

Township of Lopatcong  
Shade Tree Commission  
Reorganization and Regular Meeting  
7:00 pm

February 1, 2024

Chairwoman Robyn George called the meeting to order followed by a moment of silence and Oath of Allegiance.

Chairwoman George 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 and by posting a copy on the bulletin board in the Municipal Building”.

Roll Call: Vice-Chair Gregory Blackwood, Member Benjamin George, Chairwoman George.

**Reorganization:**

**Election of Officers:**

Chairwoman George opened the floor for nomination of Chair. Member George nominated Robyn George, seconded by Member Gregory Blackwood. No other nominations made.

Chairwoman George opened the floor for nomination of Vice-Chair. Chairwoman George nominated Gregory Blackwood, seconded by Member George. No other nominations made.

Vice-Chair Blackwood nominated Kayla Marconi as Secretary, seconded by Member George. No other nominations made.

Roll call vote:

AYES: Vice-Chair Gregory Blackwood, Member George, Chairwoman George.

NAYS: None

**Resolution 24-01 – Meeting Calendar.**

R 24-01

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 2024

WHEREAS, Section 113 of the Open Public Meetings Act, Chapter 231 P.L. 1975, requires that 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 first Thursday of each month for the year 2024, at 7:00 pm at the Municipal Building, located at 232 S. Third Street, Phillipsburg, New Jersey.

The dates are as follows:

January 4, 2024 Reorganization Meeting

February 1, 2024 August 1, 2024

March 7, 2024 September 5, 2024

April 4, 2024 October 3, 2024

May 2, 2024 November 7, 2024

June 6, 2024 December 5, 2024

July 4, 2024

January 11, 2025 Reorganization Meeting

IF THE FIRST THURSDAY of every month shall fall on a legal holiday, the meeting shall be held on the following day.

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 the Shade Tree Commission at the Reorganization Meeting held on Thursday, February 1, 2024.

Kayla Marconi  
Secretary

**Resolution No. 24-02 – Official Newspapers.**

R-24-02

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, February 1, 2024.

Kayla Marconi  
Secretary

**Resolution No. 24-03 – Robert’s Rules of Order.**

R 24-03

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, January 4<sup>th</sup>, 2024.

Kayla Marconi  
Secretary

Motion to adopt Resolutions 24-01, 24-02 and 24-03 by Member George, seconded by Chairwoman George. Roll call vote:

AYES: Vice-Chair Blackwood, Member George, Chairwoman George.

NAYS: None

**Old Business:**

Minutes – Approve December 7<sup>th</sup>, 2023 – Motion to approve by Member George, seconded by Vice-Chair Blackwood. Roll call vote:

AYES: Vice-Chair Blackwood, Member George, Chairwoman George.

NAYS: None

**New Business:**

**2024 Budget** – Chairwoman George reported the Budget amount is the same as last year.

Discussion took place on the proposed new Stormwater Management Ordinance and requirements under that ordinance.

Annual Report will be submitted for 2024 and will include volunteer hours and expenses.

Community Tree Recovery Program - Discussion ensued regarding the purchase of trees, free trees, bayberry bushes

Green Infrastructure Training – Anyone interested in participating Chairwoman George noted she would send information out.

Earth Day and Arbor Day - coming up – needs to be planned. Also, thinking of what should be done over the summer. Tree removal on Raleigh Court needs to be done. Residents maybe concerned. Think about where trees could be planted on Arbor Day.

Zoning Ordinance – Change to raise the canopy on the streets was passed along to the Council for consideration.

**Audience Participation:**

No questions from the public.

Motion to adjourn the meeting by Member George, seconded by Vice-Chair Blackwood. All in favor.

Respectfully submitted,

Margaret B. Dilts, MMC

Recording Secretary