



*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 at Atlantic Highlands Borough Hall**  
**April 12, 2023 - 7:00 PM**

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

Present: Ashley Cruz, Fred Callis, Angus Rennie, Bill Thorne, Mary Trank; Lori Hohenleitner (council liaison)

Not Present: Ed Kenney, Janet Grote, Ben Schmolli; Vito Colasurdo (council liaison).

2. Ken Grasso made a motion to accept the March 2023 minutes. Bill Thorne seconded the motion. All others voted in favor.

3. Correspondence: The New Jersey Shade Tree Federation yearly membership dues invoice was received.

4. The treasurer's report was presented by Bill Thorne. Ken Grasso made a motion to accept the treasurer's report. Angus Rennie seconded the motion. All voted in favor.

Opening balance:	\$14,430.72 (March 9, 2023)
Expenses:	0
Deposits:	0
Closing balance:	\$14, 430.72 (April 12, 2023)

5. Old Business:

a. Earth Day of Earth Month -

Mary Charlotte Gitlin is confirmed to speak at the Arts Council on April 22 at 4 p.m.

The annual tree sapling distribution will begin at the Arts Council on April 22 at 10 a.m.

b. Tree ordinances and permits -

Ashley Cruz and Councilwoman Hohenleitner met with the borough engineer Doug Rohmeyer of CME and CME arborist Shari Spero to discuss possible changes to the shade tree ordinance. CME sent a first draft of changes to Ms. Cruz and Councilwoman Hohenleitner; they will review the draft and present a summary to the group at the next meeting.

c. Group emails -

The commission revisited the guidelines for use of email. Commissioners were cautioned against sending any email to more than three members in order to avoid conducting government business via email.



# *Borough of Atlantic Highlands*

## *Shade Tree Commission*



---

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

### 6. New Business:

- a. For the 42nd year, Atlantic Highlands has been designated an Arbor Day Foundation Tree City USA. Ken Grasso thanked Bill Thorne for his efforts on completing and submitting the application on the borough's behalf.
  - b. The Commission will judge the AHES Arbor Day poster contest at the May Shade Tree meeting. Ken Grasso will invite residents Elaine Egidio, Morgan Spicer, and Marilyn Scherfen to attend. In honor of Atlantic Highlands' celebration of Earth Month, the name of the environmental group founded by Ms. Egidio and Ms. Scherfen - "Wild About Atlantic Highlands" - provided the inspiration for this year's theme - "Wild About Trees in Atlantic Highlands." Ms. Spicer is an artist and a member of the Environmental Commission.
  - c. The Shade Tree Commission will coordinate with Jimmy Phillips, Superintendent of the Department of Public Works, when choosing locations for trees planted on borough property. Ken Grasso said he would like to implement a sign-up for volunteers to water trees recently planted on borough property. Councilwoman Hohenleitner said Borough Administrator Rob Ferragina is also in favor of watering by DPW employees. Ashley Cruz said that she thinks it is important for Shade Tree to periodically evaluate the health of trees we have planted - and that we should set a schedule to do this as well. [Note: regarding watering of newly planted trees, residents who received trees during the fall planting were supplied with information about care of their trees.]
  - d. Tree planting(s): While the town wide planting will again occur in the fall, the consensus is the trees in the harbor that have failed should be replaced now. Jimmy Phillips will remove those trees when the new trees are available to be planted. Ed Kenney has been working on the purchase of the Arbor Day tree; Ashley Cruz will contact Mr. Kenney about researching and purchasing the replacement trees. If possible, the Arbor Day tree will be planted prior to Arbor Day, which is April 28, a dedication ceremony will occur later.
  - e. Fred Callis received a call regarding FilmOneFest, which is scheduled for July 22 this year. We again will have an information table alongside the town's other "green" organizations.
  - f. Community Forest Management Plan: Ashley Cruz attended Rutgers Urban Forestry Program "core training" sponsored by the Rutgers School of Environmental and Biological Sciences (more info here: <https://urbanforestry.rutgers.edu/njujcfce/>). Ms. Cruz said that given that the borough's 2020-2024 Community Forest Management Plan (CFMP) has objectives and goals, we should review the objectives and goals to evaluate progress and plan for the future. Mary Trank is going to work with Ashley Cruz on this project.
  - g. Following from Ashley Cruz's idea that the Commission review the CFMP, Councilwoman Hohenleitner suggested that the Commission consider adopting a committee structure similar to the Harbor Commission, where members work on subcommittees and report to the entire group at the monthly meeting.
7. A motion to adjourn was made by Ken Grasso at 8:20 p.m. Bill Thorne seconded the motion. All voted in favor.