



**Bradley Beach Shade Tree Commission  
Regular Meeting Minutes – Meeting Held Via Zoom  
Wednesday, January 20, 2021**

**1. Call to Order:** 7:01 pm

**2. Roll Call:** George Heflich, Shana Greenblatt Janoff, Larry Bagwell, MJ Corkery (arrived at 8:04).  
Absent: Summer Deaver.  
Liaison: Al Gubitosi

**3. Tree Expert**

- **Report on Properties:** Mr. Brash reviewed three properties, with Council/liaison in attendance (George, Summer, Shana & John). Summaries below per applications.
- **Accomplishment Report (AAR):** AAR 2020 must be submitted to the Forestry Service by 2/15 as a requirement of the CFMP 2020-24. Shana completed and had CTE Brash review. It is now complete and ready to submit to the Forestry Service. Prior to submission, they require that the Governing Body (Mayor/Council) receive the report. **George/Al to submit to Governing Body.** Once we have the heads-up that the Governing Body has review it, Shana will officially submit.
- **CSIP Grant (RFP out in 2021 Q1):** This is a stewardship grant for a town-wide tree inventory and trees/planting. If awarded, it is granted as a reimbursement and requires funds targeted in the STC budget with a reimbursement on completion. Shana will stay on top of the RFP publication, and work collaboratively with MJ to apply for the grant. We will not plan tree inventory until we have more clarity on grant opportunity.
- **Tree City USA:** Shana to complete and submit application to Tree City USA after submitting the 2020 AAR.

**4. Mission Statement:** George read aloud the final mission statement which the STC developed, as follows: *To engage our fellow residents in embracing the social, aesthetic, and environmental benefits of our trees through education, preservation, restoration, and stewardship, in order to enhance our quality of life and create a more sustainable future for us all.*

Larry made a motion to accept the Mission statement as read; Shana seconded. All in favor.

The mission statement will be used on Social Media posts **(FB – George will post, Instagram -Summer to post), and Shana will post on STC borough web page.** Additionally, the mission statement will be used in STC materials, as appropriate.

**5. Forms**

- **Sample Application:** John suggested we provide to the public for clarification; George created a few drafts of sample applications but felt too many versions were required based on different scenarios and would not serve to clarify the current Tree Application, rather it would create more confusion. It was decided to leave as is and not provide this.
- **Decision Notification Letter:** Information regarding the State of NJ requirement for tree removal companies to be licensed and registered has been added to the Notification Reply to residents regarding removal of trees. This will include a link to the state site, so residents



have access to registered/licensed tree removal companies. This requirement is a protection for homeowners who may not be aware that property insurance liability coverage may exclude those contractors who are non-licensed. Notification Letters will highlight this state requirement and recommend that homeowners ask to view the license/registration of tree contractors.

We discussed the question of consequence and enforcement if we find a resident is not in compliance. Per AI, the Borough can enforce state law through Code or Council. *STC will need to create awareness of this requirement and publicize.* Borough Code Enforcement may need to be aware and monitor. Mike Mulcahy (Zoning Officer, in attendance) mentioned that they are implementing use of Municipal software that enables electronic filing of complaints to Zoning/Code Enforcement so the Zoning officer could have access to all activity of a property from the information aggregated in the software app. He suggested to include tree application information and have Borough input application information in the Municipal app. as it is received. *AI recommended STC goes through B.A. Brown to advise on best protocol for office staff.*

As STC is a legislative body, it has to rely on the Borough to follow through on enforcement. The STC will be meeting with Code/Zoning (Phase II) to integrate Ordinance and protocol efficiently. *Shana and George to meet with Mike Mulcahy in the next few weeks. Shana to ask Mr. Brash on best practice to monitor compliance on licensed tree contractors.*

- **Monmouth County Brochures:** George was made aware of guide published by County that identifies native trees of NJ. He has requested 50 copies of these brochures for distribution to residents at STC public events. This is in accordance with BBSTC to impart the importance and viability of native tree species for planting in the Borough.

## 7. Education

- **Spring Lake Pruning Seminar:** Shana, Summer & John attended seminar, Saturday 1/9, which Spring Lake graciously hosted under the direction of our common CTE, Bill Brash. It was informative and well attended with about 25 participants. Both Spring Lake Shade Tree Committee and Belmar Shade Tree Commission reached out to us (STC) with interest in common objectives and collaboration/cooperation to share ideas and practices.
- **“A Basic Introduction to Tree Root Biology in the Built Environment”** – was not discussed as there were not enough members to have a meaningful discussion (Summer was absent and MJ had not yet arrived to join the meeting).
- **Workshop discussion for next meeting: “Climate Change & Arboriculture: As the Earth Warms, Trees Feel the Heat!”**

## 8. Applications

### New:

- **21-001 (605 LaReine):** Remove 2 large trees in back of property; one appears vital and flourishing. FINAL DISPOSITION: Submit to Tree Expert for review.
- **21-002 (218 Park Place):** 10 trees down; 3 have been replaced. Tree removal took place without going through application process and Commission sent certified communication to resident to



submit after removal. Application is inconsistent on number of trees to replace (5 or 6 remaining), which does not add up to 10 removed. Further, it was noted that the 3 trees planted appear to be under the 2 ½ caliper size requirement. There was discussion as to whether there is ever discretion by the STC to consider an alternative to the Ordinance, in this case, whether it is onerous to require 10 replacement trees on a lot that is not so sizeable. It was recommended by Zoning Officer Mike Mulcahy that as a matter of practice, we require compliance per Ordinance. FINAL DISPOSITION: send notification to replace the other 7 trees removed (that were not replaced); waive issue that already planted trees do not meet the 2 ½" caliper requirement but stress that the 7 to be planted be of proper minimum size.

- **21-003 (405 Beach):** Application to review healthy tree that is significantly buckling sidewalk. Photos of before/after were shared as the resident went forward to repair the sidewalk. Per Mr. Brash’s report, this tree is too large for the planting strip and may continue to buckle the sidewalk, but the resident wanted to keep the tree and is aware of a similar eventuality. Note that this is the *only* tree on the block along the street – so it was a win/win for Borough and resident. FINAL DISPOSITION: Send acknowledgement to resident.
- **21-004 (600 Bradley Blvd):** Resident wants to remove Wild Cherry tree in back right corner of property, indicating that it’s a weed tree with an invasive root system. FINAL DISPOSITION: Submit to Tree Expert for Review.

**Existing:**

- **20-013 (609 Hammond):** Sent letter to remove stump.
- **20-018 (518 Newark):** Mr. Brash and Commission reviewed site. Sidewalk is slightly buckling, and tree root is infringing on sidewalk and apron. Situation will get worse. Tree has some stress issues and is neither robust in health nor dying. Mr. Brash recommended that the tree be removed because of its impact on the sidewalk. Commission agreed that the tree should be replaced (as there is room elsewhere in the planting strip), in accordance with Mr. Brash, AND based on the relative health of the tree. FINAL DISPOSITION: Approve tree removal, recommend sidewalk repair, and require (one) tree replacement.
- **20-019 (412 LaReine):** Certified letter sent to owner at property address. Trees were removed without permit.
- \_\_\_\_ Newark: Tree removed without submitting an application. Sent certified letter.
- \_\_\_\_ Third: Tree removed without submitting an application. Send certified letter.

**9. Phase II:** Commission will reach out to Borough entities (DPW; Construction/Code/Zoning/Board Engineer), Utilities (Verizon/JCPL), Monmouth County STC/Engineers and Contractors (tree removal companies).

The Commission circled back on the problem of trees being removed without a permit, and when the DPW removes trees without communicating with STC. Both have been issues. Shana/George to meet



with Biagio and Core-trained DPW staff to coordinate best practices to manage Ordinance requirements and communication with residents. The DPW is the best “eyes and ears” for the STC, and an important partner in the Commission’s charge to manage Borough tree inventory.

Larry indicated that he has begun crafting a Protocol Sheet for use with Phase II partners. *Larry will submit completed information by end of weekend.*

**10. Phase II – Community Outreach**

- **Sewer Bill Mailing:** STC informational flyer for residents went out with sewer mailing last week. Shana, George, John & Al assisted Borough with envelope stuffing. STC and Council liaisons did the bulk of the envelope stuffing. This mailing went to all property owners in the Borough as part of a campaign to announce Shade Tree codified tree removal protocol.
- **Social Media:** George will post mission statement. Shana requested that she be removed as an administrator on FB; that she would be more effective being able to post in the thread more easily.
- **School Presentation:** Summer provided a written report that the presentations to BBES students went well. The students will begin an art competition of tree drawings. Art teacher Jen DiFalzo started on the project with all grades. A selection of the final drawings will go on FB for a community vote and grow the STC Social Media page and presence. (Proper notification to parents will be handled by DiFalzo.) Images may be used in other STC community initiatives, e.g., t-shirts, water bottles, etc.
- **Arbor Day:** April 30<sup>th</sup>. It is our hope to plan an outdoor event (depending upon Covid-19 restrictions at the time). The Salem Oak seedling will hopefully be received by this time as part of the festivities. An Arbor Day Proclamation will be drafted for Mayor Fox’s signature (early April). May create an event around proclamation signing or not. Arbor Day celebration is a requirement of Tree City USA status, so we hope to create a lot of community excitement in an Arbor Day program this year and a celebration of the STC. More to follow.

**11. Grants**

- **“The William J. Porter Community Tree Project Award”** – The grant recipient will be awarded \$2,500 toward a tree project. One grant will be issued within the state. Deadline for grant application is 6/30/21. *MJ to follow up on grant details and initial details with Summer.*

**12. Commission Comments**

- **Nursery Costs to plant a tree:** George followed up with Bahr’s Nursery, Farmingdale. Reported approximate cost to purchase, have delivered, dig/plant a 2 1/2” caliper tree: \$650. It was suggested that this may have been a high estimate; that a tree could be purchased for \$150-\$300 and the planting could be done privately or for less by a professional, perhaps \$400-\$450. This information was a follow up from the request by resident Peter Sharpe to understand the cost imposed on a resident to replace a tree. Peter thanked George for this information.



**13. Liaison Comments**

- **Ordinance Revisions:** Revisions were submitted to liaisons at the end of 2020 for Mayor/Council review. Al was not certain when the Governing body would be reviewing ST Ordinance as it has a full agenda upcoming, but hoping at the next meeting, 1/26 or the one after, 2/9.
- **Zoom:** STC has put in budget to subscribe to a Zoom account for public meeting use. John asked that the account be shared with other committees/commissions. The first level Zoom license (\$149.99 annually) can be shared with other users, but video conferencing cannot be run simultaneously. It was discussed that it would likely be shared with one other group so as not have conflicts. Shana would set up with STC (Borough) email and share credentials with whichever group wants to use the platform for meetings. *Shana to confirm payment and logistics with B.A. Brown.*
- **Staggered Appointments:** The Commission must establish staggered appointments of its Commission members. George will pull names out of a hat to arbitrarily establish appointments for all 5 members. Al recommended not to place too much importance on the length of appointments, and that it is not locking anyone into a commitment, but part of protocol.

**14. Public Comments**

Peter Sharpe – follow up participation from Peter, who had requested that STC provide estimated cost for one tree planting. *See above #12 Commission Comments.*

Ravi Maruvada, a 14-year BB resident, is interested in becoming a Shade Tree Commission member and introduced himself at the meeting. He will send an email about himself and looks forward to joining the Commission as an Alternate.

Mike Mulcahy, BB Zoning Officer joined the meeting. His input and participation in our meeting were very helpful and we appreciate that he joined us. Mike shared that he just completed a Municipal Recycling Class. We look forward to meeting with him in the next few weeks to discuss best practices and protocol for STC’s relationship with Construction/Planning/Zoning.

TJ Coan thanked Ravi for posting information in the chat about requirements for a CTE. He also shared that when there’s a tree issue between neighbors, sending a certified letter is useful documentation before going forward in an action that may have a common impact, e.g., cutting portions of a tree that overhangs your property when it belongs to an adjacent neighbor.

*TJ indicated that the BBBCA is proposing a May Day (5/1) event and suggested reaching out to coordinate activities with STC Arbor Day (4/30).*

15. Close: Larry made a motion to close meeting; MJ seconded.  
Adjourned at 8:43 pm

*Respectfully submitted,*



Meeting Minutes

*Shana Greenblatt Janoff*  
*1/22/21*