

**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 March 16, 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. Meeting held via Zoom.

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 (9) RM (2) ME (9).
3. February 9th Minutes were reviewed and approved.

D. Unfinished Business:

1. Hazardous Tree Complaints
 - No complaints this month.
2. Owens Property
 - Kellie sent an email 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>
 - *“The town of West Long Branch was given the most: \$175,000 for improvements to Owen Farm, Franklin Lake, Sorrentino and Ronan Shirvanian Park. The improvements were unspecified.”*

- Matt Sniffen and Mary Lynn Mango to attend April 8th meeting to discuss this grant.
- 3. Tree City USA Conference
 - There is no update on this topic.
- 4. Community Forestry Annual Accomplishment Report
 - For 2020, \$10,670 was our complete STC budget. It appears that we only spent \$3,328 of our budget. We believe that these items might account for the discrepancy in spend:
 - Hazardous tree removal was not charged to STC (\$3,350 not used)
 - Lack of travel expenses
 - Lack of Arbor Day expenses
 - Less spent on STC education and schooling.
 - For the budget portion of this report, Ellen asked the WLB Borough CFO for certain required financial information.
 - Ellen is still waiting on update from Finance (CFO) on this.
- 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.

E. New Business:

- 1. Web Site Updates
 - Kellie to ensure all previous Minutes and Agendas are posted to WLB Web site.
 - STC will send to WLB Borough, for posting on the WLB Web Site, these flyers:
 - Topping of Trees
 - Tree of Heaven
 - Spotted Lantern Fly
 - Ellen to get these flyers to Kellie for posting.
- 2. Arbor Day
 - Ellen asked Arbor Day Foundation if they are celebrating this year. The Foundation offers 6 ways to celebrate Arbor Day this year. Some ideas discussed were:
 - Post a link to flyer on the school's web site, parents backpack. This would be so kids and parents can do the craft for Arbor Day. Rachel will call the schools on this idea.

- WLB STC will donate trees to all 3 schools, without holding the Arbor Day gathering. STC will ask each school to plant the trees that STC donates. Rachel to call the schools on this idea as well.
- WLB STC would also like to plant a tree at Borough Hall with Mayor reading an Arbor Day proclamation. STC to suggest doing this on Recycling Day, May 8th.

3. Tree Identification for New Tree Planted

- Mike at Holmdel Nursery mentioned that it would be great to have signs to say what type/species of trees that have been planted.
- STC to look to provide these signs for trees planted by STC over the last 5 years.
- STC will begin this effort by developing a list of all the trees purchased in the last 5 years and buy tree markers for this set of trees.

4. Hazardous Tree Removals

- Rachel mentioned a hollowed-out tree in Ronan Shirvanian park that Mike of Holmdel nursery said should be removed. Ellen will send an email to Stefanie on this.
- STC discussed the idea of trying to compile a list of all hazardous trees being removed. STC is not always aware but would like to be kept informed of all such tree removals. Questions raised: Should STC apply for grants to get an official tree inventory done? Does DPW keep records?
- There are three ways hazardous trees are identified: DPW, Code Enforcement or STC. However, WLB does not currently have a central place to keep the tree removal information.
- Ellen will follow up on this idea.

F. Public Comment

1. None

G. Meeting Adjournment

- The meeting was adjourned by Ellen and approved by all at 7:30 PM.

Respectfully submitted by:

Kellie Campbell
STC Secretary