped us reach this goal. Ms. Burgwinkle reminded the Commissioners that when a certificate is received from the USDA for webinar attendance, it must be emailed to [Shannon.hart@dep.nj.gov](mailto:Shannon.hart@dep.nj.gov). STC CEUs are given by the NJ Urban and Community Forestry group at DEP in NJ. If the Certificate has not been received in four weeks, email [jilljohnson@fs.fed.us](mailto:jilljohnson@fs.fed.us) to ask for status.

**Budget uses this month:** None, with Greening of Union County Grant, and trimming estimates and attendance at New Jersey Shade Tree Commission Conference coming up now.

**Business Agenda:**

**Arbor Day Follow Up/GUC for fall:** Ms. Burgwinkle brought a list of planting locations and a map of W4 for location of 6 more planting sites. There were two requests for trees, 919 Central which made this list, and 1345 E. Second which will go on the next list. The Grant resolution for GUC was passed at City Council on 8/13.

**Removal/Replacement of 2016 Road Improvement Trees:** Trees removed in at beginning of August will be replanted in November. Commissioners need to volunteer to observe part of the plantings so that we can make calls if the methods are not up to our standard.

**Trimming Locations for Fall:** Discuss suggested trimming sites and vendors to be contacted for bids.

**Champion Tree materials:** Dean Talcott has contacted us about Union County Champion Tree, Ms. Burgwinkle gave materials to Ms. Spellmeyer.

The meeting was adjourned at 8:15 pm.

The next meeting is scheduled for September 26, 2018 at 7:30 pm.