



HAWTHORNE

Shade Tree Commission

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

December 4, 2007 Meeting Notes

Attendance: John Terry (JT), Declan Madden (DM), Patrick Allen (PA)-
Borough Arborist & Philip Savoie (PS)

Absent: Rick Hockenberry (RH), Pieter Slump (PSL), Shirley Shortway-
English (SSE)-Council Liaison

07:30PM-09:45PM

Motion to open meeting: PS 1st, JT 2nd, unanimous vote to approve.

1. Review & approve December 2007 meeting notes.

Motion to approve November 2007 meeting notes: PS 1st, JT 2nd, unanimous vote to approve.

2. Budget review.

A. 2008 Budget request submitted. \$56,000.00 requested. Waiting for meeting with Administration and Council finance committee. Includes extra money to finish Brookside Ave. planting and planting request backlog. Also includes money for ACRT training.

Comment only. Recommended ACRT attendees from DPW: Patrick Allen, Art Montaine, Clayton Turner & Anthony Divincent.

B. \$11,000.00 encumbered for Spring'08 planting.

Comment only.

C. Not clear what, if anything is left. Excess monies may be used for operations account additional expenses for this year.

Anticipated uses and suggestions were made for these funds, based upon the most recent budget printout from the Finance office. They were as follows:

1. Anticipated fee for the Hawthorne Press to publicly announce 2008 meeting dates.

2. Purchase of identification clothing with the Commission logo for the Commissioners & Arborist, as has been previously discussed. A dress shirt for public functions and court dates was recommended, as well as a jacket for performing field work.

Motion made to purchase/encumber monies for identification clothing with the Commission logo for the Commissioners & Arborist on the front of each garment, twelve garments in total, not to exceed \$1000.00.

PS 1st, DM 2nd, unanimous vote to approve.

3. Purchase official enforcement shield and holder for the arborist when performing enforcement investigations. Purchase holder for existing Commissioner shield. Estimate/quote obtained from Don Turner for a company the Borough uses for these items, Chief Supply.

Motion made to purchase/encumber monies for enforcement shield and holder for the arborist and purchase holder for existing Commissioner shield from Chief Supply.

PS 1st, DM 2nd, unanimous vote to approve.

4. Motion made to encumber any remaining monies for arbor hardware at Northeastern Associates and/or East Coast Landscaping for Spring'08 planting contract.

PS 1st, DM 2nd, unanimous vote to approve.

3. Old Business items.

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

- 1. 43 Kenwood Rd.-Cohen settlement letter. Letter being written & still to be sent out.*

Comment only.

2. 121 Maitland Ave.- Roughgarden settlement letter. *Letter being written & still to be sent out.*

Comment only.

B. Monthly reports and obligations for state reports.

1. National Arbor Day Annual Growth report due at the end of December 2007. Data being gather and Joe S. @ DPW has been contacted. Target date for submittal to Borough Administration Dec. 7, 2007.

Phil to prepare report.

2. 2007 Annual report for State of NJ. Due Feb. 15, 2007. To be addressed in Jan. 2008.

To be done in January 2008, Phil to prepare report.

C. Policy change in DPW regarding the borrowing of Shade Tree tools for personal use. Follow up needed to obtain copy of this document, not obtained yet.

Comment only. Not obtained as of this time.

D. Proposed meeting dates for 2008 to go to Administration for announcement in Hawthorne Press. Phil will handle for publication for the week before Christmas.

Comment only.

4. New items

- A. Planting for Spring 2008. Will need to work with East Coast Landscaping shortly to begin species selection & order. Will probably need to complete in early Jan. 2008. Volunteers (2) & Patrick, needed to work on this task.**

PA, DM & possibly PS to work on species selection.

B. Enforcement cases ongoing:

1. 53 Rea Ave. Rana. Illegal root cutting during sidewalk removal and replacement. Summons issued. Patrick to comment. Ongoing case.

Court date set for Jan.3, 2008. Discovery requested by defendant's attorney. Needs to be prepared by PA and possibly PS (who initiated the investigation & enforcement action).

2. 43 First Ave.? Sidewalk/tree conflict? Patrick to comment.

A sidewalk was lifted at this location and a removal performed. An issue with a root occurred and the property owner did not contact Shade Tree or the Arborist. A summons was issued. An agreement was made to let the sidewalk be refinished with the arborist's and DPW supervisor's guidance, with a re-pour over the affected root. A \$100.00 fine was issued in court. This case is closed.

C. 2008 Event schedule. Volunteers, assignments.

1. Cel-Earth-Bration April 2008, with Hawthorne Environmental Commission & Bd. Of Education. Planning has already begun by Env. Commission. Next meeting on Thursday Dec. 13, 2008. Phil to attend. Any others?

No commitments at this time, asking for commitments by next meeting. Asked RH to approach Goffle Brook Farm for tree donation again, for the raffle at Cel-Earth-Bration.

2. Arbor Day April 2008. Coordinator & planner?

Possible tag-on with Development Committee to plant Diamond Bridge Ave. Also may re-plant Hawthorne @ Borough Hall depending on tree's health in Spring'08. Final possible location at Lincoln Middle School too. To be determined.

3. Memorial Day Parade 2008? Other possible volunteers to help HSTC.

Help offered by Joe Osborne to make sign/picture for float. RH may help w/truck & trailer.

D. 2008 training schedule. A rough draft needs to be completed to start preparing financial documents. Discussion.

Possible hazard tree training for PSL and JT Feb. 15'08 @ Rutgers. CTE course for DM starting in March'08. Shade Tree Mgt. course for PS, PA @Rutgers Feb. 21, '08. PA would like to join the International Society of Arboriculture (ISA) and take an ISA exam this year for ISA certification. Shade Tree Federation meeting in Oct.'08.

E. Anything else?

PA mentioned looking at the Massachusetts Tree Wardens web-site for an alternative process for the Borough's tree inventory.

Motion to close monthly meeting. PS 1st, JT 2nd, unanimous vote to approve.