

**MINUTES OF THE SHADE TREE COMMISSION  
OF THE BOROUGH OF SEWICKLEY  
July 13, 2020**

The Shade Tree Commission (STC) convened on July 13<sup>th</sup>, 2020 via Zoom Meetings due to COVID 19 social distancing requirements. The meeting was called to order by Chairperson Kathy Brandt at 7:00 p.m.

In attendance were:

**Members**

Kathy Brandt, Chairperson  
Brian Finley, Vice Chairperson  
Andrew Frishkorn, Secretary  
Dave Parker  
Katie Kirsch

**Of Council**

Cynthia Mullins - Council Representative (absent)

**Arborist**

Burlton Griffith

**Visitor**

Joseph & Mary Jane Platt (Resident 224 Thorn)  
Luke Hotchkiss (Eagle Scout Candidate)

**I. APPROVAL OF MINUTES**

On motion by Brian Finley seconded by Dave Parker, the minutes of the June 2020 meeting were unanimously approved.

**II. STAFFING UPDATES**

None.

**III. OLD BUSINESS – TREE ACTIVITY SHEET**

The Tree Activity Sheet was briefly discussed (see Attachment A). No revisions were requested. The tree inventory update remains incomplete by Bartlett. Sewickley GIS license for ESRI has been renewed but cannot be accessed due to COVID19.

**IV. NEW BUSINESS**

On motion by Kathy Brandt, seconded by Brian Finley, the arborist report was approved. The report is provided as Attachment B. It was noted that there are 11 small dead trees that need removed. A listing will be provided later. Most of the fatalities are suspected to be related to the use of herbicides on adjacent lawn areas. The Tree Activity Sheet was updated to reflect the Arborist report (see Attachment A).

Discussions are needed with the Borough Manager about (1) the proposed fall planting (will Borough staff Assist?) (2) obtaining open end contracts with 1 to 3 tree companies to handle removals of dead

trees and planting new trees when Borough maintenance staff are unavailable. We need contractor(s) who can respond in one week or less.

Luke Hotchkiss (Eagle Scout candidate) has proposed to perform a volunteer project to assist the STC with performing an inventory of Sewickley's tree dedication plaques, since that information is not currently included in the tree inventory. All members were supportive of the proposal. The Arborist estimated that about 20 to 30 percent of the 2000 Borough trees have plaques.

It was noted that a dead Hawthorn was removed from in front of Joseph & Mary Jane Platt's home on July 9th. The Platts joined the meeting to voice their concern about the length of the time it took to have a dead tree removed (about three months). They also indicated that there is another declining tree near the boundary between 224 and 230 Thorn that should be inspected. The arborist agreed to look at it.

An application was received related to dead tree near 244 Bank Street. However, the application was incomplete (no contractor listed) and incorrect (applicant is not the titled owner). Ms. Brandt will notify them of the deficiencies.

It was discussed that approval of the tree planting list needs to be approved in August, if planting is to occur in October. The Arborist will develop the list prior to the next meeting.

**V. CORRESPONDENCE**

None

**VI. BUDGET**

See Attachment C.

**VII. ADMINISTRATIVE (no changes)**

Some issues discussed to date that need further clarification in the STC ordinance include:

OLD

- (1) Clarified language about tree ownership between the sidewalk and curb;
- (2) Clarified language about responsibility for tree maintenance in Borough Parks
- (3) Hazard zone definition (distance to right-of-way, power lines and/or to neighboring structures);
- (4) Authority to order removal of dead or dying trees on private property for trees that pose an obvious and imminent danger, as identified by the Borough arborist;
- (5) Policy related to sidewalk heave related to borough owned tree roots;
- (6) How to manage donations for special projects;
- (7) Develop standard procedure for Borough and/or Zoning officer communication with STC related to Borough Trees;

(8) Develop a policy concerning costs recovery for damages to Borough Trees by vehicles, etc.

NEW

None

**VIII. ACTION ITEMS:**

**OLD**

- Update Tree Inventory to be performed ASAP (Bartlett Inventory Tech)
- Develop plan for removal Callery Pear trees and replanting along Centennial and elsewhere in the Borough as needed. (Arborist)
- Incorporate ArborScope™ database into the Borough ESRI database (Katie Kirsch)
- Determine responsibility for approval of pruning requests in Borough Parks (TBD)
- **Develop tree removal, pruning and fall planting lists. Determine if some of the work can be done by Borough Maintenance Crew. (Arborist)**
- Obtain bid for Fall planting from vendor. (Arborist)
- Seek help with fall planting from non-profit (e.g., West Penn Conservatory) (TBD)

NEW

- Discuss subcontracting alternatives with Borough Manager in the event that Borough Maintenance staff are unavailable to help with tree plantings and/or removal of small diameter dead trees. (Brandt)
- Verify year Edson began serving as Borough Arborist (thought to be around 1992 or 1993) through 2019.

**IX. ADJOURNMENT:** There being no other business before the STC, on motion from Andrew Frishkorn and seconded by Brian Finley, Chairperson Kathy Brandt adjourned the meeting at approximately 8:00 p.m.

**NEXT MEETING:** August 10, 2020, 7:00 p.m. via Zoom

*Respectfully Submitted, Andrew Frishkorn (STC Secretary)*

**Attachment A**  
**Sewickley Shade Tree Commission**  
**Tree Activity Sheet**

**SEWICKLEY SHADE TREE COMMISSION  
TREE ACTIVITY SHEET**

APPLICATION SUMMARY						SHADE TREE COMMISSION ACTIONS				STATUS					REMARKS
TRACKING NUMBER	REQUEST DATE	APPLICANT ADDRESS No.	APPLICANT STREET	APPLICANT NAME	REQUEST TYPE	TREE DESCRIPTION & STC RECOMMENDATION	DECISION	RESPONSIBILITY	LETTER ISSUED? (DATE)	REMOVAL COMPLETE	MAINTENANCE COMPLETE	LANDSCAPING PLAN PROVIDED	REPLANTING COMPLETE	DATE CLOSED	
40	Dec-18	700/702	Washington	Ferguson / Evans	R	Arborist inspected, one spruce tree under STC oversight. Landscape plan to be submitted.	A	O	Jan-19	Y	N/A	N	N		Landscape Plan to be submitted in August 2019.
62	Aug-19	308/312	Thorn	Ford	R	Request removal of Tree #73 & #74 that are dead	A (2)	B	Y	Y	N/A	N/A	N	Jun-20	Borough maintenance crew could handle if available. Add locations to replanting list
79	Feb-20	516	Grove	Arborist	R	Arborist recommends removal of critically damaged tree	A	B	N/A	N	N/A	N/A	N/A		Priority removal. Seek bids ASAP
82	Mar-20	--	Park Place	STC	C	Plant Bur Oak	A	B	N/A	N/A	N/A	N/A	N		Memorial Tree - Jim Edson Borough Arborist 19XX to 2019
83	Mar-20	306	Henry	Arborist	R	Decling tree #978 - structurally deficient. Replace with black gum	A(1)	B	N/A	N	N/A	N/A	N		Prompt action needed prior to leaf expansion
84	Mar-20	--	War Memorial Park	Arborist	R	Decling tree - structurally deficient. Replace with Bald Cypress	A(1)	B	N/A	N	N/A	N/A	N		Prompt action needed prior to leaf expansion
85	Mar-20	432	Centennial (Locust)	Arborist	O	Tree needs protected from delivery trucks. Tree on Locust Pl.	A	B	N	N/A	N	N/A	N/A		Coordinate with Boro to install protective fencing
86	Apr-20	Ball-field	Chadwick	J.Davis	R	J. Davis of QVRA requested removal of #1399 and 1400 due to interference with ballfield lighting. Bartlett directed to remove 1399 by M Marcinko.	A	B	V	Y	N	N/A	N/A		Tree 1399 removed 4/7/2020. Pruning Elm recommended for #1400. To be performed in the winter.
87	May-20	634	Beaver	Borough Maint.	M	Callery Pear #245 in front of Hyde Travel needs pruning	A	B	N/A	N/A	N	N/A	N/A		Add to pruning list
88	May-20	527	Hill	J. Green	R	Removal of Maple requested. Arborist recommends pruning but not removal	D	B ?	N/A	N/A	N	N/A	N/A		Add to pruning list
89	May-20	224	Thorn	J Platt	R	Dead Tree - removal requested and approved. Replanting recommended	A (1)	B	N	N	N/A	N/A	N		Add to removal and replanting lists.

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90	May-20	615	Nevin	No App	O	Inpsection of tree requested of potentially dangerous trees. #1454 squeaking/declining	A	B	N/A	N	N	N/A	N/A		recommendation changed from puning to removal on 6/8/20
91	May-20	620	Nevin	No App	O	Inpsection of tree requested of potentially dangerous trees. #1508 declining	A	B	N/A	N/A	N/A	N/A	N/A	Jun-20	Add to pruning list. Monitor tree condition. Supplemental irrigation recommended during dry periods.
92	May-20	511	Centennial	No App	R	Callery Pear #537 Removed during windstorm removals	A(1)	B	N/A	Y	N/A	N/A	N/A	Apr-20	Add location to replanting list
93	May-20	501	Beaver	No App	R	Honeylocust #319 Emergency removal due to vehicle accident	A(1)	B	N/A	Y	N/A	N/A	N/A	Apr-20	Add location to replanting list
94	May-20	20	Chadwick	No App	R	Emergency removal of Elm #1399	A	B	N/A	Y	N/A	N/A	N/A	May-20	Stump removal needed
95	May-20	703	Harbaugh	No App	R	Decling Hardy Rubber Tree #807. Tree pruned by Bartlett following resident complaint. Arborist recommends removal in next bid package.	A	B	N/A	N	N/A	N/A	N/A		Add to removal list
96	May-20	307	Peebles	Aaron & Christina Pollock	R	Removal of Pin Oak in rear of yard near alley due to safety concerns. Indicated he intends to replant.	P	O	N	N	N/A	N/A	TBD		Consensus was that tree is a high value healthy/mature tree in area with little other tree canopy. Additional inspection recommended to determine if safety concerns can be addressed via pruning. Decision postponed.
97	May-20	601	Thorn	Shayne Quinn - Fire Chief	R	Fire Chief requests to remove three trees and bushes for parking lot for emergency vehicles. Plaque will need relocated to parklet on Braod and Beaver.	A	B	N	N	N/A	N/A	N/A		

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98	May-20	--	Walnut St	Grapevine Garden Club	R	Removal of Norway Spruce #1762, hew and pruning of Oak in parklet. Plans for replanting provided, including planting 1 new deciduous tree and shrubs.	A (1)	B	N	N	N/A	N/A	N		Pruning should be performed between Nov 1 and Apr 1. Soil test and nutrient application recommended.
99	Jun-20	517	Broad	Maplewood Partners	R	Removal of Dead Tree Requested.	A (1)	B	N	N	N/A	N/A	N		
100	Jun-20		Grove	Arborist	R	Norway Maple (#1075); Declining/Storm Damaged	A (1)	B	N/A	N	N/A	N/A	N		
101	Jun-20		Centennial	Arborist	R	Hose Chestnut (#472), Declining/Storm Damaged	A (1)	B	N/A	N	N/A	N/A	N		
102	Jun-20	302	Beaver	Arborist	R	Application pending for removal of 2 damaged/declining trees	P	O	N/A	N	N/A	N/A	N		No action until application received.

**Abbreviation key**

**Request:** R = Removal; M = Maintenance; C = Commemorative; O = Other **Letter Issued:** Y = yes; N = No; N/A = not applicable; V = verbal or e-mail communication

**Decision:** A = Approved; A (LP) = Approved Lanscaping Plan Requested; AR = Removal Approved/Replanting Required (number of trees); D - Disapproved; P = Decision Pending;

**Responsibility:** O = Owner/Applicant; B= Borough **Status:** Y = Yes; N = No; V = Verify; TBD = To be Determined; W = Initial Requirement Waived; P = Response from Owner Pending

 = Action Required

**Attachment B**  
**Borough of Sewickley Tree Commission**  
**Arborist's Report**  
**7/13/2020**

**Tree Work completed:**

Have contacted Tall Timbers to schedule two maple removals. Borough Approved bid. To be completed 7/16/20 and 7/17/20

Emergency Pruning of Pin Oak (#141) near 265 Thorn Street by Bartlett (removed very large limb 7/9; emergency propiconazole treatment 7/13/20; hazard deadwood pruning completion expected 7/15/2020). 7/8 evening 911 calls to borough alerted us.

Dead Hawthorn at 224 Thorn Street cut down by Bartlett 7/9/20. Stump must be ground

Dead Plane trees (#691 and 763) on 500 block of broad street to be removed by Bartlett by 7/17/20.

**Requests for action of Borough trees:**

**544 Centennial**

Tree is Dead. To be removed by 7/17/20. Suspect herbicide. Called Resident.  
517 Broad

As noted above, dead tree to be removed by 7/17/20

**Private property Dogwood 304 Centennial**

Tree is dead. Recommend removal. Killed by string trimmer basal injury girdling. Recommend better turf cutting techniques. Could be replaced with Small statured tree such as Flowering Dogwood, Redbud or Serviceberry.

**London Plane #513 219 Centennial: Large Cavity**

Numerous messages of concern. Old tree injury has decayed. Recommend crown weight reduction pruning. Tree is sound. Will add to winter pruning list.

**615 Nevin**

Squeaking Tree. Left Message w Property owner. Tree to be removed by October. Going out to bid.

**Other Matters**

**Numerous other dead trees**

Many killed by herbicide.

Must reach out to residents regarding herbicide formulations and hazards to trees.

Respectfully Submitted,  
Burlton Griffith  
Sewickley Arborist



**ATTACHMENT C**

**Revenue/Appropriation Analysis Report  
Borough of Sewickley  
For 6/30/2020**

Run: 7/10/2020 at 11:02 AM

General Fund

	Estimated Budget (Adopted)	Estimated Budget (Modified)	Y-T-D Actual	M-T-D Actual	Budget Remaining
<u>Revenue Analysis</u>					
Total Revenue Analysis	0.00	0.00	0.00	0.00	0.00
<u>Appropriation Analysis</u>					
01 455 450 Tree Trim/Removal	45,000.00	0.00	19,960.00	480.00	25,040.00
01 455 451 Tree Maintenance	18,000.00	0.00	0.00	0.00	18,000.00
01 455 452 Tree Maint-Mun&Parks	5,000.00	0.00	2,750.00	0.00	2,250.00
01 455 455 Plantings	11,000.00	0.00	275.73	248.18	10,724.27
01 455 457 Arborist Services	6,000.00	0.00	0.00	0.00	6,000.00
01 455 459 Advertising & Mailings	600.00	0.00	182.00	182.00	418.00
Total Appropriation Analysis	85,600.00	0.00	23,167.73	910.18	62,432.27

**Revenue/Appropriation Analysis Report  
Borough of Sewickley  
For 6/30/2020**

Run: 7/10/2020 at 10:59 AM

General Fund

	Estimated Budget (Adopted)	Estimated Budget (Modified)	Y-T-D Actual	M-T-D Actual	Budget Remaining
<u>Revenue Analysis</u>					
01 321 620 Tree Expert License	200.00	0.00	250.00	25.00	50.00
Total Revenue Analysis	200.00	0.00	250.00	25.00	50.00
<u>Appropriation Analysis</u>					
Total Appropriation Analysis	0.00	0.00	0.00	0.00	0.00

**Revenue/Appropriation Analysis Report  
Borough of Sewickley  
For 6/30/2020**

Run: 7/10/2020 at 11:00 AM

General Fund

	Estimated Budget (Adopted)	Estimated Budget (Modified)	Y-T-D Actual	M-T-D Actual	Budget Remaining
<u>Revenue Analysis</u>					
01 367 500 Tree Donations	2,500.00	0.00	0.00	0.00	(2,500.00)
Total Revenue Analysis	2,500.00	0.00	0.00	0.00	(2,500.00)
<u>Appropriation Analysis</u>					
Total Appropriation Analysis	0.00	0.00	0.00	0.00	0.00