

**Palmer Township, Northampton County**

**Shade Tree Commission Meeting Minutes**

**January 4, 2024, 6:30PM, 3 Weller Pl, Lower-Level Municipal Meeting Room**

**1. Roll Call**

- a. Present: Shannon Wisniewski, Paul Strasko, and Patrick Romano.
- b. Also present: Paige Strasko, Scott Kistler, Lee Hilbert.
- c. The meeting was called to order at 6:30PM.

**2. Approval of Meeting Minutes from December 18, 2023**

- a. Wisniewski made a motion to approve the minutes from December 18, and Romano seconded the motion. The minutes were passed unanimously by voice vote.

**3. Old Business**

**a. Membership/Newsletters/Publicity**

- i. STC members discussed a list of topics to address for education and newsletters, upcoming deadlines for future newsletters, possible topics of seasonal tree care tips and maintenance, economic values of trees, green space, and similar open spaces, and the August newsletter to highlight the Arbor Day celebration and announce a logo contest winner. STC members also briefly discussed a process for approving future newsletter articles, and timing article approvals to meet future newsletter deadlines.

**b. Arbor Day**

- i. STC members and Ms. Strasko discussed obtaining food truck information from and working with Brenda Lazarus at the Community Center who has some experience working with food trucks for Township events. STC members also discussed what they or the Township would be able to comp for attendees to choose from, negotiating prices, and possibly obtaining a sponsor to pay for the food truck.
- ii. STC members also discussed a meeting scheduled between Wisniewski and library staff regarding the event, timing, programs for children and other attendees, craft for the event, and other items that were discussed with library staff such as having tree themed goodie bags for library patrons the week before the event.
- iii. Ms. Strasko and STC members discussed reusing the planting guide from last year, and Ms. Strasko stated that she would check if there were dates on the planting guide used at the 2023 Arbor Day event. STC members also discussed using handouts to remind residents of the Township website and the STC Facebook page, as well as using brochures to advertise any sponsors that were obtained. Wisniewski stated that she would work on drafting a program and handout from the STC to share educational information and that she would be working with library staff to steer other educational activities for the event.

- iv. To summarize, Wisniewski restated that she will have more meetings with library staff to discuss programs and educational material that could be available at the Arbor Day event, having STC specific information to handout, general layout and timing of events and where attendees will gather and when, who obtains trees, where they will be planted, and having a ceremony similar to what occurred on Arbor Day 2023 to meet Tree City USA requirements.

**c. Champion Trees**

- i. STC members asked Ms. Strasko to discuss Palmer Days with Township staff in charge of set up to see what logistical problems there may be having committee members at the Township table, who makes the t-shirts for Palmer Days, and bringing a display like Arbor Day for Palmer Days. STC members also discussed developing a mission statement, printing the winning STC logo on t-shirts for Palmer Days, using a suggestion box to collect nominations for Champion Trees, what would be considered a Champion Tree, and having an art project for residents at the table to raise awareness around trees.
- ii. STC members also discussed scheduling a meeting with the arborist running PAbigtrees.com and that he was willing to train the group on how to measure trees and what the scoring system is for the website. STC members decided to wait to discuss training until later in the year when they could discuss and receive Board of Supervisors approval.

**d. Resident Request- Newlins Mill Road**

- i. Ms. Strasko updated the STC members and Township staff present about a recent email she received from the resident that does not want a new street tree. Ms. Strasko read the email and STC members discussed all points made in the rebuttal email.
- ii. Township staff and STC members discussed including a deadline for response to the planting letter for phase 2 across the rest of the Township, planting more trees along the bike path near Mill Race Park, and adding language about responding to letters in a timely manner.
- iii. Ms. Strasko and STC members decided to defer to the Township solicitor for next steps and legal opinions regarding correspondence from the resident.

**4. New Business**

**a. Stump List**

- i. Romano discussed an initial list of stumps and bald trees that he has started compiling for areas across the Township and shared that there are four new additions and 22 trees and stumps total that he will be looking to address with the new street tree ordinance.
- ii. Romano also discussed adding the annual report to the February agenda and discussed that he had appointments to meet with Dan Lichtenwalner to review and discuss maps of Greenwood Avenue to discover who owned

the right-of-way and who was responsible for replacing the trees that were cut down near the edge of the Easton School District's property.

**5. Reports**

**a. Board of Supervisors**

- i. Ms. Strasko stated that there were no new updates other than the Board of Supervisors discussing openings on all Township committees.

**b. Tree City USA/Grant trees available**

- i. Wisniewski discussed new grant developments on her end including the wait period for ten million trees is almost over, her meeting with Ms. Strasko and Kent Baird, and Wisniewski discussed contacting a grant representative for the Department of Conservation and Natural Resources (DCNR). Wisniewski and Ms. Strasko briefly discussed Township contacts that know Lorne Possinger, the grant administrator for Northampton County through DCNR, and asking Baird for assistance in contacting the grant agency.

**6. Public Comment**

- a. There was no one present from the public to comment.

**7. For the Good of the Order**

- a. No one had anything additional for the Good of the Order.

**8. Next meeting: February 1, 2024**

**9. Adjournment**

- a. Wisniewski made a motion to adjourn the meeting and Romano seconded. The meeting was unanimously adjourned by voice vote at 8:10PM.