

Shade Tree Commission

Meeting Minutes

Thursday, September 7, 2023 1:00 P.M.

Hybrid – In-Person and Zoom

The Lemoyne Borough Shade Tree Commission meeting of September 7, 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. Also present in person was Bradley Mills, Lemoyne Borough Assistant Maintenance Supervisor.

No member of the public was present.

Public Comment

There were no public comments.

Approval of Minutes

Mr. Dix made a motion to approve the minutes of the July 6, 2023 meeting. Mr. Leverentz seconded the motion. The Commission voted unanimously to approve the minutes.

New Business

1. Mr. Leverentz introduced the topic of plans to plant three new trees at 875 Market Street.
 - Mr. Leverentz reported that no response was received to the letter sent to the property owner regarding the plans to plant the trees.
 - Mr. Leverentz also reported that there was no response to the announcement/ad placed, as required, in local newspapers.
 - Mr. Mills reported that the PA 811 calls were made and that there are no apparent utility line issues.
 - Mr. Mills confirmed that the current plan is to plant the trees on Monday, September 11 and to use the compost material recommended by Mr. Dix.
2. Mr. Leverentz introduced the topic of follow up to the STC Master Plan that was presented to Lemoyne Borough Council on August 3 and approved by Council on August 17.
 - The STC reviewed the proposed follow up plan submitted in advance of the meeting.
 - The STC will continue to coordinate with Borough staff, as appropriate, on identification of grant opportunities and preparation of grant applications. Borough staff will prepare all grant applications.

- Mr. Leverentz will follow up with Tim Rine, Borough Manager, on how to best proceed on the review of options to form a 501(c)3 and to create a Lemoyne Borough Memorial Program, noting that these require action that is beyond the scope and authority of the STC. The STC is only one part of the Borough governance and management structure that must be involved in creating and managing these programs.
- Ms. Everton reported on outreach to Kasha Griva, MS4 Coordinator, and Tim Davis, Maintenance Superintendent, to confirm budget input for the 2024 Lemoyne Borough Arbor Day Festival.
- 3. Mr. Leverentz introduced the topic of Permit Applications.
 - 616 Bosler Avenue request by Mr. Reinaldo Colon to remove a tree and not replace the tree.
 - STC noted that the tree has already been removed.
 - STC did not approve the request to waive the requirement to plant a new tree.
 - Mr. Leverentz will prepare a letter to confirm to Mr. Colon that the tree must be replaced by 9/7/2024.
 - 335 Walton Street request by Jason and Erin Hankey to remove a tree and plant a new cherry tree.
 - STC noted that the tree has already been removed.
 - STC approved the planting of the new tree.
 - Mr. Leverentz will prepare a letter to confirm the approval to the Hankeys and note that if the planned cherry tree is not available, another tree from that section of the Appropriate Tree List is acceptable.
- 4. Mr. Leverentz introduced the topic of a Permit Application tracking system.
 - The STC reviewed the proposed chart submitted in advance of the meeting and agreed to use the form.
 - Ms. Everton will set up Outlook Calendar reminders to check on required tree plantings two months in advance of the deadline date. Ms. Everton will also maintain a Future Agenda Items list of tree replacements in each set of meeting minutes.
 - The STC will coordinate, as appropriate, with Codes Enforcement staff to send reminders and enforce the deadlines.

Adjournment

Following a motion by Mr. Dix and seconded by Mr. Leverentz, the meeting was unanimously adjourned at 2:01 P.M.

Next Regularly Scheduled Meeting

October 5, 2023, 1:00 P.M. at Lemoyne Borough Office Building with video conference participation option.

Agenda to include:

- Follow up on development of a 501(c)3.
- Follow up on development of Lemoyne Borough Memorial Program.

Future Agenda Items

- New tree planting requirement fulfillment.
 - April 6, 2024
 - 941 to 965 Bosler Avenue – four trees to be planted by Carlea Lenker.
 - July 6, 2024
 - 447 Hummel Avenue
 - September 7, 2024
 - 616 Bosler Avenue – single tree to be planted by Reinaldo Colon
 - 335 Walton Street – single tree to be planted by Jason and Erin Hankey