

**WESTWOOD SHADE TREE COMMITTEE**  
**APPROVED MINUTES**  
**Tuesday, April 12, 2022 –6:30 pm**

1. **Call to Order** – the meeting was called to order by the Chairman Dan Zambrano at 6:36pm
2. **Members Present:** Fred Rella, Casey Christopher, Beth Staples, and Dan Zambrano, and Councilmember Erin Collins – Absent: Jeff Ocher
3. **Minutes** - The minutes of the March, 8, 2022 meeting were approved as read.
4. **Items for Discussion**
  - a. **Arbor Day** – Chairman Zambrano will ask the DPW to have the hole dug with the tree in the hole with a water bag and shovels available. The committee discussed the plans for the day. Event will be rain or shine. A sign-up sheet, water, and pop up tent will be available. The committee selected location #2 as close to the pathway as possible by the entrance to Gritman Park off of Meadow and to the right of the path. Fred Rella reported that Bartlett would be providing 60 saplings. An invitation letter will be sent to neighboring homeowners, the Mayor and Council, the Planning and Zoning Boards, and Girl Scouts. It will also be publicized on social media. Pictures will be taken for publicity and for grant applications. A press release will be issued before and after the event.
  - b. **Salem Oak** – The NJ Forestry Department approved our request for a seedling from the Salem Oak. The committee is waiting for protocols from the DPW. Discussion of possible locations.
  - c. **Tree Requests** – Currently, 18 tree requests have been received for 2022 planting. The committee’s increased budget of \$7,500 will allow for the purchase of these 18 trees.
  - d. **Tree Removals** – The Committee reviewed the tree removal list. It was suggested that a follow-up column be added to differentiate between open and closed requests.

**5. Adjournment** – the meeting was adjourned at 7:23pm

Next meeting will be Tuesday, May 10, 2022 at 6:30pm

Action Items:

1. Tree Requests –ask for tree wrappings (Erin)
2. Tree Removal funds – ordinance for annual tree removal permit (Erin)
3. Tree Removal Notification – make sure notifications are received in a timely manner (Erin)