

**Borough of Phoenixville  
Shade Tree Commission  
Meeting Agenda / Minutes  
March 8, 2010**

Start Time: 6:50 PM

End Time: 7:50 PM

Attendance: Present ~Commissioners Joan McCracken, Paul Kusko. Absent ~ Commissioner Tracey Lee Tackett  
Staff Representative: Melissa Gibbons, Parks & Recreation Dept. TAC Volunteers: John Westerman

Public Comment: None

Guest Resource:  
None scheduled

Minutes Review: The minutes of the February 8, 2010 Tree Advisory Commission meeting were accepted as presented.

Shade Tree Service Requests:

See Attached Inspection List: (None scheduled for the period)

Phone/email requests: None received

Follow-ups:

Completed work orders: Review of Street Dept's tree work file: Mr. Kusko reported that he reviewed the completed work order file and found some work orders not previously reported to the Commission. The match up comes much closer to the budget expenditures for tree maintenance. He said he believes there are still gaps in the reporting of completed work to the Commission for 2009.

Tree Service List: Mr. Kusko updated the service list with the additional information from the completed work order file. Tree service schedule: Meeting with ProMark to set work schedule and procedure. Ms. Gibbons reported that a date had not been arranged.

Plantings:

Plantings

- ❖ Street Side & Friendship Field: 2010 PennVest Grant – Mr. Kusko reported ~
  - Volunteer Planters: Valley Forge Christian College is providing 3 planting teams on April 14<sup>th</sup>. A project notice was sent out to 19460 Tree Tenders.
  - Tree Delivery dates: Bare Root trees come 4/9/10 & Balled trees the week of March 29 – April 2.
    - Trucks & workers: We will need 2 trucks and 4 workers
    - Storage area prep: Tree swill be held and mulched in at the Compost yard. They will be tagged and sorted for planting teams at that site.
  - Number & types of trees: We will be receiving 70 bare root trees and 30 b&b trees. 60 large, 10 medium, 30 small. We were not given a choice on species selection.

- Planting sites: A list of potential planting locations was presented. The list consisted of requests from residents & park project sites.
- Project schedule: Mr. Kusko presented a planting project time line for the 25 days left to the planting date.
  - One calls: March 22 - 26
  - Tree pit prep: April 5 - 9.
  - Mulch & supplies: April 12 & 13

Violations: No violations reported

Old Business:

- 1) Budget/Policy Direction for 2010: Ms. Gibbons, Director of the Parks & Recreation Dept will be the Staff Liaison to the Tree Commission.
- 2) 2010 response letter to residents: Ms. Gibbons reported that the response form was not ready at this time.
- 3) PO # /order for planting tools: Ms. Gibbons reported that the stake pounders were purchased.
- 4) Annual Report to Council: Mr. Kusko reported that he was presenting the Commissions 2009 report to Council at the March 9<sup>th</sup> Council Meeting.
- 5) Reeves Park: Mr. Kusko reported that the TAC Annual Report would contain a statement on Reeves Park findings.
- 6) Web site update: Mr. Kusko noted that TAC minutes submitted in January had yet to be posted on the Borough Web site. Ms. Gibbons stated she would follow up on this.
- 7) Commission Terms: Mr. Kusko & Mrs. Tackett were to submit letters of intent to the borough Manager if they wished to be considered for an additional term

New Business:

- 1) Tree Ordinance Workshop, Tuesday, March 16, 2010 6:30 PM - 9:00 PM Lower Merion Twp Building, 75 E Lancaster Ave, Ardmore: Mr. Kusko said he was attending and urged the other Commissioners to enroll as well
- 2) Park Grass Mowing Procedures: Commissioners requested that staff meet with the grass mowing contractor to establish procedures to protect the park trees from mower and string trimmer damage.
- 3) Dogwood Festival: Commissioners requested that the Parks & Recreation Committee establish and enforce tree root zone protection measures with the Jaycees for the coming Dogwood Festival.
- 4) New (2010) requests for Tree Service received by the Borough were distributed to Commissioners.

Submitted by:

Commissioners Joan McCracken & Paul Kusko.