



HAWTHORNE

Shade Tree Commission

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

February 5, 2008 Meeting Notes

Attendance: Rick Hockenberry (RH), John Terry (JT), Declan Madden (DM), Pieter Slump (PSL), & Philip Savoie (PS)
Absent: Patrick Allen (PA)-Borough Arborist, Joe Wojtecki (JW)- Council Liaison 07:30PM-10:00PM

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

1. Review & approve January 2008 meeting notes.

Motion to meeting notes: PS 1st, PSL 2nd, unanimous vote to approve.

2. Budget review.

- A. 2008 Budget request submitted. Still waiting for meeting with Administration and Council finance committee. Received call from Borough Administrator, meeting should be soon.
- B. \$11,000.00 encumbered for Spring'08 planting. PO for vendor has been issued and received by vendor.
- C. New PO preparation: training PO's for Rutgers and Sterling have been completed and sent out. PO numbers have been generated. Watch mail for registrations.
- D. PO paperwork for Downes contract submitted last week.

Items #2.A through D. were briefly mentioned with no discussion.

E. 2/1/08 history. Discrepancies and questions:

1. Northern Safety, PO#42820. What, when & who? Follow up to determine answers.

Review of this matter determined that the Borough Safety Committee for DPW had ordered new safety gear for all employees at DPW. Cost \$138.00.

2. Continuing education course for hazard tree assessment for road supervisor and DPW employees? No notification to Commission and cost of training from HSTC budget.
3. Budget responsibility? Discuss w/Administration?

These two items were of greater concern to the Commission. Without notification or communication with the Commission when Commission budget money is being spent, the budget cannot be planned or used as projected. The Community Forestry Management Plan indicates that the Commission is to oversee the disbursement of Shade Tree monies. The Commission members indicated that this matter should be discussed with Administration to ask for cooperation from all sections of the Borough in communicating Shade Tree budget monies.

3. Old Business items.

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

1. 43 Kenwood Rd.-Cohen/Cuono settlement letter sent out. Removal performed. Follow on replacement assessment, payment due by February 2008. **Waiting for replacement assessment, due in approximately one week.**

Pieter to follow up on payment and check.

2. 45/49 Summit Ave. Inspection and review performed by Commissioners PS, PSL & DM. Arborist notes and feedback reviewed. Tree to be removed as part of current removal project, if possible. No enforcement action to be taken due to the long period of time that appears to have passed when the wall was built to this time. No further action.

2. *(con't.) Mention only.*

3. 81 Roosevelt Ave.-Dusenberry. Inspection performed at address by Phil. Discussion.

Inspection by Phil on 2/5/08. Results of discussion and inspection: request addition to work order & trim list, low priority.

B. Monthly reports and obligations for state reports.

1. 2007 Annual report for State of NJ. Due Feb. 15, 2007. To be addressed in Jan. 2008. **Report prepared and submitted to Administration Feb.1, 2008.** *Mention only.*

C. Revised meeting dates for 2008 announcement in Hawthorne Press. Published in the Jan.31, 2008 edition. *Mention only.*

D. Planting for Spring 2008. East Coast Landscaping shortly to begin species selection & order for current planting request list. EC received purchase order paper work.. Update.

Master list for planting addresses from prior field work to be prepared by Phil for ECLC. Letters to be sent to the potential planting locations prior to and after planting, with information and instructions. Phil to prepare letters.

E. Shade Tree plan for Patrick's pending absence. January 22, 2008 memo to Eric Maurer. Discussion, comment. *Briefly mentioned, no further discussion.*

F. Monthly work reports and new field record form. Work order request issue and assignment tracking issue. Update, discussion.

Joe Scarmazzo & Robin McKewon have been filling out the new form and providing copies of work orders requested during January 2008. Starting to begin monthly reporting to understand work load and requests, completed work. Phil will continue to get monthly data. Processing data issue to be worked out.

4. **New items**

A. Brookside Place replanting. Field visit by Declan & Phil to review logistics. 2008 budget requested extra money for completion of this project. Estimate \$8000.00 needed based upon current estimate. Request East Coast to plant? Discussion.

This matter was discussed and the issue of obtaining additional estimates for this job was debated. A motion was made to appropriate up to \$8000.00 of the budget monies to finish the replanting project on Brookside Ave., with the obtaining of three estimates for the job. Contractor to be determined. Specification for job to be written ASAP. 1st-PS, 2nd-RH, unanimous vote to approve this motion.

B. Enforcement cases ongoing:

1. 53 Rea Ave. Rana. (Cirino) Court date on Thur.Jan.3, 2008. \$300.00 fine and replacement cost assessment of approximately \$5400.00. Letter and invoice sent to defendant's attorney January 10, 2008. Waiting for replacement assessment payment or possible return to court if payment not received.

No response from defendant's insurance company yet.

2. 46 Rea Ave. (Woodfin) Summons issued. Court date for Feb. 14, 2008.

Phil to go to court. Low fine recommended.

C. 2008 Event schedule. Volunteers, assignments.

1. Cel-Earth-Bratton April 2008, with Hawthorne Environmental Commission & Bd. Of Education. Saturday April 12, 2008. Planning continuing by Env. Commission. Event may be held at the High school.

Phil is the main contact. Brief update of plans and comments from attending Environmental Commission meetings to plan for the event. Tublings ordered. RH has secured commitment for tree raffle tree. Ads

to be placed in local paper and public service announcements. All Commissioners asked to try to attend for a short period during the day.

2. Arbor Day April 2008. Pieter, update.

Pieter spoke with J.Lane (Economic Development Committee) about central business district. No clear answer. Pieter to follow up with Bd. Of Ed. and Ambulance Corps. about other possible locations.

3. Memorial Day Parade 2008?

A general interest in having a float was expressed. Others in the community have potentially volunteered their help. Talk to volunteers about signs and Downes about "borrowing" trees.

D. Meeting with Mayor to discuss shared services proposal and funding, work assignment issues policy.

No clear agreement, no further action at this time. Letter of proposal may be written to ask about exploring idea.

E. 85 Passaic St. Request by DPW J.Scarmazzo to review sidewalk safety / tree conflict issue. Visit by Phil and Declan. Discussion.

Pictures of location circulated among Commissioners. General feeling that site has to be opened up to get a better idea of the existing root conflict before suggesting remediation. Request Joe S. to excavate gravel & soil for the Commission to observe situation and then make a recommendation.

F. Draft emergency removal policy.

Handed out for review and comment. To be evaluated and voted upon in future.

G. National Arbor Day Growth Award plaques. Build single display board to mount awards and new location. Design review.

The idea to have a plaque built for the Arbor Day Tree City USA Awards & Growth Awards and bring all of the awards together in one place was thought to be OK. Estimates for the display will be sought.

H. Anything else?

PSE&G is in the Borough, trimming trees on 4th Ave. & Rea Ave. Ext. to North Haledon. Notification was made by PSE&G's contractor, Asplundh (Jason Solis) one day before the work began. Map of line to be done provided. Phil spoke with Mr. Solis, who indicated that the company would only be in the Borough for three days.

Pieter expressed concerns about Asplundh's trimming along Rt. 208 and the quality of the work. He wondered if there was any interest by the Commission into looking into trying to change the overall area trimming practices.

Pieter also expressed an interest in a public education campaign regarding landscaping companies practices regarding grass cutting and weed whacking around the base of trees. He was interested in providing strategies for the landscapers to limit damage to the trunk of trees by the above activities.

Motion to close the meeting: 1st-PS, 2nd RH, unanimous vote to approve.