

CHATHAM BOROUGH SHADE TREE COMMISSION  
Tuesday, April 18, 20177:30 p.m.

Chairman Colleen Truppo called this Regular Meeting of the Chatham Borough Shade Tree Commission to order at 7:30 p.m., in the Council Chambers, Chatham Municipal Building. The Open Public Meetings statement was read aloud.

Name	Present	Absent
Chrmn. Colleen Truppo	X	
Christopher Jadro		X
Fran Drew		X
Ken Fekete	X	
Dean Wilson		X
Kristy Chmura	X	
Ken Chmura	X	
Thaddeus Kobylarz		X
Tony Torello		X
Council Member James Collander		X

A legal quorum of Commissioners was not present at this meeting.

Public Comments

There were none.

Motion to Adopt Meeting Minutes

The meeting minutes of March 21, 2017 could not be voted on because a quorum was not present. These minutes will be revisited at the May 16, 2017 Commission Meeting.

Discussion Items

Update on Arbor Day activities

Chrmn. Truppo reported that Mr. Jadro had met with the principal at Lafayette Ave. School to try and set up the educational program for Arbor Day. However, the parameters set by Lafayette Ave. School did not work out for the educator.

Chrmn. Truppo noted that she has reached out to Boy Scout and Girl Scout troops to see if they would be interested in this Arbor Day program. The Boy Scouts have expressed an interest. There is a possibility the Girl Scouts would be interested.

Chrmn. Truppo believed an educational program can be scheduled some time in May. Mr. Fekete pointed out that a tree could be planted not necessarily on Arbor Day, but in honor of Arbor Day.

Chrmn. Truppo reminded Commissioners of Kristy Chmura's Arbor Day harp concert this Sunday, April 23<sup>rd</sup>, 3 p.m. at St. Patrick Church. Ms. Chmura briefly discussed her concert to the

Commissioners. A special encore to the concert is being planned. Flyers have been posted around town. The Mayor and Borough Council have received invitations. Ms. Chmura will also be distributing copies of her tree care tips.

Chrmn. Truppo and Ms. Chmura reported that the Commission's Shade Tree banners have been put up on Main Street.

Chrmn. Truppo announced that the Mayor and Borough Council will be presenting the Arbor Day Proclamation at their April 24<sup>th</sup> Council meeting. Chrmn. Truppo will be available to officially accept the proclamation.

#### Follow-up on the Commission's contact list, quorum and Sunshine Act Requirements

Chrmn. Truppo noted that copies of the Shade Tree Commission's membership list have been distributed tonight. She reviewed the precautions that Commissioners must follow in order not to violate the Sunshine Law. Any e-mail records that are created during official business, must be preserved. They are never deleted as a government record. Chrmn. Truppo noted that Robin Kline, the Borough Clerk, had suggested that Commissioners create Shade Tree folders on their computers to store all their Shade Tree e-mails. Chrmn. Truppo advised that if a Commissioner wants to send an e-mail, please don't e-mail the entire Commission.

Chrmn. Truppo and the Commissioners discussed the advice Ms. Kline gave on what constitutes a legal quorum when the Commission meets.

#### The Proposed Tree Ordinance

Chrmn. Truppo noted that the Borough Attorney is the author of any ordinance. She understood that the Borough Council introduces a proposed ordinance and decides whether a hearing is held for an ordinance.

Chrmn. Truppo stated that Mr. Falzarano, the Borough Administrator, has asked her and Vice Chrmn. Jadro to give background information as to why the Shade Tree Commission wants to do this ordinance at the June 12<sup>th</sup> Borough Council meeting.

Using the research done by Mr. Torello and Mrs. Drew, Chrmn. Truppo pointed out that the Borough has lost a total of 1200 trees in the last four years. These hard facts should be presented to the Borough Council. Even though the Borough is replacing/planting a number of trees, the number of new trees is nowhere near the number of trees that have been lost. Something needs to be done by the Borough.

Chrmn. Truppo distributed copies of the revised proposed tree ordinance. The number of lost trees is stated in this proposed ordinance. Chrmn. Truppo stated that the Commission submit this proposed ordinance to the Borough Council and explain that the ordinance would help them do a better job protecting our Borough tree canopy.

Mr. Fekete suggested the Commission address this issue in two parts – public trees and then move on to private trees. He felt certain tree issues should be defined. For instance, the issue of

a fine being imposed for unauthorized tree removal. Mr. Fekete brought up the question of how a Commissioner would know that the public tree is slated to come down. Perhaps a card can be put in a window.

Chrmn. Truppo noted that she had created a form, now on the Borough website, for residents to fill out and submit to the Borough Clerk's office, reporting on a tree problem and asking that it be taken down. Chrmn. Truppo felt that a consistency should be kept on how each Borough tree is evaluated. She didn't want Mr. Torello to constantly be called on to evaluate each and every tree problem. She has e-mailed John Linson, the certified arborist, for tree evaluations and to submit his findings. Perhaps a card could be put in the window signifying that authorization has been given for a tree removal.

Ms. Chmura suggested the Commission talk with other towns about how they handle tree removals.

Mr. Fekete asked if any feedback had been given by Mr. Falzarano and Borough Attorney Lott. Chrmn. Truppo answered that feedback has been received. Attorney Lott believes that the proposed ordinance could be tightened up.

Ms. Chmura suggested a bullet-point form for tree removal be created and attached to the proposed ordinance as a top sheet.

Mr. Fekete noted that the Commission has heard that the current tree ordinance doesn't work because it is in conflict with the land management ordinance. He asked if the specific areas of conflict were ever pointed out.

Mr. Chmura and Chrmn. Truppo felt that Borough Attorney Lott could point out the areas of conflict. Ms. Chmura suggested that Council Member Collander could ask Attorney Lott the specific areas of conflict.

Chrmn. Truppo noted that the current tree ordinance is insufficient for protecting Chatham's trees. She was very concerned about developers removing large numbers of local trees for their projects. The Borough is losing a large amount of its tree canopy. She felt the tree ordinance should address this issue.

Mr. Fekete felt that there should be just one governing body that will function with this tree ordinance. He questioned the Zoning Officer giving approval for the removal of trees for developers. Mr., Fekete believed that everyone in Borough government should be following the same rules for tree removal.

After further discussion, Mr. Fekete suggested that tree services should be on board with this proposed ordinance. He felt that tree services should register with the town.

Mr. Fekete distributed copies of a document "Nuisance Tree Policies". These policies had been followed in the past by the Borough. He suggested Commissioners review this document for discussion at next month's meeting.

Mr. Fekete agreed with the bullet-point presentation that had been suggested. Attorney Lot can polish up what the Commission decides on. Commissioners agreed that the information that Mrs. Drew and Ms. Chmura had gathered, along with the bullet-point document, could be given to Attorney Lott in order to get the ordinance process going.

Summing up, Chrmn. Truppo felt that any problems Commissioners may have concerning this ordinance process, need to be addressed at the Commission's meeting in May. Chrmn. Truppo offered to revise the power-point presentation she will be presenting at the Borough Council meeting in June. She will set a deadline for Commissioner's comments.

#### Check in on CEU tracking & GIS needs

Chrmn. Truppo reported that she has contacted Allison Muth at Penn State. She gave her the e-mails of the new Commissioners. Ms. Muth will be e-mail information to Commissioners on any future webinars.

Chrmn. Truppo noted that the Commission needs to earn eight CEUs. She asked when Commissioners receive a certificate after a webinar, to please e-mail copies to her and Mr. Jadro. The ideal situation is to have each Commissioner obtain at least one credit, however two credits would be even better for the Commission.

Chrmn. Truppo discussed the Core Training for Shade Tree Commissioners.

On other matters, Chrmn. Truppo will touch base with Borough Administrator, Mr. Falzarano, about the ownership of a tree that has been in question on Shunpike Road, Chatham Township.

#### New Business

##### Donations to the Shade Tree Commission

Chrmn. Truppo noted that Mr. Chmura had brought up, at the last meeting, the possibility of the Shade Tree accepting donations for tree plantings.

Chrmn. Truppo had consulted Ms. Kline, the Borough Clerk, to see if the Shade Tree had a dedicated trust account. Ms. Kline answered that if the Shade Tree Commission had a dedicated trust account solely used for that purpose, the Commission may be able to accept donations for plantings. Ms. Kline then recommended the Commission reach out to Tim Day, the Borough's CFO. Chrmn. Truppo then met with Mr. Day and informed him that the Commission wants to stretch their budget and plant more trees. Mr. Day told Chrmn. Truppo that this idea was possible; however, the Mayor and Borough Council would need to adopt a resolution and submit it to the State for approval as a budget rider. It would be a dedicated trust. Once it is approved, the Commission can accept donations for Shade Tree activities.

Chrmn. Truppo suggested that a vote be taken at the next Commission meeting on this matter. If the Commission wants to move ahead with the dedicated trust account, Chrmn. Truppo can then present the idea to the Mayor and Council at their June meeting.

#### Discussion of potential for a shared service agreement related to banners

Chrmn. Truppo noted that the tree banners are currently up on Main Street. Mrs. Drew has asked if the Manasquan Shade Tree Commission could borrow the Chatham Shade Tree's banners under the Manasquan's Chairman's care and guidance for a few months. Mrs. Drew had stated that the Manasquan STC Chairman will buy his own brackets. He might consider sharing the cost of the banners.

Chrmn. Truppo stated that the banners cost \$1500 each. They are Chatham Borough property. She asked the Commissioners to think over this request. She believed the Chatham Borough Mayor and Council would have to be asked to consider writing up a shared service agreement for a town that Chatham has never done business with before.

Ms. Chmura reminded Commissioners of her Arbor Day Concert this Sunday, April 23<sup>rd</sup>, 3 p.m. in the sanctuary of St. Patrick Church.

Before adjourning, Chrmn. Truppo asked Commissioners, for the next meeting, put together their final thoughts on the Commission's informational packet, bullet points, the budget rider, the shared service agreement for the banners, all of which will be presented to the Mayor and Council at their June meeting.

At 9:12 p.m. the gathering ended. The Commissioners dispersed.

The next Shade Tree Commission meeting will be held on Tuesday, May 16, 2017, 7:30 p.m., in the Chatham Borough Hall. Commissioners will be notified of the specific meeting room.

Respectfully submitted:

Liz Holler  
Minutes Secretary