

**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 October 13, 2022 in the Borough Hall Council Chambers.

Present: Melanie Engel
Rachel McCarthy
Ellen Whitford
Aaron Chaikin
Bridget Green
Stephen Cioffi – Council Liaison

- A. Call to Order** – The meeting was called to order at 6:30 pm. We have a new member of STC, Bridget Green. She has a BS in Environmental Studies and just completed a Master's degree in Emergency Management.
- B. Site Plan Review** – There was no Site Plan review as the Environmental Commission meeting was cancelled tonight.
- C. Shade Tree Administrative Matters:**
1. It was determined that there were the following In-kind hours to be logged: EW (4) RM (2) ME (3), AC (1).
 2. Minutes Review – The September Minutes were reviewed and accepted with no corrections.
- D. Old Business:**
1. Arbor Day 2022 – We plan to have a tree planted at WLB Borough Hall and a photo of Council members taken to commemorate Arbor Day. The Mayor has already read the official Proclamation at the summer concert in August. Once we order the tree, the date will be arranged, probably on a Saturday since it will be dark earlier.
 2. Hazardous Tree Complaints – There is a complaint for #20 Locust Avenue on a possible dead tree. Ellen will ask Code enforcement to meet us at the property to allow STC to inspect the tree.
 3. Owens Property – Grant application for parking lot – There is no information on this project. We still need to check on the removal of the hazardous Ash trees in the front.
- E. New Business:**
1. Tree Removal Procedures- Steve Cioffi reported on WLB tree removal procedures. There were a few trees removed at Franklin Lake near the Gazebo, as it was felt there was more light needed for large Xmas tree & a potential hazard for leaning branches of

River birches. There was also one dying tree at corner of Locust & Lakeview removed. Steve said the town arranges all removals and trimmings necessary, and we should notify him and administration on these issues. At times trees may be removed even if there are not hazardous. Ellen asked Steve to notify STC of all tree removals in town, as we keep records of this for our Forestry Management Plan and do annual reports.

2. Tree Planting for 2022 – We met with Holmdel Nursery re the Gazebo landscaping project on Sept 20. Mike gave us an estimate and would like to meet us and the official Boro Council representative re the details of this plan. He has concerns re the deer eating our shrubs, as there are deer at the lake and around town. Steve said we are required to get 3 bids for any expenses over \$3900. He will check on this, and said that an official from WLB would do the bid process if that is required. We need to pick a date to meet w/Holmdel Nursey, and Ellen will check on this and notify members before the next meeting in November.

We received an estimate for several trees from Holmdel Nursery, and Ellen reviewed the species with STC. We decided on a Dogwood [if it's native] or Weeping Cherry for Borough Hall [Arbor Day tree] and a Ginko for the Lake. We want to plant two more trees at Franklin Lake, so we shall ask Holmdel Nursery if they have any other suitable trees, preferably shade trees, for the Throckmorton Ave side near picnic table. There are 3 dead/dying trees in that area which need to be removed. Aaron has some young trees that he offered to donate for our tree planting in town. The species includes: Tulip poplar, Silver maple, Crabapple, Hackberry, Persimmon and Kentucky coffee. He will get photos with details on the sizes for our next meeting. The location must be in the "call before you dig" approved area for planting our other new trees.

3. CE Credits for 2022 – Ellen reported that we need to earn at least 8 CE credits for this year to maintain our accreditation status. Aaron attended CORE training in March but this does not count toward this. She discussed the courses available through Rutgers Urban Forestry program and asked for everyone to do at least 2 credits for this education. Many of the courses are free, but if there is any fee we can submit a Purchase Request as we have CE funds in our budget. It is important that all STC members be educated, especially our newest members.

F. Public Comment - None

G. Meeting Adjournment

The meeting was adjourned at 7:45 PM. The next meeting will be on November 10th.

Respectfully submitted by:

Ellen Whitford
Chairperson