

**Meeting Minutes for West Pittston Shade Tree Commission Meeting
February 14th, 2023**

In Attendance:

Lou Berti, President

Marta Jones, Treasurer

Lynn Burbank, Commission Member

Solicitor Keighlyn Oliver (Via Telephone)

Absent:

Ian Bell, Secretary

A quorum is in attendance and the meeting was called to order at 7:03pm

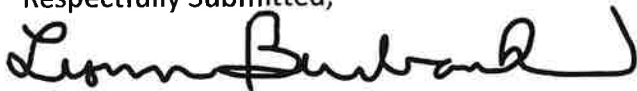
Action Items

1. A motion was made by Marta Jones to accept the minutes of the meeting held on January 10th, 2023, as emailed by Lynn Burbank. The motion was seconded by Lou Berti. The motion carried unanimously.
2. A motion was made by Lou Berti to adjourn the meeting at 7:07 pm.

Other Items

1. The financial report was given. We currently have a balance of \$9,930.42 as reported by Treasurer Marta Jones.
2. Solicitor Oliver stated that the updated code is now in the hands of the borough solicitor, Mark Bufalino. Council will move forward on passing or editing the new ordinance.
3. No applications for pruning nor removals were received this month.
4. In the absence of Ian Bell, secretary, the minutes were taken and prepared by Lynn Burbank.

Respectfully Submitted,



Lynn Burbank, Commission Member

**Meeting Minutes for West Pittston Shade Tree Commission Meeting
March 14th, 2023**

In Attendance:

Lou Berti, President

Marta Jones, Treasurer

Lynn Burbank, Commission Member

Absent:

Ian Bell, Secretary

Solicitor Keighlyn Oliver

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

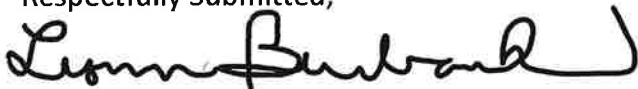
Action Items

1. A motion was made by Marta Jones to accept the minutes of the meeting held on February 14th, 2023, as emailed by Lynn Burbank. The motion was seconded by Lou Berti. The motion carried unanimously.
2. A motion was made by Lynn Burbank to pay Solicitor Oliver for the following invoices:
 - a) Invoice #164532 \$112.02
 - b) Invoice #164113 \$1,240.00
 - c) Invoice #164433 \$200.00For a total of \$1,552.02. The motion was seconded by Marta Jones. The motion carried unanimously.
3. A motion was made by Lou Berti to adjourn the meeting at 7:06 pm.

Other Items

1. The financial report was given. We currently have a balance of \$9,701.42 as reported by Treasurer Marta Jones.
2. No applications for pruning nor removals were received this month.
3. The check has been written for Solicitor Oliver and left with the borough manager for signature.
4. Borough solicitor, Mark Bufalino, is in receipt of the proposed code changes. He has issues with some of the content and should be meeting with the commission at their next meeting to be held on April 11th, 2023.
5. In the absence of Ian Bell, secretary, the minutes were taken and prepared by Lynn Burbank.

Respectfully Submitted,



Lynn Burbank, Commission Member

**Meeting Minutes for West Pittston Shade Tree Commission Meeting
July 11th, 2023**

In Attendance:

Lou Berti, President

Marta Jones, Treasurer

Lynn Burbank, Commission Member

Solicitor Keighlyn Oliver

Absent:

Ian Bell, Secretary

A quorum is in attendance and the meeting was called to order at 7:04pm

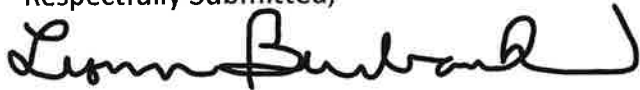
Action Items

1. A motion was made by Marta Jones to accept the minutes of the meeting held on June 13th, 2023, as emailed by Lynn Burbank. The motion was seconded by Lou Berti. The motion carried unanimously.
2. A motion was made by Marta Jones to approve the removal of a tree at 38 Exeter Ave. Motion seconded by Lou Berti. Motion carried.
3. A motion was made by Lou Berti to adjourn the meeting at 7:24 pm.

Other Items

1. The financial report was given. We currently have a balance of \$6,841.36 as reported by Treasurer Marta Jones.
2. Lou Berti and Lynn Burbank will be attending the council workshop meeting to advance the proposed changes to the shade tree ordinances for the borough. Solicitor Oliver has spoken with Solicitor Bufalino who said he is satisfied with the proposed changes.
3. In the absence of Ian Bell, secretary, the minutes were taken and prepared by Lynn Burbank.

Respectfully Submitted,



Lynn Burbank, Commission Member

**Meeting Minutes for West Pittston Shade Tree Commission Meeting
August 8th, 2023**

In Attendance:

Lou Berti, President

Marta Jones, Treasurer

Lynn Burbank, Commission Member

Solicitor Keighlyn Oliver

Absent:

Ian Bell, Secretary

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

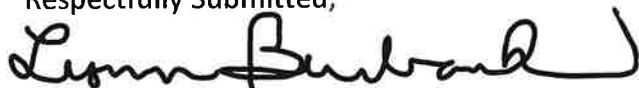
Action Items

1. A motion was made by Lou Berti to adjourn the meeting at 7:21 pm.

Other Items

1. The financial report was given. We currently have a balance of \$8624.40 as reported by Treasurer Marta Jones.
2. Lou Berti and Lynn Burbank attended the council workshop meeting in July. Solicitor Bufalino said there may not be time to advertise the proposed ordinance for a vote in August but it should be approved in September.
3. Lynn Burbank has since spoken to borough secretary, Kendra O'Brien, who said she was awaiting council's approval to advertise the ordinance. She also reached out to council Vice President, Jim Butera, who texted that it would be brought up at the August workshop to vote to advertise the ordinance.
4. Solicitor Oliver will be discussing this with Solicitor Bufalino to get the status of the advertisement.
5. A letter will be sent to Hitchner Building management advising them of PPL's offer to remove the hazardous tree and to let them know they will be responsible to remove the wood.
6. In the absence of Ian Bell, secretary, the minutes were taken and prepared by Lynn Burbank.

Respectfully Submitted,



Lynn Burbank, Commission Member

**Meeting Minutes for West Pittston Shade Tree Commission Meeting
September 12th, 2023**

In Attendance:

Lou Berti, President

Marta Jones, Treasurer

Lynn Burbank, Commission Member

Solicitor Keighlyn Oliver

Absent:

Ian Bell, Secretary

A quorum is in attendance and the meeting was called to order at 7:01pm

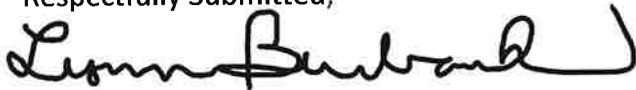
Action Items

1. A motion was made by Marta Jones to accept the minutes of the meeting held in July and August 2023, as emailed by Lynn Burbank. The motion was seconded by Lou Berti. The motion carried unanimously.
2. A motion was made by Marta Jones to adjourn the meeting at 7:24 pm.

Other Items

1. The financial report was given. We currently have a balance of \$8524.40 as reported by Treasurer Marta Jones.
2. Solicitor Oliver will be speaking with solicitor Mark Bufalino regarding the proposed changes to the shade tree ordinance.
3. In the absence of Ian Bell, secretary, the minutes were taken and prepared by Lynn Burbank.

Respectfully Submitted,



Lynn Burbank, Commission Member

**Meeting Minutes for West Pittston Shade Tree Commission Meeting
October 10th, 2023**

In Attendance:

Lou Berti, President

Marta Jones, Treasurer

Lynn Burbank, Commission Member

Solicitor Keighlyn Oliver

Absent:

Ian Bell, Secretary

A quorum is in attendance and the meeting was called to order at 7:01pm

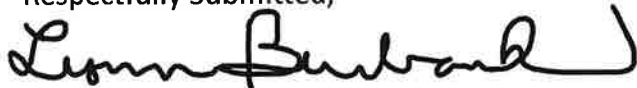
Action Items

1. A motion was made by Marta Jones to accept the minutes of the meeting held in September 2023, as emailed by Lynn Burbank. The motion was seconded by Lou Berti. The motion carried unanimously.
2. A motion was made by Marta Jones to adjourn the meeting at 7:21 pm.

Other Items

1. The financial report was given. We currently have a balance of \$8524.40 as reported by Treasurer Marta Jones.
2. Solicitor Oliver has updated the proposed shade tree code changes as per the request of Mark Bufalino, borough solicitor.
3. The magistrate's office will be registering the shade tree commission members as code enforcement officers so they will be able to issue summonses for violations of the shade tree commission ordinance.
4. Ian Bell has submitted his resignation from the shade tree commission.
5. In the absence of Ian Bell, secretary, the minutes were taken and prepared by Lynn Burbank.

Respectfully Submitted,



Lynn Burbank, Commission Member

**Meeting Minutes for West Pittston Shade Tree Commission Meeting
November 14th, 2023**

In Attendance:

Lou Berti, President
Marta Jones, Treasurer
Lynn Burbank, Secretary
Solicitor Keighlyn Oliver
Brian Burbank, resident

A quorum is in attendance and the meeting was called to order at 7:03pm

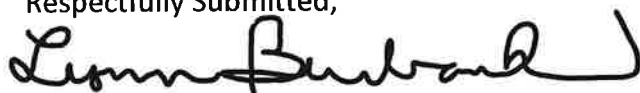
Action Items

1. A motion was made by Marta Jones to accept the minutes of the meeting held in October 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 Marta Jones to pay Keighlyn Oliver for her services as solicitor in the amount of \$46.00. The motion was seconded by Lynn Burbank. The motion carried unanimously.
3. A motion was made by Lynn Burbank to pay L&A for three trees to be planted at 523 Wyoming Ave and 106 Parke St. The motion was seconded by Lou Berti. Motion carried unanimously.
4. A motion was made by Lynn Burbank to hire someone to plant the tree at 106 Parke as part of our annual fall tree planting. The motion was seconded by Marta Jones. The motion passed unanimously.
5. A motion was made by Marta Jones to adjourn the meeting at 7:29 pm.

Other Items

1. The financial report was given. We currently have a balance of \$8199.77 as reported by Treasurer Marta Jones.
2. The shade tree commission's updated code ordinance was passed by the council. We may proceed with issuing summonses.
3. Ian Bell's resignation from the shade tree commission has been accepted by the council. Lynn Burbank will serve as secretary for the remainder of the year.
4. Summons will begin to be issued for violations around West Pittston Borough.

Respectfully Submitted,



Lynn Burbank, Commission Member

**Meeting Minutes for West Pittston Shade Tree Commission Meeting
December 12th, 2023**

In Attendance:

Lou Berti, President

Marta Jones, Treasurer

Lynn Burbank, Secretary

Keighlyn Oliver, Solicitor

Brian Burbank, resident

Mary Portelli, resident

Bob Williams, contractor

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

Action Items

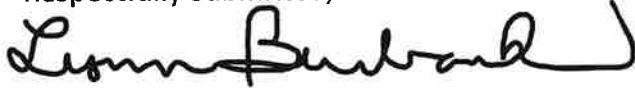
1. A motion was made by Marta Jones to accept the minutes of the meeting held in November 2023, as emailed, and presented by Lynn Burbank. The motion was seconded by Lou Berti. The motion carried unanimously.
2. A motion was made by Marta Jones to pay Keighlyn Oliver for her services as solicitor in the amount of \$69.00. The motion was seconded by Lynn Burbank. The motion carried unanimously.
3. A motion was made by Lynn Burbank to pay \$180.00 to Bob Williams for planting the tree at 106 Parke St. The motion was seconded by Lou Berti. 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 to purchase eight gator bags for trees planted by the shade tree commission due to a lack of watering and the potential that they will not thrive and could potentially die. The motion was seconded by Marta Jones. The motion carried unanimously.
6. A motion was made by Marta Jones to adjourn the meeting at 7:18 pm.

Other Items

1. The financial report was given. We currently have a balance of \$7283.77 as reported by Treasurer Marta Jones. Once Solicitor Oliver's final bill is paid, we will submit our invoices to the borough for reimbursement up to \$1200.00 per year.
2. Solicitor Oliver is going to advise us as to the proper way to write citations. There was a question as to whether they should be issued per tree or per event.
3. Summons will begin to be issued for violations around West Pittston Borough.
4. Lou Berti will take care of adding and filling the gator bags on the trees we have planted that are in areas that do not have good access to water.

5. A permit was issued for two tree removals at 122 Philadelphia Ave. All fees have been paid and insurance provided by Perfect Harmony Tree Removal Service.
6. Two vacancies are open on the shade tree commission. We are in the process of reaching out to people to see if they are interested in an appointment to the commission by the council.
7. The shade tree commission's reorganization meeting will be held on 1/9. Regular monthly meetings will continue to be held at 7pm on the second Tuesday of the month.

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 long, sweeping underline.

Lynn Burbank, Commission Member