

City of Plainfield
Shade Tree Commission
Minutes of Regular Meeting of February 28, 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, Holly Hoffman and Ron Johnson. Vanessa Doman did not attend.

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

Minutes of January 28, 2018 Meeting: The minutes were approved with no changes.

CEU Count and Review: So far in 2018, Ms. Burgwinkle obtained 1 CEU and April Stefel obtained 1 CEU for attending a webinar on Annual Accomplishment Report preparation presented by NJ Urban & Community Forestry on January 18th. Ms. Burgwinkle also obtained 1 CEU for attending a January 18th Webinar presented by USDA Urban Forest Connections concerning use of trees in storm water management. Ms. Burgwinkle reviewed sources of educational seminars and webinars offering CEUs and reminded Commissioners that the group needs to have at least 8 CEUs by year end. Mr. Riba agreed to put together a spreadsheet to track CEUs each month.

Budget uses this month: Budget uses in January and February include \$57.36 for legal notice, \$95 for dues to NJ Shade Tree Federation, and \$20 to Barton's Nursery for the balance of plants ordered in the fall for YM plantings.

Business Agenda:

Arbor Day: Discussion ensued about the April 27th Arbor Day Celebration. STC will suggest to DPW that we have the celebration at City Hall Plaza at 11:00 am, our usual time for the ceremony. Handouts for attendees will include the pamphlet on caring for new trees designed by Ms. Spellmeyer and recently reformatted by Mr. Riba and the children's coloring page designed by Ms. Spellmeyer. Ms. Burgwinkle will do the program for the event. Regarding recognizing a specimen/historic tree or trees, Ms. Burgwinkle distributed a list made by Commissioners last year. Ms. Spellmeyer will be prepared to recommend a tree or trees for the next meeting and will take a picture for electronic use by the DPW for the ceremony. Regarding planting locations, Mr. Johnson brought six suggestions for planting locations in the downtown

area. He suggested the following Watchung Avenue locations: 24, 35, 100, 102, 127, 420. Those locations will be examined and forwarded to DPW. Species will be discussed at the next meeting. Finally, the plantings to complete the 2017 Arbor Day plantings at the YMCA were ordered from Barton's in the fall and we can receive them on a weeks notice. An effort will be made to complete those plantings prior to Arbor Day 2018.

CSIP Grant: Brian McDonald from NJ Urban and Community Forestry will be in Plainfield on May 18 to look at the CSIP Grant trees that were planted last Spring. We need to have stakes taken down and existing mulch in donut and not volcano form for that day. We discussed organizing weekend day groups to drive around and take down the stakes.

Other Business: We discussed the tree maintenance list that Mr. Riba has been compiling. Suggestion was made that he should send what he has to DPW rather than waiting for work to be completed in several wards. We also discussed doing some downtown plantings with budget money this summer/fall rather than focusing completely on pruning as we had previously discussed.

The meeting was adjourned at 8:35 pm

The next meeting is scheduled for March 28, 2018 at 7:30 pm.