

**West Windsor Township Shade Tree Commission
Regular Meeting of Wednesday, August 26, 2026
Time 6:30 pm
Official Minutes**

I. Call to Order at 6:30 pm: Helen Rancan, Chair

II. Statement of Adequate Notice: Township Architect, Alisa Stanislaw

III. Roll Call: Rancan, Mixson, Xia and Clancey. Quorum achieved.

Present: Helen Rancan Chair; Farryl Mixson Vice Chair; Ellen Clancey and Lili Xia; Township Landscape Architect, Alisa Stanislaw; Township Engineer, Francis Guzik; STC Advisor Michael Schuit and Township Council Liaison Linda Geevers.

Absent: Jill Raday, STC volunteer member

IV. Approval of Meeting Minutes July 22, 2026: deferred till next meeting.

V. Old Business

- **Permit Application** counts to date under Chapter 170- August 4; YTD 28

- **Bamboo Ordinance Status:** Presented at WW Township Council Meeting Public hearing and adopted by Council, pending Mayor signature

-**Tree Planting watering schedule of the 6 trees planted 6/13/26 at WW Waterworks parking lot area:** assignment through September 7th, then DPW will assume the watering until STC can resume in May 2027.

- Community Forestry Management Plan (CFMP) update:

Motion to add CFMP Timeline to the Agenda: Helen Rancan, Chair

First: Mixson and Second: Clancey. Approval Unanimous

The Draft copy dated 8/17/26 from Dan Dobromilsky, CFMP consultant was reviewed prior to the meeting by STC members and recommendations were collated and will be addressed in one document to Dan Dobromilsky. This includes editorial changes, clarifications, and possible grammatical changes. The Memorandum of Mike Schuit, STC advisor will also be sent. This Memorandum identified areas that need further clarification and input from the Consultant and Township Engineer.

CFMP TIMELINE:

8/31/26: The 8/17/26 Draft copy was reviewed by the STC committee and suggested changes by STC and M. Schuit's Memorandum will be forwarded to Dan Dobromilsky by Helen Rancan, Chair.

9/17/26: Expected Updated draft from Dan Dobromilsky incorporating above changes as warranted. This draft will be sent to the Environmental Commission and DPW for review at this timepoint

9/19/26: Reference copy of the Draft dated 9/17/26 will be printed and made available at the Community DayS TC booth area for community review. Additionally, the Draft will be available to the community on the WW Township website. An email for public comment will be made in which the public can suggest changes, request clarifications or address concerns. The public are requested to identify these queries by page and line number. Chair Helen Rancan, will review the emails periodically and present a collated listing to STC members for further input. Also, as a courtesy, this draft will be forwarded to FOWWOS, Historical Society of West Windsor, and the West Windsor Bike and Pedestrian Alliance for further review and suggestions.

9/22/26: Meeting moved from 9/23/26 due to STC members conflicts. At this meeting there will be the final comments (Township organizations as noted above, community, and Commission inputs and suggestions), possible editing changes of the Draft 9/17/26 and any changes will be sent to Dan Dobromilsky.

10/10/26: Final Draft expected incorporating all changes suggested above.

10/13/26: CFMP presentation by STC at WW Township Council meeting

10/28/26: At this STC meeting date, the Final Copy will be developed, including any suggested changes from the WW Township Council members. Dan Dobromilsky will be forwarded this Final Copy that includes any changes and the FINAL CFMP will be done within the next few days by Dan Dobromilsky, to be specified at this meeting pending volume of changes warranted

11/11/26: The STC Chair, Helen Rancan, will forward the FINAL CFMP to the Mayor with a Memo requesting approval and signature.

VI. New Business

-Online Request for Tree Maintenance and Street Tree Planting, July 6, 2026

-Requests for reimbursement. Pending M. Schuit, STC Advisor, reimbursement.

-Community Day September 19, 2026 at Duck Pond, STC to have a table and to have the new draft of the CFMP available for community input. Additionally, STC will invite the GS working on Gold Award, to share our space with her project on Native gardens.

-Core Training for new Commission member: to be done in future date

VII. Public Comment: Michael Platoff of West Windsor Township. This citizen had a concern of multiple trees removed from a property in his neighborhood that was done possibly without the permit of Chapter 170. As discussed with the STC, the Township Landscape Architect, will review recent permits to ascertain if that property did indeed have a permit. If removal done without permit, the Township Landscape Architect will call or if homeowner not available by phone, will go to home. If no response, then an official letter will be sent to the homeowner to address this possible violation.

VIII. Closed Session: None

IX. Adjournment: Motion to Adjourn: Rancan, Chair

First: Xia and Second: Clancey

Unanimous to adjourn

Scheduled STC Meeting Dates identified and revised as noted: 9/22/2026 (start at 7:00 pm); 10/28/2026; 11/25/26; 12/23/26

Topics to be included on agenda for 9/22/26 meeting include but are not limited to: STC financial balance sheet (\$3050 plus \$6000), Brigadier General Mercer Tree celebration in January 2027 and the CFMP.

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