



## **Princeton Shade Tree Commission**

### **Meeting Minutes**

**May 23, 2017**

Monument Hall-East Conference Room  
1 Monument Drive, Princeton, NJ 08540

#### Present

##### **Board Members:**

Sharon Ainsworth, Chair  
Victoria Airgood  
Welmoet Bok van Kammen  
Patricia Frawley  
Pat Hyatt  
Bernie Miller, Council  
Liaison  
Alexandra Radbil  
Janet Stern

##### **Staff:**

Lorraine Konopka, Arborist  
Ben Strauss, Recording  
Secretary

##### **Guests:**

#### Absent

##### **Board Members:**

Lily Krauss, Vice Chair

## **I. Opening Statement**

Chair Ainsworth calls the meeting to order (by reading the public statement).

## **II. Roll Call**

Chair Ainsworth calls roll.

Chair Ainsworth mentions that Mr. Strauss has become the committee's new recording secretary. Mr. Strauss introduces himself. He works as a program specialist for the State of New Jersey. He serves as secretary for five Princeton committees: Affordable Housing, Environmental, Health, Human Services and now this one. Ms. Most will continue as the committee's corresponding secretary. Members should contact Chair Ainsworth who will then contact Director Hough regarding staff requests.

## **III. Public Comment**

Ms. Ainsworth sees no members of the public.

#### **IV. Minutes**

##### 1) January 24, 2017 Minutes

Members discuss corrections to the January, February, March and April minutes. Chair Ainsworth asks if the committee wishes to approve each month's minutes. The committee approves each month's minutes with corrections by unanimous consent.

##### 2) February 28, 2017 Minutes

See above.

##### 3) March 28, 2017 Minutes

See above.

##### 4) April 25, 2017 Minutes

See above.

#### **V. Budget Update**

Council Member Miller reports that Council did not bring up the budget given the absence of two of its members at the last meeting. Council Member Miller says that Council has the money in its budget so the committee should not have concerns.

#### **VI. New Business**

##### 1) Management Plan Implementation - (V. Airgood)

Ms. Airgood clarifies that her comments applied to tree replacement plans. Ms. Airgood suggests members learn more about previously approved tree replacements plans in a lessons-learned fashion by reviewing the implementation of some selected tree replacement plans. Arborist Konopka and members discuss the current system. Arborist Konopka encourages members to drive by—not walk on the property—and check what happened.

#### **VII. Old Business**

##### 1. 2017 Goals - (S. Ainsworth)

Chair Ainsworth requests the committee formally approve its draft goals (see attached). She asks members for corrections to it. Members discuss the goals particularly QR codes (see below).

Motion to accept the 2017 goals with no changes

Result: Adopted [Unanimous]

Move: Radbil

Seconder: Frawley

Ayes: Ainsworth, Airgood, Bok van Kammen, Frawley, Hyatt, Radbil, Stern

*a. Tree Signs with QR Codes*

Ms. Bok van Kammen mentions that Marquand Park has put up 50 signs with QR codes. She requests volunteers to help with the QR codes.

Chair Ainsworth asks the cost per tree. Ms. Bok van Kammen says \$12.50 for each sign.

Arborist Konopka expresses her disagreement with placing signs on trees. She thinks that it's invasive and that it creates an installation and a follow-up maintenance issue. They can be vandalized and stolen. Ms. Bok van Kammen says she agrees with those concerns and says she limited the number to 50 signs for Marquand Park for those reasons.

Arborist Konopka prefers a walking pamphlet like the Borough used to have. Ms. Bok van Kammen created that pamphlet, funded by Whole Earth. Ms. Bok van Kammen thinks the pamphlet became outdated too quickly.

Ms. Radbil mentions plastic cards hung from trees. Ms. Bok van Kammen likes that proposal. It can only happen to young trees though.

Chair Ainsworth will make this issue an agenda item next month (June).

2. April-May Outreach Reports (Communiversity, Arbor Day, Littlebrook School Science Expo)  
- (S. Ainsworth/L. Konopka)

Ms. Ainsworth mentions the significant outreach done in April and May: Arborist Konopka participated in five elementary schools' Arbor Day events and gave out 250 seedlings. Members gave out 300 seedlings at Communiversity, running out of them before the end of the event.

Chair Ainsworth asks if any members want to create a banner for the next year's Communiversity. Ms. Hyatt can order the banner. Ms. Hyatt now likes that the committee participates in Communiversity due to the resulting visibility. Members discuss people who came to their booth. Members asked for their name and town. About 30 percent came from Princeton.

Arborist Konopka reports on the Littlebrook Science Expo. She talked with six classes: three of first graders and three of fourth graders. She thinks they engaged with the material and learned a lot (both at the event and, from their teachers, before the event). The kids want to adopt a few ash trees in their schoolyard. School administrators need to check if that will work with the chemicals. Chair Ainsworth thanked Arborist Konopka for her hard work.

### 3. EAB Adopt-A-Tree Program and Tree Fund (P. Frawley/A. Radbil)

#### a. *First Advertisement/Town Topics Article*

Ms. Radbil thinks the advertisement and Town Topics article looked very good. Members all think it looks good. Ms. Hyatt thanks members for quickly reviewing them.

#### b. *Finances*

Ms. Radbil reports that the committee received some money. Arborist Konopka says the money came as a result of the ad. Ms. Radbil asks if columns can be added to the spreadsheet: 'adopt a tree' or donation, the person's full address (to send them thank you notes, see next paragraph). Arborist Konopka notes that members should talk to Director Hough about adding additional data to the spreadsheet. Council Member Miller suggests someone could talk to Chief Financial Officer Webb and then Chief Financial Officer Webb can create separate accounts for municipal money and donations.

#### c. *Thank You Letters*

Members discuss sending updates to people about their Ash tree contribution. Ms. Radbil also asks if the committee can send Thank You notes to those people. Council Member Miller agrees that the committee should send such a letter. Ms. Radbil and Ms. Frawley will write two template thank you letters (one for adopting a tree and one for donating to the fund).

#### d. *New Advertising*

Members discuss the following three new advertising methods:

1) Members discuss if the committee should purchase another ad in the Town Topics. Ms. Bok van Kammen does not think so given the number of donations did not even cover the cost of the first ad. Members discuss other benefits to the ad such as raising awareness of the issue.

Council Member Miller thinks the second ad should happen next year. Members could then talk to the Town Topics next year with a new story proposal. Members agree with him.

2) Ms. Bok van Kammen suggests hanging posters around town. Ms. Radbil says posters will cost \$20 each.

3) Ms. Hyatt suggests distributing the adoption forms to other places such as the library or Clerk's Office.

*e. Treatment Window*

A member asks if the treatment window ends soon. Arborist Konopka clarifies that the optimum treatment time ends soon, probably in about three weeks. Arborist Konopka updates members that, according to her research, treatment of Ash trees can happen any time during a tree's growing season so possibly until early October, possibly earlier depending on environmental factors.

*f. Private Funding Treatment*

Ms. Bok van Kammen suggests members privately fund the treatment of the tree in their advertisement not the one on Vandeventer. Arborist Konopka thinks that the Ash tree on Vandeventer might have been treated. She will determine this for certain. If it has not been treated, members want to make it the first adopted tree.

Motion to privately fund the Veterans' Monument Ash tree in the advertisement

Result: Adopted [Unanimous]

Move: Bok van Kamman

Seconder: Frawley

Ayes: Ainsworth, Airgood, Bok van Kammen, Frawley, Hyatt, Radbil, Stern

Ms. Frawley will contact tree companies to get 2 or 3 quotes.

4. Tree Keeper Update - (A. Radbil)

Ms. Radbil reports that she had a private viewing from Davey of the new Tree Keeper software. Davey has combined the prior three separate modules into a single module with the same price. It also has an easier interface. Yet, it still has problems with connectivity. Other members can see the demonstration online. Davey has been updating customers alphabetically into the new software so has given Princeton a lower priority.

Ms. Radbil wants a staff person trained on the software before Princeton adopts it. Currently, only Ms. Radbil, Arborist Konopka, and Ms. Wallace have training in the software.

Ms. Radbil and Ms. Bok van Kammen have been looking into other tree inventory software. Ms. Bok van Kammen mentions that Mr. Dobromilsky from West Windsor uses an Excel spreadsheet to manage their tree inventory. Members discuss outreach to him. Ms. Radbil will make an appointment with him to see it.

#### 5. 2017 Spring Tree Planting - (L. Konopka)

Arborist Konopka gives an update on tree planting: 13 more trees to plant for a total of 55 trees. Council Member Miller will inform Council of the progress.

Chair Ainsworth suggests that property owners should receive a letter about the newly planted tree in the public right-of-way and their care. Arborist Konopka stated she has had extensive conversations with each property owner about care. Members discuss placing letters in doorways.

Council Member Miller thinks that, with telephone numbers, the municipality could use municipal phone systems to remind people about their trees. Council Member Miller will check with Chief Information Officer McQueen about that possibility.

#### 6. Ash Tree Treatment/Removal - (L. Konopka)

Arborist Konopka describes Ash tree treatment specifications. She has been using a similar bid from Denver as a template.

Arborist Konopka reports that she has a backlog for tree removal applications. She estimates three dozen waiting, not including developer requests.

Arborist Konopka reports on the Ash tree near the Community Park pool. It looks very good. She thinks it could appear as the poster tree on the new advertisement. She knows it has been treated for two years already. She does not know if it can overdose on treatment.

#### 7. Website Updates/Corrections – (L. Konopka)

##### a. *General Updates*

Arborist Konopka asks for some updates for the website:

1) Updated Tree Removal Application that reflects the new Ordinance. Members discuss making that change.

2) A question about the Arborist coming to evaluate trees on private property. Arborist Konopka does not conduct tree inspections on private property. A member asks if Arborist Konopka checks trees on private property that fall under an exception, for instance dying trees. Arborist Konopka says that the resident needs to fill out the tree removal application and then she will visit the property.

3) Area Tree Service Directory.

4) More Arbor Day Information. Arborist Konopka says that, during her tenure, the number of schools with an Arbor Day event increased from one to five. She would like more information about the Arbor Day events posted.

Ms. Stern mentions that members have never discussed their website. Arborist Konopka apologizes for not asking for a more extensive discussion. Chair Ainsworth will place the website discussion on the June agenda.

*b. Tree Services*

Ms. Radbil suggests placing on the website the listing of certified, registered tree services. Arborist Konopka mentions the committee's website only has the state's Certified Tree Expert (CTE) list, basically tree consultants. She suggests a list of forty registered companies on the municipality website. She could find and star companies on the list that have a license for commercial pesticide application. She estimates ten out of the forty handle pesticide.

Members agree with placing that list on the website. Arborist Konopka will send it to Ms. Bok van Kammen.

8) Sustainable Princeton Silver Certification - (L. Konopka)

Arborist Konopka reports that Sustainable Jersey wanted a canopy cover statement. So, she wrote a basic letter. She wants a 35 percent canopy cover goal over ten years.

Council Member Miller asks if Arborist Konopka knows Princeton's current canopy cover. Arborist Konopka does not know. She did not find them in the community forestry plans for either the Borough or the Township.

Chair Ainsworth mentions a program that estimates canopy cover. She knows the committee does not have time to use it for this purpose.

Arborist Konopka thinks Sustainable Princeton just wants a document that shows commitment to planting trees.

Motion to approve letter

Result: Adopted [Unanimous]

Move: Frawley

Second: Stern

Ayes: Ainsworth, Airgood, Frawley, Hyatt, Radbil, Stern

Arborist Konopka also provided Sustainable Jersey with some other information they requested, for instance tree planting numbers.

#### 9. Part-Time Data Entry Staff – (L. Konopka)

Ms. Wallace started last Monday (May 15<sup>th</sup>). She works 24 hours a week. She has been updating reports.

Arborist Konopka brought Ms. Wallace to see the release of the wasp to kill Emerald Ash Borer. Arborist Konopka will email Mr. Miller the kind of wasp and she will email Ms. Frawley the study behind it.

### **VIII. Other**

#### 1) Brochure

A member says that, now the ordinance has been passed, they can print the brochure. Chair Ainsworth believes the committee has money to print it. Ms. Stern and Ms. Airgood can send it to Chair Ainsworth.

#### 2) Emerald Ash Borer Letter

Chair Ainsworth checked with Council Member Miller who checked with Mayor Lempert: Mayor Lempert has no problem with sending a letter to gubernatorial candidates on the issue of Emerald Ash Borer. Mayor Lempert just wants to first see the letter. The committee will send the letter after the primary.

#### 3) Emerald Ash Borer Management Plan

Arborist Konopka mentions that the committee never finalized the suggested state template for an Emerald Ash Borer plan, particularly before sending a letter to gubernatorial candidates.

### **IX. Adjournment**

At 7:12 pm, Ms. Frawley motions to adjourn. Ms. Radbil seconds. The committee unanimously votes to adjourn.

Minutes Respectfully Submitted by Ben Strauss, Recording Secretary



Date Approved: 6/27/17