

**Shade Tree Commission Meeting**  
**January 13, 2015 7:00 PM**  
**Atlantic Highlands Borough Hall Conference Room**  
**100 First Avenue, Atlantic Highlands, NJ 07716**

**In attendance:** Louise Donoghue, Bill Thorne, Marilyn Scherfen, Fran Hogan, Kate Wiggington and Mary Thompson. Guests: Pam Zipse and Michael D'Errico from Hometown Forests.

Mrs. Donoghue opened the meeting at 7:05 PM in accordance with the Sunshine Law.

**The Minutes** from the November, 2014 meeting were reviewed and a motion was made by Marilyn Scherfen and seconded by Bill Thorne to accept them as written. All who had been in attendance at that meeting in favor of acceptance.

**Treasurer's Report:** Bill Thorne distributed a Treasurer's Report. As of January 10<sup>th</sup>, the balance in the account was \$4,464.62. There were no bills. Kate Wiggington made a motion to accept the report and the motion was seconded by Marilyn Scherfen. All voted in favor of acceptance.

Kate Wiggington suggested that the consultant's fee be included in the budget.

**New Business:** The calendar of meetings for 2015 was reviewed and all in attendance accepted the dates as written. They will be submitted to Borough Hall for posting. The roster of Commissioners was distributed to the group for review. Mary Thompson will make the changes that were given.

The slate of officers for the Commission was proposed:

Louise Donoghue – Chair  
Marilyn Scherfen – Co-Chair  
Bill Thorne – Treasurer  
Mary Thompson – Secretary

A motion was made by Kate Wiggington, seconded by Marilyn Scherfen to elect Louise Donoghue Chair. A vote was taken and the response was unanimously in favor.

A motion was made by Kate Wigginton, seconded by Marilyn Scherfen to elect Bill Thorne as Treasurer. A vote was taken and the response was unanimously in favor.

A motion was made by Bill Thorne, seconded by Louise Donoghue to elect Marilyn Scherfen Co-Chair. A vote was taken and the response was unanimously in favor.

A motion was made by Bill Thorne, seconded by Marilyn Scherfen to elect Mary Thompson Secretary. A vote was taken and the response was unanimously in favor.

**Old Business:** The Poster Contest was discussed, as was various spots for potential tree plantings. Hazardous trees were discussed.

Consultants from Hometown Forests, Pam Zipse and Mike D'Errico, were introduced to the Commission and the meeting was turned over to Ms. Zipse and Mr. D'Errico.

They presented an overview of the process for the Management Plan and their review of the information sent to them. They discussed the answers sent to them by the Commissioners in response to the questions posed by Hometown Forests. Some of the topics discussed were: the Steep Slope Ordinance, a Commission website, fiscal restraints, training, Arbor Day, educational outreach to the community, the preparation of a "Case Statement" that can be used to apply for grants and the importance of an inventory of the town trees.

A motion was made to adjourn the meeting by Marilyn Scherfen, seconded by Kate Wiggington and accepted by all those present.

Respectfully submitted, Mary Thompson