

Shade Tree Commission

Meeting Minutes

Thursday, April 7, 2022, 5:30 P.M.

Hybrid – In-Person and Zoom

The Lemoyne Borough Shade Tree Commission meeting was called to order at 5:30 P.M.

Present in-person were Commission Chair John Leverentz and Commission Members Ed Dix and Marsha Everton. Also present in-person was Lemoyne Borough Executive Assistant Jenn Erickson. Lemoyne Borough Maintenance Superintendent Cliff Karlsen participated by Zoom.

Public Comment

There were no public comments.

Approval of Minutes

Ms. Everton made a motion to approve minutes of the March 3, 2022 meeting. Mr. Dix seconded the motion. The Commission voted unanimously to approve the minutes.

New Business

1. STC response to Solicitor's review of Shade Tree Commission submission to Borough Council
 - The Commission reviewed the Solicitor's comments on the proposed STC Guidelines and made revisions to the proposal based on her input.
 - The Commission reviewed the Solicitor's comments on the proposed Response document and made revisions to the document based on her input.
 - The Commission reviewed the proposed Cover Letter and made revisions to reflect the additional input received from the Solicitor.
 - The Commission agreed to forward the revised documents to Borough management for submission to Borough Council.

2. Clarification of requirements for waiver and release documents for street tree planting
 - At the Commission's request, Mr. Karlsen provided clarification on the PA One Call process and requirements for a signed waiver and release document.
 - Mr. Karlsen confirmed that the Borough receives notification of all PA One Call requests made within the Borough.
 - If the PA One Call information indicates that a utility is within 18 inches of the proposed street tree planting, a signed waiver and release is required.
 - The waiver and release, signed by the resident, confirms that the resident assumes all risks and accepts personal responsibility for the shade tree planting and lifetime maintenance.

Adjournment

Following a motion by Mr. Dix and seconded by Mr. Leverentz, the meeting was unanimously adjourned at 6:06 P.M.

Next Regularly Scheduled Meeting

May 5, 2022, 5:30 P.M. at Lemoyne Borough Office Building with video conference participation option