METUCHEN SHADE TREE COMMISSION
BOROUGH HALL • 500 MAIN STREET • METUCHEN, NJ 08840

FEBRUARY 25, 2014

Present: Dorothy Rasmussen, Linnae Bulum, Ushentha Govender, George Fromm, Franklin Ferrara and Maggie Manza, Cher Krumins-Beens and Todd Pagel

Minutes

1. **CALL TO ORDER**
   Ushentha Govender 1st & Todd Pagel 2nd

2. **APPROVAL OF JANUARY 28th MINUTES**
   Cher Krumins-Been 1st & Maggie Manza 2nd

3. **PUBLIC COMMENT**
   Non present

4. **CHRIS COSENZA, ZONING OFFICER**
   a) Tree Removal Permit – Review of final draft of the form. Chris wants to clarify that the form is only regarding "street" trees that are 10 feet from the curb. Edits recommended to Chris for addition to permit. Dorothy & Chris will follow-up with Legal to see if we are opening town for potential litigation should we grant DPW removal and not done in a timely manner. Maggie will call other towns with similar programs to see how they handle this issue.
   b) Policy & Procedures for tree removal – Chris still deferring decision on who would take responsibility to determine that tree condition warrants removal. Current suggested procedure - Steps: 1st application submission to Chris, 2nd Step Chris gives copy to DPW and STC, 3rd DPW would review request and final decision made, 4th step Chris to communicate with applicant the decision, final step Chris to confirm work completed properly.
   c) Land Development Ordinance - review of Tree Removal & Tree Replacement Standards. New houses and large additions Chris is requiring replacement trees and is working to get town reimbursements

5. **SPRING PLANTING**
   a) Budget – for spring planting $5,000 (estimates about 15 trees); Maggie will be sending out Bid to potential contracts for a Friday delivery; will review submissions with Bill; award contract to nursery then put in request for IO.
   b) Targets - Main Street will be on hold for Spring 2015 for further planning, Spring will focus on homeowner requests only. Cher will work with locals to increase total number of homeowner request.

c) Tree Varieties – Still pending use of Pear trees for downtown plantings
d) Letters to homeowners – New draft letter and system to be created to help foster goodwill with citizens and volunteer tree acceptance.

6. SUBCOMMITTEES

a) Arbor Day with B.I.L & Scouts. Maggie with talk to Tyreen Reuter and Frank will take lead with the letter requesting tree donations for planting.
b) Commemorative Tree Program – Todd is meeting with potential other volunteer to increase PR of the program.

7. MEETING NIGHT & LENGTH OF MEETING

a) Starting April 2014, STC meeting will change their meeting time to the 2nd Wednesday of each month. The March 2014 meeting will remain on Tuesday, March 25th at 7PM to allow time to communicate this change to the public.

8. OTHER BUSINESS

a) Meeting with Mayor was held in January and focused on developing a better communication with town citizens and how STC determines planting locations.
b) George announced his resignation from the Shade Tree effectively immediately and will provide letter to Dorothy with details for reasons of resignation to share with council.

9. ADJOURNMENT

George Fromm 1st & Linnae Bulum 2nd