

Minutes of the Regular Meeting of the Morris Plains Shade Tree Commission held on February 1, 2012 at 2:00 p.m. in the Borough Chambers. Present at roll call were:

Present: Mr. Donald Salerno, Vice Chairman  
Mr. Lawrence Travaglia  
Mr. Dave Visscher  
Mr. Lloyd Williams, Chairman  
Mr. David Dubee, Forester

Absent: Mrs. Margaret Law

### **PLEDGE OF ALLEGIANCE**

Mr. Williams called the meeting to order. He stated that adequate notice of this meeting has been posted and published in accordance with Chapter 231 of the Public Law of 1975, "Open Public Meetings Act."

### **APPROVAL OF MINUTES**

Mr. Salerno moved that the Minutes of the Commission's January 11, 2012 meeting be approved, seconded by Mr. Visscher. Voice vote. All in favor. Motion carried.

### **COMMENTS FROM THE PUBLIC**

Mr. Williams opened the meeting to the public to speak on matters other than those on the agenda. Hearing none, he closed this portion of the meeting to the public.

### **BUDGET**

The Commission Secretary stated there is no budget at this time.

### **FORESTER'S REPORT**

Mr. Dubee requested time, possibly after the meeting, to finalize several purchase orders with the secretary. He then presented his report.

The Commission Secretary replied that all members have received relevant documentation relating to the last meeting. She asked about the tree(s) on Watnong Drive and the sidewalk.

Mr. Dubee stated he believes additional trees on Watnong Drive will need to be taken down and asked the Commission Secretary if she knew what the Borough is planning in this regard. He estimated there are probably another six to eight trees that would need to be taken down.

The Commission Secretary advised of communication she received from the Borough Engineer relating to 48 Watnong Drive requesting that the tree at this location be taken down.

Mr. Dubee stated he believes a tree(s) at 50 Watnong Drive needs to be taken down. He asked if Department of Public Works staff (DPW) will take down any of the trees.

The Commission Secretary advised DPW took down a tree at 26 Watnong Drive, but that she does not know the size of the trees in question. She also provided additional information regarding the resident who called saying she did not want to have to look at the tree stumps. This resident was advised that when the sidewalks are installed, the stumps will be dug up.

**Corner of Northview Dr./Sunrise Dr.** – A large Oak tree needs pruning. It is 36”.

**69 Watnong Dr./Cleveland Ave.** – This is on the Work List. Mr. Salerno advised this tree appears healthy. The root system, however, is causing a problem for the resident’s driveway. The Commission will only be able to take down the tree, the property owner will have to handle the roots in the driveway problem.

**91 Sylvan Drive** – Mr. Salerno stated that there is a small piece of town property with trees leaning towards this address. He will check with the DPW to see what assistance they may be able provide; and this should be placed on the Work Sheet.

**Trowbridge Road** – Mr. Salerno stated he saw no address; it is between Overlook Trail and Dogwood Road.

Mr. Dubee stated he will check this site and will also provide a size and a price.

**Wyckoff Way** – Mr. Dubee advised there are about 20 trees on Wyckoff Way that show storm damage and asked how the Commission would prefer to handle them. All the trees are Red Maples and are about 15”. One is at 7 Trowbridge Road.

The Commission Secretary asked how she should proceed.

Mr. Dubee replied the Wyckoff Way trees should be listed for pruning.

The Commission Secretary provided information on the procedures for the storm-damage and the various lists of such trees. She will check to see whether the Wyckoff Way trees can be submitted under the storm damage procedures.

Cross discussion about the Wyckoff Way trees since members wanted to know whether the cost would come out of the Commission’s budget or be otherwise covered.

The Commission Secretary advised of a call received from a Foxwood resident asking questions concerning the cutting down of trees at the Foxwood property. She requested guidelines for the cutting down of these trees.

Cross discussion about the whether this would be on private property, to what extent the Borough provides services, the location of the trees in question (they are close to the curb), the acreage size of the property and whether a permit is needed, and whether there is an easement. The resident specifically requested that the tree in front of her condo not be removed.

Mr. Dubee advised his company is doing the work at this site and provided information as to what the work entails, including that this work relates to the new siding and gutters recently installed at Foxwood; trees that are posing issues with regard to the new siding and gutters are the only ones being taken down.

Mr. Travaglia moved the projects to be placed on the Work Sheet, seconded by Mr. Visscher. Voice vote. All in favor. Motion carried.

#### **OLD BUSINESS**

Mr. Williams stated that Mrs. Law will be providing the information concerning the need for a review of the Commission procedures.

#### **NEW BUSINESS**

None.

There being no further business, Mr. Travaglia moved the meeting be adjourned, seconded by Mr. Visscher. Voice vote. All in favor. Motion carried.

Karen M. Coffey  
Commission Secretary

Maureen Sullivan  
Recording Secretary

Minutes of the Reorganization Meeting of the Morris Plains Shade Tree Commission held on January 11, 2012 at 2:00 p.m. in the Borough Chambers. Present at roll call were:

Present: Mrs. Margaret Law  
Mr. Donald Salerno, Vice Chairman  
Mr. Lawrence Travaglia  
Mr. Dave Visscher  
Mr. Lloyd Williams, Chairman  
Councilwoman Laurie Fu

Absent: Mr. David Dubee, Borough Forester

### **PLEDGE OF ALLEGIANCE**

Mr. Williams called the meeting to order. He stated that adequate notice of this meeting has been posted and published in accordance with Chapter 231 of the Public Law of 1975, "Open Public Meetings Act."

### **NOMINATIONS OF OFFICERS FOR YEAR 2012**

Mr. Williams turned the meeting over to the Commission Secretary for nominations for Chairman.

### **NOMINATION FOR CHAIRMAN**

Mrs. Law moved that Mr. Williams serve as Chairman for the year 2012, seconded by Mr. Visscher. Hearing no further nominations, Mr. Travaglia moved that the nominations be closed, seconded by Mr. Williams.

Roll Call

Yeas: Mrs. Law, Mr. Salerno, Mr. Travaglia, Mr. Visscher

Nays: None

Abstain: Mr. Williams

**Motion carried.**

### **NOMINATION FOR VICE CHAIRMAN**

Mr. Williams nominated Mr. Salerno to serve as Vice Chairman for the year 2012, seconded by Mr. Visscher. Hearing no further nominations, Mr. Williams moved that the nominations be closed, seconded by Mr. Travaglia.

Roll Call

Yeas: Mrs. Law, Mr. Travaglia, Mr. Visscher, Mr. Williams

Nays: None

Abstain: Mr. Salerno

**Motion carried.**

### **NOMINATION FOR ARBOR DAY CHAIRMAN**

Mr. Salerno moved that Mr. Travaglia serve as the Chairman for the Arbor Day event, seconded by Mr. Visscher. Hearing no further nominations, Mr. Salerno moved that the nominations be closed, seconded by Mr. Visscher.

Roll Call

Yeas: Mrs. Law, Mr. Salerno, Mr. Visscher, Mr. Williams

Nays: None

Abstain: Mr. Travaglia

**Motion carried.**

The meeting was returned to the Chairman.

The Commission Secretary advised that the date for the July meeting needs to be agreed upon. The first Wednesday is Fourth of July and on the second Wednesday, July 11, a Board of Health meeting will be held. She suggested that the July meeting be held on Wednesday, July 11, 2012, but at 2:00 p.m. versus 7:00 p.m. Her other suggestion is to hold a meeting in August and not in July.

The Commission members discussed other options for the date of the July meeting. The consensus was that the July meeting will be scheduled for Tuesday, July 10, 2012, at 2:00 p.m.

### **RESOLUTION – NOTICE OF 2012 MEETINGS**

**BE IT RESOLVED**, that the Shade Tree Commission of the Borough of Morris Plains, County of Morris, and State of New Jersey, during the year 2012:

- 1) The regular meetings of the Commission shall be held on the first Wednesday of each month, with the exception of August when there will be no meeting. In the months of February, March, November, and December at 2:00 p.m. and in the months of April, May, June, September, and October at 7:00 p.m. in the Borough Hall. The July 2012 meeting will be held on Tuesday, July 10, 2012, at 2:00 p.m. The January 2013 meeting will be held on the second Wednesday at 2:00 p.m.
- 2) All said meetings at which formal action may be taken will take place in the Council Chambers in the Municipal Building, 531 Speedwell Avenue.
- 3) Exact dates of the aforementioned regular meetings in the year 2012 are: February 1<sup>st</sup>, March 7<sup>th</sup>, April 4<sup>th</sup>, May 2<sup>nd</sup>, June 6<sup>th</sup>, July 10<sup>th</sup>, September 5<sup>th</sup>, October 3<sup>rd</sup>, November 7<sup>th</sup>, December 5<sup>th</sup> and January 9<sup>th</sup>, 2013.
- 4) Any meeting where an agenda will be used, said agenda will be furnished to all persons in attendance.
- 5) All persons are invited to attend all meetings hereinbefore set forth.
- 6) The Secretary is directed to post prominently and maintain posted throughout the year upon the bulletin board in the Borough Hall Annex.
- 7) In addition, the Secretary is directed to mail a certified copy of this Resolution to the *Morris News Bee* and to the Morris County *Daily Record*.
- 8) Also, the Secretary shall maintain and file a certified copy of this Resolution that is being adopted in order to comply with Public Law 1975, Chapter 231, "Open Public Meetings Act."
- 9) This Resolution shall take effect immediately and will be certified by the Commission Secretary, Karen M. Coffey.

I, Karen M. Coffey, Secretary of the Morris Plains Shade Tree Commission, in the County of Morris, and State of New Jersey, do hereby certify the foregoing to be a true copy of a Resolution adopted by the said Morris Plains Shade Tree Commission on the 11<sup>th</sup> day of January 2012 at a meeting duly convened by said body.

Mrs. Law moved that this Resolution be accepted, seconded by Mr. Visscher. Voice vote. All in favor.

**Motion carried.**

### **APPROVAL OF MINUTES**

Mr. Travaglia moved that the Minutes of the Commission's December 7, 2011 meeting be approved, seconded by Mr. Visscher. Voice vote. All in favor, except for Mrs. Law who abstained due to being absent from the December meeting.

**Motion carried.**

### **COMMENTS FROM THE PUBLIC**

Mr. Williams opened the meeting to the public to speak on matters other than those on the agenda. Hearing none, he closed this portion of the meeting to the public.

Mr. Williams welcomed Councilwoman Fu to the meeting.

### **BUDGET**

Mr. Williams commented on the budget advising that the 2012 budget is approximately the same as for 2011. He mentioned an amount of \$43,160. He advised that the expenses from the various storm events have been worked out and that they will be listed as 2011 costs since the Borough anticipates receiving certain storm damage funds from the State

The Commission Secretary advised about the several lists, how they were developed and who assisted in creating them. She also commented on vouchers prepared. The lists were: (1) one discussed by Mr. Salerno that he and Mr. Dubee prepared and that was done in December (\$7,500), (2) DPW list. Mr. Salerno checked these items (\$11,000), and (3) Work Sheet List prepared at the Commission's December meeting (\$8,200). She also advised of additional memoranda that were done in January – 12 Kosakowski Drive and 69 Watnong Drive. It is anticipated that additional tree damage will be identified during 2012.

Cross discussion about the possibility that additional tree damage will be found, the amounts represented by the three lists as indicated above, the cross checking process conducted of each list (on any of the three lists) to ensure there was no duplication, and trees at Roberts Garden.

Councilwoman Fu asked if any of the tree damage in connection with \$26,000 amount is not related to storm damage.

The Commission Secretary explained how the work list procedure works and that all the tree items on the December Work List were on the list because of storm damage – from either Irene or the snowstorm.

Mr. Williams explained that normally the Forester is present at these meetings and that he receives a copy of all the memoranda prior to each meeting. He reviews the memoranda and then advises the Commission at the meetings the work that needs to be done.

### **Work List**

The Commission Secretary advised that the tree at 69 Watnong Drive can be placed on the Work List.

Mr. Salerno advised that this tree is quite large and that the resident is complaining about root structures going underneath his driveway. It is definitely a Borough tree. He believes the tree looks healthy. He advised the resident that root problems are not taken care of by the Commission and that he will ask the Forester to check this tree out.

### **OLD BUSINESS**

Mr. Salerno referred to a letter in connection with JP Morgan Chase Bank. He advised that he and Mr. Williams had responded to a question about Shade Tree Commission approval. The trees are existing and are not being changed. He signed off on a letter back to the bank that the Commission was satisfied.

### **NEW BUSINESS**

Mrs. Law suggested that during the winter months, perhaps the Commission should tackle the Commission's Procedure Folder, reviewing each procedure to determine if it should be updated, left as is, or otherwise make a change; for example, eliminating a procedure. She thought if one or two procedures were reviewed at each meeting, this project could be easily completed. She advised she will not be present at the Commission's February meeting. She agreed to make copies for everyone and suggested this project be placed on the March agenda. She commented that many of these procedures date back to the 1980's.

There being no further business, Mr. Travaglia moved the meeting be adjourned, seconded by Mr. Visscher. Voice vote. All in favor. Motion carried.

Karen M. Coffey  
Commission Secretary

Maureen Sullivan  
Recording Secretary