

**CRANBURY TOWNSHIP  
SHADE TREE COMMISSION**

**MINUTES**

**February 2, 2023**

The regular meeting of the Cranbury Township Shade Tree Commission was held in Town Hall, 23A North Main Street, Cranbury, New Jersey on February 2, 2023 at 10:00 a.m.

**CALL TO ORDER**

With a quorum present, Ms. Kathy Easton, called the meeting to order at 10:00 a.m., and Scout Beyer acted as the Recording Secretary.

**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 January 6, 2023, of this meeting's date, time and place, and the agenda was communicated to the news media, posted on the Township bulletin board, mailed to those requesting personal notice, and filed with the Municipal Clerk.

**REORGANIZATION**

Ms. Beyer, Deputy Clerk, issued Oaths of Office to Ms. Kathy Easton and Ms. Jackie Johnson (Members with terms expiring December 31, 2027).

On a motion by Ms. Johnson, seconded by Ms. Larson, with all members present in agreement, Ms. Easton was elected Chair.

**MEMBERS IN ATTENDANCE**

Kathy Easton, Jessica Irons, Jackie Johnson, Bonnie Larson and Lee Nissen were present.

**NONMEMBERS IN ATTENDANCE**

Dr. Barbara Rogers, Township Committee Liaison

**MINUTES**

The Minutes of the November 3, 2022 meeting were reviewed. On a motion by Ms. Easton and seconded by Ms. Johnson, the November 3, 2022 Minutes were approved by a voice vote of all members present at the meeting, with the exception of Ms. Nissen who abstained.

**OLD BUSINESS**

Community Forestry Management Plan (CFMP)

Volunteer Work Hours – For the November 3, 2022 to February 2, 2023 time period, STC members reported the following volunteer hours (including 1.5 hours for today's meeting): Ms. Easton – 18.5 hours; Ms. Irons – 2.5; Ms. Johnson – 4.5; Ms. Larson – 9.5 hours and Ms. Nissen – 1.5 hours.

Status of "Do Not Plant" and Recommended Tree Exhibit Lists

Ms. Easton and Ms. Johnson advised of several changes that are to be made to the list. They will finalize the list prior to uploading to the Township website.

Spotted Lanternfly Management in Village Park

Ms. Easton provided an update to tree removal and SLF maintenance at Village Park. The work should be completed once the temperature is high enough.

#### Tree Inventory

Ms. Easton provided an update to the Request for Quotation for tree inventory. Ms. Irons provided an update to the grant application and summarized the timeline.

#### Tree Protection Ordinance

Ms. Easton proposed scheduling a work session meeting to finalize the draft of the Tree Protection Ordinance prior to submitting to Township Administrator.

### **NEW BUSINESS**

#### 2023 In-House Workshop(s)

Ms. Irons volunteered to contact Rutgers University to request continuing education workshops. Members discussed workshops they would be interested in.

#### Tree City USA, Annual Accomplishments Report

Ms. Easton and Ms. Beyer will work together to complete the reports. Both are due by February 15<sup>th</sup>.

#### Tree Maintenance

Ms. Easton reported on receiving correspondence from PSEG regarding tree maintenance for electrical wires. She advised that trees in the wire's right-of-way are not under the Commission's jurisdiction but appreciated the contact from PSEG.

#### Tree Inquiries

Ms. Easton reported that she received a tree inquiry from the Girl Scouts to plant a tree in Village Park. She volunteered to coordinate with the Troop Leader and consult with the Parks Commission. She also reported on personal tree inquiries on Shady Brook Lane and what trees are considered Township trees and which are the responsibility of the residents.

#### Member Reports

Ms. Easton reported on Arbor Day, scheduled for Friday, April 28, 2023. There was also discussion regarding the tree planting location for Arbor Day as well as the Cranbury School's 125<sup>th</sup> Anniversary event.

#### Summary of "To Do" Action Items

Ms. Easton

- Finalize Tree City USA and Annual Accomplishments Report
- Exhibit Lists and "Do Not Plant" List
- Tree Inventory Bids
- Tree Protection Ordinance

Ms. Irons

- Tree inventory Bids and Grant Application
- Tree Protection Ordinance
- Contact Rosa Yu for In-House Workshop(s)

Ms. Johnson

- Exhibit Lists and "Do Not Plant" List
- Tree Protection Ordinance
- Check on Young Tree Stakes

Ms. Larson

- Attend Township Committee meetings

Ms. Nissen

- Tree Protection Ordinance

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT OF MEETING**

There being no further business, motion duly made by Ms. Easton, seconded by Ms. Johnson and unanimously carried, the meeting was thereupon adjourned at 11:25 a.m.

**CERTIFICATE OF SECRETARY**

I, the undersigned, do hereby certify that I am the duly appointed Recording Secretary of the Township of Cranbury Shade Tree Commission, and that this document, consisting of three (3) pages, constitutes a true and correct copy of the minutes of the monthly meeting held on February 2, 2023.

Scout Beyer

Scout Beyer  
Board Secretary