

**Meeting Minutes for West Pittston Shade Tree Commission Meeting
March 12th, 2024**

In Attendance:

Louis Berti, President

Marta Jones, Treasurer

Lynn Burbank, Secretary

Matthew Carroll, Commission Member

Keighlyn Oliver, Solicitor

Mary Portelli, resident

Charlene Berti, resident

A quorum is in attendance and the meeting was called to order at 7:00pm

Action Items

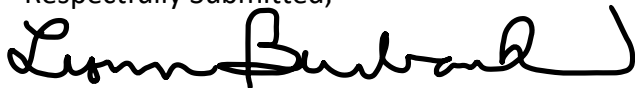
1. Marta Jones made a motion to accept the minutes of the meeting held on February 13th, 2024, as emailed, and presented by Lynn Burbank. Louis Berti seconded the motion. The motion carried unanimously.
2. Lynn Burbank made a motion to pay Solicitor Oliver for legal services for February 2024 in the amount of \$40.00. Marta Jones seconded the motion. The motion carried unanimously.
3. Lynn Burbank made a motion for the commission to make an agreement with the estate of Judith Barone to have the trees in front of 45 Luzerne Avenue removed and replaced with four Princeton elms. Solicitor Oliver will draw up the appropriate paperwork. If the estate does not agree to or if they fail to comply with the agreement, the original summonses that were to be issued will be filed against the estate. Marta Jones seconded the motion. The motion carried unanimously.
4. Louis Berti made a motion to grant permission for a tree removal at 230 Franklin St. The tree is too large and is lifting the sidewalk. Lynn Burbank seconded the motion. The motion carried unanimously.
5. Matthew Carroll made a motion to adjourn the meeting at 7:32 pm.

Other Items

1. The financial report was given. We currently have a balance of \$10,016.67 as reported by Treasurer Marta Jones. We are still waiting for reimbursement from the borough for our 2023 legal expenses in the amount of \$891.65. Lynn Burbank spoke to the borough manager. He is waiting for a few council members to sign off on the payment before it is issued.
2. Solicitor Oliver is making form letters for the commission to issue to residents who have trees that require removal or pruning. The borough office will allow us to mail it via certified mail. The commission will reimburse the cost of the postage to the borough.

3. Resident Mary Portelli discussed the tree located at 914 Susquehanna Ave that requires removal. It is on the tree lawn of a FEMA buyout lot on the site of the former Morris home. The shade tree commission granted permission to the borough to remove the tree last year. The commission will follow up with the borough to find out the status of the removal.
4. Resident Charlene Berti mentioned a tree removal at 45 Tunkhannock Avenue. No permit was issued for that site and a citation will be issued.
5. Matthew Carroll mentioned a tree that was removed without a permit at Washington Street and Montgomery Avenue. We will investigate this, ascertain the address, and issue a citation.
6. Citations will be issued for the property at 1200 Susquehanna Avenue for removing and pruning several trees without a permit.
7. Matthew Carroll brought up the need to inform the public about what the shade tree commission does and the ordinances regarding trees on tree lawns in the borough. Lynn Burbank will type up an informational sheet about our mission and will share it with Tony Callaio and John Bubul as well as post it on the shade tree Facebook page. In the late summer we will share another post and informational sheet regarding our annual fall planting.
8. Louis Berti suggested that if the tree on the Hitchner property does not get removed after a 30 day notice to remove the tree is issued, we could contact the Wyoming Area police to have caution tape wrapped around the tree so people will be aware of the hazardous situation. Once Solicitor Oliver sends Lynn Burbank the form letters, she sends it to the Hitcher, and proof of delivery is received, we can discuss whether caution tape should be placed on the tree for being a health and safety violation.

Respectfully Submitted,

A handwritten signature in black ink that reads "Lynn Burbank". The signature is written in a cursive, flowing style with a large initial "L" and a long, sweeping underline.

Lynn Burbank, Secretary