

WESTWOOD SHADE TREE COMMITTEE
APPROVED MINUTES
Thursday, September 22, 2022 –5:45 pm

1. **Call to Order** – the meeting was called to order by the Chairman Dan Zambrano at 5:47pm
2. **Members Present:** Dan Zambrano, Fred Rella, and Councilmember Erin Collins – Beth Staples called in remote at 6:08pm, Absent: Casey Christopher, Jeff Ocher
3. **Minutes** - The minutes of the August 23, 2022 meeting were approved as read.

4. Items for Discussion

- a. Fall Tree Plantings List– The following sixteen (16) addresses have been inspected and approved by the DPW for curb strip plantings, pending utility mark-out locations:

- 1) 64 Wellington Pl.
- 2) 225 Kinderkamack Rd.
- 3) 54 Bryant Pl.
- 4) 456 Kinderkamack Rd.
- 5) 400 Westwood Ave.
- 6) 14 Clinton Ave.
- 7) 79 Bryant Pl.
- 8) 43 Clinton Ave.
- 9) 6 Woodland Cross.
- 10) 25 Lincoln Ave.
- 11) 113 Clairmont Ave.
- 12) 120 2nd Ave.
- 13) 111 2nd Ave.
- 14) 86 Wheeler Ave
- 15) 102 7th Ave.
- 16) 82 Elm St.

The DPW ordered nine (9) Dogwood trees in 20-gallon pots and nine (9) Eastern Redbud trees in 20-gallon pots at a cost of \$185/tree. Chairman Zambrano will purchase one-hundred (100) feet of four (4) inch corrugated plastic pipe to wrap the new tree trunks at a cost of \$128 + tax, and then submit for reimbursement from the Shade Tree budget. One address will not make the fall planting list, 510 Fairview Ave., due to the remaining budget. They will be put on our Spring 2023 planting list.

The following six (6) addresses were inspected by the DPW and confirmed there was no room to plant a tree:

- 1) 40 Roosevelt Ave
- 2) 66 Garden
- 3) 160 Harrington Ave
- 4) 43 1st Ave
- 5) 15 Harrington Ave
- 6) 53 Lester Ave

- b. Councilwoman Collins reported the Indemnification and Hold Harmless Agreement for trees planted within ten feet of inside of the sidewalk on resident's property was approved at the September 6, 2022 Mayor and Council Meeting. The agreement will be emailed by Chairman Zambrano to residents at 171 Westwood Blvd. and 63 Cardinal Lane, who requested a tree, but had no room between the sidewalk and curb. The residents must return a physical signed copy to the Borough Clerk, who will then file with the Borough Administrator, and let the DPW know they are approved for planting.
- c. Tree Removals– A Sycamore tree was taken down for visibility and safety issues at the Westwood Middle School. Another Sycamore tree will be taken down at Berkley Elementary School by PSEG on the corner of Berkley Ave. and Harrington, due to safety issues. The DPW also removed a dead tree on Euclid Ave. and Clairmont Ave.
- d. Future Tree Removal Request Form – The draft Tree Removal Request Form was reviewed by the committee members present. There was discussion of adding an option for residents to upload a photo of the tree in question, along with adding a box marked, “other” with a line for explanation – under the, “Reason for requested tree removal” question. Once the committee finalizes the form, Chairman Zambrano will work with the Deputy Clerk on implementation to the committee webpage.
- e. Recommended Tree Planting Varieties – The committee reviewed the current tree variety list posted under the subcode 195-83 Section B. Tall Trees: Zelkova, Ginkgo, Oak, Locust, Linden, and Golden rain tree. Medium to Smaller Height Trees: Japanese lilac tree, Capital or chanticleer pear, Redbud, Kousa dogwood, Plum, Serviceberry. There was discussion of temporarily removing the Plum tree from our list due to the outbreak of fungus on current Plum trees in town. Beth Staples suggested adding the Tupelo tree to our list and for the committee to revisit the native species tree list for the state of New Jersey.

- f. Recommendation for New Committee Member – The committee received a volunteer application from resident, Roberta Hanlon, who is currently on the Board of Education. The committee members present make the recommendation to the Mayor and Council to join the Westwood Shade Tree Committee in January 2023; if member Jeff Ocher voluntarily steps down from his position at the end of December 2022 (term officially ends January 2023).
- g. Sponsor a Tree Program – There was discussion of planning the tree sponsorship program whereby parents, relatives, friends, etc. could sponsor a town tree upon the birth of a child, in hopes that it could be implemented in the Spring of 2023.
- h. NJUCF Core Training – The NJUCF core training registration is open and available until October 1, 2022. Councilwoman Collins confirmed the DPW has two (2) employees registered, and she will also attend the training on Thursday, October 13, 2022 in Cherry Hill. Beth Staples will also plan on attending the Core Training so we have at least two committee members. Registration can be scanned and emailed to Trees@njstf.org where you must request to pay for your registration through Pay-Pal.

5. Adjournment – the meeting was adjourned at 6:20pm

Next meeting will be determined via email.

Action Items:

1. 100' 4" Plastic Pipe Purchase– Dan to purchase and be reimbursed.
2. Tree Planting Agreement – Dan to send to qualifying residents.
3. Register for NJUCF Core Training.
4. Native Tree Species List – Beth
5. Recommendation to Council for new committee member – Erin.
6. Incorporate comments into draft Tree Removal Request Form – Beth.
7. Salem Oak – Members with trees, please send a picture to Dan to coordinate fall transplanting.