

## BOARD OF SHADE TREE & PARKS COMMISSION MEETING

### MEETING MINUTES

January 8, 2025

**Present:** K. Raschen, W.R. Comery, B. Goggin, M. Ivanicki, F. Rizzo, A. Hios

**Absent:**

K. Raschen called the meeting to order at 7:03 p.m. and stated that this meeting of the Shade Tree & Parks Commission, as required, has been made public and posted at Borough Hall. Roll call was taken.

**Public:**

**Superintendent's Report:**

KR began 2025 nominations – Frank Rizzo made a motion for W.R.Comery as Chairman, seconded by B. Goggin. All in favor.

W.R. Comery took over the meeting and asked for a nominee for vice chairman, a motion was made by W.R. Comery for M. Ivanicki due to his many years of service on the commission, seconded by B. Goggin. All in favor.

Motion for S. Dahl as secretary made by W.R. Comery, seconded by B. Goggin. All in favor.

Motion to approve last month's minutes made by B. Goggin, seconded by M. Ivanicki. All in favor.

**Shade Tree Bid-** KR expressed to the commission that since we've been told we have to go to bid, it must get done in a timely manner. We can adjust the bid form for what bidders have in stock, but they need to be quality trees. We will reserve the right to reject any trees that are not up to our specs.

F. Rizzo inquired if we've heard back on the trust account balances. He stated as the commission is responsible for this account, its imperative we have open communication and be able to fully access our account. A. Antonio stated he would provide us with the information.

**Petruska Park Upgrades-** KR received an outline from Boswell Engineering for the project. KR stated he thinks installing a bathroom in the back of the park by the planned upgrades is important. This upgrade affects the path, playgrounds, irrigation, lighting, etc. More meetings are scheduled to continue to go over the proposed plan for this with administration, engineers, recreation, and shade tree. All of the trees along the path have been recently trimmed, so we don't have to return to do any further trimming for the pending construction.

Winter Removals- The department trims spring, summer, and fall. Winter is when we focus on our scheduled removals while other trees are in their dormant season.

East Coast Planting- The vendor is requesting a 50% deposit prior to the work beginning to ensure payment. East Coast is very reputable and the only contractor in the area capable of doing large tree transplantings. Motion for contract and deposit for large tree planting made by F. Rizzo, seconded by M. Ivanicki. All in favor.

W.R. Comery welcomes back Council member Weber and Council Member Antonio.

Authorization to Pay Bills- Motion made by B. Goggin, seconded M. Ivanicki. All in favor.

**Chairman's Report-**

W.R. Comery requested our monthly work hours report be added to all packets and to clarify which numbers are hours and which are quantities of trees trimmed, removed, etc.

**New Business-**

K. Raschen offered new commissioner A. Hios a tour of our facilities and what our department does.

**Old Business-**

The letter was sent to the borough attorney as the commission directed, and all members of the council received a copy along with the mayor. B. Giblin Sr instructed us to issue a permit for a resident and B. Giblin Sr would deliver checks to us from this resident, for the removal of the town tree. The letter requested those checks be provided to Shade Tree. We have not received the checks from the resident or Mr. Giblin Sr dating back to March of 2024. A. Antonio said he would check on the issue.

KR has sent administration various postings for this department for the 5<sup>th</sup> time.

**Land Use-**

Motion to adjourn meeting made by F. Rizzo, seconded by M. Ivanicki. All in favor