



# HAWTHORNE

## Shade Tree Commission

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

### February 10, 2009 Meeting Notes

In attendance: Phil Savoie (PS), Rick Hockenberry (RH), Declan Madden (DM), Pieter Slump (PSL), Arborist Patrick Allen (PA), Council Liaison Joe Wojtecki (JW 8:15 – 8:45) Meeting 07:30PM-10:30PM

Absent: John Terry (JT)

*Keys for the new Shade Tree Commission files and materials storage were handed out, the following people were given keys: PS, RH, PSL, PA, DM & Administration.*

*PS motion to open meeting, seconded by RH. Unanimous approval to open meeting.*

Guest: DPW Director Joe Clementi

*Mr. Clementi attended this meeting and met the Commissioners. Discussion surrounding the Shade Tree Program and activities related to the Commission were reviewed. Mr. Clementi has also agreed to attend the upcoming CORE training at the end of this month in Paramus, to have a better understanding of the shade tree program and State of New Jersey requirements. PS explained how we track our expenses in order to not lose money for non-shade tree expenses.*

1. Public session (if needed). *No public in attendance.*
2. Meet new DPW Director Joe Clementi. Shade Tree Commission operations overview & discussion.
3. Review January 2009 meeting notes.

*Motion to accept meeting notes by PS, seconded by RH, unanimous approval to accept meeting notes.*

**4. Budget review.**

A. 2009 Budget. No change, not yet approved. Working off temporary budget. *Mention only.*

**B. Spring 2009 training.**

1. Rutgers classes. Registrations received. Training starting February 16-20, 2009, March 2009 & April 2009. ACRT course for electrical hazard training for PA and 2 Borough employees February 23-27, 2009 @ Downes Tree Service.

2. CORE training. DPW Director Joe Clementi has been asked and has accepted HSTC's invitation to attend CORE training in Paramus this month. PO submitted. Other invitees could not attend at this time.

3. PA has requested to attend an additional class at Rutgers this Spring'09. Working through your CFMP, April 2009.

*Above items are mention only. Note that due to schedule conflict for Commissioner RH, PA will use credit for previously requested course for item B.3. above. Also discussed is a free Bartlett Tree Service course in Morristown in March 2009. DM& PA plan to attend, gives CEU credits for Borough for 2009 CEU requirements. PA needs to know by 2/27/09 if anyone else is planning to attend.*

**5. Old Business items.**

*Items under 5.A. & 5.B. mention only.*

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

1. 4 Washington Ave. Property owner. Improper planting, no permission from Commission. Species hazard.
2. 84 Buena Vista Ave., Resident & Contractor.
3. 151 First Ave. Resident. Old removal request.

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.

**B. Letters completed to residents, property owners, etc.**

1. 1 Cynthia Court. Removal request by resident, January 12, 2009 letter. Inspected by PA & PS, dead tree. Added to removal list. Response letter dated February 6, 2009.

2. 5 Karl Ave. Letter dated October 13, 2008. Request for tree inspection and trim by resident. Inspected by PA, who also met with resident as per work order system and has been to address on multiple occasions to trim tree but has had car obstructions. PS also inspected tree 1/30/09. Tree in good condition, low priority trim as per work order system. Response letter dated February 8, 2009, will continue on trim list when trimming is being performed and car obstruction issue is resolved.

3. 217 Hawthorne Ave. Request for tree inspection and trim by resident, in specific one main branch near house electrical service line. PA inspected this tree and determined that the branch in question is sound and would harm tree if removed. Other trimming to be done as per work order. PS met with resident on 1/30/09 and also informed them that the shading of the ornamental tree on the property was unavoidable and the Borough tree could not be compromised for shade issue. Response letter dated February 8, 2009, will continue on trim list when trimming is being performed.

**C. General Borough planting planned for Spring '09. Met with both planting contractors; 1/9/09 w/Borst and 1/16/09 w/Tode. Planting meeting needed to revise plan based upon results of meetings and requests for potential tree species changes. Discussion of plans.**

*DM will work with Borst and Tode to handle the correct species selection. All contact w/contractors must be routed through DM. Target date of the first week of March 2009 to begin sending letters to addresses where planting activities are to occur. Noted that there are currently 92 requests including Brookside Ave. for planting. 14 of these requests are for multiple plantings of 2 or more trees at a specific address. The Commission decided that in order to fulfill all planting requests and to determine how well property owners are caring for trees, only one tree will be planted for multiple planting request addresses. These addresses will be kept on the planting list for future planting activities.*

**D. Ordinance Committee.** Start with Chapter 54 to make process easier. Start by next meeting, contact Borough Attorney. Determine when Ordinance Book update will close.

*PS will send PSL information, which he will forward to Borough Attorney.*

**E. Enforcement follow up activities:** Monitor for Spring'09 after freeze season passes. To be followed up in March or April 2009.

8 Cider Mill Rd. update. Package prepared and delivered to defendant's insurance company for evaluation. Company representative was contacted 2/5/09. Package turned over to sub-contractor appraiser for insurance company's claim calculation. Should know in approximately one week insurance company position.

**F. 280 9<sup>th</sup> Ave.(6<sup>th</sup> Ave.) PSE&G 9<sup>th</sup> Ave. substation.** Any activity yet?

*Discussed with J. Clementi to make him aware of project and follow up that PA and the Commission will be undertaking regarding this project.*

**G.** NJDEP 2008 CSIP Grant. Application submitted timely. Received correspondence from State dated 1/14/09. Grant request not approved due to high volume of grant requests. Grant was scored 17.5 out of 20 points. Requests with a score of 19 or higher were approved.

**H.** Reports:

2008 Tree City USA & Growth Award package submitted.

2008 NJDEP Community Forestry Annual report submitted.

*Items #5E, 5F, 5G & 5.H are all mention only.*

**5. New items**

**A.** Enforcement cases.

None at this time.

**B.** Letters/request for removal/other, discussion & action:

None at this time, as of 2/6/09.

*Items 5.A. & 5.B. are mention only.*

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

*PA has talked to members of the Hawthorne Environmental Commission (HEC) and they would like to walk through 8-acre Woods in the spring. PA also described process he is using to identify trees.*

**D.** 2009 Education events planning: Cel-Earth-Bratton & Arbor Day. Start planning events. Envir. Committee Meeting on 2/12/09. Updates.

*Cel-Earth-Bratton -- PS will talk with RH regarding a tree for the raffle. PS organizing event and coordinating w/HEC.*

*Arbor Day -- PA suggests planting a tree in honor of somebody. PSL to determine location.*

*E. Cool Cities Planting offer from NJDEP State of New Jersey and the New Jersey Board of Public Utilities. Discussion of proposal. Meeting held w/Mayor Goldberg and the New Jersey Forestry Service on 2/6/09 to present and discuss the proposal. Public resolution planned for February 18, 2009 Council Meeting. Commissioners should attend if possible. Arborist invited too.*

*Suggestions for planting locations should be e-mailed to PS by the end of February. PA & Commissioners to work w/NJDEP Forestry representative to determined planting locations. Publicity campaign to be undertaken.*

*F. Anything else?*

*1. Generator Base pad for monotower – building plans for the pad have changed and we need to review them so that the pine tree in front of the building does not get affected.*

*2. Question about follow up on enforcement cases. Is anyone tracking follow up's? PS tracking cases, the majority will have to be remediated when the weather gets better. Approximately six cases to monitor.*

*3. Discussion about Hawthorn tree removals @ Sherman Ave. No decision made. Review still in progress.*

*4. The Commission reaffirmed w/PA that in the event of removals where 3 or more trees are being removed at the same geographical location and/or property/adjacent properties, that PA would notify the Commission and that the Commission will notify the Mayor & Council.*

*5. PS requested that Channel 77 messages be written for use on a regular basis. Messages need to be short and address an arboricultural issue.*

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