

**MEETING OF THE
BOROUGH OF WEST LONG BRANCH
SHADE TREE COMMISSION**

The Regular Meeting of the Shade Tree Commission (STC) of the Borough of West Long Branch was convened on June 11, 2020 in the Borough Hall Council Chambers.

Present: Ellen Whitford
Rachel McCarthy
Melanie Engel
Mary Lynn Mango (Council Liaison)

Shade Tree Commission Meeting 6:30 PM

A. Call to Order – The meeting was called to order at 6:30 pm. The meeting was held virtually, via a Zoom meeting.

B. Site Plan Review

1. No site plans.

C. Shade Tree Administrative Matters:

1. Attendance: Ellen, Rachel and Melanie were in attendance.
2. It was determined that there were the following in-kind hours to be logged: EW (4.5) RM (3) ME (2.5).
3. May 14th minutes were reviewed and approved.

D. Unfinished Business:

1. Annual Report
 - a. This report has been completed.
2. Tree City USA Report
 - a. This report has been completed.
3. Emerald Ash Borer Follow-up Letter to WLB Residents
 - a. The letter was approved by the WLB Council.
 - b. Rachel sent the addresses to Ellen. Ellen will leave the flyer and letter at Borough Hall to get copies made. Ellen will also leave the envelopes at Borough Hall for Melanie. Melanie to collate and send out the letters. Letters will be addressed to 'Resident' at

each address.

4. Revisions to Community Forestry Management Plan

- a. STC Received Congratulations letter with full approved status for the Five-Year Forestry Management Plan.

5. Membership Openings

E. New Business:

1. Community Forestry Program, Green Communities Grant Program

- o STC hired Mr. Brash to develop our Forestry Plan and we can use this Green Communities Grant to fund the engagement with Mr. Brash.
- o For this grant, STC needed to compile in-kind hours, which was completed by Ellen. It included in-kind hours for the STC members and the Borough Hall support team hours.

2. Tree Planting

- o STC is going to consider the planting of Shade Trees for the park behind Borough Hall
- o STC is also going to consider trees for placement near the bench that the Environmental Committee received from the TREK program.

F. Public Comment

- None

G. Meeting Adjournment

- The meeting was adjourned by Ellen and approved by all at 7:12 PM.

Respectfully submitted by:

Kellie Campbell
STC Secretary