



## **Meeting Minutes**

Monday, December 11, 2023

8:00 p.m.

*[held remotely via Zoom]*

**1. Call to Order—Pledge of Allegiance**

The meeting was called to order at 8:03 pm

**2. Roll Call**

*Commission Members present:*

Todd Bradbury  
Scott Devlin, Councilman  
Miriam Lockhart

George Paschalis, Secretary/Acting Chair  
Dan Serata  
Tsun Tam

**3. Approval of Minutes**

A motion was made by Ms. Lockhart, seconded by Councilman Devlin, to approve the November 13, 2023 minutes. All members present—save for Councilman Devlin, who abstained—voted in the affirmative.

**4. Open Meeting to Public Comment**

**5. Correspondence**

Mr. Paschalis highlighted the various communications received by the Commission, including from Administrator Winters, the Trees for Schools Grantor, and the winner of the Fall Foliage Photo Contest.

**6. Old Business**

a) Request for permission to remove shade tree at 95 Forest Street

Mr. Paschalis noted the correspondence approved at the November meeting will be sent by Borough Hall shortly.

b) Unauthorized relocation of tree at 86 Wainwright Avenue

Mr. Paschalis and Mr. Bradbury summarized communications with the Building Department regarding enforcement.

c) Finalizing draft RFP: Community Forestry Management Plan Update

Mr. Paschalis reminded members that the RFP edits still need to be compiled.

d) 2024 Budget

Mr. Paschalis noted the Commission's budget justification memorandum was received by the Borough Administrator.

e) Trees for Schools Grant

Mr. Paschalis recapped progress on the latest grant submission.

## 7. New Business

a) 2023 Tree Planting

Mr. Bradbury reviewed the successful conclusion of the tree planting—comprised of eighteen trees—and recommended approving payment to the contractor. The Commission agreed. Mr. Bradbury further reported on the recent tree planting at Sophie Heymann Park.

b) 2023 Pruning

Mr. Bradbury reported on the contractor's efforts, and noted there are some monies remaining left that can be used for outstanding work. The Commission agreed with this approach.

c) Personnel Manuals

Mr. Paschalis reminded members to register their volunteer status on the Borough website to receive their Personnel Manuals.

d) Mayor's Newsletter

Mr. Paschalis recommended a submission on the successful conclusion of the tree planting coupled with sharing feedback from the Fall Foliage Contest winner.

e) Certificates of Appreciation

Mr. Paschalis shared copies of the certificates for Mr. Dippolito and Councilman Devlin. Members lauded the Councilman's efforts on behalf of the Commission. Mr. Serata suggested including a thank you to Councilman Devlin in the next submission of the Mayor's newsletter.

f) Tree City USA application

Ms. Lockhart made a motion, seconded by Councilman Devlin, to approve the Tree City USA application. The motion passed unanimously.

## 8. Reports

a) Shade Tree Budget Report—*provided by Borough Hall*

b) Shade Tree Trust Fund Report—*not provided by Borough Hall*

Mr. Paschalis noted two homeowners (15 Primrose Lane, 55 Columbus Avenue) have elected to make cash payments in lieu of planting trees. The Building Department will be drafting a resolution for Council approval at the reorganization meeting that will shift the monies from the escrow account to the Shade Tree Trust Fund.

Mr. Bradbury further reminded members that funds should be forthcoming following the Borough's claim submission for the tree recently struck by a vehicle on Legion Place.

c) Governing Body

Councilman Devlin reported on a tree removal by the County at 566 High Street, and the recent tree planting at Borough Hall which was donated by Lupardi's Nursery.

The Councilman recapped his tenure as liaison to the Commission and received the thanks of fellow Commission members.

**9. Plan Reviews/Inspections**

Members discussed various plan reviews and inspections.

**10. Meeting Adjournment** (approximately 9:00 p.m.)