

Westwood Shade Tree Advisory Committee - Minutes – June 13, 2011  
Attendance: S. Scherba, L. Hayes, V. Sauer, C. Leyden, 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."

**Telephone Messages:**

- 41 Euclid Ave – wants tree pruned
- Mr. Jones called about a Belgium block curb
- 25 Bryant Place – requests a tree on Berkeley side
- 19 Prospect Ave – requests a tree – a swamp maple
- 31 Clairmont – requests 2 trees
- 22 Newark – requests 2 trees
- 45 First Ave – issue with tree being planted
- 75 Harding – issue with tree being planted
- 41 Euclid – issue with tree being planted
- 92 Steuben – does not want a tree
- 22 Lotus – has sprinkler system
- 1 Nugent – does not want tree
- 326 Westwood Ave – has sprinkler system
- 430 Center – may have sprinkler system
- 18 Glen Ct – has sprinkler system
- 1 Glen Ct – has sprinkler system
- 10 Glen Ct – has sprinkler system

The meeting was opened to the public:

Resident William Heiman of 22 Newark Avenue came to state his request.

He had attended a previous meeting and also called in a request for 2 trees to replace 2 trees that were removed at an earlier date. His property is on the "wired side" of the street and so he would need 2 shorter trees for the area. Linda informed him that we only received tall trees in the spring order and that he would be put on the list for future tree orders possibly in the fall of 2011.

**New Ordinance:**

John Anlian attended the meeting and brought a rough draft of the ordinance to establish a shade tree commission for the borough of Westwood as well as the ordinance to amend certain provisions of the 195-83 Westwood Borough code entitled "shade trees, planting strips and landscaping"

**Council Liaison report attached.**

Meeting ended at 9:30 PM

Red is new

## Council STAC Liaison's 2011 Hit List

Since	Task [folder]	Comments
	Assorted unanswered questions [Shade Tree Action]	1) What happened to the "pack of information" that Board members received? Why can't STAC receive a packet? 2) Why do tree companies and residents feel they have a right to cut down trees before going to a Board? 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} 4) Is the Tax Map on the municipal website? {Municipal Clerk says No, but will ask Tax Assessor to post it.} 5) Did we receive a \$1,000 contribution from PSE&G and Guy Vogt? {In 5/13 mail, BA Hoffmann reports that the Borough received a check for \$1,000 from the New Jersey Tree Foundation, on behalf of PSE&G.}
6/11/11	Comments from DPW Superintendent	<p><b>MISSION:</b> The DPW Superintendent sent me an email asking if I knew what the status was regarding the "computerized program for the trees?" According to the DPW Super, Paul Cowie was down at the DPW and installed the program and said he would return in a few days but has not. At the May Public Meeting of the Mayor and Council, the STAC Liaison reported that the Tree Software Inventory System is installed and working. Councilman Phayre wants to see it in action. <b>Can we look into this quickly?</b></p> <p>Secondly, the DPW Super also mentioned that he would appreciate it if the STAC would adjust its tree ordering policy. He would like STAC to <b>identify and solidify the locations to plant trees</b> and receive the "go-ahead permission" from the homeowners <b>before purchasing trees</b>. He says he is still getting calls from residents in mid-June that don't want a tree when the cut off was back on May 16th. He added that the current purchase practice is <b>causing hardships for his crew</b> and he wants to avoid asking STAC to consider contracting out the planting.</p> <p><b>DONE:</b> <b>NEXT:</b></p>
3/29/11 <b>NEW</b>	Update Website	<p><b>MISSION:</b> The municipal website should be a useful resource that residents can go to for information about municipal trees.</p> <p><b>DONE:</b> In February 2011, Councilmember Waneck told a resident that they can request a tree and that there is a list on the website of where trees have been planted. The list however is not there. Also asked if STAC create and post the planting list from the last two years on the website? At April meeting, STAC Chair said posting the last two years on the website would be difficult and cumbersome. <b>STAC Liaison suggests we update the list of suggested trees</b> and include a picture of each, and at the May meeting, the STAC Chair said that the list would be extremely long so they will add a link to the New Jersey Shade Tree Federation.</p> <p><b>NEXT:</b> Add the link.</p>

12/15/10	Space Shuttle Tree	<p><b>MISSION:</b> Member Sauer reported that Westwood will receive a special white pine tree that originated in the Space Shuttle high above earth.</p> <p><b>DONE:</b> STAC Liaison sent out email asking governing body when and where will we plant the White Pine? At 2/15/11 M&amp;C meeting, one Councilmember said they thought Girl Scout Park and our Mayor suggested the main entrance at WestVale Park, noting it would be a “focal point to the entrance.” Several Councilmembers agreed. <b>STAC planted the Space Shuttle tree in front of the train station on Arbor Day. A plaque or framed paper acknowledging the tree (as well as a map identifying its location) will be located in the children’s section of the Library. A certificate signed by one of the astronauts will be framed and hung in the Shade Tree section of the Municipal Center.</b></p> <p><b>PROJECT COMPLETED</b></p>
12/15/10	<p>Meeting on Paragon Tree Project</p> <p><i>And</i></p> <p>Improving Communications with STAC</p> <p>[STAC Action]</p>	<p><b>MISSION:</b> Receive restitution for many trees taken down on two lots after STAC Chair measured trees and submitted report to Zoning Board and no action was taken.</p> <p><b>DONE:</b> Sent out memo requesting meeting to key contributors attempted to convene meeting in December 2010 with one of 9 people replying. Sent out second memo requesting meeting in Feb or March on 2/8/11. Did not receive feedback. Councilwoman Waneck discovered that neither the Clerk nor Planner were sending appropriate information to Shade Tree and she was going to make sure it happened; so Armand created an official Borough email address for Shade Tree as well as other groups that can be accessed by the Chair in order to have a systematic method for electronic distribution of reports that are distributed by the Planner and the Engineer to the Zoning and Planning boards. It was set up for the 1) Shade Tree; 2) Historical Commission, 3) Environmental Committee, and 4) Parking Authority. All information pertaining to Planning or Zoning Board applications will be sent to these emails. In addition, the STAC Liaison talked with Borough Planner Ed Snieckus regarding his watching out for trees and suggesting fines during PB and ZB meetings. To further increase communications and understanding STAC’s needs, Mayor Birkner attended march 2011 meeting. ZB Chair Martin offered additional insights at the May 9 meeting.</p> <p><b>NEXT:</b></p>
12/15/10	<p>Arborists Review</p> <p>[Budget 2011]</p>	<p><b>MISSION:</b> Have an arborist review site plans for potential impact on municipal/residential trees before Boards review applications.</p> <p><b>DONE:</b> 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. STAC Chair says funding for this service will come out of Reparation Account.</p> <p><b>NEXT: Initiate program.</b></p>
11/15/10	<p>Make STAC a Commission</p> <p>[Commission]</p>	<p><b>MISSION:</b> STAC would like to change from being an Advisory Committee to a Commission.</p> <p><b>DONE:</b> STAC reports that borough missing out on huge indemnification:</p>

		<p>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><b>NEXT:</b> STAC to include this provision within the new Ordinance. Council must agree in principal.</p>
11/15/10	<p>Establish Sidewalk Repair Program [Sidewalks]</p>	<p><b>MISSION:</b> 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><b>DONE:</b> STAC estimates a \$30k/year budget.</p> <p><b>NEXT:</b> 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	<p>Shade Tree Stickers for Contractors [Tree Permits and Stickers]</p>	<p><b>MISSION:</b> 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><b>DONE:</b> 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. 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&amp;C meeting with positive comments. The Code Official has given us samples to review. Gave first draft to Armand 2/3/11 with cc: to Hayes, Hoffmann, Huntington, and Waneck for review. Armand returned edits 3/3/11.</p> <p><b>NEXT:</b> John Anlian, Ordinance Writer, also recommends that this project be put on hiatus as it is too cumbersome. If we proceed, details must be worked out, such as who gets the money, etc. STAC will pay for sticker printing. STAC Liaison will then give draft to STAC, followed by governing body, who must agree in principal. <b>Put on Hiatus per John Anlain's suggestion.</b></p>
9/15/10	<p>Tree Removal Permit [Tree Permits and Stickers]</p>	<p><b>MISSION:</b> 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><b>DONE:</b> 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&amp;C meeting. Gave first draft to Armand 2/3/11 with cc: to Hayes, Hoffmann, Huntington, and Waneck for review as well as asking for text for Permit use.</p> <p><b>NEXT:</b> John Anlian, Ordinance Writer, also recommends that this project be put on hiatus as it is too cumbersome. If we proceed, details must be</p>

		worked out, such as who approves permit, size of tree that is “exempt, what would happen during “emergency” situations, such as after storms, who gets the money, etc. STAC Liaison will then give draft to STAC, followed by governing body, who must agree in principal. <b>Put on Hiatus per John Anlain’s suggestion.</b>
6/1/10	DPW to Establish Pruning Schedule [none]	<b>MISSION:</b> 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. <b>DONE:</b> Program has been discussed with DPW Liaison but nothing has been done, waiting for Inventory Software implementation. Not all trees can be pruned by DPW, particularly those that are very young, and need a professional pruner. BA provided STAC Chair with estimated fee at \$130 per tree for 50 trees per year. <b>NEXT:</b> Waiting for the Software to be installed and DPW trained on how to use it. Must discuss budget and manpower nuances With DPW Liaison. Funding for pruning young trees could come out of Reparation Account. (budget est. \$6,500)
12/15/09	Trees in Front of Ketler School [Ketler Trees]	<b>MISSION:</b> 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. <b>DONE:</b> 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. Sent email to BA on 2/8/11 asking that if letter was sent, where are our copies? <b>NEXT:</b> BA Hoffmann says that Borough Attorney asked to hold up letter until her reviews jurisdiction glitch. Asked BA twice and sent 3 emails since march meeting, asking for an update; none given to date. <b>STAC Chair called Borough Attorney about status before April meeting and will continue calling.</b>
8/7/09	Purchase and Implement Shade Tree Inventory Software [Inventory Software]	<b>MISSION:</b> Establish and fully-load a software system, operated by the DPW, to inventory the species, quality, size, and pruning needs of all municipal trees in Westwood. <b>DONE:</b> 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. Member Sauer reports at Jan 2010 meeting that Tree Expert Cowie needs 2010 Planting List and well as any removals in 2010 to make list accurate; and said he needs a date to access DPW computer to install

		<p>and instruct users. Project was initially to be completed by end of May 2010; however, Tree Expert Cowie had to add additional 2010 information and then install Software program into the DPW computers and test it. Once DPW management is trained on usage, DPW Liaison will look into developing a pruning schedule. Several members of governing body have specifically requested a date when this will be finalized. At the April meeting, the STAC chair announced that the project will be installed on Thursday, April 14. <b>At the May meeting, STAC Chair reported that Software has been successfully installed and the DPW Secretary was trained on operation of program. At this time, the Software Project is considered final and usable. Others can be trained, as necessary.</b></p> <p><b>PROJECT COMPLETED</b></p>
6/2/09	<p>Appoint Engineer as "Guardian of the Trees" [Letter to Boards]</p>	<p><b>MISSION:</b> 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.</p> <p><b>DONE:</b> Sent memo to Board Chairs about Engineer as "Guardian of the Trees". Met and discussed with both Chairmen, and Board Engineer.</p> <p><b>NEXT: Put on Hiatus; not enthusiastically supported by members.</b></p>
10/28/08	<p>Write New Ordinance to Replace #05-14 [STAC Ordinance]</p>	<p><b>MISSION:</b> 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.</p> <p><b>DONE:</b> 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 John, 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.</p> <p><b>NEXT:</b> Assuming Ordinance will be ready for Council review in August/September 2011, with Ordinance Introduction in October 2011 and Ordinance Public Hearing in November 2011. <b>John Anlian, Ordinance Writer, informed that if the Ordinance must be established at the end of September, STAC Liaison will need the Ordinance to be reviewed by the Governing Body and the Attorney beginning early June to be hand it out so discussions begin at the June 21 Public Session.</b> Planning and Zoning Boards also will have commented on it by then as well. <b>At this point, project may not be finished by September.</b></p>

Tuesday, February 08, 2011

<b>Financials</b>	<b>Restitution Fund Account Balance:</b>	<del>\$5,990.00 on 9/2/09</del> <del>\$21,884.24 on 1/10/11</del> <del>\$21,884.24 on 3/10/11</del> \$22,144.24 on 5/9/11
	<b>2011 Budget Request</b>	\$22,978 as of 1/1/11 \$0 as of 3/9/11