

BOROUGH OF WEST CAPE MAY

SHADE TREE COMMISSION

MEETING MINUTES

January 10, 2023

West Cape May Borough Hall

CALL TO ORDER

The meeting of the Borough of West Cape May Shade Tree Commission was called to order by Wayne Hoffman at 6:00 PM. This meeting is held in accordance with the Open Public Meetings Act, NJSA 10:4-6 et seq., notice of which was sent to the Star and Wave, posted on the bulletin board in the lobby of Borough Hall, 732 Broadway, West Cape May, NJ and read by Wayne Hoffman.

ROLL CALL AND FLAG SALUTE

Members present: Dave Hammond, Susan Hoffman, Wayne Hoffman, Bill McCray, Matt Notch, Bill Oetinger, Harry Schmidt, Barry Sullivan, and Glenda Unzelmann.

Others present: Norm Roach, zoning officer and Stacey McCaney, deputy code enforcement officer.

Wayne Hoffman led the salute to the flag.

COMMISSION REORGANIZATION

The following slate of officers was approved by a unanimous vote for 2023:

- Chair: Wayne Hoffman
- Vice Chair: Barry Sullivan
- Treasurer: Bill Oetinger
- Secretary: Susan Hoffman

APPROVAL OF MINUTES

After a review of the meeting minutes from December 12, 2022, a motion to accept the minutes was made by Dave Hammond and seconded by Harry Schmidt. The minutes were approved by unanimous vote.

TREASURER'S REPORT

Bill Oetinger reported a balance of \$86,2363. The treasury balance is up \$2, 119 for the year. The 2023 budget is under discussion and items for consideration should be forwarded to Bill Oetinger. Wayne Hoffman made a motion to approve the report and Barry Sullivan seconded. The report was approved by unanimous vote.

CORRESPONDENCE

- **407 Third Ave.**
The property owner requested the removal of three poplar trees. One tree was deemed an emergency and was previously removed. The borough arborist visited the property on Jan. 7,

2023. He recommended that the remaining two trees be removed and three small or medium size trees be planted as replacements. He also noted that the 11.5-inch poplar has severe root decay and should be removed immediately. Susan Hoffman made a motion to approve the removal. Harry Schmidt seconded, and the motion was unanimously approved with Matt Notch abstaining.

OLD BUSINESS

- **Code Enforcement/Review of Landscaping Plans**

Wayne Hoffman introduced Stacey McCaney, the borough's new deputy code enforcement officer. Mr. Hoffman will participate in Ms. McCaney's orientation.

Mr. Hoffman reported that he participated in two court cases concerning the illegal removal of trees. Both cases resulted in significant fines. He is investigating whether a portion of the fine could be allocated to the Shade Tree Commission and used for future plantings.

- **Wilbraham Park/Friends of Wilbraham Park**

Barry Sullivan reported the Friends of Wilbraham are developing a plan to place educational signs on the trees in the park. The signs will include the name of the species and a QR code that can be scanned for additional information. Costs will include the software and signs. How to attach the signs to the trees was discussed. One option would be expandable screws but a combination of mounting options might be needed based on the varying size of the trees. The garden committee is developing a plant budget.

- **Planning Board Projects**

Pre-assessment reports on two new development projects were discussed. They included 302 S. Broadway and 209 Third Ave. Wayne Hoffman, Susan Hoffman and Mickey Riggin met at each site to review the building and landscaping plans and the expected impact on the trees. The report for 302 S. Broadway was submitted to the Planning/Zoning Board for their consideration prior to the hearing on the property and the report for 209 Third Ave. resulted in the driveway of one of the properties being moved to save a street tree.

It was noted that contractor should be charged for the arborist assessment and the language in the report should read owner/contractor.

- **Swimming Pools**

An ordinance is being drafted for the borough commissioners to review. The next commissioner's meeting is Jan. 24, 2023.

- **Tree Planting Grant**

Susan Hoffman reported that a map of the tree planting locations is needed to complete the planting plan. She and Barry Sullivan will develop the map.

- **Trimming of Hazardous Trees**

This will be done in coordination with the zoning office.

NEW BUSINESS

- **2023 Budget**
A draft budget will be presented at the next meeting. Anticipated expenses should be forwarded to Bill Oetinger prior to the next meeting.
- **Annual Report**
After review Dave Hammond made a motion to approve and disseminate the 2022 Annual Report. Harry Schmidt seconded, and the motion was unanimously approved. The report should be shared with commissioners and the public information officer.
- **NJ ISA Conference**
Matt Notch noted that the NJ ISA Conference will take place March 2-3 in Atlantic City. He will forward a link.
- **Pollinator Park**
Matt Notch reported that the current phase of tree maintenance work in Pollinator Park is complete.
- **Sapling Giveaway**
Susan Hoffman reported that the Sapling Giveaway will be held April 19-21. We have requested 1,000 saplings.

OPEN PUBLIC PORTION

No members of the public were present.

ADJOURNMENT

Respectfully submitted,

Susan Hoffman, Secretary