



**Bradley Beach Shade Tree Commission
Regular Meeting Minutes – Meeting Held Via Zoom
Wednesday, November 18, 2020**

1. Call to Order

Meeting was called to order at 7:05 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
Lauren Egbert has resigned from the Commission
Also present: John Weber, Council Liaison

3. Ratification of Minutes

- **10-21-20** – accepted as written
- **11-4-20** – Shana made a motion to accept, Larry seconded. All in favor.

4. Applications

No new applications have been submitted to the borough for review.

Several applicants are waiting for Approved Tree Planting list. *Will forward when we have Approved Yard Tree Planting list from Tree Expert Brash, which will be included in overall guidance for strip trees and property replacement trees.*

Update on approved applications: two of the applications have not yet proceeded; one removed tree & stump; another removed trees but stumps are still present. *Need to follow up on stump removal.*

A Commission member passed a home in the borough which had removed numerous trees (8 or 9 Cypress) for which the STC has not received a Tree application for removal. Two photos were shared. At least 6 of the trees are estimated at 12"+ in diameter and would qualify for STC Application review process, which has not taken place. Trees are not on utility line, so the work would not have been performed by the utility.

While the new Ordinance has been in effect since August 2020, there may be residents who are not aware of the update as the STC has not yet done a community-wide education/outreach. There was discussion of reaching out directly to the homeowner, advise on Ordinance, and whether or not to require tree replacement or in lieu of planting fee assessment.

John Weber indicated that he would speak with B.A. Brown and get back to us as to next recommended step.

5. Business Administrator

RFP for 2021 Tree Expert: Shana and George met with B.A. Brown and submitted RFP for posting.



Budget 2021: Budget was officially submitted to B.A. Per John Weber, we are looking at a lean year financially.

Green Communities Grant Application: B.A. Brown submitted the grant however, we have since been advised that this year the NJ Forestry Service will only be offering grants to new Community Forestry Management Plans, i.e., those who have not previously had a CFMP. The BB STC has been advised to submit the former CFMP ('08-12) document in applying for active status, hence our 2020-2024 CFMP (in process).

Tree Expert Invoice: pending invoice submitted by Mr. Brash will be reviewed by Mayor/Council at 11/24 meeting; paid thereafter. We will ask Mr. Brash for a 2nd invoice as he completes the CFMP, and determine remainder of funds available for use in 2020.

6. Tree Expert – Interim

Community Forestry Management Plan (CFMP): Also known as 5-year plan, this is important to update and activate for the current STC. Former CFMP expired in 2012. An active CFMP enables eligibility for CSIP grant funding (significant funding for tree inventory & planting), insurance liability coverage under the Plan, and necessary for Tree City USA status.

Shana has met with Mr. Brash and together identified goals/objectives of the current STC to craft a new CFMP. Focused work has been done to meet a submission deadline of 11/25. 5th Draft was shared with STC for review and now in Mr. Brash's hands with Commission edits. Pending is DPW work scope budget information.

Motion was called to approve CFMP for submission, pending DPW input. Shana made a motion; Summer seconded. All in favor.

Next Focus for remainder of 2020:

Commission discussed a number of "to-do's" to evaluate how best to use Mr. Brash's services.

- Accomplishment Report: noted that this document must be submitted by 2/15/21 for the previous year. Per Brash, a simple PDF to fill in, but while Brash is fluent with the BB ST Ordinance and just completing CFMP plan, he could direct Commission.
- Tree City USA: this status will put the STC in good stead as a community tree steward and eligibility for grant funding.
Need to check on deadline for submission, and whether or not we are required to have already run an Arbor Day event, which is a major component of the Tree City USA scope.
Commission reviewed all requirements for eligibility:
 - Shade Tree Commission in place
 - Shade Tree Ordinance in place
 - Annual budget of \$2/capita. (~ 4,100 permanent residents x \$2 would require a minimum budget of \$8,200).
 - Arbor Day observance. *Arbor Day in NJ is the last Friday in April: 4/30/21*
Need to do an Arbor Day Proclamation. Check with Mayor by 4/1
- Resident/Yard Tree List: Per Ordinance, replacement trees on private property require trees be from approved species list. The Commission intends to have Mr. Brash create a generous list of trees for private property and organized by purpose: shade/border, etc.
This document will also serve as an information source for residents.



Note: Previous Commission provided notes and reference to having performed a “windshield assessment” for unsafe/dead or dangerous trees borough-wide, for which we have no copy reference. However, former member Joanne Letson submitted an update of the goals/objectives addressed in the last STC, which was useful in crafting our current CFMP.

Commission prioritized to-do list for 2020, pending remainder of funds (in order): Private Property Tree Planting List; Accomplishment Report; Tree City USA.

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

Larry attended 8 courses of the NJ Shade Tree Federation's 95th Annual Conference on behalf of STC. He will follow up to ensure that CEU credits have been applied to BB STC.

Commission will plan to view 1 course in between Commission meetings and discuss as appropriate at each next meeting. Courses run 45-60 minutes long.

NJSTF site and course links (with user access) will be provided to Commission members.

First session to view for 12/2 meeting: “NJ Urban & Community Forestry Program Updates: Guidelines, Grants, and Getting Back on Track”

8. Community Outreach

Former STC member J. Letson indicated community Arbor Day event in coordination with BBES, honorary tree planting, and Arbor Day Proclamation by mayor.

Community Education Proposal: Summer prepared an education proposal to promote the initiatives and positive influence of a BB STC, with outreach to community, school, social media and a number of creative and collaborative initiatives to steward a green-minded, sustainable community. The perspective of the new STC will be a paradigm shift for BB, to get the community to move in the direction of appreciation and active care of beautiful trees, wildlife, soil health, biodiversity and maintenance of a healthy tree scape and ecosystem. Plan includes fostering a relationship with tree companies to provide residents with a mulch site with the intention of a regenerative approach in bringing community together, as well as plans to have local businesses, merchants and artists in collaborative community efforts. The vision forward will focus on positive-energy education aspect for all borough constituents for the health of our environment and community well-being.

The Commission discussed the STC community education mailer which will go out in Feb/March, and how efforts of this proposal can influence and help inform the material that goes out to the community. If there's time, consider BBES art contest to highlight in information pack. The purpose of the mailer is to inform the community on ST Ordinance tenets. We will plan to integrate Summer's perspective in the new vision of the STC.

Overall plan is ambitious and well received among Commission. Summer will set out to prioritize into short and longer-term goals. Kudos to Summer for an exciting proposal for BB STC and stepping up to take on a leadership role in putting plan forward.

First next steps:



- Summer will set up social media platform. Commission discussed rules on Borough Social Media; John indicated to this point, they have not established regulations, but will do so in the near future.
- **Have John Weber make an introduction to BBES Art Teacher.**
- Integrate this vision into town-wide mailer.
- Green Acres space on Lake Terrace, for consideration as a Community Garden. **John to follow up on the status of this space for garden use.**
- Arbor Day planning. Consider local business sponsorship of Arbor Day, plan an education event (mindful of likely Covid protocol – John reminded Commission that Covid issues may run into Q3 of 2021; further, BBES is overloaded with this consideration which may affect programming into 2022).

9. Forms

Tree Application Form:

Form has been completed and ready for use and distribution.

George will provide Construction/Code Office (Katie Muscillo) with a supply of hard-copy forms for use. Shana will post form on STC website for electronic access.

STC Protocol Flow Charts:

Larry will work on flow charts and submit for next Commission meeting. These flow charts will be used in as a quick-reference protocol for community mailer to inform residents; to provide guidance in establishing relationships within borough and in Phase II outreach; and to post, as appropriate, on the STC website, when complete.

10. Phase II – Rollout of STC

Establish relationships and review STC protocol with borough departments as it relates to Ordinance. We have already begun with DPW, identified CORE-trained municipal employee and support of DPW. George asked Commission to consider getting involved in Phase II process.

- Shana & George have met with DPW initially and will plan to formally review Ordinance.
- Larry will work with George to connect with Planning & Zoning boards.
- Tree Companies and Utility will require keen attention. Tree companies will need to be familiar with STC Ordinance; relationship with Utility will require working to get them on board with better communication with the borough as they come in to do non-emergency tree work. **John will check with B.A. Brown and Attorney Cannon on what we can expect as it relates to BB STC.**
- Determine what is appropriate to expect from BB Police with regard to STC Ordinance enforcement.

Larry will put together a “one-sheet” outline for Commission review for use as a basis in communicating Ordinance with entities. Approach may vary but the plan is to connect in person (or virtually face/face) to establish good working relationships.

11. Committee Comments

None



12. Council Comments

John Weber indicated that the Borough used to house a Shade Tree mailbox. We will check if still active.

John reported that Steve Whille, County Shade Tree, was aware of the trees that came down on Brinley and intends to ground down the remaining stumps. *Follow up on this.*

13. Public Comments

Rich Despina remarked on the need to have a tighter control on the trees that can be planted in the grass strip.

He also suggested that vine matter that lives and thrives on some borough ROW trees can have a deleterious impact on the health of the trees.

Added kudos to Summer for her Education proposal.

Remarked that social media for BB is very fragmented and asked that Council create guidelines.

Rich commented on the first priority of tree planting on Main Street be reconsidered and suggested that planting along municipal roads would benefit borough residents greatly.

14. Close

Larry made a motion to close the meeting/ MJ seconded.
8:48 PM.

*Respectfully submitted by
Shana Greenblatt Janoff
11/19/20*