

**MINUTES OF THE
CRANBURY TOWNSHIP
SHADE TREE COMMISSION
November 2nd, 2017**

TIME AND PLACE OF MEETING

A meeting of the Cranbury Township Shade Tree Commission was held in Town Hall, 23A North Main Street, Cranbury, on November 2, 2017, at 11:00 a.m.

CALL TO ORDER

With a quorum present, Kathy Easton, chair of the Shade Tree Commission, called the meeting to order at 11:05 a.m. and Debra Rubin acted as the Recording Secretary of the meeting.

STATEMENT OF ADEQUATE NOTICE

Pursuant to the Sunshine Law, adequate notice in accordance with the Open Public Meetings Act (N.J.S.A. 10:4-6) was provided on December 5, 2016, of this meeting's date, time and place, and the agenda was mailed to the news media, posted on the Township bulletin board, mailed to those requesting personal notice, and filed with the Municipal Clerk.

MEMBERS IN ATTENDANCE

Kathy Easton, Bonnie Larson, Lee Nissen, Christine Quinn and Norma Swale (11:55 a.m.) were present.

MINUTES

The minutes of the September 7, 2017 meeting were approved on a motion by Kathy Easton; seconded by Bonnie Larson. All were in favor. Motion carried.

PUBLIC COMMENT

Kiernan Hunt of Paul Crowie was present to provide the draft Community Forestry Management Plan to the members. Discussion continued until 12:30 p.m.

OLD BUSINESS

Community Forestry Plan –

Volunteer Work Hours – Mrs. Larson worked 7 hours; Ms. Nissen worked 2 hours; Ms. Quinn worked 2 hours; Ms. Swale worked 1.5 hours and Ms. Easton worked 22 hours.

Tree Inquiries –

1. 19 North Main Street
2. 2 Oak Lane – Oak tree removed
3. Four Seasons Correspondence with Township Administrator
4. Post Office – Pruning needed on beautification street trees

NEW BUSINESS

Winter newsletter – Ms. Easton will provide a write up. Information needs to be added to show the importance of trees and their functions.

2018 Meeting Dates – The 2018 meeting dates were agreed upon. The Commission will continue to meet on the 1st Thursday of February, April, June, September and November of 2018; however, the start time will change from 11:00 a.m. to 10:00 a.m.

2018 Budget Request – The total requested amount is \$5,850. The Chairperson will attend the budget meeting in 2018.

2018 Tree City Recertification Application – To be discussed further at February meeting. Need to have all 2017 volunteer hours from members for the application prior to deadline of February 15, 2018.

ADJOURNMENT OF MEETING

There being no further business, motion duly made by Kathy Easton, seconded by Norma Swale, and carried, the meeting was thereupon adjourned at 1:05 p.m.

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify that I am the duly appointed Secretary of the Cranbury Township Shade Tree Commission, and that this document, consisting of two (2) pages, constitutes a true and correct copy of the minutes of the monthly meeting held on November 2, 2017.

IN WITNESS WHEREOF, I have hereunto subscribed my name this _____ day of _____ 2017.

Debra A. Rubin, Secretary