



**Bradley Beach Shade Tree Commission  
Regular Meeting Minutes – Meeting Held Via Zoom  
Wednesday, November 4, 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; Lauren Egbert; Larry Bagwell; Summer Deaver

Also present: John Weber, Council Liaison

**3. Ratification of Minutes**

- **10-7-20** - Motion to approve – Shana; seconded by Larry.
- **10-21-20** – Lauren was unable to review minutes. *Follow up at next meeting.*

**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.*

**5. Business Administrator**

RFP Scope of Service: due to B.A. by 11/15. B.A. provided sample RFP, which Tree Expert Brash reviewed and marked-up. Commission reviewed.

- Examined if we should consider fixed (contracted) fee or per visit/hourly rate in determining Tree Expert fee schedule.
- For 2021 include scope of service toward certification (Community Forestry Plan, Borough tree inventory) for possible grant moneys ahead, not needed successive years.
- Remove language on general tree advice/guidance – too costly a service from tree expert and not in our scope.
- Suggested that we do Tree Inventory as a Commission group rather than a paid service. Software for tree inventory – i-Tree, <https://www.itreetools.org/>

***Shana, George & John to meet with B.A. Dave Brown to discuss retainer versus hourly for Tree Expert.***

Suggested we check with other municipalities on practices of fee schedule.

George asked everyone to get back to him by Wednesday with anything else to discuss w/B.A. on this issue.

Budget 2021: due to B.A. by 11/30. George prepared draft budget for Commission review.



- Are we tied to these line-item costs? i.e. can we move \$ from one budget line to another as we see need?
- Need to itemize costs to break down category totals and understand how we get to those numbers.
- For education, assume all Commission members will be attending (Core/CEUs).
- Zoom is a more favored platform than Google Meets, which is currently used internally by Borough. Zoom used for Mayor/Council meetings; Planning/Zoning meetings, etc. Keep in budget.
- Discussed tree planting - Main Street for 2021
- Town mailing on STC materials to go out in February (don't think we can get in on Sewer bill mailing, too early).
- Stump removal – hoping to have DPW expert perform this work for us.

George asked John if he thinks budget is reasonable. John indicated that they anticipate STC budget request. **We will have B.A. Brown review preliminary budget.**

**6. Tree Expert – Interim**

Meeting w/Vice-Chair, B.A. & Interim Expert Brash:

Objective of meeting with Brash was to identify what we can/should accomplish with him for the remainder of 2020; Scope for 2021 - advice on RFP as it relates to BB, process for Community Forestry Plan and what's needed for grant consideration and how this may inform budgeting; tree inventory; and forestry education requirements for Commission.

It was determined that Brash will modify our former Community Forestry Plan ('08 – '12) per Forestry Service and assist in our Accomplishment Report (due 2/15/21).

George shared communication documents with Spring Lake Shade Tree Committee; NJ Forester advice on Commission certification steps; and BB Community Forestry Plans ('01 – '06; '08 – '12).

Will plan to have Tree Expert Brash attend/present one of our upcoming meetings. All Commission members were asked to provide questions to prepare for discussion with Brash.

**7. Street Jurisdictions in Bradley Beach**

George shared information from Boro Attny. Greg Cannon regarding non-municipally governed streets in BB:

- State governed           Main Street
- County governed        Ocean Ave; Brinley & Lake Terrace

Concern raised based on significant stump left behind in planting strip at 416 Brinley Ave. Advised that on county roads, generally, the resident will reach out to them, they will come and remove tree and not typically replace. It will be up to STC to plant on county roads as they do not now as a matter of course.

**John Weber will reach out to his county contact regarding stump removal at 416 Brinley; STC will follow up. Add County contact to Phase II Protocols/Relationships. STC will defer to B.A. Brown regarding tree activity on Main Street.**



## 8. Forms

### Application Form:

- Add “Permit #” to front of application.
- Determined that Tree Application fee of \$50 cover all activities on application (removal/planting; planting strip/resident property)
- Include \$50 fee requirement prominent as it must accompany the initial application.
- Change language on stump removal to read: “Stumps must be removed to 8 – 12” below grade.”
- Section C – fix typo

*Lauren to send Shana Word format of Tree Application to fine-tune format.*

Based on above changes, Tree Application approved – Shana made motion to approve; Larry seconded.

### Decision Notification Form:

- Change language on stump removal to read: “Stumps must be removed to 8 – 12” below grade.”
- Discussed distance of tree planting in strip. Tree Expert Brash indicated 35’, but Commission agreed it was entirely too great, given Bradley’s lot sizes. Discussion ensued on what’s reasonable/appropriate.
  - Consider looking at Approved Tree list and tree species (create column “Recommended distance between trees by species”)
  - Goal is tree canopy, over street and sidewalk.
  - John directed Commission to block on Park Place to assess the Pear trees closely planted.
  - Need more expert advice, beyond Brash’s original suggestion of 35’ (untenable for BB).

### Tree Planting List:

Document will be expanded to include Yard/Private Property replacement trees since it is required to plant replacement trees from a sanctioned list. Tree Expert Brash will provide this tree guide, which will be organized in one document to cover both planting strip and private property.

Agreed that the title for this document remain: “*Approved* Tree Planting List.”

## 9. Public Tree Management Plan

Larry Bagwell attended NJ Commissioner Training Conference. He sat in on sessions that covered the following topics: climate change on specific tree diseases; root growth and root health; grant sessions; proper ways of planting; storage of pesticides; tree diseases, tree health and types of trees to plant based on the insects that feed on particular plants.

*Larry will provide information and points of note on each of the sessions he in which he participated. To follow.*

## 11. Charts

### Organizational Phase Chart:

- Phase I – on target and generally completed.
- Phase II – Beginning November. George made some modification to Phase II since STC has started modification of Community Forestry Plan with Tree Expert.



- Develop relationships with entities within Boro and outside constituents regarding Shade Tree Ordinance education and procedure.
  - Relationship with DPW is critical and will draw the most on-going focus. Shana & George met with Biagio, DPW head and reported a positive and cooperative start.
  - Suggested that Zoning is of greater relevance than Code or Planning regarding compliance of Ordinance. BB just hired a F/T Zoning officer. John will reach out to new Zoning Officer and initiate STC Ordinance introduction. STC to follow up to establish face/face.
  - Important to create person/person relationship with all entities.
  - Utilities mentioned as an important relationship, which will require time and care to establish.
  - John indicated he will speak with Borough Engineer Jerry Freda to help in working with Zoning and other Borough boards.
- Phase III – by February. Outreach to community.
  - Phase IV – to launch in spring with plans for community planting, an Arbor Day celebration, and involving cohorts in the community on arbor appreciation.

***John Weber volunteered to help with articles in the newspaper, “free media,” and help raise awareness. STC will coordinate with John on this in Phase III & IV.***

Flow Charts:

In Larry’s hands, as he has agreed to edit. *He will work on format and circle back with Commission.*

Main Street NJDOT Grant: George shared Coaster article: Bradley Beach to Apply for \$1 Million to Improve Main Street Streetscape.” Will run stretch of McCabe to Fourth Avenue.

Discussed coordination of STC in scope of \$1 million NJDOT grant and Main Street tree planting – with focus on removing tree stumps, possible grates on tree wells, and tree planting.

Borough Engineer Jerry Freda will be working closely with this project. ***John mentioned he will speak with Engineer Freda.***

**12. Committee Comments**

George shared article on Interlaken celebration of 3<sup>rd</sup> year as a Certified Tree City, intended to inform Commission on nearby seaside community and excite us as a model to look to for Bradley Beach.

Shana indicated that she would like to step down as interim Secretary and asked if anyone would like to take on this role. It was suggested that the minutes be abbreviated and less of a less weighty responsibility.

Summer agreed to pick up the role of Secretary, with the caveat that she has a chance to get her feet wet, looking to begin in about a month. This was received gratefully by all!

**12. Council Comments**

John remarked that he takes pride in his Council liaison reports that STC is such a hard-working Commission.

**13. Public Comments**



Rich Despina complimented the Commission as refreshing. He asked to clarify if Spring Lake Borough pays for the trees in plants or if they charge back residents. George was not certain about strip tree planting but indicated planting in public places was done by the Borough.

**15. Close**

Shana made a motion to close; Lauren seconded, and carried.

*Respectfully submitted by  
Shana Greenblatt Janoff  
11/5/20*