

Westwood Shade Tree Advisory Committee - Minutes – January 10, 2011
Attendance: S. Scherba, L. Hayes, V. Sauer, C. Leyden, J. Russo and P. Grefrath
Meeting began at 7:30 PM

The meeting was called to order by Linda Hayes at 7:30 PM, Sheryl Scherba read the Open Public Meetings Law Statement: "This meeting which conforms to the Open Public Meetings Law, Chapter 231, Public Laws of 1975, is a regular Westwood Shade Tree Advisory Meeting. Notices have been filed with our local official newspapers and posted on the municipal bulletin board."

The December 2010 minutes were voted on and passed.

Telephone Messages:

- Resident on First Avenue was very upset that a huge Pine tree was cut down on Second Avenue backyard and was concerned that there is nothing we can do about people just cutting down trees on their property.

A motion was had to open the meeting to the public. No one from the public attended the meeting and so a motion was had to close the meeting to the public.

Inventory update:

Paul Cowie received a list from the DPW of 2010 tree removals – he would also like from the DPW a list of trees planted in 2010 and what cites they were planted on. He will be setting up an appointment to install software and explain by the end of the month. Linda will talk with Rick and Pat regarding this.

Ketler Bus Lane:

Chris prepared a rough draft to be signed by Robert Hoffman to the Westwood Board of Education; Mr. Zoeller in response to their letter of June 30th. We are requesting restitution of \$6,500 for the tree that was taken down in order to put up the bus lane. ***We are still waiting for a copy of the response to this letter from the BOE.***

Meeting to discuss ordinance enforcement:

A discussion was had at our December meeting about STAC not being satisfied that the current ordinance is being enforced. This lead to STAC wanting Peter to organize a meeting to discuss this ongoing issue of lack of shade tree ordinance enforcement by our officials. Peter's first attempt at setting up the meeting failed due to lack of response— he will try again this month.

Council Liaison update:

Attached is Peter's STAC 2011 "hit list" which includes several STAC mission, the progress to date and what we may do next.

Peter implemented a new project request template that will be used for all requests to the Mayor and Council – a sample of the template is attached.

Budget:

The budget will probably be voted on in April or May.

Arbor Day:

We would like to plant the space shuttle tree at Westvale park on Arbor Day 2011
We need to find out what area can be planted at the park.

Meeting ended at 8:45 PM

Meeting ended at 9 PM

Council STAC Liaison's 2011 Hit List

Since	Task <small>[folder]</small>	Comments
	Assorted unanswered questions [Shade Tree Action]	<p>1) What happened to the “pack of information” that Board members received? Why can't STAC receive a packet?</p> <p>2) Why do tree companies and residents feel they have a right to cut down trees before going to a Board?</p> <p>3) Who has the authority to determine all tree-related summonses in Westwood? {STAC Liaison suggested we review all current Ordinances and Codes, something Municipal Attorney would have to do – Dec 10}</p> <p>4) When will we receive the White Pine Space Shuttle Tree? When and where will we plant it?</p>
12/15/10	Arborists Review [Budget 2011]	<p>MISSION: Have an arborist review site plans for potential impact on municipal/residential trees before Boards review applications.</p> <p>DONE: BA Hoffmann discussed with STAC Chair that the candidate should be Kris A. Hasbrouck, 230 South Central Avenue, Ramsey, New Jersey 07446 (201) 327-1336. He works part time for the Borough of Franklin Lakes. BA provided STAC Chair with estimated fee at \$50 per hour, with perhaps 100 hours of time as a maximum per year.</p> <p>NEXT: Funding for this service is included in STAC's 2011 budget request (\$1,200) and Council must agree in principal and fund it. <u>Question posed:</u> Wouldn't the Arborist's Review come out of the Escrow monies collected by the Board?</p>
11/15/10	Make STAC a Commission [Commission]	<p>MISSION: STAC would like to change from being an Advisory Committee to a Commission.</p> <p>DONE: STAC reports that borough missing out on huge indemnification; look at Ridgefield Park model. Received Westwood Guidelines from Clerk 12/18/10. STAC Liaison handed out Commission Guidelines at Jan 11 meeting.</p> <p>NEXT: STAC to include within the new Ordinance a provision that would make it a Commission rather than an Advisory Committee. Council must agree in principal.</p>
11/15/10	Establish Sidewalk Repair Program [Sidewalks]	<p>MISSION: STAC recommends that Westwood use one company (Safety First) to make all sidewalk repairs in the proper manner, without damaging municipal tree roots.</p> <p>DONE: STAC estimates a \$30k/year budget.</p> <p>NEXT: Must determine whose budget it would be included in, STAC, DPW, or other. Cannot be resident-funded. Council indications seem to be that they want to see finished Software and Ordinance initiatives before starting a new project using taxpayer dollars.</p>
9/15/10	Shade Tree Stickers for Contractors [Tree Permits and Stickers]	<p>MISSION: Any Tree Servicing Company would need a Tree Removal Sticker affixed to their truck to take down a tree in Westwood, issued by the Building Department. Fee to offset costs for printing stickers.</p> <p>DONE: An idea originating from the Code Official, stickers would be required on any truck removing trees in Westwood; indicating that they have read Ordinance #05-14 and their work is in accordance with it.</p>

		<p>Cost for stickers would come out of the Shade Tree budget and applications would be made through the Clerk's office, which would accept the applications and submit to Building and Shade Tree for review and approval, and then issues the sticker. Details on file. Mentioned at 9/21 M&C meeting with positive comments. The Code Official has given us samples to review.</p> <p>NEXT: STAC indicates they want to initiate; STAC Liaison to proceed with Code Official in early 2011. Council must agree in principal.</p>
9/15/10	<p>Tree Removal Permit [Tree Permits and Stickers]</p>	<p>MISSION: Any tree of a "to be specified size" being taken down in Westwood, whether it is a municipal tree or a residential tree, would need a Tree Removal Permit, issued by the Building Department. Fee to offset costs for permit process.</p> <p>DONE: Permits would be available through Building Department; which would mean that residents/tree service companies would complete an application form, Shade Tree reviews it and approves it, and then we issue the permit. The Code Official has given us samples to review. Details on file. Mentioned at 9/21 M&C meeting.</p> <p>NEXT: Some details must be worked out, such as who approves permit, size of tree that is "exempt, what would happen during "emergency" situations, such as after storms, etc. STAC indicated they wanted to examine the details; STAC Liaison will check with Code Official in early 2011. Council must agree in principal.</p>
6/1/10	<p>DPW to Establish Pruning Schedule [none]</p>	<p>MISSION: As soon as the Software Inventory program is fully-loaded, operational, and has been finalized, STAC Liaison will discuss creating a regular pruning schedule with the DPW Liaison.</p> <p>DONE: Program has been discussed with DPW Liaison but nothing has been done, waiting for Inventory Software implementation.</p> <p>NEXT: Waiting for the Software to be installed and DPW trained on how to use it. Must discuss budget and manpower nuances.</p>
12/15/09	<p>Trees in Front of Ketler School [Ketler Trees]</p>	<p>MISSION: STAC would like retribution payment for removing municipal tree in front of Ketler School to build a bus loading area, as well as an Escrow Account for trees potentially damaged by project.</p> <p>DONE: STAC Chair measured the trees in front of Ketler, where there was a proposed bus drop off. Sent Mayor an e-mail 12/16/09; followed by a memo and map from STAC Chair 12/17/09. Mayor discussed with BofE; who moved forward with project. STAC Chair, Member, and Liaison attended Planning Board Meeting on 1/28/09 and spoke on concerns about paving and root system; and penalty for one tree. STAC Chair penned memo to Planning Board following Tree Expert Paul Cowie's review of site on 2/8/09. No PB movement per Land Use Liaison on 4/3/09. STAC Chair penned letter to Superintendent initiating fine 5/10/09; sent out letter in early June. After receiving BofE's response, STAC Chair sent letter not accepting BofE request through Borough Administrator 12/10.</p> <p>NEXT: Waiting for BofE's reaction to second letter.</p>
8/7/09	<p>Purchase and</p>	<p>MISSION: Establish and fully-load a software system, operated by the</p>

	Implement Shade Tree Inventory Software [Inventory Software]	DPW, to inventory the species, quality, size, and pruning needs of all municipal trees in Westwood. DONE: Tree Expert Paul Cowie initiated the project on 12/14/09 and inventory work was underway on 1/10/10. Project reported 80% finished at 5/4/10 meeting. Tree Expert Cowie ran into some personnel problems and project lagged. STAC Chair reports the project will be completed by end of May 2010, September 2010, January 2011. NEXT: After Software program is downloaded and tested into the DPW computers and DPW management is trained how to use it, DPW Liaison indicated he will look into developing a pruning schedule.
6/2/09	Appoint Engineer as "Guardian of the Trees" [Letter to Boards]	MISSION: STAC would like at least one member of the Planning/Zoning Boards to be continually focusing on trees and tree removal during all applications. Could be the Board Engineer or the Town Planner. DONE: Sent memo to Board Chairs about Engineer as "Guardian of the Trees". Met and discussed with both Chairmen, and Board Engineer. NEXT: Formalize this or forget it.
10/28/08	Write New Ordinance to Replace #05-14 [STAC Ordinance]	MISSION: Feeling that Ordinance #05-14 is weak and a bit confusing to be interpreted properly by both users and the courts, STAC wanted to hire a prominent NJ State Tree Expert to rewrite the Ordinance correctly and plug any loopholes. DONE: STAC had received Shade Tree Ordinances from Jackson Twp (upheld by NJ Supreme Court) and Tenafly. Applied for grant to use TARP money to hire Ordinance Writer (from Ridgefield Park). Awarded grant 1/20/10. Member Leyden spearheading project; implementation discussions held at Feb 10, March 10, and April 10 STAC meetings. Conversations ongoing between Ordinance Writer and Member Leyden, who estimates project will take about a year to complete. Ordinance will include provision to establish STAC as a Commission. NEXT: Assume Ordinance will be ready for Council review in August/September 2011, with Ordinance Introduction in October 2011 and Ordinance Public Hearing in November 2011.
		Penalty Account Balance: \$5,990.00 on 9/2/09 \$21,884.24 on 1/10/11 2011 Budget request: \$22,978 as of 1/1/11

January 1, 2001

TO: Mayor and Council
FROM: Shade Tree Advisory Committee
RE: Project to be named

SAMPLE

History

For many years, there has been a need for this project to be named because it impacts every resident and the well being of our community.

Our Request

The STAC requests that the Mayor and Council consider . . .

Benefits for the Community

As we see it, Westwood residents will benefit from:

- 1) a cost savings
- 2) improved quality of life

Cost

To implement this project, there will be \$10 in start up costs and a line budget item for \$1,000 annually for this initiative to succeed.

Thank you for your consideration.

enclosures