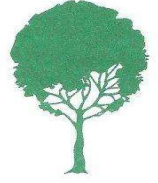




*Borough of Atlantic Highlands*  
*Shade Tree Commission*



100 First Avenue • Atlantic Highlands, New Jersey 07716  
Tel: (732) 291-1444 • Fax: (732) 291-9725

**Atlantic Highlands Shade Tree Commission**  
**Meeting Held on Zoom**  
**February 9, 2022 - 7:00 PM**

1. The monthly meeting was called to order by Ken Grasso at 7 pm in accordance with the Open Public Meetings Law.

Present: Ken Grasso, Fred Callis, Angus Rennie; Bill Thorne, Mary Trank, Ellen O'Dwyer, Janet Grote; Brian Dougherty and Lori Hohenleiter (Council liaisons).

2. Approval of January Minutes:

A discussion occurred during the approval of the minutes portion of the meeting regarding whether alternates can make motions and second motions. Ellen O'Dwyer commented that she is an alternate and saw that in the January minutes she is recorded as having made motions and seconded motions and it is her understanding that, as an alternate, she is not permitted to do this. She also questioned whether she is permitted to vote. Ellen said that it is her understanding that members of council likewise should not make motions, second motions, and should not vote. Councilwoman Hohenleitner said yes, this is correct, she does not vote; however Ellen, as alternate #1, will vote if a regular member is not present. [Janet Grote is alternate #2.]

Ellen said that because the minutes are a legal document, she would like the record corrected. Councilwoman Hohleitner said that yes, from a governance perspective, this makes sense. Therefore, from the January minutes, two items were "re-moved"; "re-seconded"; "re-voted" on.

*From January meeting minutes: Ken Grasso made a motion to plant a memorial tree for Mr. Zamkotowicz after having the request presented to the Mayor and Council for approval. Ellen O'Dwyer seconded. All voted in favor.*

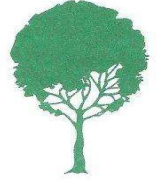
New Vote:

Ken Grasso made a motion to plant a memorial tree for Mr. Zamkotowicz after having the request presented to the Mayor and Council for approval. Bill Thorne seconded. All voted in favor.



*Borough of Atlantic Highlands*  
*Shade Tree Commission*

---



100 First Avenue • Atlantic Highlands, New Jersey 07716  
Tel: (732) 291-1444 • Fax: (732) 291-9725

*From January meeting minutes: Bill Thorne nominated Ken Grasso as chair. Ken Grasso nominated Fred Callis as co-chair. Ellen made a motion that the two remain as chair and co-chair. Mary Trank seconded. All voted in favor.*

New Vote:

Bill Thorne nominated Ken Grasso as chair. Ken Grasso nominated Fred Callis as co-chair. Bill Thorne made a motion that the two remain as chair and co-chair. Mary Trank seconded. All voted in favor.

Fred Callis made a motion to approve the January minutes as amended. Bill Thorne seconded the motion. All voted in favor.

3. Correspondence: a letter was received from a resident in December regarding removal of a tree in front of their house. Ken Grasso stated that the resident may remove the tree from the property in front of their house and the Shade Tree Commission will replace the tree if they would like.

4. Treasurer's report:

Opening balance:	\$16,770.87
Expenses	none
Total deposits	none
Closing balance	\$16,770.87

5. Approval of Treasurer's report: Ken made a motion to approve. Mary Trank seconded. All voted in favor.

6. Old Business:

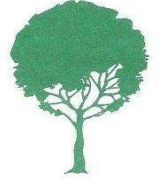
a. The Brian Zamkotowicz memorial tree was approved by the Mayor and Council. Ken Grasso asked for a point person to coordinate with the family. Councilwoman Hohenleitner said that she and Councilman Dougherty would do this.

b. Spring planting for residents. Ken Grasso said that Mary Trank had begun a shared google doc to organize tree planting requests. We need a tree count and cost estimate.

c. Ken Grasso asked about the Habitat for Humanity house and whether we will be planting a tree there. Councilwoman Hohenleitner said there is only a shed on the property at this time, but she is going to remain in contact with the organization as they begin to build, as they are open to Shade Tree planting a tree in the future.



*Borough of Atlantic Highlands*  
*Shade Tree Commission*



---

100 First Avenue • Atlantic Highlands, New Jersey 07716  
Tel: (732) 291-1444 • Fax: (732) 291-9725

d. Other planting locations were discussed, including Hennessey Blvd. and First Avenue. Going forward we are going to organize tree plantings in a google doc - "Spring Planting 2022" - which has been shared with commission members. All members have access to and can edit the document.

New Business:

a. Memorial Tree Plaque Modernization Proposal - Fred Callis and Ken Grasso met with borough administrator, Rob Ferragina, and shared the memorial tree proposal (attached). Resident Ashley Cruz viewed the proposal and asked if it would be possible to include the species of tree on the plaque. Fred said yes.

b. Shade Tree Commission Structure (attached) - Ken Grasso provided the statutes below and asked the members to consider whether they would like to ask the Mayor to restructure (expand) the commission. Prior to the meeting, he researched and consulted with Rich Wolowicz at the New Jersey Shade Tree Federation about the permissible number of members for a commission (5-7 regular members; 2 alternates). Mary Trank said that many towns in New Jersey have larger commissions and that she is in favor of expanding the commission because there is a lot of Shade Tree work to do in Atlantic Highlands and there are qualified/expert residents who want to do the work – why not expand the commission so that qualified/expert residents can formally volunteer? She said she has attended Harbor Commission and Environmental Commission meetings and they have more members; can Shade Tree Commission likewise include more members? Ken said we would discuss this at the next meeting, at which time we would address the municipal ordinance governing the current membership structure of the Shade Tree Commission, and decide whether to make a recommendation/request to the Mayor.

c. Bill Thorne said he submitted our annual accomplishment report to Arbor Day Foundation for review and that we are awaiting approval of Atlantic Highlands as a Tree City USA for the 42nd year; we are second in the state in number of years as a Tree City USA.

d. Stakeholder meeting - Fred Callis discussed inviting Paul Cowie to tell the story of the World Trade Center Trees.

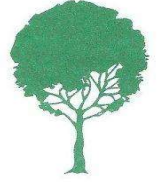
Public comment:

a. Resident Morgan Spicer - Spoke about going to look at the Burger King/upcoming Starbucks location, where there are mature trees on the property. She said she would like, in the future, to see building projects have a "plant rescue" for residents to save mature plantings from being destroyed.



# *Borough of Atlantic Highlands*

## *Shade Tree Commission*



100 First Avenue • Atlantic Highlands, New Jersey 07716  
Tel: (732) 291-1444 • Fax: (732) 291-9725

b. Resident Ashley Cruz - Asked if the Shade Tree Commission could make recommendations to Starbucks for plantings. Ken Grasso told her that according to borough ordinance, Shade Tree has jurisdiction over tree plantings in town. Bill Thorne asked if the new plantings are in the plans. Ken Grasso asked Ashley to view the plans and make her recommendations. He said he would pass those on to the planning board. In a separate suggestion, Ashley also suggested that residents who lost trees in big storms in the 2021 be contacted about replacement trees.

Ken Grasso made a motion to end the meeting at 8:20 p.m. Bill Thorne seconded it. All voted in favor.

### *ATTACHMENT 1: New Jersey State Statutes Regarding Shade Tree Commissions*

#### **Section 40:64-1 - Shade tree commission; members; appointment**

The body having charge of the finances of any municipality, and in case of a municipality governed by commissioners, the board of commissioners thereof, may provide by ordinance that the regulation, planting, care and control of shade and ornamental trees and shrubbery upon and in the streets, highways, public places, parks and parkways, of the municipality except State highways unless the Department of Transportation shall assent thereto and except county highways, parks and parkways, in counties now or hereafter having a county shade tree commission, unless the county shade tree commission or county department of parks and recreation shall assent thereto, shall be exercised by and be under the authority of a commission, which shall be known as the shade tree commission of . The commission shall consist of not less than five nor more than seven members, and may include not more than two alternate members. The members and alternate members shall be appointed by the mayor or other chief executive officer of the municipality, shall be residents of the municipality, and shall serve without compensation except as hereinafter provided.

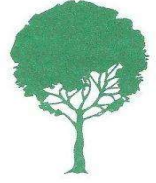
#### **Section 40:64-2 - Commissioners' term lengths; alternates**

The first commissioners shall be appointed within 60 days after the ordinance providing for the commission shall become effective, and their terms of office shall commence upon the day of



*Borough of Atlantic Highlands*  
*Shade Tree Commission*

---



100 First Avenue • Atlantic Highlands, New Jersey 07716  
Tel: (732) 291-1444 • Fax: (732) 291-9725

their appointment and be for the respective periods of one, two, three, four and five years, if the commission consists of five members, beginning on January 1 next succeeding such appointment. If the commission is to consist of six members, the first commissioners shall be appointed as above, except that two shall be appointed for five years; and if the commission is to consist of seven members, two shall be appointed for five years and two shall be appointed for four years. In the event that the membership of any commission is increased, the new members shall be appointed in such manner that the terms shall expire in accordance with the foregoing. The terms of each appointee shall be designated in his appointment. All subsequent appointments, except to fill vacancies, shall be for the full term of five years, to take effect on January 1.

If the ordinance providing for alternate members provides for two alternate members, they shall be designated at the time of appointment as "Alternate No. 1" and "Alternate No. 2" and shall serve during the absence or disqualification of any regular member or members. The term of each alternate member shall be five years commencing on January 1 of the year of appointment; provided, however, that in the event two alternate members are appointed the initial term of "Alternate No. 2" shall be four years and the initial term of "Alternate No. 1" shall be five years. The terms of the first alternate members appointed pursuant to this section shall commence on the day of their appointment and shall expire on the fourth or fifth December 31 next ensuing after the date of their appointments, as the case may be. An alternate member may participate in discussions of the proceedings but may not vote except in the absence or disqualification of a regular member. A vote shall not be delayed in order that a regular member may vote instead of an alternate member.

Attachment 2 – See document “Memorial Plaque Recognition Proposal”