

**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 May 13, 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 6:34 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 (5) ME (4).
3. March 16<sup>th</sup> minutes were reviewed and approved.
4. April 8<sup>th</sup> minutes were reviewed and approved.

**D. Unfinished Business:**

1. Hazardous Tree Complaints
  - No complaints this month.
  - Ellen asked Stephanie if there was any way that DPW could let STC know when they remove any hazardous trees. Earl of DPW said that they only take down trees that are dead or if they are asked to remove them. Earl said he will continue to always let STC know of any tree removals.
2. Owens Property
  - There is no update this month on this topic.

3. Tree City USA Conference

- There is no update this month on this topic. Remove this topic from the agenda until the fall of 2021.

4. Community Forestry Annual Accomplishment Report

- For the budget portion of this report, Ellen asked the WLB Borough CFO for certain required financial information.
  - STC received this information from WLB Borough CFO last week.
  - The Forestry Report was submitted.
  - Ellen followed up to ask about our approval on this. As we were approved for Tree City USA, we also were approved for this.
  - This can be dropped from the agenda going forward.

5. Tree City USA Application

- In this application, there is a request for budget information. This is the same information STC is waiting on from the WLB Borough CFO.
  - STC received this information from WLB Borough CFO last week.
  - Application was submitted by Ellen and STC already received approval on this.
  - This can be dropped from the agenda going forward.

6. Web Site Updates

- Kellie sent info on one link 'Spotted Lanternfly Resources' to be posted on the WLB web site.
- STC will send to WLB Borough, for posting on the WLB Web Site, these additional flyers:
  - Topping of Trees
  - Tree of Heaven
- Kellie to pick these up from Ellen. Kellie to scan and email these to get posted to the Website.

7. Arbor Day

- STC held Zoom meeting last week on this topic on 4/29. After this meeting, Melanie and Ellen went to find trees in Sickles. Ellen to send Sickles the PO after getting the request # from WLB Borough Hall. After purchase, the plan is for DPW to pick up the trees and deliver them for the schools to plant them. Ellen to let Stephanie know that trees are ready for pick-up.

- Ellen to write up a proclamation about Arbor Day, as well as the type of tree being donated. Kellie to put this into a flyer to email to the schools. There are 2 Pink Cherokee Brave Flower and Dogwood. There is 1 Milky Way Flowering Dogwood. STC giving the two pink trees to the WLB Schools and the white to SRHS. Kellie to send flyer to Rachel to send to the schools.
  - For WLB Borough donation, STC to look at Holmdel Nursery for a tree to plant next to the sign dedicating the park to Richard Cooper. Holmdel Nursery (Mike) said that there is currently a lot of issues getting these trees from the West Coast as there are high shipping costs. So, Ellen to follow up again on the tree. One idea Ellen had was to get the weeping white pine, a tree similar to the one STC planted at Franklin Lake. Ellen to ask Matt Sniffen and Mary Lynn Mango to meet Ellen and choose a location for the tree.
  - Plan for Arbor Day proclamation reading is to do during a WLB event coming up this summer or fall. The proclamation will explain that the tree was already planted at Borough Hall as per the mention above. We can also post this to the website after it is read. Ellen to send Mary Lynn an email with a specific date request for this.
8. Tree Identification for New Tree Planted
- No update this month on this topic.
9. Hazardous Tree Removals
- No update this month on this topic.
  - Ellen sent email to WLB requesting WLB borough keep STC informed of tree removals.
10. WLB Grant Discussion: Marylynn Mango, Matt Sniffen
- No update this month on this topic.

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

1. Resident Request: John Hartman, Lloyd Avenue, has 2 Norway Maple tree and he is looking for advice as to what to do about it. STC generally advises a resident to get a Forestry/Tree expert. Ellen to call and explain this to him.
2. Resident Request: A WLB Resident, Pam Hughes, asked about WLB Seedlings as she planted these in the past, and they have grown into great trees. WLB STC did not hand these out this year but will look to do this again next year.

3. Ellen to ask Pam Hughes again to join STC as she expressed interest in coming back.
4. Rachel noticed a small tree that appears to be dead near Franklin Lake on Throckmorton, near Locust Avenue. Rachel to send picture and Ellen to let DPW know about this. There is another tree that appears to have been hurt due to a weed whacker. Matthew Sniffen offered to have DPW put mulch around certain trees, that STC could point out, to help this situation.
5. Kellie to follow up with WLB web site to ensure Melanie's name is added to the website and Eileen's name removed.
6. Ellen and Melanie on behalf of STC contributed and planted flowers for the Richard Cooper dedication, near the sign. Sharon asked Richard's wife if she wanted to keep up the flowers in that site going forward.
7. Beautification flower pick-up is tomorrow, May 15<sup>th</sup>. Sharon will meet the volunteers to give them their flowers for their areas.

**F. Public Comment**

1. None

**G. Meeting Adjournment**

- The meeting was adjourned by Ellen and approved by all at 7:37 PM.

Respectfully submitted by:

Kellie Campbell  
STC Secretary