

**Meeting Minutes for West Pittston Shade Tree Commission Meeting
March 9th, 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
Ada Rogers, resident

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

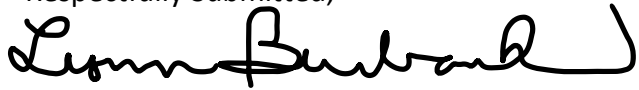
Action Items

1. Marta Jones made a motion to accept the minutes of the meeting held on March 12th, 2024, as emailed, and presented by Lynn Burbank. Matthew Carroll seconded the motion. The motion carried unanimously.
2. Lynn Burbank made a motion to issue citations for 1200 Susquehanna Avenue for removal and pruning of trees without a permit. Marta Jones seconded the motion. The motion carried unanimously.
3. Lynn Burbank made a motion to issue a letter to the owners of the Hitchner Building regarding the hazardous tree on their property along Exeter Avenue. The motion carried unanimously.
4. Matthew Carroll made a motion to adjourn the meeting at 7:37 pm.

Other Items

1. The financial report was given. We currently have a balance of \$9,861.67 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 Ada Rogers mentioned two hazardous trees located at 344 Race St. Commission members will look at the trees in question and if necessary, a letter will be issued if deemed to be a hazard.
4. Tree stumps that remain after a removal will have letters issued to have them removed. This includes trees that were partially cut down as they pose a hazard.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Lynn Burbank". The signature is fluid and cursive, with a large initial "L" and a prominent "B".

Lynn Burbank, Secretary