

**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 May 14, 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. The following plans were reviewed with the Environmental Committee:
 - o Informal review of the 'Old Sheehan' property.
 - o There was no STC feedback on this review.

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) RM (3) ME (2).
3. February 13th minutes were reviewed and approved. STC did not meet in March and April.

D. Unfinished Business:

1. Annual Report
 - a. During the meeting, the Annual Report was reviewed by the STC members and Ellen made updates as required.
 - b. Ellen was able to fill in all remaining items on the Annual Report during the meeting.
 - c. Ellen will send the Annual Report on to Lori so that it can be added to the Agenda for the Council to review next week.
2. Tree City USA Report

- a. This report was submitted. There is nothing different than what was discussed during discussions on the Annual Report.
- 3. Arbor Day
 - a. This was cancelled this year due to the Pandemic.
- 4. WLB Schools Maker Faire Event
 - a. This was cancelled this year due to the Pandemic.
- 5. Emerald Ash Borer Follow-up Letter to WLB Residents
 - a. The letter was approved by the WLB Council.
 - b. Rachel to get the addresses and will send to the STC members. Ellen to provide copies and envelopes to Melanie. Melanie to send them out. Letters will be addressed to 'Resident' at each address.
- 6. Revisions to Community Forestry Management Plan
 - a. William Brash finished the plan in March and it was submitted to the State of New Jersey. From that submittal, changes were requested by STC members. Mr. Brash made the requested changes and sent these on to Ellen for review in late April. Ellen asked the STC to review these revisions for final review/approval during this meeting.

E. New Business:

- 1. Beautification.
 - o Flowers are being delivered tomorrow to the parks thanks to the Beautification committee.
 - o Ellen to stop by DPW to sign for the flowers' Purchase Order.

F. Public Comment

- None

G. Meeting Adjournment

- The meeting was adjourned by Ellen and approved by all at 7:26 PM.

Respectfully submitted by:

Kellie Campbell
STC Secretary