

INTERLAKEN SHADE TREE COMMISSION Meeting Minutes -January 2020

Meeting of January 28, 2020- Approved --02/18/2020 ____

Sunshine Law Read as required, THE NOTICE REQUIREMENTS OF THE OPEN PUBLIC MEETINGS ACT HAVE BEEN SATISFIED BY FORWARDING NOTICE TO THE COASTER AND ASBURY PARK PRESS. A COPY OF THE NOTICE IS POSTED ON THE BOROUGH BULLETIN BOARD AND IS ON FILE IN THE BOROUGH CLERK'S OFFICE – no members of public were present on 01/28/2020

MEMBERS PRESENT: Heinz, Insabella, Sharon Hartung, Scott Hartung, Hughes, Papp, Dalton

- 1) The **December 10, 2019 ISTC meeting minutes** were approved Motion to approve: Insabella; Second: Dalton. Approved unanimously.
- 2) Chairperson Heinz welcomed Sharon and Scott Hartung as official members of the ISTC. She noted this 01/23/20 meeting was a special meeting as the earlier regularly scheduled meeting in January 2020 did not have a quorum
- 3) **Interlaken Tree Community Forestry Management Plan 2020-2025 and Tree Preservation Ordinance Update:** Chairperson Heinz reported that the Interlaken Borough Council has formally approved both the Interlaken Tree Community Forestry Management Plan accepted by the NJ State Forestry Dept, and the revised Tree Preservation Ordinance 2019-7. The revisions include protection for Heritage Trees as defined in the ordinance. It was proposed that the ordinance should be posted on the Interlaken Borough website to increase resident access and awareness. Proposal by M. Dalton, seconded by Papp and Insabella. Motion approved. Information on the ordinance revision re: HT was available on the Interlaken website by 02/11/2020.
- 4) **Election of ISTC Positions for 2020** – The following Commission members were elected for positions in 2020: Hughes-Chairperson; Dalton-Vice Chairperson; Secretary – Sharon Hartung; Treasurer- Hughes and Scott Hartung; State and Borough Submissions- Hughes; Tree Planting Committee- Dalton, Insabella, Scott Hartung. Yard of Month Coordinator- Insabella;
Monitor Shade Tree Email on Website: Hughes; Committee to Evaluate Trees on Residential property for removal as needed, esp Heritage Trees: Dalton, Insabella, Papp. Arbor Day Committee: Heinz, Dalton, Papp. Newsletter: Heinz, Papp

Proposal to accept these commission designations as outlined by Insabella, seconded by Papp. Approved unanimously.
- 5) **ISTC Meeting Dates for 2020:** The Commission members agreed on the following dates for the ISTC monthly meetings: 2/12; 3/10; 4/14; 5/12; 6/9; 7/14; 8/11; 9/8; 10/13; 11/10; 12/8. ISTC meetings will begin at 7:00 pm in 2020. Hughes will confirm availability of the Borough Hall for these dates and then request publication per Sunshine Law. **Sunday May 3, 2020 was selected as the date for the Borough Arbor Day Celebration in the Arboretum and Borough Hall.**
- 6) **Discussion of first Heritage Tree application and process.** The Borough Administrator has advised that the first application for a potential HT removal has been received. The newly elected Tree Evaluation Committee agreed to visit the site to assess the tree(s) under the revised ordinance standards, and will do so within the week if possible.

INTERLAKEN SHADE TREE COMMISSION Meeting Minutes -January 2020

- 7) **Discussion of potential 2020 Tree Planting list.** The 2020 planting list will be reviewed by that Committee at the February meeting with input from the ISTC members so that a timeline for tree site and species selection, RFP outline and mailing, and bid evaluation can occur for an anticipated Spring planting.
- 8) **JCPL prunings/tree removal in Interlaken for 2020.** Maureen Campbell of JCPL will be back in Interlaken in February to review sites previously identified in a meeting with Ms Heinz and Administrator Lori Reibrich on pruning sites and the process of advising residents if their property has been designated for remedial tree work related to utility lines. Hughes will meet with Ms Campbell and report back at the February meeting. Davy Tree Service has been contracted by JCPL for this service.
- 9) **Sample letter about revised Tree Ordinance 20`19-7** Discussion ensued regarding need for a news release or letter to inform Borough residents about the standards and requirements of the Tree Protection ordinance changes. Ms Heinz and Ms Papp have prepared a draft communication and it will be reviewed again at the ISTC February meeting.
- 10) **2019 ISTC Budget Report** –Ms Heinz advised that a relatively small amount @ less than \$100 was left in the 2019 ISTC budget at the end of December 2019 and this could be used to purchase mulch and other planting related items such as tree guards that will be needed in 2020. Mr. Hughes recommended that an initial 2020 draft budget proposal for the ISTC be discussed at the next meeting so that it can be reviewed by ISTC and submitted to Council after the March ISTC meeting.

The meeting was adjourned at 9:15 pm based on a motion by Hughes and seconded by Dalton. The next regularly scheduled ISTC meeting is planned for on 02/12/2020 at 7:00 pm.

Respectfully submitted: Peter Hughes, ISTC Treasurer