

**City of Plainfield  
Shade Tree Commission  
Minutes of Organization Meeting and Regular Meeting of January 25, 2016 7:30 pm  
Plainfield City Hall, 515 Watchung Ave., Second Floor Conference Room  
Plainfield, New Jersey 07060**

**Organization Meeting**

1. Call to Order and Roll Call: The meeting was called to order at 7:28 p.m. by Ms. Burgwinkle who was appointed to run this meeting. Present were Peter Simone, Mary Burgwinkle, Kelley Boreo and Jan Massey. Oscar Riba and Barbara Spellmeyer were excused. April Stefel, Liaison to Shade Tree Commission from Planning Division also attended.
2. Open Public Meeting Act: Publication was handled by the Planning Division.
3. Ms. Burgwinkle requested Nominations from the floor for Chair. Ms. Massey nominated Peter Simone. There were no other nominations. Ms. Burgwinkle moved to approve Mr. Simone as Chair. Ms. Boero seconded the motion. Mr. Simone was unanimously approved in a voice vote.
4. Ms. Burgwinkle requested Nominations from the floor for Secretary. Ms. Massey nominated Mary Burgwinkle. There were no other nominations. Ms. Massey moved to approve Ms. Burgwinkle as Secretary. Ms. Massey and Ms. Burgwinkle seconded the motion. Ms. Burgwinkle was unanimously approved in a voice vote.
5. Meeting was turned over to Chair. Commissioners reviewed the 2017 schedule of meetings (Fourth Wednesday each month, Third Wednesday in November and December.) After brief discussion of temporary budget, the Organization meeting was adjourned at 7:32 p.m.

**Regular Meeting**

1. Call to Order and Roll Call: The meeting was called to order at 7:32 p.m. Present were Peter Simone, Mary Burgwinkle, Kelley Boreo and Jan Massey. Oscar Riba and Barbara Spellmeyer were excused. April Stefel, Liaison to Shade Tree Commission from Planning Division also attended. Mr. Victor Webb, 226 Netherwood Avenue, also attended.
2. Open Public Meeting Act: Publication was handled by the Planning Division.
3. Approval of Minutes: The Commissioners reviewed the minutes of the December 14, 2016 Regular Monthly Meeting and they were approved with an editing change.
4. Shade Tree Commission Items:

Citizen Request: Mr. Victor Webb of 223 Netherwood Avenue attended a portion of the regular meeting. He wants to organize volunteers from Americorp or elsewhere to clear out the dead trees behind the out of use tennis courts at Milt Campbell Park in Ward 1, near E. Third Street. STC has jurisdiction of trees in City Parks. Mr. Simone told him that he would contact Public Works to discuss the project and to try to incorporate volunteers into the project.

## 2016 Tree City USA Recertification

Ms. Stefel has completed this.

## STC Application

There is a vacancy on the STC. Ms. Burgwinkle conferred with Mayor Mapp and has approached Ward 4 resident Vanessa Doman. She will keep the Commissioners up to date on this candidate.

## 2017 STC Budget

Mr. Simone and Ms. Stefel will work on the budget. Ms. Stefel reported that the temporary budget amount for 2017 will be \$30,600.

## 2017 Arbor Day

Arbor Day will be at the YMCA building on Watchung Ave. across the street from City Hall. The building is owned by the City and is undergoing renovation with a grant. All board members should continue to suggest trees to honor, a list will be made for future reference. Ms. Burgwinkle will work on the program and talk to John Louise and will prepare a notice to place on the City Website.

## Plainfield Roadway Improvement Projects & Public Notice

Ms. Massey agreed to contact Cynthia Smith to obtain a list of all the streets to be included in Roadway improvement this year. Citizens were notified that trees would be planted to replace the trees taken out to do the improvements and were given the opportunity to decline a tree. Some did not decline, and then requested removal of the new trees. Mr. Simone will investigate whether the citizens can be charged for the removal. He is also in favor of requiring homeowners to take a replacement tree if a tree is removed for road work.

## Tree Inventory Spreadsheet

Ms. Massey had circulated a draft tree inventory spreadsheet. Ms. Burgwinkle suggested incorporating stakes, Mr. Simone had an idea for filters that he will work on.

## STC Planting Policy & Public Notification (Public Ordinances)

Ms. Burgwinkle has made an initial appointment to meet with City Administrator Smiley to discuss Shade Tree policy and changes that need to be made to the ordinances. Ms. Spellmeyer and Ms. Boreo have completed their draft pamphlet and met with COS about translation into Spanish.

## Grants:

NJDEP CSIP Grant, Ward 4-Part of the Grant requires outreach, we need a pamphlet for Children in both English and Spanish to distribute

Greening of Union County- Citizen request for trees is being compiled by Ms. Massey, felt tree guards need to be removed on Gresham and in Brisbane Estates

NJ Tree Foundation-Mr. Simone offered for discussion that STC could try to work with them if Water Company continues trees for schools, general thoughts were that STC has enough projects within its jurisdiction (schools are not)

Meeting was adjourned at 9:00 p.m. Next meeting is be scheduled for Wednesday, February 22, 2017.