

Shade Tree Commission of Bradley Beach
Meeting Minutes
May 21, 2012 7:00 PM Baise Center

1. Call to Order & Pledge of Allegiance Statement – the meeting was called to order at 7:35 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	

Potential member Peter Thompson was also present
Mayor Schreck was present
4. Review of Agenda – The following items were added to the agenda:
Add Item 9e: 115 2nd Ave – request for a tree
5. Approval of Minutes of April 16, 2012
MOTION by Carl Schopfer
SECOND by Joanne Letson
The motion was APPROVED unanimously
6. Chairperson's Report – Chair Carl Schopfer reported on the following items:
 - Newark Ave illegal tree removal - A tree that was planted by the STC was removed. The fine was \$200. We need to get in touch with the Borough Financial Officer to discuss where the collected funds end up.
 - The STC should send a report to the Code enforcement Officer, the Police Department and the Borough Administrator after each meeting. This will allow the Code Enforcement Officer to know what permits have been approved.
 - 309 Brinley – The County removed a tree. Chair Schopfer spoke with someone at the Monmouth County Shade Tree Division. They had a request to remove the tree because of sidewalk involvement. Chair Schopfer will send a letter to the County asking that they notify the STC when they receive such a request and before they take any action.
 - Borough Administrator Gail O'Reilly asked that any requests for work to be done by the Public Works Department go through her. We should not ask Public Works directly for work to be done. There should be some formal process requesting work to be done by DPW.
 - Stumps on Main Street – Gina La Malfa reported the DPW Director indicated that the stumps on Main Street would be removed after Memorial Day.

- Sidewalks – Chair Schopfer will ask the Code Enforcement Officer about coming to a STC meeting to discuss sidewalk damage. When there is a tree involved, the STC should be consulted to discuss possible solutions. A memo will be sent by Chair Schopfer on this point.
 - Tree USA – we have not yet received anything from Tree USA for this year.
7. Budget – We are operating on a temporary budget. The current proposal is for \$1850.
8. Bills-
- Seedling purchase - Joanne Letson purchased about 296 Douglas Fir tublings to give away at the Arbor Day Celebration and at the Memorial Day Fair. The cost was \$60 and should come out of the public outreach budget.
 - Tree for Arbor Day – The cost of the Dogwood was &169 and the plaque was \$50.
9. Permits and Requests
- a. 306 Second Ave, evaluation (borough) – The tree has been dropping branches and there is apparent sewer involvement. Last year, an estimate of \$400 was received from Becker for branch removal. No letter has been sent to the homeowner. Options for the pruning include:
- Homeowner be asked to pay
 - The Borough can do the pruning
 - The STC could pay for the pruning

It would put a major dent in the STC budget. Chair Schopfer will talk to Administrator O'Reilly about the possibility of the DPW pruning the tree, or if it can be paid for with other borough funds. It may be possible to combine the work with other work that may need to be done in the borough.

MOTION by Joanne Letson to acknowledge that the limb and dead wood should be removed and to ask the Borough Administrator if the work can be done by DPW.

SECOND by Gina La Malfa

Motion passed unanimously

- b. 509 Second Ave (Hammond Ave side) Request for trees – The owner has offered to share the cost of the trees. They would like up to 6 trees. Various species were discussed as being appropriate for the location including Plum or Hedge Maples, Hornbeam, Cherries, or Serviceberries pruned as a single stem.

MOTION by Chair Schopfer that he will contact the owner and up to 4 trees could be planted if the owner agrees to pay for ½ of the cost. If the owner desires more trees, they can pay the full price. The trees should be planted by mid-June.

SECOND by Nora Shepard

The motion was approved unanimously.

- c. 200 Fourth Ave – There is a lot of deadwood on this tree and it should probably be removed. It is a Silver Maple and they can be weak. There is a wide parking strip that could accommodate 1 or 2 replacement trees. Joanne Letson will contact the owner to see if they would be willing to pay for 1 or more replacement trees. Or, the owner could pay for the tree removal including stump grinding and the STC could plant a tree in the fall planting. Chair Schopfer will talk to Gail about the possibility of DPW removing the tree.
- d. 111 Fifth Ave, request for removal or pruning – After further evaluation by the STC members, it was determined that the tree does not have branches that would interfere with pedestrians on the sidewalk. Joanne Letson will clean-up the suckers at the base of the tree and will send an email to the Code Enforcement Officer to let him know that the clean-up will take place. Chair Schopfer will write a letter to the owner explaining the STC decision.
- e. 115 Second Ave, request for new tree – Joanne Letson will follow-up with the owner to see if there is a willingness to share the cost of a new tree.

10. Case Management, Citations and Enforcement

- a. 306 Second Ave, removal – already discussed as item 9a.
- b. 400 Fifth Ave, unauthorized removal – The STC asked that the tree be trimmed of dead wood, but the tree was removed instead of being pruned. Chair Schopfer will discuss the matter with Borough Administrator O'Reilly and will ask the Borough to pay for the stump grinding and replacement.

In the future, we should take photos of all trees that need to be trimmed prior to any work being done.

This also occurred at 705 Third Ave. The STC asked DPW to prune the tree, but it was removed instead. Ms Letson sent an email to Administrator O'Reilly about the removal. Chair Schopfer will follow-up. The owner is unhappy with the removal.

- c. Police Purple Plum, removal – There was a previous request to relocate or remove the tree as construction was occurring in the area. Since it was unlikely that the tree could be moved successfully, the STC granted permission to remove the tree. There was an attempt made to save the tree that was unsuccessful. Excavation and trenching was done around the tree and the roots were probably cut. Chair Schopfer will send a letter stating that the tree can be removed consistent with the prior action.

- d. Hammond and Fletcher Lake Projects – Chair Schopfer will send a letter to the Borough Engineer informing him that all work involving trees requires approval of the STC and that we should be involved at the design phase of future projects.
- e. As discussed earlier in the meeting, Chair Schopfer will ask the Code Enforcement Officer for a time to discuss sidewalk maintenance issues. Joanne Letson will gather some information on alternatives to root cutting, including angling, bumping out, etc.

11. Project Reports

- a. Arbor Day –The event went well
- b. 2012 Memorial Weekend Festival (Joanne/Gina) – The STC members discussed schedule and display materials needed.
- c. 2011 Planting – Gina La Malfa will send Chair Schopfer a list of what trees were planted where. There were trees paid for that were never delivered and it appears that the nursery is in bankruptcy. The Borough Attorney will be contacted. Ms La Malfa will send an email to Mayor Schreck who will ask the attorney.
- d. Care of newly planted trees – We need to request that DPW purchase 40 additional Gator Bags to add to the 40 we already have. We also need stakes for the new trees. Gina La Malfa will ask Administrator O'Reilly to coordinate with DPW.

Tree guards are necessary for the new trees on 2nd and 3rd Aves.

MOTION by Chair Schopfer to authorize the purchase of 100 tree guards.

SECOND by Nora Shepard

Motion passed unanimously

- e. Permit Revision (Rich/Nora) – no progress
- f. Business Process (Rich/Nora) – no progress
- g. Memorial Tree Process and Requirements (Nora) – no progress
- h. 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
- i. Potted Trees – Carl indicated that the trees should be watered about every 3rd day or so. Weeds should be pulled as well.

- j. Main Street Right of Way – Nora Shepard needs to follow-up with the State to verify that they do not need to issue a permit for the trees planted as a part of the special improvement project done by the Borough a number of years ago.
- k. Main Street Hazards – Gina La Malfa to ask Administrator O'Reilly if DPW are following through on the stump removal
- l. STC Logo – no progress
- m. Arts Commission tree planting (Joanne) – Joanne to further coordinate with Arts Commission

12. Other Business

- a. Report on Joint PB and ZBA Subcommittee – Concerns were raised by the joint subcommittee about the trees in front of Fins Restaurant and Beach Cinema. The following questions were raised:
 - Can the trees be moved to allow for outdoor dining?
 - Who is the lead organization?
 - Who does the work and who would pay for it?

There probably needs to be a comprehensive look at Main Street to come up with a plan. Members agreed to evaluate the situation on Main Street.

13. The meeting adjourned at 9:50pm.