**Minutes**

**Oakland Shade Tree Committee Meeting**

**November 4, 2019**

1. Meeting was called to order at 7:15 pm. In attendance was Ed Clark, Nancy Krause, Peter Kikot, Kim Bouma, and Tony Smid. Terry Casaleggio was excused. Councilman Lew Levy was unable to attend.
2. Pledge of Allegiance at 7:16 pm.
3. September meeting minutes were read.
4. Discussion of the draft ordinance.
	1. Peter Kikot reported on the requested changes by the Borough Attorney Brian Chewcaskie. All present were in agreement.
	2. A $25 fee for any tree removal permit was also discussed. Due to the work involved in processing a permit whether or not the tree is dead it was agreed that a $25 fee was reasonable and in common practice throughout NJ. In the past, we were on average doing 40% of permits for free. A motion was made to amend the ordinance to charge a fee of $25 for all permits. All were in favor.
	3. If a permittee is not ready for an inspection, they would have to call the borough to reschedule. Peter Kikot will update the Tree removal application to specify yellow tape should be used to mark the tree to be inspected and a check off box that it has been completed.
	4. Peter Kikot will also check with Sue Trentacoste at the DPW that Tree Removal Companies are indeed registering with the Borough as required by the ST ordinance.
	5. Follow up on Tree Replacement Mitigation Plan was also discussed. It was agreed that a permit shall remain open until there has been a closing inspection to sign off. To assist in enforcement the shade tree permit should be part of the building department. Peter Kikot is going to work with the Building Department to development this process.
5. Discussion of Budget: Peter Kikot presented his analysis of the financial benefits of trees in support of our budget request for $25k. Peter Kikot is meeting with the Borough Administrator and the CFO next week to discuss the budget.
6. Discussion of Fall 2019 Tree Planting RFQ. Peter Kikot will submit the prepared RFQ as presented at the meeting tomorrow. Bids to be in by our next meeting, on December 2. The 39 addresses for new trees are subject to change. Tree locations selected were clustered in a few areas of town. Residents do not have to be notified in advance since the trees are going in the right of way but it was also discussed that in an effort to maintain community support we would consider a mailing in advance of the planting.
7. Discussion of adopt a tree program was held regarding having an adoption fee. It was agreed that a $50 fee is reasonable for the $250 tree to be installed. It ensures that the property owner is invested in the process.
8. The balance of the general budget and trust fund were not available for discussion.
9. New Business.
	1. Ed Clark is working on tree removal list. If dead tree is within primary wires, Rockland ELectic should be contacted (contact Scott Cicerella at DPW).
	2. Kim Bouma asked if there was any progress on the street tree clearance trimming. Ed Clark reported an RFQ was not yet made up but planned to make one for the different areas of town according to the town snow plowing maps.
	3. Peter Kikot reported that the Logo contest has been sent out to the schools
	4. No other new business
10. Meeting adjourned.