



Minutes BB Shade Tree Commission - February 3, 2021

1. Call to Order at 7:02 pm.
2. Roll Call
 - Status update: MJ Corkery is now an alternate.
 - Ravi Maruvada has replaced MJ Corkery.
 - Present: George Heflich; Shana Greenblatt Janoff; Summer Deaver; Larry Bagwell; Ravi Maruvada; and Al Gubitosi (liaison)

Shana is looking into getting a Shade Tree Zoom account
3. Ratification of Minutes
 - 1-20-21: Motion to accept. Shana entertains motion. Ravi seconds. Minutes approved.
4. Tree Expert
 - The Accomplishment Report: finalized and signed by the Mayor and has been approved by the Forestry Department
 - CSIP Grant (RFP out in 2021 Q1) – Inventory and Planting: Forestry 5 year Plan was approved and the Accomplishment Report approved, which makes us eligible for the Stewardship grant. We need money in the budget and the grant would reimburse these funds. The grant has not come out yet this year. Shana is on top of timing.
 - Tree City USA - Application has been sent to Mayor for signature. **George will reach out to the Mayor tomorrow. Due 2/15** Ready to submit.
 - Forestry Tape Measure, which measures the circumference of a tree, was purchased to access the size and maturity of trees. It is available to commission members for use.
 - January Invoice: \$770 - 6 properties were assessed in this invoice. When we, as a commission, can make the decision on our own to assess a tree removal application, we should.
 - **Shana will ask Mr. Brash to identify each property more specifically using application number.**
 - **Ravi will add numbers on applications moving forward.**
 - Objectives of BBSTC: Mr. Brash proposed his strategy for assessment, which is to consider the 5-year growth of the tree and if

a replacement is warranted or not, also factoring in the interest the applicant. Shana will respond to Mr. Brash's email that his strategy is in line with the commission's intentions.

5. Forms

- Annual Report to Council: The report with the number of trees and number of applications was provided by George and Shana and presented to the Mayor.
- Application- Allowing entry: Add a checkbox in the area where the applicant acknowledges having read/understood the Ordinance, allowing the tree expert to enter property and assess the tree(s) in the application.

6. Continuing Education

- Arbor Day Foundation: Tree City Virtual Conference is hosting professional speakers nationwide. George has sent the commission the code to register for free participation.
- NJ Forest Service Urban and Comm. Core Training
 - March 11-31st
 - Minimum 1 volunteer (George, Ravi and Shana will plan to take the training), 1 municipal employee
 - George will reach out to Biagio to send a DPW employee.
 - This is an annual requirement to maintain our 5-year forestry plan.
 - Shana explained CORE and CEU credits. We have 3 hours for 3 volunteers from the tree pruning seminar. Shana will stay on top of the commission's needs for core and CEU credits

7. Applications

- New
 - 21-005 406 Evergreen
Mr. Brash commented to accept the homeowner's word that the tree was diseased/dead. Five trees were removed. The property owner was not aware of the ordinance. No one was home, so Mr. Brash did not go onto the property. Final Disposition: The commission agreed to require 2 trees to be planted in place of the 5 removed.

- 21-006 209 Newark
Final Disposition: The commission approved the owner's request to plant 1 or 2 trees in place of the tree removed.
 - Existing
 - 21-001 605 LaReine- Mr. Brash saw the trees on the property. One, an older sassafras tree which agreed is dying. No recourse needed on this tree from the applicant. The second tree is a large red oak with Ivy i growing on this tree. Mr. Brash's recommendation is that the tree is alive and visible decay is not evident, though it could become a hazard in a few years because of the roots. It is recommended, per Ordinance to plant 2 new trees (based on tree size of 25.5 DBH). Suggest to the homeowner to remove the invasive ivy and mulch and add soil around this centurion tree. The commission is willing to support the owner in keeping the tree. Final Disposition: Permission to remove both trees, with required replacement of 2 trees (based on live Red Oak size).
 -
 - 21-004 600 Bradley Blvd.- Wild Cherry Tree/ The owner called it a weed tree. Mr. Brash assessed that this is a healthy tree though it is growing toward 2 adjacent neighbor properties. It's smaller, so if the owner chooses to remove the tree, the owner will need to replace the tree or pay the \$250 fine. Final Disposition: Approval to remove the tree; required to replace with 1 tree.
 - ___Third Certified Letter Sent A tree was taken down without a permit.
- Future follow-up

The Commission discussed **when** to implement full ordinance compliance. Currently, the Commission has been reaching out to property owners who have removed trees without permits, giving a grace period to submit a permit retroactively. Shana shared a "Check before you chop" on the borough electronic board. Summer suggested a March 15 deadline for the grace period and thereafter enforcing the fines and requirements for planting replacement trees.

Larry suggested a notice in the Coaster. Al Gubitosi said that no other requirement is needed to enforce the ordinance. It is in effect currently and we should draw a line in the sand and decide on a date.

The commission agreed that March 15th will be the date to enforce the ordinance with no further grace period.

How does the commission track the planting of trees required to replace trees removed? Homeowners have one year to plant trees from the time they are removed.

The commission discussed a quarterly or monthly review. Larry and Ravi will work on a system to send a reminder letter to residents whose planting requirements are pending, and advise them on tree planting requirements and time frame.

8. Phase II- **Sub-Committees**

- Outreach to Borough and Outside Organizations
 - DPW: Relationship building is needed for core training and to work in collaboration with the STC. George and Shana are working on a plan to flesh out with the commission.
 - Planning/Zoning Boards/Board Engineer: Larry and George will work on written material to go to the planning and zoning boards on a need-to-know basis. Shana suggested what was in the sewer bill as the basics that are need-to-know.
 - Zoning Officer
 - Officer told us that tree applications are not compatible with SDL. Ravi suggested he could re-program the form for manual entry. OCR George will follow up with the zoning officer.
 - Other Committees- Sylvan Lake (Al Gubitosi is on this committee), Environmental (John Weber is on this committee), Main Street (Al Gubitosi is on this committee, who applied for a sizable grant for Main St.), Fletcher Lake Commission.

-Ravi suggested that our STC email be shared with these commissions/ committees in town to be updated on communications.

- Monmouth County Shade Tree Comm./NJ Shade Tree Engineers: The county and state roads in our town are serviced through these commissions. George will reach out to them.
- Verizon/JCP&L: George will reach out about trees that are being cut down and pruned.
- Tree Removal Companies must be licensed and certified in the state. This is on our application. Links on the Forestry website to registered tree removal companies. Ravi volunteered to organize the email list of tree contractors. Shana will send from the borough email a "bcc" notice.
- Local Contractors

9. Phase III-Community Outreach- **Sub-Committees**

- The environmental and shade tree commission of BB met and decided to start with the BB Elementary school raised beds in lieu of the community garden for year one. Shana will reach out to the superintendent after we have a second meeting with the environmental commission.
- The Main Street Committee is looking to create curb bump outs for bicycles and pedestrians. This may be an opportunity for planting, subject to receiving the grant.
- Social Media: FB has 71 followers; Ravi will support George in FB Arborday.org was suggested as a resource for social media resources to educate the community.
- Borough Sign at the Town Hall: "Check before you chop." Must have an application to cut down a tree. Ravi asked how many characters the board can hold. Shana will check with Borough
- School Presentation
- Arbor Day- April 30th George will reach out to the Mayor tomorrow to discuss the idea of an outdoor activity.
 - Proclamation is required for Arbor Day.
 - Activities- Ravi provided a rough draft for the activities of the day. Summer and Ravi will create a tentative plan for the next meeting.

- Shana will follow up on 10 free trees from Tree City
 - Use artwork from elementary on an item to fundraise, bonfire.com
 - Plant Salem Tree, Winner of art gets to plant tree
 - Dedication Tree Program, commemorative trees could launch on Arbor Day
- Planting Strip Donor Sites for replants

Commission Comments

10. Liaison Comments: Al Gubitosi is impressed by the group, the hardest working commission in the borough, and expressed his gratitude.
11. Public Comments: Peter Sharpe urged the committee to continue the grace period for an increment of time until Arbor Day and warned us about getting trees that are too small. It takes 3 years before a tree is established. Volunteered to join us for planting.

TJ Coan suggested that we offer a presentation to the planning and zoning boards with our intention. He also suggested to include the permit in the packet for the planning and zoning applications. Memory trees where families can contribute to the trust of STC, was also mentioned.

Kim from 2nd Ave, offered to volunteer. She has experience in community gardens. kbakerldtc@gmail.com 732-300-7377 Kim Baker

Jinn from Madison/ Newark and her husband offered to volunteer. Need to replace two trees in the future. How do we find out if trees are healthy? Is there anything to proactively do to care for the tree and when is the appropriate time to move a tree? She mentioned that most people do not know we should not plant trees in the winter. jinnandroger@gmail.com

12. Close WE SPEAK FOR THE TREES
Meeting adjourned at 9:11 pm.

Topic: Shade Tree Commission Meeting
Time: Feb 3, 2021 07:00 PM Eastern Time
Join Zoom Meeting

<https://zoom.us/j/8263011423>

Meeting ID: 826 301 1423