**MINUTES**

**SUSQUEHANNA TOWNSHIP REGULAR MEETING**

**SHADE TREE COMMISSION June 15, 2023**

**REGULAR MEETING**

Board Member Dave Roccasecca called to order the Meeting of the Susquehanna Shade Tree Commission on Thursday, June 15, 2023 at 4:00 PM.

**ROLL CALL:**

William Allen – Present

David Roccasecca – Present

Pat Carroll - Present

Steve Drachler – Present

Ray Davis - Present

**TOWNSHIP PERSONNEL:**

Dave Pribulka, Township Manager

Kathryn Hartz, Administrative Assistant

**APPROVAL OF MINUTES -** S. Drachler motioned to approve the minutes from May 2023, P. Carroll seconded the motion. **MOTION CARRIED.**

**BUDGET:** Stand with balance of: $48,103.12

**APPLICATIONS:**

The following addresses were received and either Approved or Denied by the board members for the following addresses.

* 303 Montrose St. – APPROVED - Whitley Residence
* 3409 Green St. – APPROVED -Weinstock Residence - Removal of a Pin Oak tree. R. Davis motioned to approve, seconded by P. Carroll. MOTION CARRIED.
* 3605 Green Street – APPROVED -Miner Residence - Removal of dying Pin Oak tree.

B. Allen motioned to approve, seconded by R. Davis. MOTION CARRIED.

* 3216 Earle Street – APPROVED - Handy Residence -Removal of a dead tree. D. Roccasecca motioned to approve, P.Carroll seconded the motion. MOTION CARRIED.
* 4276 Beaufort Hunt –APPROVED – Nye Residence – Removal of tree. D. Roccasecca motioned to approve, seconded by S. Drachler. MOTION CARRIED.
* 3508 N. 6TH Street – APPROVED – Graham Residence – Removal of dead tree. P.Carroll motioned to approve, S. Drachler seconded the motion. MOTION CARRIED.

**OLD BUSINESS:**

* 524 Sandra Avenue – Bartlett Tree removed tree, owner was to have leveled sawdust in front of home from the tree removal. Verify this has been completed.
* 3507 N. 2nd Street – K. Hartz to personally visit resident to discuss the removal of the dead tree in tree lawn.
* 3508 N. 6th – tree was added to our 2023 tree list
* Inspection needed in the 3400 and 3300 block of 2nd Street.
* D. Pribulka - Township Manager, will work on standardizing the process to authorize work by an Arborist.
* 3439 Kramer Street – No Permit – part of stump remains. – Letter needed.
* 3443 Kramer Street – Permit issued in 2013- Expired – Letter needed.
* 3540/3543 Green Street – letters needed – dead branches dangerous issue.
* 609 Boundbrook – 2 stumps till there K. Hartz to reach out to owner
* National Night Out – August 1, 2023 (6-8pm). Will there be any giveaways?
* TREE CITY APPLICATION – Submission by D. Pribulka-Township Manager, in the Fall of 2023

N**EW BUSINESS DISCUSSION:**

**Free Shade Tree Proposals Received –** Number received 62. The board unanimously agreed to limit one (1) per household bringing the total number of trees to purchase to 46. . P. Carroll motioned to limit free trees to one (1) PER HOUSEHOLD, R. Davis seconded the motion. MOTION CARRIED.

 K. Hartz to send out letters to homeowners.

* Shutt Mill Park – North Branch Sewer System - Corrective action taken to remove tree/s or deadwood. Invoice will be paid out of the Shade Tree Account.
* Tree Branches/Vegetation Issues – Owner of the tree/vegetation is responsible for the removal. In Pennsylvania, the receiver of tree branches/vegetation can remove and seek re-payment for the owner of the tree/vegetation.
* Procurement Guidelines Discussion – Over 25K bidding is needs and publicized in newsprint. D. Pribulka-Township Manager suggested moving forward we consider a Capital Contract for 2024.

**CORESPONDENCE:**

**Adjournment**: D. Roccasecca moved to adjourn the Shade Tree meeting, R. Davis seconded the motion. The motion was approved with a unanimous vote and the meeting ended at 5:29.

**NEXT MEETING: August 17, 2023**

**TIME: 4:00**

Respectfully submitted,

Kathryn M. Hartz

Administrative Assistant/Code Compliance Inspector