

Shade Tree Commission of Bradley Beach
Meeting Minutes
August 15, 2011 7:00 PM Biase Center

1. Call to Order & Pledge of Allegiance :Meeting was called to order at 7:09 PM
2. Open Public Meetings Act Statement: The 48 hour notice, as required by law, was faxed to the Asbury Park Press and the Coaster. A copy was filed with the Borough clerk and posted on the Borough bulletin board.
3. Roll Call: Rich Coscarelli, Nora Shepard, Joanne Letson and Carl Schopfer were present. Gina LaMalfa and Matt Toohey were absent.
4. Review of Agenda: Approved by all present.
5. Minutes for July 18, 2011: Approved by all present.
6. Chairperson's Report: Carl stressed the importance of getting the permit process in order citing the problems with the recent permits from the borough
7. Budget: \$22.81 deposited in to Trust Fund from Memorial Day donations.
8. Bills: Gator bags from Ben Meadows. Final invoice not yet received.
9. Permits & Requests
 - a. 400 Fourth Ave, *Borough*, Dead Branch
 - b. Park 2nd/3rd, *Cicchi/Borough*, Dead Branches: Joanne will get estimate for pruning or removal.
 - c. 405 Newark Ave, Marmorstein, Request to Remove: see if sidewalk replacement can be done without damage to tree. Homeowner will be invited to next meeting.
 - d. 513 Burlington. Castellini, Sidewalk. Pad has settled. It was suggested that this was because of prior root removal on a previous sidewalk replacement. Carl will send letter to homeowner stating the commission will approve permit stipulating that she coordinate with a CTE at the time of replacement.
 - e. 400 Fourth Ave, Parkus, dead branches, two trees: Permit approved. Carl will send letter to homeowner.
 - f. 512 Third, Mason, request to plant, up to two trees.: Joanne will contact applicant for more information.
 - g. 500 Fourth Ave, Ciccone, oak trees: Permit not required. Not street trees. Carl will send letter to that effect and give CTE recommendations.
10. 416 Main St, Portuguese Shamrock, request to remove: Carl will send letter explaining that the BBSTC does not have jurisdiction.

11. Case Management, Citations and Enforcement: Project Reports

- a. Memorial Tree Process and Requirements (Nora): Commission to review Nora's draft and report at next meeting. Carl suggested alternate spots.
- b. Business Process (Rich)Rich will continue to draft.
- c. Permit Revision (Rich)Rich will continue to draft. Carl presented a Permit Adjudication form to be attached to permit application.
- d. BSF – "Sick Sycamores" (Carl/Joanne). A P.O. has been obtained and will be forwarded to Aspen. Carl suggested that Joanne mark the trees to be removed with red paint.
- e. Care of 2011 Plantings
 - 1) Firehouse: Trees doing well
 - 2) 2nd/3rd Park: Trees doing well
 - 3) Sylvan Lake : Eastern most tree needs stakes reset
- f. 2011 Fall /2012 Spring Planting (Gina/)Permits needed to be collected.
- g. 2011 Arbor Day – Firehouse (need proclamation for Tree City application)Joanne will remind Borough Administrator to have proclamation signed
- h. Potted Trees @ Greenhouse : Surviving trees will divided amongst commission members for care. Joanne will contact Rich C to ask to deliver oaks to Carl.
- i. Community Forestry Management Plan
 - 1) Windshield survey. Completed surveys should be returned to Carl ASAP

12. Other Business

- a. School Japanese maples: Severely weed whacked. Carl will send letter to School asking them not to weed whack.