

City of Plainfield  
Shade Tree Commission  
Minutes of Regular Meeting of January 23, 2019, 7:30 pm  
Plainfield City Hall, 515 Watchung Avenue, Second Floor Conference Room  
Plainfield, New Jersey 07060

1. **Call to Order and Roll Call:** The meeting was called to order at 7:40 pm. Present were Planning Liaison April Stefel, Holly Hoffman and Barbara Spellmeyer. Vanessa Doman was present via phone. Oscar Riba was excused.
2. **Open Public Meeting Act:** Publication was handled by the Planning Division.
3. **Approval of Minutes:** The Commissioners reviewed the minutes of the December 19, 2018 meeting. The minutes were approved electronically as well as by attending members.
4. **Nominations from the Floor for Chair and Secretary:** Members discussed the willingness of Oscar Riba to serve as Chair, but his disinclination was reported. Nominated for the Chair position, Barbara Spellmeyer declined. The second nominee, Holly Hoffman, agreed to stand for Chair. Barbara Spellmeyer was then nominated for Secretary and agreed to stand.
5. **Elections of Officers:** April Stefel (non-voting) in person, and Vanessa Doman, via phone, seconded the nominations. All nominations were approved by members present and Vanessa Doman.
6. **Vote on 2019 and Jan. 2020 Meeting Schedule:** All members, present and via phone, reviewed and approved the schedule.
7. **Distribution of Updated Contact List:** All members, present and via phone, reviewed contact list. With regret, members acknowledged the resignation of Ronald Johnson, who was removed from the Contact List. Those present also noted the need to recruit new members to the Commission in order to fill vacancies, and discussed possible candidates. April S. reminded the Commission that new members would need to submit a resume, and would require the proper Core Training.
8. **Review of Shade Tree Commission Critical Tasks for 2019:** Members present discussed the proper allocation of resources to pruning, planting new trees, or some combination of both. The members decided to table the issue until the February 27 meeting, when more members

would be present.

9. **Arbor Day Event:** Members discussed the selection of this year's Historic Tree, and debated the appropriateness of consulting the property owner. Members present resolved to renew discussion at next meeting.

10. **Continuing Education Units:** Members discussed general notification about webinars, Cook College courses, and Shade Tree Federation Conference attendance (date to be determined).

11. **STC Budget:** To be determined.

12. **Planning/Zoning Board Site Application Reviews:** Holly Hoffman and April Stefel volunteered to take the initiative on this matter.

13. **Public Works Tree Stump Removal:** To be discussed at February meeting. Members also argued for the routine removal of stakes for all trees two years after planting. Members also considered the transport of used stakes to the City Public Works department.

14. **Adjournment:** The meeting was adjourned at 10:20 pm. Next meeting scheduled for February 27, 2019.