

**Atlantic Highlands Shade Tree Commission
Meeting December 10, 2019
Atlantic Highlands Borough Hall Conference Room
100 First Avenue, Atlantic Highlands, NJ 07716**

In Attendance: Louise Donoghue, Ken Grasso, Bill Thorne, Kate Wigginton, Fred Callis, Lori Montana.

The monthly meeting was called to order by Ken Grasso at 6:33 PM, in accordance to the Sunshine Law.

The Minutes: Minutes from the meeting on November 12, 2019 were accepted as amended. Bill Thorne made the motion, Ken Grasso seconded it; all in attendance agreed.

Treasurer's Report:

Opening Balance: November 17, 2019 - \$10,194.91

Closing Balance: December 10, 2019- \$9,792.62

The motion to accept the treasurer's report was made by Kate Wigginton, seconded Fred Callis; all in attendance agreed.

Correspondence: Marilyn and Mike Scherfen are having a tree taken down and have requested two or three trees to replace it. Sarah and Benson Chiles have requested three trees to be planted.

Old Business:

Plaques: Fred Callis suggested putting the plaques in cement. It's easy to install and it is long lasting. This will be discussed at a future meeting and researched further.

Rack Cards: The cards have been printed and are ready to be distributed. The commission members were very impressed with Troy's design. A \$50.00 Amazon gift card will be purchased and a thank you note will be written by Ken Grasso. A motion to buy the gift card was made by Ken Grasso, seconded by Louise Donoghue; all in attendance agreed.

Shade Tree Ordinances: Discussing the ordinances was tabled.

Watering Tanks and Trucks: The commission will talk to the Street Department about watering the trees and ask what their hourly rate is. If the Street Department is willing to water the newly planted trees, they will be paid the same amount as they are paid by the borough.

New Business:

Louise Donoghue: Mrs. Donoghue is stepping down from the commission. To thank her for her many years of service, including being chair, and her enthusiasm for the commission and its mission, the members will honor her with a special luncheon on January 18th.

Two Dead Sycamore Trees: The commission will find out who owns the property and they will be contacted about removing the trees.

Removal of trees on Third and Fourth Avenue: A member of the commission will contact the borough administrator and ask questions such as: Which trees will be removed? How many will be removed? Will new trees be planted to replace all the trees taken down?

Five Year Plan: New Jersey State Forestry Services is revisiting their guidelines for community forests. The change in guidelines may impact the Atlantic Highlands Shade Tree Commission's five year plan. A member of the commission will e-mail the state and ask if the commission should postpone submitting the plan until the new guidelines are in place or move forward with the process?

Ash Trees: There are twelve Ash trees in Atlantic Highlands. The commission will find out if all the trees have been removed or if some are still standing.

Louise Donoghue is the only member to leave the commission in 2020.

Adjournment: The meeting was adjourned at 7:40 PM. Ken Grasso made the motion to adjourn, Bill Thorne seconded it; all in attendance agreed.

Respectfully submitted,
Lori Montana