

Shade Tree Commission Meeting
July 12, 2016
Atlantic Highlands Borough Hall Conference Room
100 First Avenue, Atlantic Highlands, NJ 07716

In Attendance: Louise Donoghue, Marilyn Scherfen, Bill Thorne, Kate Wigginton, Fran Hogan, Lori Montana

The meeting was called to order by Marilyn Scherfen at 7:05 P.M. in accordance to the Sunshine Law.

The Minutes: Minutes from the meeting on June 14, 2016 were accepted. Bill Thorne made the motion, seconded by Louise Donoghue; all in attendance agreed.

Treasurer's Report:

Opening Balance: June 15, 2016: \$1,282.35

Closing Balance: July 12, 2016: \$9,758.35

Treasurer's report was accepted. The motion to approve was made by Kate Wigginton, seconded by Fran Hogan; all in attendance agreed.

Committee Reports:

Bill Thorne (media): 104 Likes on the Shade Tree facebook page

Louise Donoghue and Marilyn Scherfen (tree inventory): Commission members every Monday night (except when weather prevents) to do tree inventory. The inventory app is working in certain areas.

Marilyn Scherfen (maintenance): Mrs. Scherfen handed out copies of the USDA Tree Risk Evaluation forms to be used when doing tree inventory. More copies will be made.

Fran Hogan (hospitality): The Shade Tree Commission will have a table at Film One Fest in Atlantic Highlands. Louise Donoghue will sit at the table and Ms. Hogan will give Mrs. Donoghue everything she needs to give out to the public.

Kate Wigginton (watering): The Leos are watering the trees

Old Business:

Fall Planting: Marilyn Scherfen and Kate Wigginton chose the trees to be planted. There will be seven trees at \$182.00 each plus one tree to replace Joe Hawley's. The total amount for trees will not exceed \$2,000.00. A motion was made to approve by Kate Wigginton, seconded by Fran Hogan: all in attendance agreed.

First Avenue/Carton Brewery: The commission members thanked Bill Thorne for researching the trees to plant. Japanese White Lilac is tree that has been selected.

Stakeholders Meeting: February 2017- Maureen Campbell, an arborist for JCPL will speak.

Fall Tribute Tree Planting: The date will be October 14 at 10:30 A.M. at Hennessey Blvd. The tree will be planted in honor of the Atlantic Highlands Garden Club.

There will be no meeting in August. Fran Hogan made the motion, seconded by Kate Wigginton; all in attendance agreed.

New Business:

The members of the commission will create a newsletter. Everyone who was at the meeting will write an article. Each article will be approximately two paragraphs long. Below is the list of members and the topics they will be writing about:

Bill Thorne: Trees for Tomorrow and how to donate to the fund

Louise Donoghue: A calendar of events and will write about Tree City

Kate Wigginton: Watering trees and working with the Leos

Fran Hogan: Fundraising and hospitality

Marilyn Scherfen: Arbor Day poster contest

Lori Montana: Partnership with our town

The commission will not exceed \$250.00 in publishing the newsletter. The motion was made by Kate Wigginton, seconded by Bill Thorne; all in attendance agreed.

The commission will create an acknowledgement form explaining to the people who request trees their responsibilities towards the care of the tree and it will include a request for a donation.

Adjournment: The motion was made to adjourn at 9:06 P.M. by Louise Donoghue, seconded by Bill Thorne; all in attendance agreed.

Respectfully submitted,
Lori Montana