

**Meeting Minutes for West Pittston Shade Tree Commission Meeting
January 9th, 2023**

In Attendance:

Lou Berti, President

Marta Jones, Treasurer

Lynn Burbank, Secretary

Keighlyn Oliver, Solicitor

Matthew Carroll, resident

A quorum is in attendance and the meeting was called to order at 7:02pm

Action Items

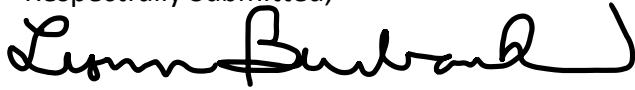
1. A motion was made by Marta Jones to accept the minutes of the meeting held in December 2023, as emailed, and presented by Lynn Burbank. The motion was seconded by Lou Berti. The motion carried unanimously.
2. A motion was made by Lynn Burbank to pay The Times Leader for legal advertising for the meeting schedule for 2024 in the amount of \$223.10. The motion was seconded by Lou Berti. The motion carried unanimously.
3. A motion was made by Lynn Burbank to apply for the PA DCNR grant which will supply trees to be planted around the borough. The motion was seconded by Marta Jones. Motion carried unanimously.
4. A motion was made by Lynn Burbank to have Marta Jones advertise the meeting schedule for 2024 in the Times Leader as required by the sunshine laws. The motion was seconded by Lou Berti. The motion passed unanimously.
5. A motion was made by Lynn Burbank for the shade tree commission pay for members to attend the upcoming tree tenders webinar at a cost of \$40 per person. The motion was seconded by Marta Jones. The motion carried unanimously.
6. A motion was made by Marta Jones to adjourn the meeting at 7:27 pm.

Other Items

1. The financial report was given. We currently have a balance of \$7103.77 as reported by Treasurer Marta Jones. This does not include the \$3000.00 the borough allocated for this year nor does it include reimbursement of our legal expenses for 2023 that have been submitted to the borough manager via email.
2. Solicitor Oliver advised us to write citations per tree, per event. She stated the magistrate can consolidate them but it is better for our records to issue them per tree because of the way the code is written. She will be at the first hearing so she can walk us through how the process should go.
3. Summons will be to be issued for violations around West Pittston Borough this week.

4. Matthew Carroll of 337 Washington St Rear West Pittston, PA 18643 has expressed interest in filling a vacant position on the commission. We will submit his name to council to move his appointment forward as we have two vacancies.
5. There were no permit requests this month.
6. Letters will be sent to homes with trees that are deemed to be a safety hazard. The Hitcher building has ignored email and regular mail communications regarding the hazardous tree on their tree lawn on Exeter Avenue. A certified letter is being prepared and if no response is received, our solicitor will advise us what we can do to resolve the issue.
7. A budget was discussed and will be prepared and submitted to the borough manager via email.
8. The shade tree commission's reorganization meeting determined that Lou Berti will serve as president, Marta Jones will serve as treasurer, and Lynn Burbank will serve as secretary.

Respectfully Submitted,

A handwritten signature in black ink that reads "Lynn Burbank". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Lynn Burbank, Secretary