

Township of Franklin, Somerset County, N.J. - Shade Tree Commission

Meeting minutes January 23, 2014

Present: Christopher Williams-Chair, Jean Ambrose-VC, , Jason Harkins, Carl Hauck, Robert Hudak, Sara Malone, Carol Parker, Arnold Schmidt

Absent: Jeff Baumley

Meeting called to order at 7:04 pm.

First order of business was to elect Chairperson and Vice Chairperson for 2014.

- C. Parker motioned to re-elect C. Williams as Chair Person and J. Ambrose as Vice Chairperson of the Shade Tree Commission. R. Hudak 2nd the motion, C. Williams reappointed Chairperson and J. Ambrose reappointed Vice Chairperson.
- Chairperson Williams has appointed J. Harkins, Secretary as successor to R. Hudak.

Approval of Minutes, October 2013 – C. Williams motioned, S. Malone 2nd.

Approval of Minutes, November 2013 – with the correction that C. Parker was not part of the core training discussion, S. Malone motioned to approve, J. Ambrose 2nd.

Old Business

1. Revisions to township tree removal application – C. Hauck indicated that application has been revised to include a space for the applicant to provide the address of the subject property.
2. JFK Blvd tree plantings – J. Ambrose suggest preparing write-up of the tree planting project on JFK Blvd. for publishing on the Franklin Reporter webpage, <http://franklinreporter.com/> .
3. Tree City Recertification – C. Williams has not received costs incurred for annual tree maintenance/removals in Franklin Township from Greg Pinheiro, Twp. Tree Forman or PSE&G.

Action Item: C. Hauck to follow-up with Greg Pinheiro,

Action Item: C. Williams to email PSE&G contact person.

4. Dead hazardous limb in Thompson Park (Middlebush Road) has been reported by C. Hauck but has not been removed by the County.

Action Item: C. Williams to email Town Manager, indicating that dangerous condition of dead limb has not addressed.

5. Tree Sale – Directions on how to plant items from Tree Sale –

Action Item: J. Ambrose with J. Baumley will prepare.

6. Updates

- a. L'Oreal and Dahmer Road – Plans are being revised per M. Healy letter
- b. JFK Blvd. & Easton Ave. (former Pets, Pets, Pets center) – Owner will be replanting trees in the Spring 2014 that are in compliance with approved site plan and addressing other non-compliances as well related to lighting.

- c. Pierce St and Davidson Ave – Is in general compliance with the original approved site plan.
7. Community Forestry Master Plan (CFMP)
- a. Consultants ForesTree (Les & Andrew Alpaugh) did not attend this meeting.
- Action Item:** S. Malone to coordinate with consultants to attend February 27, 2014 meeting

New Business

1. Financial Report discussion postponed to next meeting.
2. In preparation for the Feb. 27th meeting with the CFMP Consultant, S. Malone led a discussion to complete the Pre Meeting Needs List and Listening Session Worksheet. See attached.

Public Discussion

No public was present.

Dendrology

Was not discussed

Adjournment:

8:55 PM

J. Ambrose motioned, R. Hudak 2nd

Respectively Submitted,

Jason Harkins
Secretary

**Franklin Township, Somerset County, New Jersey
Community Forestry Management Plan
Pre-Meeting Needs List**

#	Description	STC contact	Date Compiled
1	Copy of Master Plan	Chris	
2	Nat' Resources Inventory /Open Space Plan	Chris	
3	Annual Reports – list of accomplishments	Chris	
4	List of ST Commission Members	Sara	1/25/14 – below
5	List Township Elected Officials	Sara	1/25/14 – below
6	List of anyone to be recognized on MP	Sara	1/25/14 – below
7	Map of County not larger than 11 x 17"	Carl	
8	Names of Core Trained STC members	Chris	1/25/14 – below
9	Flow-chart chain of command tree care in twnshp	Carl	1/23/14 – below
10	Tree related projects we want to do in next 5 yrs	Team	1/23/14 – below
11	List of on-going outreach and education activities	Team	1/23/14 – below
12	Copy current tree ordinances (street & site plan)	Carl	
13	Copy of tree budget for township	Tree account	No budget
14	Types of training provided – list of training desired	Team	1/23/14 – below
15	Other documents we deem helpful to process		

4. List of ST Commission Members

Chair	Christopher Williams
Vice Chair	Jean Ambrose
Secretary	Jason Harkins
Township Liaison	Carl Hauck, Assistant Township Engineer
Environmental Commission Liaison	Arnold Schmidt, Vice Chair of EC
Tree Specialist	Jeffrey Baumley
Members	Robert Hudak
	Sara Malone
	Carol Parker

5. List Township Elected Officials

Mayor	Brian D. Levine
Deputy Mayor, Council at Large	Brian Regan
Council At-Large	Kimberly Francois
Council-At-Large	Rajiv Prasad
Council Ward 1	Theodore Chase
Council Ward 2	Rozalyn Sherman
Council Ward 3	Phillip Kramer
Council Ward 4	Carl R.A. Wright

6. List of anyone to be recognized on MP

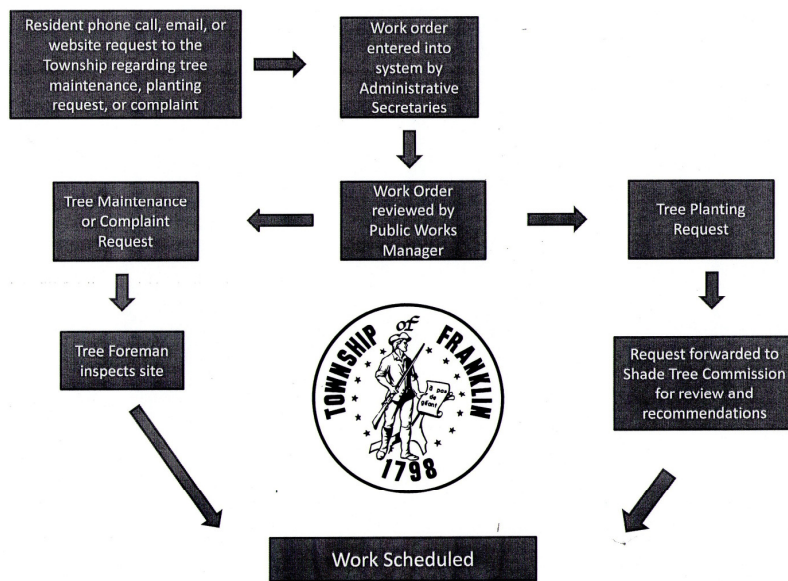
Township Attorney
 Township Clerk
 Township Manager
 Township Engineer
 Township Planning Director
 Public Works Manager
 Director, Recreation & Parks
 Tree Foreman

Louis N. Rainone
 Ann Marie McCarthy
 Robert G. Vornlocker
 Thomas Zilinek, Director of Public Works
 Mark Healey
 Victor Stevens
 Alice Osipowitz
 Greg Pinheiro

8. Names of Core Trained STC members

Christopher Williams
 Carl Hauck
 Arnold Schmidt
 Jeffrey Baumley
 Robert Hudak
 Sara Malone
 Carol Parker

9. Flow-chart chain of command tree care in Township



10. Tree related projects we want to do in next 5 yrs

JFK Blvd. – complete tree renewal
 Secure funding for programs – e.g., Urban Tree renewal grant – TD Bank
 Revisit planting trees in right of way – develop greening program
 Revisit greening of township parks – Catalpa Park, Middlebush Park, Naman
 Williams Park (Matilda Rte 27)—become more involved in process
 Continue planning the Memorial Forest for implementation in next 5 year plan
 Spruce up municipal park in front of Township Hall – consider replacing pears

Town forest management – wood lot? – develop plans for beautification and
invasive species management
Explore deer management in regards to forestry management
Complete planting in front of library
Have a tree budget

11. List of on-going outreach and education activities

Have a Great Arbor Day each year
Have a positive media presence
Improve and expand annual tree sale
Be able to sell trees on-line with Pay Pal or other electronic method
Better web presence for STC on township site
Links on website to Rutgers or other training related programs
STC commission sponsored speaker in council chambers
STC brochure for public distribution and outreach
Develop our own education literature for distribution around town
Seminars for pruning and tree maintenance for the home garden
Promoting curriculum in the local schools around the importance/value of trees
Partner with local schools to promote tree education

14. Types of training provided – list of training desired

Train all public works people on tree maintenance (25 persons in dept.)
All new PW persons trained within x months of hiring
Fund on-going training – continuing education for PW and Commission
Need budget for this
Continue with Federation training

Franklin Township, Somerset County, New Jersey

Community Forestry Management Plan

Listening Session – Questions and Topics

- **Who is the person or group responsible for overseeing the management of the trees in the Township and the chain-of-command? How are complaints concerning potentially hazardous trees handled? Is there an organizational chart?**

Chain of Command for Tree Management: The Public Works Manager, in cooperation with the Township Administrative Secretary, the Tree Foreman and the Shade Tree Commission, is responsible for overseeing the management of trees in the Township.

Complaints about potentially hazardous trees: Can be received by phone call, email or website request... Administrative secretaries enter work order into system... work order reviewed by Public Works Manager... tree maintenance or complaint request sent to Tree Foreman to inspect site... work scheduled.

Organizational Chart? Nothing formal. See attached Flow Chart.

- **Do you have a mission statement? What is it? Do you have a Master Plan? Any annual reports?**

Mission Statement: The Franklin Township Shade Tree Commission promotes the conservation and stewardship of trees throughout the Township by advising township officials regarding planting, care and maintenance of trees on township-owned lands. The Commission will assist Franklin Township residents by increasing awareness of the benefits of arboriculture and providing advice and information regarding the selection, planting and care of trees. (from Township Website)

Master Plans: Our Master Plan was originally written in 2003 and was revised, but never completed for the period 2008-2013. On advice of the Community Forester, Alex McCarthy, we are starting over on a new Community Forestry Management Plan.

Annual Reports:

- **The tree group's thoughts about training for the persons identified above. What are the names of the core trained persons? If the core training requirement must be met, who will be trained? Is there funding for this training? Would you like to train volunteers? If so, to do what and why?**

Train all public works people on tree maintenance (25 persons in dept.)
All new PW persons trained within x months of hiring
Fund on-going training – continuing education for PW and Commission
Need budget for this
Continue with Federation training

- **What have been your accomplishments in Public Education and Outreach?**

Nothing to date by this Commission

- **What would you like to do in the next five years? Such as Tree City USA, Arbor Day Celebrations, Adopt-A-Tree, literature for homeowners tree planting and care, articles for the local paper. Outreach to local groups (BSA, schools, church groups, Rotary, etc.)**

Have a Great Arbor Day each year

Have a positive media presence

Improve and expand annual tree sale

Be able to sell trees on-line with Pay Pal or other electronic method

Better web presence for STC on township site

Links on website to Rutgers or other training related programs

STC commission sponsored speaker in council chambers

STC brochure for public distribution and outreach

Develop our own education literature for distribution around town

Seminars for pruning and tree maintenance for the home garden

Promoting curriculum in the local schools around the importance/value of trees

Partner with local schools to promote tree education

- **A statement of existing expenditures for community forestry by Township of Franklin staff, Tree Experts or volunteers. An expression of the need to increase funding to implement the plan, and to establish and sustain a healthy tree and forest resource in Franklin Township.**

- **One of the most important parts of the plan and the one where the tree group members can be of the greatest help is the statement of plan implementation. The question to think about and answer is, “What specific activities do you want to accomplish to improve your community forestry program?”**

JFK Blvd. – complete tree renewal

Secure funding for programs – e.g., Urban Tree renewal grant – TD Bank

Revisit planting trees in right of way – develop greening program

Revisit greening of township parks – Catalpa Park, Middlebush Park, Naman

Williams Park (Matilda Rte 27)—become more involved in process

Continue planning the Memorial Forest for implementation in next 5 year plan

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Another way for tree group members to prepare themselves for the listening session is to review the broad categories the NJ Forest Service will consider for funding. These categories are referred to as CSIP practices. They are specifically addressed in the plan and must reflect your plans for the Township of Franklin.

The CSIP's are:

- CSIP #1 Training**
- CSIP #2 Community Forestry Ordinance Establishment**
- CSIP #3 Public Education and Awareness**
- CSIP #4 Arbor Day**
- CSIP #5 Tree Inventory**
- CSIP #6 Hazard Tree Assessment**
- CSIP #7 Storm Damage Assessment**
- CSIP #8 Tree Maintenance and Removals**
- CSIP #9 Insect and Disease Management**
- CSIP #10 Wildfire Protection**
- CSIP #11 Tree Planting**
- CSIP #12 Tree Recycling**
- CSIP #13 Sidewalk Maintenance Program**
- CSIP #14 Storm Water Management**
- CSIP #15 Other**

During the listening session we will conduct a brainstorming activity to gather your ideas about the needs of the Township of Franklin. If every tree group member suggests one or two projects/activities that fall into these broad categories, we would have plenty of work to propose for the first 5-year plan. Upon completion of the brainstorming activity, the tree group members will be asked to rank the ideas in order of their preference. After ranking, the ideas will form the basis of a schedule of activity for the plan. These activities will be tied to state funding through the CSIP grant program.