

CHATHAM BOROUGH SHADE TREE COMMISSION
February 4, 2014 7:30 p.m.

Commissioner Kenneth Fekete call this Chatham Borough Shade Tree Commission meeting to order at 7:40 p.m. in Room 313, Upper Level, Chatham Municipal Building. Mr. Fekete announced that all legal notices have been posted for this meeting.

Name	Present	Absent
Council Member Kass	X	
Ken Fekete	X	
Tony Torello		X
Marc Boisclair	X	
Rich Reardon		X
John Barton	X	
Colleen Truppo	X – on speaker phone	
Patrick Carroll	X	
Thomas Boyle	X – on speaker phone	
Fran Drew		X
Christopher Jadro	X	

Commissioner Fekete welcomed Council Member Alida Kass as the new Borough Council Liaison to the Shade Tree Commission.

Election of Officers

Chairman

Mr. Carroll nominated Ken Fekete as Chairman of the Shade Tree Commission for 2014. Mr. Boisclair seconded the nomination. A voice vote was taken. All Commissioners present voted aye.

Secretary

Mr. Fekete nominated Patrick Carroll as Secretary of the Shade Tree Commission for 2014. Mr. Boisclair seconded the nomination. A voice vote was taken. All Commissioners present voted aye.

Treasurer

Mr. Carroll nominated John Barton as Treasurer of the Shade Tree Commission for 2014. Mr. Boisclair seconded the nomination. A voice vote was taken. All Commissioners present voted aye.

Enforcement Liaison

Mr. Boisclair nominated Fran Drew as Enforcement Liaison of the Shade Tree Commission for 2014. Mr. Fekete seconded the motion. A voice vote was taken. All Commissioners present voted aye.

Activity Leaders

Mr. Fekete said he would like to see *two* Commissioners assigned to each activity/project planned for 2014.

Arbor Day Activities

Mr. Jadro volunteered to coordinate these activities. Mr. Fekete volunteered to be the second coordinator.

Fishawack Day Activities

Mr. Carroll will be in charge of the Commission's Fishawack table and activities. Mr. Boisclair will be the second Commissioner to help with the Commission's Fishawack activities.

Website – updates, dates, applications, etc.

Mr. Barton volunteered to help with the Commission's website updates. Mr. Fekete noted that Susan Caljean, the Borough Clerk, is willing to accept any information Mr. Barton may have for the website.

Press/Publicity

Mr. Carroll nominated Mr. Boisclair. Mr. Boyle offered to help Mr. Boisclair.

2014 Spring and Fall Planting

Mr. Carroll volunteered to head this project. He distributed a list of Chatham homeowners who expressed interest in adopting one of the free trees offered by the Commission. There are 20 trees still available. Mr. Fekete felt the Commission, while staying within its budget, should give away as many trees as possible. He suggested a package of information should be given to homeowners who accept Commission trees.

Mr. Carroll will do an update on this project for the next meeting.

Education

Education within town as to benefits of trees

Commissioners felt that Mrs. Drew would be well-suited for this assignment.

Manage Education Credits for the Commission

Mr. Fekete urged Commissioners to earn at least one credit from Rutgers University. Penn State classes are also acceptable.

All other business

On other matters, Mr. Fekete noted that the Commission had agreed to do a Wind Shield Survey. He has found out news that the Borough is having a college student do a tree survey. Council Member Kass will look into this situation and obtain details.

Mr. Fekete reported a new tree removal ordinance is being proposed by the Borough Council. The Commission wasn't notified about this. Borough Attorney James Lott will be sending the Commission a copy of this draft ordinance.

Mr. Fekete reminded Commissioners that they should decide on a policy with regard to enforcement.

Mr. Fekete reported that he had recently attended an extremely informative meeting with Borough Attorney James Lott. This meeting reviewed the legal requirements of the Commission. Topics discussed at the meeting were:

- The definition of the Open Public Meetings Act
- Meeting notices
- Rules about meeting minutes
- Violations of fines
- E-mails
- Information Request requirements

Mr. Fekete distributed to the Commissioners Attorney Lott's booklet "Legal Requirements for Boards & Commissions". He noted that Attorney Lott has offered to attend any Commission meetings free of charge.

Update of the Commission's 2013 Budget. Mr. Carroll suggested the Commission receive an update once a month from the Borough CFO. At this point, Commissioners weren't clear what money was being syphoned off. The printed financials will be mailed out soon. Commissioners briefly reviewed some of the figures listed on the Update.

Mr. Fekete will ask Mike Mariniello, the Borough CFO, to re-run this budget update with some explanations.

On other matters, Mr. Boisclair read aloud Bill Heap's letter about the Jaycee's Christmas tree sales this past holiday season. The Xmas Tree Sale was a complete success, with no trees remaining. Mr. Boisclair hoped the sale will be done again next holiday season. Mrs. Truppo pointed out that volunteers are always needed for this sale. The Jaycees have been very supportive of the Shade Tree Commission.

On other matters, Mr. Barton pointed out that Mayor Harris's signature is needed for the Tree City form. Mr. Boisclair will obtain the Mayor's signature. This form can be scanned to the correct entities.

Mr. Barton reported that the Commission's Annual Report will be done soon. The Commission's 5-year plan will be done. Mr. Barton and the Commissioners discussed progress made on obtaining matching funds. Mr. Barton has started the forms for a grant on line. He'll be touching base with Mrs. Caljean, the Borough Clerk.

Mr. Barton recommended that the Commission obtain a central repository. Mr. Fekete will contact the Borough Clerk on this matter.

Mr. Boyle and Mr. Jadro pointed out that they have not been officially sworn in as Commissioners. Mr. Fekete will contact the Borough Clerk on this situation.

Mrs. Truppo and Mr. Fekete discussed a tree situation on the Leberfinger property. Mr. Fekete asked Mrs. Truppo to send him Mr. Leberfinger's e-mail, which he will share with Mr. Torello, the tree inspector with the DPW.

At 8:45 p.m. the meeting adjourned.

The next Chatham Borough Shade Tree Commission meeting will be held on Tuesday, March 18, 2014, 7:30 p.m., Room 313, Chatham Municipal Building.

Respectfully submitted:

Elizabeth Holler

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Recording Secretary