

Shade Tree – Meeting Minutes

Date: 17 November 2025

Location: Hanover Township Building

Time: 6:00 pm

In attendance; Marianne Rivera, Brenda Happ, Michele Kane, and Blair Bates

1. Call to Order

The meeting was called to order by **Marianne Rivera**

2. Minutes Distribution Procedure (Secretary Process Discussion)

The Commission discussed updating the procedure for preparing and distributing draft minutes:

- Previous secretary (Jane) sent draft minutes **one week before** the meeting (Tuesday).
- Brenda now has the correct contact information and can follow the new schedule.

New Agreed Procedure:

- Brenda will send draft minutes to the Chair on the **Monday before** the meeting.
 - The Chair will review them by Tuesday and approve distribution.
 - Brenda will then send the agenda to Kimberly for posting.
 - Kimberly's preferred timeline still needs to be confirmed; Brenda will ask.
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3. Landscape Plans

- No landscape plans received.
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4. Behavioral Health Site – Tree & Shrub Review (Michele & Tracy)

- Developer contacted Tracy stating all trees have been planted.
- Michele clarified:
 - All **trees** were already in place during her last visit.
 - The **shrubs** were the items missing or dead.
- Tracy and Michele had only exchanged voicemail messages and have not spoken directly.

- Commission agreed:
 - Michele will call Tracy to clarify findings.
 - Trees appear compliant; shrubs are outside Shade Tree’s scope.
 - Possible recheck in spring may be needed to verify survivability.
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6. Street Tree Update (Marianne)

- **Santee Heights:**
 - 13 letters were sent regarding required street trees.
 - 4 residents already came in for permits.
 - **Hanover North:**
 - All but one property installed required trees.
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7. Arbor Day Planning

- Traditional Arbor Day event (with vendors) will **not** be held this year.
 - Proposed plan:
 - **Plant a tree at Asa Packer Elementary School** on Arbor Day (Friday).
 - Include small celebration with cupcakes and participation from Linden Tree.
 - Issue:
 - Asa Packer’s secretary stated that they “have enough trees” and Arbor Day is not a priority.
 - They previously held their own tree giveaway with non-native species.
 - Backup site:
 - **Veterans Park (Route 512)** — a visible and appropriate public location.
 - Marianne will continue contacting Asa Packer; Veterans Park is identified as an alternate.
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9. Tree Pruning Budget

- Joel from Better Scapes quoted **\$6,000** for pruning work near the pool and bocce area.
 - Commission budget has **\$4,500** remaining.
 - Marianne negotiated a reduced price of **\$4,000**, which Joel accepted.
 - Better Scapes will prune the trees around the parking lot next to Clair Street in February \$2,800
 - The path from Claire Avenue required no pruning; that work is being done at no charge.
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10. Correspondence (Blair)

- Blair wrote and mailed a letter to Hanover Engineering requesting that plans be submitted in the traditional format.
 - No response has been received.
 - Blair will follow up.
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11. Additional Development Updates

- **Hindu Center:**
 - Early-stage construction underway (fencing, site prep).
 - **Wawa (Route 512 area):**
 - Project expected to take **years**.
 - Several additional projects in the same complex (preschool, hotel, office building).
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12. Agenda Items for January Meeting

The following items will be added to the **January agenda**:

1. Blair – Update on Hanover Engineering letter
 2. Landscape plans (Blair)
 3. Michele – Update on Behavioral Health site
 4. Arbor Day planning update
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13. Next Meeting

- Scheduled for **Monday, 26 January 2026**.
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14. Adjournment

The meeting was adjourned.