



**Bradley Beach Shade Tree Commission  
Regular Meeting Minutes – Meeting Held Via Zoom  
Wednesday, December 16, 2020**

**1. Call to Order**

Meeting was called to order at 7:02 PM by Chair Heflich.

**2. Roll Call:**

Present: George Heflich, Chair; Shana Greenblatt Janoff, Vice-Chair, Interim Secretary; Larry Bagwell; Summer Deaver, Secretary; MJ Corkery

Also present: John Weber - Council Liaisons

**3. Ratification of Minutes**

- **12-2-20** - Shana made motion to approve; Larry seconded. All in favor.

**4. Mission Statement**

Larry prepared an initial STC mission statement; Summer added to it; Shana submitted additional verbiage for STC mission. *George will circulate amongst the Commission for comment and share at next meeting for possible approval.*

Larry indicated that he had researched about a dozen Shade Tree mission statements to inform the statement he provided. *Larry will send list of other mission statements to George for review as we look to complete our own.*

**5. Applications**

New – None

- Fourth Avenue – Commission received an application for removal of a ROW tree, a limb of which had fallen on the resident's car and caused considerable damage. Shana, George and John all visited the site and agreed that the tree was not healthy. John pointed out that the tree species is non-native (Norway Maple) and an example of a tree that is not as hearty, and not favorable. *Shana made a motion to approve this application; Larry seconded; all in favor. George will follow with notification to applicant.*

The question arose again about the requirement to pay the \$50 application fee for planting strip removal when the tree really needs to be removed, suggesting it may be burdensome for some. The Commission agreed that as there is an investment of time/expertise to render a decision on tree removal requests, that the \$50 fee should remain in place for all applications. However, it was also agreed that if there is a financial hardship, an accommodation may be made. It was generally agreed that the Commission recognizes that tree removal is costly, and a desire to be understanding and flexible in working with residents when there is hardship or extenuating circumstances. This information will not be included in the application, but will be an available protocol, as appropriate.



Summer requested that tree applications be distributed to the full Commission as they come in; this will give everyone enough lead time to review before the next meeting. *Shana advised that procedure going forward will accommodate this request and will forward to Commission on receipt.*

- Park Place – certified letter went out to resident who removed a number of trees on property without permission. Commission had previously approved letter requesting that an application be submitted, with a deadline of 12/31. Property owner was listed as a Trust and return receipt has so far not been received. *We will follow up with borough tax office to try and obtain a proper name/ mailing address and pursue further.*
- LaReine – certified letter went out to resident who removed a tree on property without permission. Same letter as above went out, with deadline to submit an application by 12/31. Return receipt was received, and a new owner was listed for this property. *We will monitor and hope to receive an application.*

Existing/Approved –

- Nothing new on approved applications. *George will send official tree list to those who are intending to replant.*

John Weber indicated that a new, full-time Zoning/Code officer has been hired (within the last month or so), replacing two part-time officers. This should help to facilitate STC ordinance compliance and oversight.

## 6. Ordinance Review

The Commission has noted a number of areas in the Ordinance that needed clarification or modification. A notated update was shared with the Commission and liaisons for review before submitting to Mayor & Council for amendment. The changes made were generally housekeeping and not significant in content, i.e., eliminating reference to an “enforcement officer” and having the STC be the primary point of contact, with the “licensed tree expert” available to serve the Commission as needed. Removal of reference to bushes, as not particularly relevant to STC oversight. Changes were made to clarify removal and replacement for trees in planting strip and on private property, as a means of streamlining the process and providing clarity. Further, it is our intention to remove the requirement for a permit to prune ROW trees, leaving it to the homeowner to address without STC oversight. However, the STC will plan to provide education to the community on pruning and schedule a pruning workshop for the public to attend, sometime next year.

Summer asked about the tree replacement schedule, reflecting on the significant assessment when not planning to replace. It was clarified that the fee schedule and penalty schedule are intended to encourage those who choose to remove a healthy tree to replace it. For trees that are deemed dead or not viable, there is no requirement for replacement. Further, if someone wants to gift a replacement tree to someone else, or elsewhere within the borough, they may do so.

*Motion made by Summer to accept Ordinance revisions and submit to Mayor/Council for review; seconded by Shana. All in favor.*

*Marked Ordinance with changes will be submitted to Mayor-elect, liaisons B.A. and Borough Attorney. Per John, governing body review will likely be in 2 public sessions.*



## 7. Tree Expert (and more)

Community Forestry Management Plan (CFMP) – 2020-2024: came back for minor revisions. Bill Brash made changes and resubmitted to Forestry Service on 12/16. We anticipate an approved CFMP in December or January and have been advised that if we complete our Accomplishment Report for 2020, we will be eligible to submit for a CSIP Stewardship Grant, which offers funding for borough-wide Tree Survey, and funds for planting trees.

2021 Tree Expert RFP – deadline for proposals is 12/17. We have been advised that Mr. Brash has submitted a proposal. Commission will review applications and set an emergent meeting, if necessary. STC recommendation on favored candidate will be submitted to Governing body. *George will reach out to B.A. Brown on proposals for review.*

Next Focus with Tree Expert:

- Annual Accomplishment Report, due 2/15. Annual requirement of CFMP.
- CSIP Grant (Stewardship that provides funding for town-wide Tree Inventory and Planting). RFP anticipated in 2021 Q1. *MJ will take the lead in obtaining Grants and will work on this.*
- Tree City USA – (Arbor Day Date: Friday, 4/30/21) Note that they have waived the Arbor Day requirement for 2020 in response to Covid-19. *Shana to go forward in submitting application for Tree City USA.*
- NJ Shade Tree Federation – membership application was submitted; awaiting their signature on Purchase Order to get a check cut for membership fee. *Shana to follow up.*

## 8. Forestry Education CEU's (continuing Education Units of credit)

- Pruning Workshop - George announced that the Spring Lake Shade Tree Committee is having a Pruning Seminar, Sat. Jan. 9, 2021 (rain/snow date 1/16). We have asked if we may attend and advised that we may, pending space. George will follow up with Spring Lake on time and space availability, and circle back on those interested in attending.
- Commission discussed workshop: #2. Municipal Grants: Tips on Writing & Management. MJ felt it was a very informative, straight forward presentation, with recommendations on go-to sources for available Grants. The take-away is to follow guidelines in the grant proposal, take care in answering the questions clearly and directly.

MJ indicated that it may be useful to partner with a non-profit, if appropriate, for eligibility on some grants. There were many grants that were for underserved communities, for which we are not eligible. She referenced a "CSX Community Investment Grant" as a possible consideration which includes Community Service.

*MJ was asked to create a Google doc Excel list of Grant contacts/information/deadlines, etc. as she proceeds with research. This way we have a record and reference in going forward.*



- Next workshop to view for 1/6/21 meeting discussion: Tree Death in Cities: A Review of Urban Mortality Literature, Lara Roman.

## 9. Community Outreach

### Flyers:

- Borough Hall flyers – 2-page flyer entitled: “Resident Quick Reference Guide” & “Quick Reference Flow Chart” went out last week. Copies were made available at borough hall entry, in Carmine Biase Community Center (where pre-season badges are being sold) and posted in Borough Hall. Flyers were posted on Borough home page “News and Announcements” with links to our STC page. Thanks to Summer and Shana for creating informational resource for residents.
- Sewer Bill Mailing – Resident Guides will be included in the borough-wide sewer bill mailing, which will go out in early January. The front office will color copy flyers (front & back side) for distribution. The Borough will use a newly purchased (or repaired) paper folding machine, and the Commission and volunteers will be available to help stuff the envelopes, if needed. The quick turn-around in creating informational STC flyer is saving money in utilizing the borough mailing.

### Outline Updates:

- Summer reported that she spoke with the BBES Art teacher, Jenn, who loves the idea of having students participate in an art contest for Arbor Day.
- We will plan to give a presentation to the 5<sup>th</sup> & 7<sup>th</sup> grade Science classes, as well as the Science Club on the efforts of the Shade Tree Commission, Arbor Day and the importance of trees as they relate to the ecosystem and what it means to our community.
- The STC will circle back with BBES students about the Salem Oak seedling and bring excitement and specifics about planting for Arbor Day.
- Arbor Day is Friday, 4/30 and a timeline will be created to work toward above objectives.
- Social Media: Summer continues to post Tree P.R. and graphics on Instagram; a page has been created on Next Door. *John will create a FB page and both Summer/John will coordinate posting information.*
- Community Garden – no further updates.

## 10. Forms

All STC forms are uploaded to STC Google docs. Commission is reminded to go there to access our information. All forms will have revision date in footer to make clear the most updated versions. George asked everyone to delete all old forms, so as to avoid any confusion.

- Tree Permit Application – Al had previously pointed out a degree of confusion with technical references and a suggestion to simplify. Form has been appropriately updated and posted to STC web page.
- Resident Notification Form – Modified to include “Call before you dig.” *Thanks to Peter Sharpe for pointing this out to Commission.*
- Tree Guide – Commission reviewed final Tree Guide, which includes both tree recommendations for planting strip and private property, requirements when replacing trees, as well as planting and pruning guidance. The guide has gone through a number of revisions and is much clearer, as well as notes added on native species, which are favorable for planting. *Commission unanimously approved Tree Guide. George will send list to residents who submitted tree applications.*



*Shana will have Tree Guide posted on STC web page.*

**11. Phase II**

*Thanks to John Weber who reached out to Zoning/Code informing them of STC Ordinance protocol. George will follow up with John's contacts as we reach out in conveying Ordinance requirements.*

Summer started a list for tree removal companies, currently located in Google docs. Summer will continue adding to this list before outreach in advising and educating on STC Ordinance protocol.

Commission discussed contacting general contractors. There was discussion that it would be impossible to get a full list of all contractors, however it was agreed that the Commission come up with a general list of contractors to contact on our Ordinance protocol. *We will reach out to the Zoning/Construction official to gather a list of the most common general contractors working in the Borough.*

**11. Committee Comments** - none

**12. Council Comments**

John Weber indicated that Chairperson is a voting entity. He thanked the Commission for its "phenomenal" work.

**13. Public Comments** – no public in attendance

**14. Close**

Larry made a motion to close the meeting/ MJ seconded. All in favor.  
Meeting adjourned at 8:35 PM.

*Respectfully submitted by  
Shana Greenblatt Janoff  
12/18/20*