

**MEETING OF THE  
BOROUGH OF WEST LONG BRANCH  
SHADE TREE COMMISSION**

The Regular Meeting of the Shade Tree Commission (STC) of the Borough of West Long Branch was convened on February 9, 2021 in the Borough Hall Council Chambers.

Present: Ellen Whitford  
Rachel McCarthy  
Melanie Engel

Absent: Mary Lynn Mango (Council Liaison)

**Shade Tree Commission Meeting 6:30 PM**

**A. Call to Order** – The meeting was called to order at 6:35 pm.

**B. Site Plan Review**

1. There were no site plans this month.

**C. Shade Tree Administrative Matters:**

1. Attendance: Ellen, Rachel and Melanie were in attendance.
2. It was determined that there were the following in-kind hours to be logged: EW (5) RM (2) ME (3).
3. January 14th Minutes were reviewed. Ellen to make updates to these minutes for the next meeting.

**D. Unfinished Business:**

1. New Tree Planting for 2021
  - There is no update tonight on this topic.
2. Hazardous Tree Complaints
  - Stephanie Miller and Jim Miller are handling a previous Mr. Denman issue. There is no update on this tonight.
3. Owens Property
  - Kellie to send an email tonight to ask that STC be involved in activities related to Grant Money received from a recent NJ Grant. The Grant was referenced in a recent article: <https://patch.com/new-jersey/littlesilver/oceanport-gets-150-000-make-community-center-park-upgrades>

#### **E. New Business:**

1. Tree City USA Conference
  - Ellen and Melanie to attend the conference this year. It will be remote and will be held on February 10, 17 and 24. This conference will count as six hours of CEs, so this is a great opportunity for STC members.
2. Community Forestry Annual Accomplishment Report
  - For the budget portion, Ellen asked the WLB CFO for certain required financial information.
  - STC filled out other questions required for the report during the meeting.
  - Related to this report, STC will send to WLB Borough, for posting on the WLB Web Site, these flyers:
    - Topping of Trees
    - Tree of Heaven
    - Spotted Lantern Fly
3. Tree City USA Application
  - This application will use the same budget that STC compiled for the Community Forestry Annual Accomplishment Report. The Tree City USA report is required for completion prior to submission of the Community Forestry Annual Accomplishment Report.

#### **F. Public Comment**

1. None

#### **G. Meeting Adjournment**

- The meeting was adjourned by Ellen and approved by all at 7:35 PM.

Respectfully submitted by:

Kellie Campbell  
STC Secretary