



The City of Hoboken

Shade Tree Commission

Minutes

Meeting on November 18, 2013

The meeting was called to order at 7:01 pm.

1. Roll call

- Present - Condon, Dziman, Tricarico, Henriques, Yugas
- Excused - Calamoneri
- Also present - Steve Fahmie, Diana Davis, Peter Cossio, Gary Holtzman and Valerie D'Antonio

2. The agenda was suspended to hear comments from some of the attendees:

a. Valerie D'Antonio, president of the Hoboken Garden Club:

- Valerie volunteered to help give advice and assist the Shade Tree Commission, particularly with projects done by volunteers.

- Her contact information: Phone: 201-320-6930, Email: vdantonio@att.net.

- The email for the Garden Club is: HobokenGardenClub@yahoo.com.

- Tricarico will contact Valerie on an as needed basis.

b. Gary Holtzman, Chairman of the Hoboken Planning Board:

- Gary reviewed negotiations that he had with PSE&G concerning making a donation to the Shade Tree Fund.

- The result of those negotiations will be a \$125,000 donation by PSE&G for the STC to use to help achieve objectives.

- Also, Diana Davis will work with Gary to develop a "packet" concerning planting trees to be used by the Planning Board and other Boards.

- Gary's information is: Phone: 201-787-0667, Email: gmholtzman@gmail.com.

(The Commission expressed its gratitude to both Valerie and Gary for their help and support. It is greatly appreciated!)

3. Approval of Minutes

- The minutes for the October 21 meeting were approved.

4.. Old Business

a. 2013 Fall Resident Street Tree Planting Program

- Project is on schedule with some minor changes. In one case a check was not received from a resident and in another, a tree cannot be planted. The next two residents on the list, in order of application receipt, will be offered trees.

- Peter Cossio and Matt Condon will supervise the first few plantings to make sure the vendor is planting trees properly.

b. Washington Street Beautification of 200 Block

- Bids were reviewed by Condon. Hufnagel was awarded the tree planting project. The tree guards are to be determined.

- Condon will review possible additional cost reductions with Hufnagel.

c. Forestry Management Plan

- Davis reviewed questions that were raised in the current plan.

- The questions will be reviewed with Tricarico and any unanswered questions will be sent to the Commissioner who can best answer the question. This is in preparation for a final report of the previous plan that will be done by Davis

- Paul Cowie and Associates were selected as the vendor to write the 2014-2019 Plan at a cost of \$4,000.

- Davis will be the coordinator between Cowie and the Commission and hopes to have a new plan by March, 2014.

- Davis and Tricarico will apply for a Green Community Grant to help offset the cost of the vendor. The grant is for \$3,000

d. 2014 Budget

- The proposed budget was reviewed and revised to include producing educational materials. Henriques will update and distribute to the Commissioners.

e. Communication Guidelines

- Henriques reviewed his interpretation of the Legal guidance for communicating amongst the Commissioners.

1. Simple stated, project updates and issues can be discussed in emails.

2. Policy issues can be communicated via email, but can only be discussed at meetings.

3. Any concerns as to whether or not an issue can be discussed via email should be reviewed with Legal. The process would be that Tricarico would be the focal point so that there is only one contact with Legal.

4. Another option to insure adherence to the Open Meetings Act would be for the project leader to document all changes and submit a report to the Commission prior to the monthly meeting. The report could then be approved on a "Consent Agenda".

New Business

- a. 2014 Meeting Schedule – The schedule was approved and Henriques will get it to the City Clerk so that all meetings will be "noticed".

- b. Year End Report – Tricarico will prepare a 2013 year end report for review at the next meeting. Any suggestions should be submitted to him soon.

- c. Environmental Services Report - The report was submitted by Calamoneri but was not reviewed at the meeting. It was suggested that Calamoneri make judgments on tree requests using the guidelines that have been discussed by the Commission.

- d. Shade Tree Ordinance – Tricarico will continue reviewing Ann Holtzman's draft and populating a list of changes that we suggest. All members are to forward their suggestions to Tricarico.

- e. STC Web Site – Cossio agreed to review the web site and meet with Tricarico and Juan Melli prior to the next meeting to review recommended improvements.

The meeting was adjourned at 9:01 pm.