

**City of Plainfield
Shade Tree Commission
Minutes of Meeting of April 23, 2014
Planning Conference Room, City Hall
515 Watching Avenue
Plainfield, New Jersey 07060**

1. Roll Call and Call to Order: Chair Peter Simone called the meeting to order at 7:37 p.m. Present were Mr. Simone, Mary Burgwinkle, David Frost, Tim Kirby, Oscar Riba and John Louise from the Commission. Jan Massey was excused. Citizen Liz Adam of Watchung Avenue was also in attendance.

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

3. Approval of Minutes: The minutes of the March 26, 2014 meeting were approved by the commissioners.

4. Shade Tree Commission Business Items:

Shade Tree Commission 2014 Appointments: Mr. Simone advised that he had submitted requests for appointments to the Mayor's office. The administration has forwarded to council the appointment of Ms. Burgwinkle, who was alternate 1, to the available vacant position and for appointment of Mr. Riba, who was alternate 2, to alternate 1. City Council will vote on these requests in the near future.

Financial Report:

Greening of Union County and Shade Tree Commission budget

Mr. Simone reminded the Commissioners that we should receive \$12,005.00 from Greening of Union County that can be added to our budget for this year. We requested a budget of \$27,500. We will learn our actual budget amount after budget deliberations.

Greening of Union County 2014/Tree Selection/Site Selection

Mr. Simone previously asked for volunteers to scope out site selection for trees in the wards. Ms. Burgwinkle volunteered for Ward 1, Mr. Simone volunteered for Ward 2, Ms. Massey volunteered for Ward 3, Tim Kirby volunteered to share Ward 4 with Mr. Riba. He reminded us that this must be completed before the end of June.

Community Forestry Management Plan-Ms. Burgwinkle noted that the copies of the CFMPs distributed at the last meeting were missing page 13, and she distributed page 13. The topic was then deferred to the next meeting to allow for discussion of the upcoming arbor day event.

Arbor Day 2014

Mr. John Louise, Superintendent of DPW, attended the meeting to discuss the Arbor Day celebration scheduled for April 25th in Library Park. Ms. Burgwinkle distributed the most recent draft of the Program. STC and DPW will plant 5 trees, 2 Kousa Dogwood and 3 Japanese Snowbell, with species selected by Mr. Simone and Mr. Kirby. Mayor Mapp will open the ceremony, followed by presentation of colors by the Plainfield High School ROTC and the pledge of allegiance. Planning Director Nierstedt will present the Tree City USA award and flag to Mr. Simone on behalf of the Commission. Mr. Simone will announce the 2014 Specimen Tree, the copper beech at 1077 Hillside Avenue. Ms. Burgwinkle will make remarks, followed by final remarks by Mayor Mapp. Mr. Louise has invited 100 kindergarten students from Evergreen School, with their principal, teachers and aides. He will obtain a colored pail and shovel for each child so that they can ceremonially spread soil at the base of the newly planted trees.

2014 Roadway Improvement Projects

Mr. Simone has spoken to Jackie from the road engineering firm. Road improvement will be done on 3rd street, but he was not given exact locations.

NJ Shade Tree Federation Conference

Mr. Simone reminded us about the Annual Conference in October. He mentioned that a number of Commissioners have expressed an interest in attending for one full day, without staying over at the Crowne Plaza in Marlton.

Shade Tree Commission Website Design

Ms. Burgwinkle reported that due to preparations for the Arbor Day program, she had not yet begun placing STC materials on the City website, but that she would proceed to gather materials for the site after Arbor Day.

Rutgers "NJ Agriculture Experiment Station" Courses

Mr. Simone told members that they should let him know if there is interest in any courses.

5. New Business:

Outreach to Community

The seminar event that was discussed at the March meeting has been scheduled for Saturday, June 21, 2014 in the Anne Louise Davis Room at the Plainfield Public Library from 10:00 am to noon. Pam Zipse, the Shade Tree Federation speaker who does CORE training at the annual conference will present a talk entitled "The Selection, Care and Planting of Young Trees" and will save time for a general Q&A on trees. Ms. Burgwinkle circulated a draft flyer to advertise the program for review by the Commissioners.

Meeting was adjourned at 8:15 p.m.

Next meeting is May 28, 2014.