



# HAWTHORNE

## Shade Tree Commission

**BOROUGH OF HAWTHORNE**  
MUNICIPAL BUILDING  
445 LAFAYETTE AVENUE, HAWTHORNE, NEW JERSEY 07506  
PHONE: 427-5555 EXT. 318

### December 2, 2008 Meeting Notes

Attendance: Philip Savoie (PS), Declan Madden (DM), Pieter Slump (PSL), John Terry (JT)-departed 08:00, Rick Hockenberry (RH), Patrick Allen (PA)-Borough Arborist  
Joe Wojtecki (JW)-Council Liaison arrived at 8:30, departed 09:00.  
Meeting 07:30PM-10:00PM

*Motion to open public portion of meeting: 1st PS, seconded by JT, unanimous approval.*

1. Public session (if needed).  
Mr. and Mrs. Cullen-549 Goffle Hill Road.

*Mr. and Mrs. Cullen attended the public portion of this meeting as a follow up to their previous attendance to a previous Commission meeting and asked about the procedure for getting a Borough tree on their property ( in the Right-of -Way) removed by an outside contractor. PA stated that his inspection of this tree indicated that the previously discussed removal would be OK. PS stated that a letter/permit would be sent to the Cullen's by the following week to give the written approval for the expedited tree removal, but that a current certificate of liability insurance and Workman's Compensation from the hired contractor needed to be provided to the Borough prior to work commencing. The Cullen's stated they would take care of this item and would wait for the Commission's letter. This ended the public portion of the meeting.*

*Motion to close public portion of meeting by PSL, seconded by RH, unanimous approval.*

*Motion to open executive portion of meeting by PS, seconded by JT, unanimous approval.*

2. Review & approve November 2008 meeting notes.

*Motion to approve Nov 2008 notes by PSL, seconded RH, unanimous approval to accept the notes.*

3. Budget review.

- A. 12/1/08 history. Budget is finished for 2008, no more general funds. If any JIF money left over, it is not clear what will happen to it. All requested Purchase orders (PO) have been processed.

*A review of this history by PS determined that approximately \$1200 was taken out of our budget over the year without knowledge of PA & PS or the Commission. The money may have been spent on Shade Tree items but not with the knowledge or consent of the Commission. It was also unclear, without the receipts, to know who spent the money and who signed off on the purchase orders to pay for the charges.*

- B. 2009 Budget. Public hearing held on Tuesday November 25, 2008 @ 4 PM. No questions from public. Eventual meeting with Council Finance Committee in early 2009, February?

*Mention only.*

- C. Waiting on file cabinet for 2<sup>nd</sup> floor at Borough Hall. PO processed. Follow up by PS.

*Mention only.*

4. **Old Business items.**

- A. Letters still to be written to residents, property owners, etc.

1. 4 Washington Ave. Property owner.
2. 84 Buena Vista Ave., Resident & Contractor.
3. 151 First Ave. Resident. Additional question: Based upon PA's two inspections of this tree, should the previous response proposal be reconsidered?

4. Mill Loft project guidance. Property owner & Mayor/Council. Letter written 8/6/08 to developer. No response yet.
5. 187/183 Third Ave. removal/pruning request.
6. 218 Westervelt Ave. regarding removal request to Borough Hall.
7. 8/15/08 letter for 196 Mountain Ave. Removal request for dead tree, inspection results. 2<sup>nd</sup> letter received 9/22/08. 3<sup>rd</sup> letter received 11/1/08.

*PA stated trees were removed. No letter or further follow up required.*

8. 9/4/08 letter for 549 Goffle Hill Rd. Removal request, discussion? *The Commission granted approval for her removal.*
9. 9/9/08 e-mail from DPW regarding removal at 159 Mountain Ave. Resident unhappy w/removals. Response? Letter also received by Mayor. Ask resident if a replacement tree is requested?
10. 53 Florence Ave. Mason contractor failure to notify issue. Letter still to be written.
11. Street rebuilding issues with Borough Engineer & contractors. October 13, 2008 letter from resident regarding Tuxedo Ave. issue. Response requested from resident. Letter still to be written.

*PSL to write letters with PS to help complete backlogged letters. Comment made by PSL regarding Tuxedo Ave. resident. Request by JW for Borough Administrator to respond to the resident. Letter to Boswell to request arborist be present during future projects to specifically inspect work and provide guidance, as had been previously requested and expected by the Commission, to prevent problems on these type of jobs in the future.*

**B.** General Borough planting planned for Spring '09. Two contractors chosen. Purchase orders sent out. Contract details to be worked out. Planting meeting needed soon.

*Mention only.*

**C.** Ordinance Committee. No action, still to be pursued. Start with Chapter 54 to make process easier.

*Mention only.*

**D. Enforcement follow up activities:**

1. Roughgarden replanting issue. Still to be done, Spring'09.
2. Revisit Lafayette Ave. Ext. case? Home not sold, trees never replanted. Lien put on property but not resolving issue. Still to be pursued. No action yet, follow up.
3. 163 10<sup>th</sup> Ave. PS went to court Nov. 20, 2008. Guilty plea, fine and agreement for cambistat treatment in Spring'09.
4. 229 Van Winkle Ave. Court Date Dec. 4, 2008. Settlement proposal provided to property owner. PS to go to court.
5. 8 Cider Mill Rd. Clearview Landscaping. Court Date Dec. 11, 2008, PS to go to court.

*Mention only.*

**E. Proposal for shared services lease agreement of aerial truck to Borough of Pompton Lakes. Draft letter completed, more to be added and submitted to Administration. No feedback as to the status of this proposal at this time or not being pursued.**

**F. 50 Braen Ave. Letter from Building Dept. & referral from Planning Board. Sub-division of property. Removal issue for at least one street tree. Comments requested for meeting before Board on Nov.25, 2008. Follow up letter dated Nov.21, 2008 submitted to Board by PS.**

**G. 280 9<sup>th</sup> Ave. Referral from Building Dept. & Planning Board, short notice. Redevelopment of commercial property at the end of 9<sup>th</sup> Ave., near the PSE&G 9<sup>th</sup> Ave. substation. Comments requested for meeting before Board on Nov.25, 2008. Follow up letter dated Nov. 21, 2008 submitted to Board by PS, concern about impacting Borough property and trees in adjacent easement.**

*Items E., F. & G. Mention only.*

**H. 2009 proposed meeting dates. Final proposal for publishing.**

January 6, 2009  
February 10, 2009  
March 3, 2009  
April 7, 2009  
May 5, 2009  
June 9, 2008 (2<sup>nd</sup> Tue. of month)  
July 7, 2009  
August 4, 2009  
Sept. 9, 2009 (2<sup>nd</sup> Wednesday of month)  
October 6, 2009  
November 10, 2009 (2<sup>nd</sup> Tue. of month)  
December 1, 2009

*No known date conflicts at this time. PS to publish these dates in the Hawthorne Press.*

**5. New items**

**A.** NJDEP 2008 CSIP Grant application prepared and submitted to the Mayor & Administration for review and signature Dec. 2, 2008. \$25K requested. To be sent to the NJDEP Community Forestry Program on Dec. 4, 2008 for Dec. 5, 2008 submittal date.

**B.** Enforcement cases.  
None at this time.

**C.** Letters/request for removal/other, discussion & action:  
None at this time.

*Items A., B. & C. Mention only.*

**D.** Progress on Eight-Acre Wood identification/information project?  
(For Environmental Commission).

*PA is taking care of this. 20 trees ID'ed w/tags.*

**E. Proposal by Council to outsource Shade Tree activities. Discussion.**

*PS and PSL to meet with the Mayor and Administrator on January 9, 2009 to analyze proposal and look at productivity numbers.*

*DM states that the program has traditionally not been supported consistently throughout the year, for example, with a dedicated assistant to the arborist, with the arborist being pulled to do leaves. Also, the arborist's productivity is being compared to Downes, which received a list of 15 trees to take down, and they were able to use their better equipment and numerous workers to take them down very quickly. In contrast, the arborist's work is often delayed or hamstrung by the arborist being called out to other jobs (sidewalk inspections, etc).*

*PA also concerned with changes in personnel at DPW and now Council proposal about outsourcing arbor functions, who will answer hot line and keep up with work order system and work lists.*

*No final actions have been decided upon yet. Data from the production sheets needs to be collected and reviewed for this matter. Task lists for Shade Tree tasks and functions need to be written up for discussion.*

**F. Anything else?**

*PSL-Weedwackers issue– We should look at arbor guards and public outreach to educate the public how trees get damaged by weedwackers.*

*Watering Gator Bags – Should be taken off any trees for winter season if a Commissioner observes a bag still in place. Bags left with water over the winter freeze and crack the bags making them useless. Better to bring them in. Bags may be brought to DPW for storage.*

*JW also asked about May St. removal near Tuxedo Ave. PA stated that the tree had previously been attempted to be saved but that the tree was rotting from the inside out and had to be removed. PSL mentioned that maybe the stump could be ground out to a depth to allow for a future planting.*

*PA asked about 154 3<sup>rd</sup> Ave. Recent pear tree planting. No request for permission to plant this species. Transplant issue?*

*Motion to close meeting by PS, seconded by DM, unanimous approval to close the meeting.*