

TOWNSHIP OF LOPATCONG  
SHADE TREE COMMISSION  
REORGANIZATION AND REGULAR MEETING

April 14, 2022

The Shade Tree Commission meeting was called to order by Municipal Clerk Dilts. A prayer was followed by the Oath of Allegiance.

Clerk Dilts stated “adequate notice of this meeting has been provided indicating the time and place of the meeting in accordance with Chapter 231 of the Public Laws of 1975 by advertising a Notice in The Star Ledger and The Express-Times Warren County Zone and by posting a copy on the bulletin board in the Municipal Building”.

Present: Robyn George, Ben George, Tammy Pita.

**Organization of the Committee:**

Elections of Officers:

Clerk Dilts opened the floor for nominations for Chair:

Member George nominated Robyn George, seconded by Member Pita. No other nominations. All in favor. No Nays, No abstentions.

Clerk Dilts opened the floor for nominations for Vice-Chair:

Chairwoman George nominated Tammy Pita, seconded by Member Ben George. No other nominations. All in favor. No Nays, No abstentions.

Clerk Dilts asked for motion to appoint a Secretary.

Motion by Chairwoman George to appoint Kayla Marconi, seconded by Vice-Chairwoman Pita. All in favor. No Nays, No abstentions.

**Resolution No. 22-01 – Meeting Calendar.**

R 22-01

RESOLUTION OF THE TOWNSHIP OF LOPATCONG, COUNTY OF WARREN AND  
STATE OF NEW JERSEY DESIGNATING OFFICIAL MEETING CALENDAR FOR THE  
SHADE TREE COMMISSION FOR THE YEAR 2022

WHEREAS, Section 113 of the Open Public Meetings Act, Chapter 231 P.L. 1975, requires that at least once a year, not later than January 10<sup>th</sup>, of such year, every public body shall post and mail to the newspapers designated by said body, a schedule of the location, time and date of each meeting of said body during the succeeding year.

NOTICE IS HEREBY GIVEN that the regular meetings of the Lopatcong Township Shade Tree Commission will be held the second Thursday of each month for the year 2022, at 7:00 pm at the Municipal Building, located at 232 S. Third Street, Phillipsburg, New Jersey.

If the second Thursday shall fall on a legal holiday, the meeting shall be held on the following day. The dates are as follows:

April 14, 2022	September 15, 2022
May 12, 2022	October 13, 2022
June 9, 2022	November 11, 2022
July 14, 2022	December 8, 2022
August 11, 2022	January 12, 2023 Reorganization Meeting

CERTIFICATION

I, Kayla Marconi, Secretary of the Shade Tree Commission of the Township of Lopatcong, County of Warren and State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by Commission at the Meeting held on Thursday, April 14, 2022.

Kayla Marconi  
Secretary

Motion by Chairwoman George, seconded by Member George. All in favor.

**Resolution 22-02** – Official Newspapers.

R 22-02

RESOLUTION OF THE TOWNSHIP OF LOPATCONG, COUNTY OF WARREN AND  
STATE OF NEW JERSEY, DESIGNATING NEWSPAPERS TO RECEIVE NOTICES OF  
MEETINGS

WHEREAS, Section 3 (d) of the Open Public Meetings Act, Chapter 231, P.L. 1975, requires that certain notices of meetings shall be submitted to two (2) newspapers, one of which shall be designated as the official newspaper of the Township of Lopatcong; and

WHEREAS, the second newspaper designated by this body must be one that has the greatest likelihood of informing the public within the jurisdictional boundaries of this body of such meetings.

NOW, THEREFORE, BE IT RESOLVED by the Shade Tree Commission of the Township of Lopatcong, County of Warren and State of New Jersey.

1. The Express-Times Warren County Zone is hereby designated as the official newspaper of the Township to receive all notices of meetings as required under the Open Public Meetings Act.
2. The Star Ledger has the greatest likelihood of informing the public within the jurisdictional area of this body of such meetings.

This Resolution shall take effect immediately.

#### CERTIFICATION

I, Kayla Marconi, Secretary, Shade Tree Commission, County of Warren, State of New Jersey do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by Commission at the Reorganization Meeting held on Thursday, April 14, 2022.

Kayla Marconi  
Secretary

Motioned by, Chairwoman George, seconded by, Member Pita. All in favor.

**Resolution No. 22-03 - Robert's Rules of Order**

R 22-03

#### RESOLUTION OF THE TOWNSHIP OF LOPATCONG, COUNTY OF WARREN AND STATE OF NEW JERSEY ADOPTING ROBERT'S RULES OF ORDER AS A BASIC GUIDE FOR FAIR AND ORDERLY PROCEDURE IN MEETINGS

NOW, THEREFORE, BE IT RESOLVED by the Shade Tree Commission of the Township of Lopatcong, County of Warren and State of New Jersey, that Robert's Rules of Order Newly Revised 11<sup>th</sup> edition is hereby adopted as parliamentary authority for procedure in meetings.

#### CERTIFICATION

I, Kayla Marconi, Shade Tree Commission of the Township of Lopatcong, County of Warren and State of New Jersey do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by Commission at the Meeting held on Thursday, April 14, 2022.

Kayla Marconi  
Secretary

Motion by Member George, seconded by Chairwoman George. All in favor.

**Old Business:**

None

**New Business:**

1. Arbor Day Salem Oak Planting Plans.

Chairwoman Robyn George and Member Ben George describe the background and history of The New Jersey Salem Oak Tree (The oldest oak tree in New Jersey). The last living tree of the original New Jersey State Forest, Robyn further explains that she picked up a sapling from this tree to be planted, on April 13<sup>th</sup>, 2022. Chairwoman then describes the chosen spot for the sapling at the Lopatcong Township Park and discusses the process of planting on Arbor Day, April 29<sup>th</sup>, 2022 at 4pm at the Lopatcong Park, on top of the hill where the trail head is located. Working with Brian Weeks from Lopatcong Townships DPW, he will assist on the digging and planting of the tree. Mrs. George discusses the community involvement and outreach, explaining that she has invited the Cub Scouts and Brownies to attend the Arbor Day planting ceremony. Member George presents the Certificate of Authenticity for the Salem Oak sapling and further gives it to Secretary Kayla Marconi for safe keeping and record. Discussion is continued about keeping the sapling safe from wildlife and other potential damage by building a small fence structure around the tree. Member Tammy Pita joins the discussion asking about an identifying plaque being placed near the sapling for not only safety purposes but, also informational purposes and if it is within budget to do so. Secretary Marconi and Clerk Dilts agree to follow up on pricing for the plaque. Chairwoman George, suggest not to use the actual certificate of authenticity on the plaque but to use the certificate as a baseline for a replica to create this plaque. Conclusion is made that the plaque will be further researched by Secretary Marconi and Clerk Dilts.

2. Earth Day Clean-Up Project Plans.

Robyn George, introduces the Earth Day clean up project that has been coordinated between members of the commission and a group of local volunteers to clean up litter and trash from some of the local streets and areas. Areas such as the Lopatcong section of the Phillipsburg Mall, Stryker's Road and Route 57 will be cleaned. The clean-up project

is to take place on Saturday April 23<sup>rd</sup>, 2022 beginning at 10 am. Chairwoman George continues with presenting signs produced to promote and also mark the areas in Lopatcong that will be cleaned by the volunteers. Mrs. George explains that they are interested in cleaning the storm drains and water basins in the town and park as well. She discusses that the Lopatcong Creek Association will be sponsoring the clean-up crew and explains that one of the volunteers had reached out to the association and that they will be providing snacks and refreshments for the volunteers during the clean-up. As an appropriate thank you to the Lopatcong Creek Association for their sponsorship, the commission agrees to extend their clean-up to The Lopatcong Creek area. Member Tammy Pita then speaks about how she had reached out to LMR Garbage Disposal Company and they have agreed to take the garbage that is collected during the clean-up. Clerk Dilts then interjects and explains that there is a possible grant option to apply for with Clean Communities and further explains that this may be a good idea for the project. Mrs. Dilts continues to explain the process and of how to apply for the grant and following through with the state requirements. Chairwoman George, expresses her interest in applying for the Grant.

Chairwoman George continues discussion regarding a sponsorship from The Home Depot. As per Member George who reached out to the local store, they provided 24 pairs of rubber dipped gloves for the protection of the clean up volunteers. Chairwoman George mentions that they had tried to have the Home Depot provide safety vests for the crew, but the vests were too costly to be a sponsored item. Further discussion and decision was made to purchase the neon safety vests via Amazon through the Townships account and to use budget funds from The Shade Tree Commission's budget. A brief discussion of the budget occurs between the commission members. Chairwoman George mentions out of the \$1000.00 dollar budget, that one of the expenses applied was \$95.00 to renew the Commissions membership for the year.

Conclusions are made about where the clean-up will be occurring and the involvement and communication with Chief of Police Jason Garcia for safety purposes of the volunteers. Chairwoman George concludes that this clean-up is a great form of community outreach with positive affects in many ways.

Aside from new business topics, the commission then discusses tree trimming in the town, regarding Township owned trees as well as the resident owned trees. Within the conversation, they discuss height regulations on resident owned trees, possible ways to inform residents of trees that may need trimming and possibly having informational handout to educate people about the proper ways of tree trimming and pruning. As for Township owned trees the Commission is able to notify the Lopatcong DPW of these trees that will be trimmed by them. Further discussion amongst the commission continues regarding the Township Website and the information that is given under the Shade Tree Commission link. Member Tammy Pita mentions many ways to potentially

grow and add to the Website for the future to notify residents of certain events held, or information pertaining to the Shade Tree Commission.

After conclusion of new business, Clerk Beth Dilts swore in Chairwoman George, Member Ben George, and member Tammy Pita in unison. Purchase order from JHM signs for Earth Day clean-up is provided to secretary Kayla Marconi to be given to finance office for processing.

Motion to adjourn the meeting by Chairwoman Robyn George, seconded by Member Ben George, All in favor.

Respectfully submitted,

Kayla Marconi  
Commission Secretary