

Shade Tree Commission of Bradley Beach
Meeting Minutes
March 19, 2012 7:00 PM Biase Center

1. Call to Order & Pledge of Allegiance Statement – the meeting was called to order at 7:27 pm
2. Open Public Meetings Act
3. Roll Call

Members Present:	Members Absent:
Carl Schopfer, Chair	Rich Coscarelli
Nora Shepard, Secretary	Matt Toohey
Joanne Letson	
Gina La Malfa	
- Also Present:
Rich Bianchi
4. Review of Agenda – Chair Schopfer added the following items to the agenda:
Add item 9b: letter of concern about a tree on 5th Ave
5. Approval of Minutes of February 20, 2012
MOTION by Nora Shepard
SECOND by Carl Schopfer
The motion was APPROVED unanimously
6. Chairperson's Report – Chair Carl Schopfer reported on the following items:
 - Mail: If Gina cannot pick up the mail the Friday before the week before the meeting, Joanne should be contacted so that she can pick it up
 - Utility Tree Trimming: Carl met with the Code Officer in association with the Utility work that was done without a permit. He was invited to come to the meeting, but declined. Carl will ask if he can attend the April STC Meeting to discuss how we can be part of the violation process when it involves violations to the Shade Tree Provisions of the Code.
 - Fletcher Lake Road Work: Work has commenced on the roadwork for Fletcher Lake. The extent of the work is unknown, but they are probably not moving the curb out to better accommodate Shade trees. The City Engineer should be contacted to find out what is involved, but at this point, the design is probably complete. We should coordinate with the Engineer for future projects
7. Budget – 2012 Budget Call - Chair Schopfer will proceed with requesting funding consistent with last year. There should be a request in the budget for stump

grinding. Joanne will check into the cost of grinding and whether the cost could be covered in the Department of Public Works budget.

8. Bills- no pending bills

9. Permits and Requests

a. Utility Tree Trimming – Nelson contracting

The contractor for the utility company was told that a permit was required. A permit application was submitted, but it did not include an adequate description of work to be done and specifications. Work began without approval of the permit application. Carl sent a letter to the Mayor and the Code Enforcement Officer asking for specifications. There was no response

The tree trimming occurs every 4 years and we need to lay the groundwork to make sure a permit is applied for in the next cycle. The revised permit application and requirements should be amended to include requirements for utility work. The City Attorney needs to be consulted so that there is a consistent City position. The goal would be that the pruning that is done every 4 years is consistent with the code and overpruning is not done.

b. 100 block of 5th Ave – Carmella Facchini – request to trim a tree on the south side of the street between Ocean and Beach due to hazard for pedestrians. The request is to eliminate the hazard.

Joanne will look at the tree and follow-up with Ms Facchini. All STC members should look at the tree and assess if it needs pruning or removal. If it needs pruning, we could ask the Condo Association to do the pruning, or we could include the work in the coming year's budget. The following steps will be taken:

- Assess condition of the tree
- Contact the complainant for information
- Discuss it at the next meeting. The complainant is welcome to come to the next meeting.

c. 109 Cliff Ave – Mele – Request for a tree. Gina will follow-up on the request

10. Case Management, Citations and Enforcement

a. 411a Newark Ave – This item (removal of a newly planted tree) has been processed for a \$200 fine. We should follow-up with the Code Officer and the City Attorney so that we can coordinate better in the future

11. Project Reports

a. Arbor Day – The school wants to plant a Dogwood in honor of the principal of the school. The event will take place Friday, April 27th in the middle of the afternoon. Joanne will follow-up with the mayor for a proclamation and with the press. Joanne will also order the tree and plaque and have the tree planted.

- b. 2012 Memorial Weekend Festival (Joanne/Gina) – Joanne will make a to-do list and a schedule to get out to the STC members. We need to pin down hours of operation. Joanne will talk to Michele about what hours are expected. Rich will loan us the tent again this year
- c. Permit Revision (Rich/Nora) – in process
- d. Watering of newly planted trees (Gina) – Gina spoke with Public Works and the spigot is being put in
- e. Memorial Tree Process and Requirements (Nora) – in process. Nora to contact Joanne for info on plaques and will contact Gail or Rich on Benches. We may want to use what the Fletcher Lake Commission does, the smaller sized bench, 5 feet. The contact is Alan Quixley at 732-620-3756
- f. Business Process – no progress
- g. Community Forestry Management Plan. Review the plan so that it can be discussed at the next meeting. We need to begin to update the plan
- h. 2012 Spring Planting – Gina tried to contact Select Tree Farms but has not received a response. Gina will follow-up to schedule spring tree planting. Public Works may be able to plant the trees if we move forward quickly.
- i. Next Planting Cycle – no action yet. When we bid the next planting, ask the vendor to plant and tag the trees.
- j. Potted Trees – Carl indicated that the trees should be watered about every 3rd day or so. Weeds should be pulled as well.
- k. Main Street Right of Way – no progress
- l. Hazards
 - Discussion of the joint subcommittee meeting. Gina reported that the subcommittee talked about the trees in front of Fins Restaurant. The trees appear to be healthy and they do not block the sign. The trees provide shade and encourage walking on Main Street in the summer.
 - Stumps on Main Street – they need to be removed. The business could be held responsible for removal, but Public Works could probably do the removal. Public Works should be reminded to remove the stumps. We need to develop a plan for replanting trees on Main Street. We need to verify with NJDOT that they will not require a permit for trees planted in the special improvement area. We may want to ask for an additional \$1,000 to remove and replace 3 or 4 stumps. Main Street businesses that

have complaints about the trees should submit an application. We should proceed as follows:

- Make sure the State does not require a permit
 - Send a letter to the borough asking for stump removal and grinding
 - Work with Code officer on a citation since the trees were topped without a permit
 - Gina will follow up with Rich (DPW) on stump removal
 - Main Street Project – this should be a new project. Nora and Gina will work on it. We should
 - Select sites for new trees
 - Ask prosperous businesses (such as Chase) to plant new trees or contribute to planting
 - Brinley Trees – Brinley is a county road so they will need to be contacted on new tree plantings. Gina will develop a list of proposed tree locations (top 3 locations) and sent it to the county requesting the planting of trees
- m. Arts Commission tree planting (Joanne) – Joanne to further coordinate with Arts Commission

12. Adjourn – the meeting was adjourned at 10:10pm.