

**Meeting Memorandum Minutes**  
**Town of Highland Tree Advisory Board**

1. Date, Time and Place of Meeting: Chair Bill Vargo called the meeting of the Board to order at 7:03pm, on Thursday June 20, 2019 in the Code Enforcement Meeting Room at Town Hall.
2. Roll Call:

Board Members Present:  
James Colias, Ron Jackowski, Terry Krooswyk, Bill Vargo, Connie Sherbondy

Board Members Absent:  
Richard Underkofler, Judy Vaughn

Town Staff Present:  
Trevor Kinley, Parks Director
3. General substance of matters proposed, discussed, or decided - record of all votes taken by individual members if there is a roll call:
  - Motion: Krooswyk moved to approve minutes of the previous meeting held May 16, 2019: seconded by Sherbondy. Approved by unanimous consent of the members present.
4. Old Business:
  - A. All Board Members: Status of the “green” photos for our Facebook site: Only Colias and Underkofler submitted a photo and short bio. Vargo requested Colias to take his picture after the meeting. Still need a photo from: Jackowski, Krooswyk, Vaughn and Sherbondy.
  - B. Vargo: Feedback on the letters Vargo wrote to Boy and Cub Scout leaders were reviewed by Board with positive feedback.
  - C. Krooswyk: Update of letter to Little Calumet River Basin Development Commission by Krooswyk was given. A letter was sent, and it is a wait and see situation. State Representative Maria Candeleria Reardon donated 100 trees and was able to obtain a photo op.
  - D. Jackowski: As for the placement of the trees under the new North Indianapolis Boulevard Message Board Sign, follow up will be necessary in the fall.
  - E. Underkofler: Discussion of where the Spring Planting Locations-CommuniTree Grant Trees were planted was referenced that we were previously given a sheet of locations for our review.
  - F. Jackowski: The Board members present reviewed Highland’s Table of Unapproved/Approved Tree Species. Jackowski went over many and discussed their benefits and aesthetics, also their negative aspects and litter potential.
    - Motion: Krooswyk moved to approve the list of acceptable species for presentation to the Town Council with a request to delegate authority for future updates to our board, seconded by Colias. Approved by unanimous consent of the members present.
  - G. Sherbondy: Sherbondy requested more time to complete a Draft of a Board Four-Year Operating Plan. She referenced many sources and ideas, however needed more time to complete. She noted with the last month being busy with graduations, the Tree Steward class several Board Members attended and general summer activities and vacations, that most Boards do not meet during the summer months and then reconvene in September.
    - Motion: Krooswyk moved to not meet in July and August, seconded by Colias. Approved by unanimous consent of the members present.
5. New Business:
  - A. Jackowski inquired about the status of the Home Depot trees planted last fall and if some needed replacement. It was requested that Underkofler pull the paperwork and receipts and check if they were still under warranty and/or when that warranty would end.

- B. Jackowski volunteered to look at the Home Depot trees and report on their status to fulfill a requirement for volunteer hours of the recently attended Tree Steward Class.
- 5. Next Meeting: The next board meeting will be held Thursday, September 19 beginning at 7pm in an available Town Hall meeting room.  
Topics for the Next Agenda:
  - A. Colias: update of Facebook photos/bio given by Board Members; discussion of content we'd like to see on the page; Tree of the Month; info on Bronze birch borer; disease resistant trees.
  - B. Jackowski/Underkofler: Status of Home Depot trees and warranty.
  - C. Sherbondy: Draft of Four-year Board Operating Plan.
- 6. Adjournment: The meeting adjourned at 8:04pm on a motion by Krooswyk, seconded by Colias and approved by unanimous consent of the members present.

Respectfully submitted,

*// Connie Sherbondy //*

Connie Sherbondy, Board Member  
For Secretary Underkofler