

FREEHOLD TOWNSHIP SHADE TREE COMMISSION

February 3, 2021 Meeting - 7:00 PM

1st Floor- Large Meeting Room/Virtual

Meeting Minutes

1. **Meeting Called to Order:** 7:19 pm Thom Ritchie
2. **Present-** Thom Ritchie, Jeanne Pattersen, Stacy Ehling, Alan Walker, Tara McQuade, Bill Brash, Nancy Mac Neill, Greg Hanley
3. **Pledge of Allegiance**
4. **Announcement of Open Public Meeting Act** 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.
5. **Minutes:** December minutes were approved unanimously. January minutes were passed unanimously.
6. **Guests:** no guests present
7. **Unfinished Business:**
 - a. **Update of iTree inventory-** how is this being updated? Why are we without access after all this time? The servers are in Syracuse and we should be able to reset the password. Stacey will reach out to Karen at DPW and see about making progress.
 - b. **Spring 2021 Street Tree planting-**
 - i. Greg Hanley created a detailed punch list including a Breakdown of responsibilities for township and contractor, specs for the plantings and an overall scope of the work. This enables us to make progress on this important goal.
 - ii. Bill Brash shared a spreadsheet that he has successfully used with Robbinsville.
 - iii. Greg, Thom and Bill- will find locations. (Stillwells, near Laura Donovan School, and other sites to be discussed next month).
 - iv. Postcards- Stacey, Jeanne can collaborate to work up a prototype
 - v. Karen- We need her help to locate a list and notify people.
 - vi. Budget is under \$44,000 to not require bids. (Bid threshold- get 3 bids, simplifies process)
 - c. **Code Enforcement-**of Shade Tree Ordinances, STC would like to collaborate with Code enforcement to help protect our street tree resources, Alan will work with Pete to help facilitate code enforcement
 - d. **Signs at DPMA to post rules-** We would like a sign to first welcome park visitors. Then, rules should be posted to communicate the ordinances such as speed limit, pet waste, no feeding wildlife etc. A visual sign is suggested, and Stacey will work something out. The DPMA sign on Rt. 537 also needs replacement. Alan will facilitate the communication of this to Pete.
 - e. **2020 Arbor Day Tree-** Applegate Tree for April 30th with Sabrina Winchman (Tara will contact Brad Millaway)
8. **New Business:**
 - a. **Shade Tree Monthly Report-** discussed
 - b. **Correspondence-**reports from Karen were reviewed and discussed. Many thanks for her hard work and timeliness with reporting as usual! Great job, Karen Ketcham, our "Little Gem"!
 - c. **Revisions to the TRP-** STC will work on the Tree Removal Permit on the website.
 - i. The document needs revisions such as: definition of homesite, Distance from foundation of house in feet and species of tree.
 - ii. Definitions of Historic or Heritage trees could be clarified since most people do not know the answer.
 - iii. Questions about replacement of the tree would be useful, as well as listing the

contractor and license number to help protect homeowners.

iv. The website should have a flow chart of choices as to why tree removal is being requested. (Diseased, dead/Distance to homesite/needs commission approval). This could also have a way to request a tree planting/replacement that we can then organize by neighborhood)

d. **Follow up on Mall TRP request- Freehold Raceway Mall-** scope of sign has changed and Thom has spoken with applicants

e. **Arbor Day 2021-** May 1st, 2021 at Durand Park

i. **DPMA Tree-**Saturday May 1st- Tara is collecting money for the dedicated tree and we will order tree with the other trees for the Spring Planting

ii. Tree will be dedicated to Stan Parker, a recently retired health and PE teacher from FHS, in recognition of his deep and long lasting impact on the staff and families of the Boro HS. Tara is collecting money from colleagues to purchase a *Liriodendron tulipifera* for the dedication.

9. Good and Welfare: virtual TotalPro expo, LA talk on foodscape (Brie Arthur), spring core training will be virtual

10. Meeting Adjourned at 8:35

Minutes recorded and submitted by Tara McQuade.