

**Chester Borough Shade Tree Commission
Reorganization Meeting**

Sarah Jane Noll, Clerk called the re-organization meeting to order at 7:02 p.m. and read the opening statement:

The Reorganization and regular meeting of the Chester Borough Shade Tree Commission was held remotely on January 27, 2021. These meetings of the Chester Borough Shade Tree Commission were held in compliance with the provisions of the "Open Meeting Act, P.L. 1975, Ch. 231." It was properly noticed on January 2, 2021 in the Observer Tribune and has been posted and filed with the Borough Clerk on January 2, 2021. The Remote Meeting Notice with instructions on how to join for public participation was posted at the Chester Borough Municipal Building. This meeting will be open to the public remotely.

SALUTE TO THE FLAG

ROLL CALL

Present:

Donald Hoven
Chuck Feller
Marla Jackson
Anita Rhodes

Absent:

Ian Davidson

Also Present

John Olivo, LLA, joined at 7:31 during the Regular Meeting.
Sarah Jane Noll, Clerk

Oath of Office – Donald Hoven was sworn into the office of Shade Tree Commissioner by Mayor Janet Hoven. The term of office is 3 years.

The re-organization meeting was opened to the elections:

Election of Chairperson for 2021 – Chuck Feller moved to nominate Donald Hoven as Chairman for 2021; Marla Jackson seconded the motion which was passed unanimously by the following roll call vote of the Commission members.

AYES: Marla Jackson, Anita Rhodes, Chuck Feller

NAYS: None

Election of Vice Chairperson for 2021 – Marla Jackson nominated Chuck Feller as Vice Chairman for 2021; Anita Rhodes seconded the motion which was passed unanimously by the following roll call vote of the Commission members.

CHESTER BOROUGH
SHADE TREE COMMISSION

January 27, 2021

AYES: Marla Jackson, Anita Rhodes, Donald Hoven

NAYS: None

Election of Secretary for 2021 – Marla Jackson nominated Anita Rhodes as the Secretary of the Commission for 2021; Donald Hoven seconded the motion which was passed unanimously following roll call vote of the Commission members.

AYES: Marla Jackson, Donald Hoven, Chuck Feller

NAYS: None

Resolution designating the Observer Tribune as the Official newspaper and the Daily Record as the secondary newspaper for 2021 & January 2022.

Anita Rhodes moved to adopt the following resolution: Chuck Feller seconded the motion which was passed by the following roll call vote:

AYES: Donald Hoven, Anita Rhodes, Chuck Feller and Marla Jackson

NAYS: None

Whereas, *N.J.S. 10:4-6 et seq.*, the "Open Public Meetings Act," requires notices about meetings of public bodies, **Therefore**, it is resolved as follows:

1. The *Observer Tribune* shall be the designated newspaper of the Shade Tree Commission of the Borough of Chester.

2. The *Morris County Daily Record* will be the secondary newspaper to be used in cases where time does not provide for the weekly publication deadline.

3. The bulletin board located in the main corridor of the Borough of Chester Municipal Building, 50 North Road, Chester, New Jersey, shall be the place for posting of all meeting notices of the Board.

4. The sum of \$25.00 annually shall be the fee paid by any person requesting mailing of Board meeting notices. However, any newspaper requesting the mailing of notices to its business office shall not be charged the fee. (*N.J.S. 40:4-19*). There shall be a \$7.00 charge each for copies of minutes of the Board's meetings.

5. The Shade Tree Commission Secretary shall mail certified copies of this Resolution to the *Observer Tribune* and the *Morris County Daily Record* and file a copy with the Borough Clerk.

There being no further re-organization business, the regular meeting of the Commission commenced.

Regular Meeting

Minutes for approval

The minutes of the November 18, 2020 and December 16, 2020 meeting were approved. Anita Rhodes abstained from voting on the November 18, 2020 minutes.

John Olivo joined the meeting at 7:31 p.m.

CORRESPONDENCE

A letter from the New Jersey Recovery Resource dated January 22, 2021 was received.

SITE PLANS

Larison's Corner, LLC. Block 1.01, Lots 12.07 & 12.08 (Mill Ridge Lane) – The Commission Members had received copies of the plans in a pdf format and printed copies of the Landscape Plan. There was discussion regarding the distribution of plans. The Clerk of the Borough Denean Probasco was on the Zoom meeting and advised the commission members that she will work with Sarah Jane Noll on this matter.

John Olivo, Landscape Architect advised that he had received the package on Tuesday, January 19, 2021 from the Secretary of the LUB. He showed the following sheets on the screen:

Sheet 2- aerial of the property in question.

Sheet 3 – Existing Conditions and Demolition. This sheet showed a wooded lot with successional growth and mine shafts to the south.

Sheet 6 – Grading Plan showing the proposed disturbance and large trees that will be removed.

After some discussion, the commission agreed with Mr. Olivo to address the following items in his memo to the Land Use Board:

- 1) Identify including size of all existing trees greater than 12" located 20' beyond the limit of disturbance to the north and east property lines;
- 2) substitute Boxwood with a deer -resistant compact evergreen shrub;
- 3) consider installing an irrigation system;
- 4) add notes regarding topsoil to be stockpiled; provide an analysis of all on-site and imported topsoil and change the word 'organic material' to 'compost'.
- 5) a tree protection detail should be provided, and
- 6) request that the resolution contains a condition that there be a landscape maintenance manual and a 2-year guarantee of plant material by the installer after which the landscaping is to be maintained by the owner of the property.

The members discussed the types of plantings that should be used. Mr. Olivo will prepare a memo to the Land Use Board which will be forwarded to the Commission members before sending it to the LUB. Chairman Hoven asked that the members provide Mr. Olivo with any input that they may want to be included. The application is to be heard on February 11, 2021.

The Commission Members would like that approval of landscape plans by the Shade Tree Commission's Landscape Architect be a condition of approval by the LUB.

The Car Wash at Chester, LLC - Block 131, Lot 5 (45 Maple Avenue) - Pending

CPP Streets of Chester, LLC - Block 132, lot 3 (Monument Signs) - Pending

Manjit Bajwa - Block 123, Lots 1 & 2 (128 Main Street) – Mr. Olivo will email the Secretary of the LUB asking that any updated Landscaping plans for 128 Main Street be forwarded to him for review.

INSTALLATIONS

Personal CFO Real Estate LLC - Block 119, Lot 12 (384 Main Street) - no update

Chester Springs Shopping Center, Pine Tree Replacements (Fairmount & Seminary Avenue corner), screening of "hot box" and replacements (Maple Avenue) – Commission Members had individually inspected the installations and a draft memo approving the installations was approved. The memo dated January 27, 2021 will be sent to Kerry Brown for distribution.

OTHER BUSINESS

1. **Tree Maintenance and Removal** – There is One (1) tree to be removed on Main Street a few on Shadow Ridge, one (1) on Ammerman Way and one (1) on Cedar Ridge. Two (2) trees at Main Street Park have been taken down by the DPW and should be removed from the RFQ list. The Commission discussed a way to individually identify trees that need to be taken down while virus restrictions are in place. Trees to be looked at are located at 68 Hillside Road, 49 Fairmount Ave., 25 Ammerman Way and one on Budd Ave.
2. **Tree Planting** – A purchase order was issued to Foerster Landscape, Inc. for eight trees. The proposed locations for the trees to be planted should be decided and there must be time for notification to the property owners. Chairman Hoven will work on a letter with maintenance instructions to go out to the residents. The members were asked to send planting location suggestions to Mr. Feller.
3. **Community Forestry Management Plan** – Annual Accomplishment Report – The report is 75% complete per Don Hoven.
4. **Application for Tree City for 2020 (36th year)** – Don Hoven is close to completing the application.
5. **Renew Contract for Landscape Architect as Consultant to STC** – The contract for John Olivo is in progress.
6. **Budget Request for 2021 and Expense Report from 2020** – Mr. Feller had distributed a proposed budget to the Commission members. The total expenditures for 2020 was \$11,277. The DPW has asked that the Commission buy new chainsaws for them. Chairman Hoven will find out what size they need and the cost. The reduced cost of tree removal since the DPW did a lot of the work in 2020 was discussed, but high removal expenses are expected for this year.

CHESTER BOROUGH
SHADE TREE COMMISSION

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Mr. Feller made a motion asking that the budget as proposed for 2021, at \$18,150 be forwarded to the Council, Marla Jackson seconded the motion which was approved by the following roll call vote:

AYES: Hoven, Jackson, Rhodes, and Feller

NAYS: None

There was discussion regarding a \$2,400 expense last year for the Landscape Architect. Chairman Hoven will find out what portion is a STC expense and explained that some of his bills will be drawn out of the escrow.

Arbor Day 2021 – It was decided that Chairman Hoven will reach out to the Chester Township Environmental Commission enquiring about what they may be proposing for this year. The STC has previously spent between \$200 -\$250 for tree whips. Because of Covid – 19, the Commission members felt that a tree giveaway should not be done this year.

NEW BUSINESS

Draft - Ordinance amendment – Chairman Hoven had sent information about current ordinances to the members. The members will ask that a penalty section should be part of any new ordinance. Members decided that property owners should be informed of the ordinances and that pruning and removal of trees in the Right of Way is not allowed This should be included in every notice of brush removal. The Zoning Officer is usually the enforcer of these ordinances in other towns. Marla Jackson will research ordinances from other towns. Chairman Hoven pointed out that the present ordinance does not speak to a Chairperson or Vice-Chairperson.

PUBLIC COMMENT – no one from the public was present.

ADJOURNMENT – There being no further business, the meeting was adjourned at 9:55 p.m.

Sarah Jane Noll
Secretary of Shade Tree Commission