

# **Shade Tree Commission**

## **Meeting Minutes**

Thursday, July 6, 2023 1:00 P.M.

Hybrid – In-Person and Zoom

The Lemoyne Borough Shade Tree Commission meeting of July 6, 2023 was called to order at 1:00 P.M.

Present in-person were Commission Chair John Leverentz and Commission Members Ed Dix and Marsha Everton.

Lemoyne Borough Maintenance Supervisor Bradley Mills participated by Zoom.

No member of the public was present.

### **Public Comment**

There were no public comments.

### **Approval of Minutes**

Mr. Leverentz made a motion to approve the minutes of the June 1, 2023 meeting. Mr. Dix seconded the motion. The Commission voted unanimously to approve the minutes.

### **New Business**

1. Mr. Leverentz introduced the topic of the Municipal Code referencing shade trees and questions regarding the responsibility for cost and expenses and notice of work requirements.
  - The Commission reviewed input received from the Borough Manager regarding cost and expenses and noted that there is no change to previously confirmed financial responsibility.
  - The Commission confirmed the need to comply with notice of work requirements and to include this expense in the STC budget and expense planning.
  - The Commission also agreed, even though not required in the Code, to send a courtesy notice to a property owner when a tree is scheduled to be planted adjacent to or on their property.

2. Mr. Leverentz introduced the topic of the Shade Tree Commission Master Plan that is scheduled to be presented at the August 3 Borough Council Work Session meeting.
  - Mr. Dix recommended two grammar revisions.
  - Mr. Dix recommended approval of the plan as amended. Mr. Leverentz seconded the motion. The Commission voted unanimously to approve the Plan for submission to Council
  - Ms. Everton agreed to send the Plan to Jenn Erickson for distribution to the Council in advance of the August 3 meeting.
3. Application for Tree Planting submitted by Michael Patterson for a tree located in the area of 318 S. Fifth Street.
  - The Commission discussed and approved the proposed planting with the following conditions:
    - Confirmation that the tree species is listed in the Narrow Planting Section of the Lemoyne Borough Appropriate Tree List.
    - Confirmation that PA 811 has been contacted.
  - Mr. Leverentz agreed to send an email to Tim Davis and Bradley Mills to confirm the approval and conditions.
  - Mr. Davis or Mr. Mills will follow up with Mr. Patterson.
4. Mr. Mills introduced the topic of an Application for Tree Planting received from the home owner of 447 Hummel Avenue.
  - Mr. Mills noted that the home owner, at Borough request, has recently removed a dead tree, at Borough request, at that location and has contacted PA 811.
  - The Commission approved the planting of a new tree that meets the requirements of the Appropriate Tree List.
  - Mr. Mills or Mr. Davis will follow up with the home owner.
5. Ms. Everton requested confirmation of the June 1 commitment to plant new trees in the Market Street area near the Farmer's Market.
  - The Commission confirmed plans to proceed with planting in this area, pending support (or lack of objection) from the property owners and agreeing that if the property owners object, alternate areas will be considered.
  - Ms. Everton agreed to work with Borough staff to confirm ownership of the property at 875 Market Street, which is occupied by Blue Moon Games. (Update since meeting – Property is owned by Jiang Properties LLC ([link here](#)) and Dun & Bradstreet [listing here](#), with mailing address of 117 Monarch Lane, Mechanicsburg, PA 17050. Another [listing here](#).)

- Mr. Leverentz agreed to prepare a letter that can be mailed to the property owner.
  - The Commission reconfirmed intent to coordinate with Lemoyne Borough Storm Water Management staff to potentially purchase trees at the same time with the objective of obtaining a volume discount and sharing tree transportation costs. Planting is still anticipated to be done in the fall season due to weather conditions.
  - The Commission also reconfirmed that the type of tree to be planted will be based on availability as well as Appropriate Tree Guidelines.
6. Mr. Leverentz requested confirmation of STC guidelines for requiring planting a new tree when the Borough has requested removal of a dead tree through the Notice of Violation (NOV) process.
- Mr. Leverentz will work with the Code Enforcement Officer to confirm what information was included in the NOVs sent on June 29 and make a recommendation based on what was sent.

### **Adjournment**

Following a motion by Mr. Dix and seconded by Mr. Leverentz, the meeting was unanimously adjourned at 2:22 P.M.

### **Next Regularly Scheduled Meeting**

September 7, 2023, 1:00 P.M. at Lemoyne Borough Office Building with video conference participation option.

Agenda to include:

- STC Master Plan follow up based on August 3 presentation to Council.
- Review of types of new trees to plant using the STC's budget in coordination with Storm Water Management staff.
- Options for development of Lemoyne Borough Memorial Tree Plantings program (pending completion of Lemoyne Borough master plan for borough parks).

### **Future Agenda Items**

- New tree planting requirement fulfillment.
  - 941 to 965 Bosler Avenue – four trees to be planted by Carlea Lenker no later than April 6, 2024.