

**FREEHOLD TOWNSHIP SHADE TREE COMMISSION**  
**December 2, 2020 Meeting - 7:00 PM**  
**1st Floor- Large Meeting Room/Virtual**

**Meeting Minutes**

1. **Meeting Called to Order:** 7:07 pm Thom Ritchie
2. **Present-** Greg Hanley, Tara McQuade, Thom Ritchie, Jeanne Pattersen, Nancy Mac Neill, Bill Brash, Stacy Ehling, Alan Walker
3. **Pledge of Allegiance**
4. **Announcement of Open Public Meeting Act**
5. **In accordance with the Open Public Meeting Law, (c231, P.L. 1975) this meeting** was announced by posting a notice on the bulletin board in the Municipal Building reserved for that purpose, by mailing such notice to the offices of the official newspapers and the Township and filing such notice with the Township Clerk.
6. **Minutes:** November 4, 2020 meetings were passed unanimously
7. **Guests:** no guests present
8. **Meeting times and dates for 2021:** motion to approve 2021 calendar with adjusted September meeting date was made by Nancy and seconded by Bill
9. **Unfinished Business:**
  - a. **iTree-** No update
  - b. **Spring 2021 Shade Tree replacements on Stillwells-**
    - i. STC would like use funds up to the limit of \$44,000 to plant 110 trees along Stillwells, DPMA and homeowner's requests
    - ii. Use list to fill homeowners requests- get from Karen.
      - i. Spreadsheet with names, addresses, species etc, RFP go out to several bidders and hire an LTE to inspect the completed job.
    - iii. Contract use from Robbinsville, would be great template to help guide STC to plant trees in locations throughout Freehold Township to include performance and maintenance. Who will be responsible for QC and enforcement of contract. This is not under the guise of DPW, we need to achieve our goals as a commission.
    - iv. It is priority. We really want to make this work. Discussions ensued about B & B or bare root trees. Involvement to oversee is essential... this can be done in a relatively short amount of time and is attainable if we get contract together with spreadsheet of locations.
  - c. Code Enforcement-of Shade Tree Ordinances discussed, cannot put the burden of this on DPW. The STC feels that code enforcement could best start with education! The Township website is getting an overhaul and Stacey is going to facilitate making the interface more user friendly. Tara and Jeanne will assist in the undertaking.
  - d. **DPMA Rules-** still pending. It hasn't happened yet, and we are going to need Pete Valesi to write a work order to post signs at DPMA. The DPMA sign on Rt. 537 needs replacement. Alan will facilitate the communication of this to Pete.
  - e. DPMA-Park maintenance needs to be prioritized. Planned routine maintenance is a must to keep this gem beautiful and safe. A designated steward of the park should be considered to facilitate consistent park care.
    - i. STC suggested that we bid out the work for DPMA to ensure its quality. Alan will speak to Pete about shared services or another staff member who can take on some of the park responsibilities.
    - ii. Crews can be utilized to maintain the park, including path maintenance, tree pruning, weed control; tasks that are essential and due to this Park.
10. **New Business:**
  - a. **Shade Tree Monthly Report-** discussed
  - b. **Revisions to the TRP-** STC will work on the Tree Removal Permit on the website. The document is antiquated and could use revisions such as: definition of homesite, Distance from foundation of house in feet and species of tree. Definitions of Historic or Heritage trees could be clarified since most people do not know the answer.
  - c. **Follow up-** Nancy visited the mall site for the proposed sign on Rt 33. Her concerns were

discussed briefly, the main concerns were that measurements were not complete with species and only looking for heritage trees within the small plot. This does not fully convey the landscape of the overall site. A picture follows with notes from her site visit.

11. **Good and Welfare:** ISA annual work day at Ocean County Park.

12. **Meeting Adjourned** at 8:22

Minutes recorded and submitted by Tara McQuade.

A photograph of a handwritten note on lined paper. The note lists various tree species and their measurements. The text is written in cursive and includes a circled number '50 trees' at the end. The paper is placed on a dark wooden surface.

Species	Measurements	Count
black cherry	14" 13" 15" 12" 12" 10" 12" 15"	8
scarlet oak	11" 8" 33"	3
pin oak	21" 19" 27"	3
black Walnut	14" 14" 18" 9" 7" 5"	6
black locust	12 15 14 17 11 13 10 11 11 12 plus 5 more BL	15
sweet gum	11 12	2
red maple	13" 8" 10" + 3 12"	8
tulip	15"	
dogwood	3"	
box alder		
red oak	20"	
cilanthus	18 trees	18

50 trees