

## **xMountain Lakes Shade Tree Commission Meeting**

March 12, 2026 - 7 PM

**Attendance: In Person:** Sandy Batty, Roxanne Tavakkol, Marnie Vyff, Phyllis Deering, Tony Forman, Christine Belli, Mary Giordano, Lauren Barnett

**Absent:** Dan Amato, Briana Ostrosky, Student Liaison Calvin Lee, Cath Michell

**Approval of Minutes:** February 12, 2026, minutes were approved as written

### **Community Forestry Management Plan & Inventory:**

Sandy & Roxanne received a proposal from Davey Research Group (DRG) to conduct both a tree inventory and prepare the CFMP. Sandy will send out the proposal for review to all STC members. The proposal had 2 options (below). The committee agreed that we should move forward with the full inventory.

1. Partial Inventory for \$20,000 - DRG will conduct a Geographic Information System (GIS)-based inventory of an estimated **1,200 trees**, stumps, and vacant planting sites in the street ROWs and maintained areas of parks and prepare a CFMP
2. Full Inventory for \$28,000 - DRG will conduct a Geographic Information System (GIS)-based inventory of an estimated **2000 trees**, stumps, and vacant planting sites in the street ROWs and maintained areas of parks and prepare a CFMP

*Funding:* Sandy is preparing a grant request to NJ DEP to fund the inventory and CFMP to submit in the next week or so. Unfortunately, we do not have insight into the length of the review cycle for the grant. The maximum amount of the grant is \$20,000 and the Borough is required to provide a 25% match (\$5000). Some of this match can be made up with volunteer and Borough employee time. Lauren Barnett researched the borough budget and there is a line item of \$6000 to be applied toward the Inventory/CFMP. Additional funds can be drawn from the Shade Tree Trust Fund. In a post meeting email, Lauren confirmed that the Trust fund balance was \$34,077 as of 12/31/25. Roxanne will contact Davey to see if there's any flexibility in their pricing.

*Reports:* DRG can write additional reports, each with its own specific cost. STC agreed that the planting plan (\$2,500) would be worthwhile. We are also considering the Storm Preparedness Plan and Invasive Pest Management Plan which will be discussed at the next meeting.

*Inventory Data:* DRG provides real-time data viewable from our TreeKeeper software during inventory preparation. At the end of data collection and final QC checks, the data is provided in both shapefile and Excel format. If desired, we can continue to maintain your web-based TreeKeeper system, which has the ability to export data in these formats at any time.

*Treekeeper Software:* Users can view and work with the tree inventory data through an interactive map and table that is fully customizable. TreeKeeper also enables multiple people in different locations to access the system at the same time, enabling real-time updates to the data. DRG does not limit or charge more for the number of users, trees, or information stored in TreeKeeper. The cost of the annual subscription is \$3600 per year. Several STC members expressed the opinion that software subscription would be worthwhile. We decided to further research the system in detail and ask for a demo later in the year.

**Arbor Day Celebration:** STC members Briana, Tony, Chris and Sandy met with the ML library staff and have planned an Arbor Day celebration for May 1<sup>st</sup> @ 3:30pm. There will be kids' games and an STC table with brochures and material. The proclamation will be read by ML

mayor Melissa Muilenburg. STC will also give away seedlings and will increase the order to 100. This year the seedlings are all oaks. The date of the Wildwood Arbor Day Celebration has not yet been set. Sandy will follow up with Brianna.

We discussed how to identify STC members at the Arbor Day celebration and other events. Tony will research custom-printed baseball caps and/or vests for STC members. In the meantime, we may just use STC nametags at the May 1<sup>st</sup> event.

**Lyman Wilson Park Tree Tagging:** Roxanne is organizing a field trip to Frelinghuysen Arboretum in April to look at styles of tree tags and the information included in the tags. This will be a self-guided tour using the park trail maps. There is a “Big Tree Tour” and a “Conifer Collection” route that we will follow. Roxanne will contact Calvin to find a suitable date since he is coordinating with Makerspace (ML library) to utilize the 3D printing equipment.

**Tree Walks in ML:** Sandy will ask DPW for their list of what trees have been removed or pruned based on our recommendations from the STC tree walks last year. STC members will follow up in their respective sections to ensure that the work has been completed.

Pruning is needed for the young trees planted along the Blvd walkway. STC could organize a work crew to prune these smaller branches.

**April Meeting:** - Due to scheduling conflicts, the next STC meeting will be held on **Weds, April 8<sup>th</sup>** instead of April 9<sup>th</sup>.

Minutes taken by Roxanne Tavakkol