



Borough of Atlantic Highlands
Shade Tree Commission



100 First Avenue • Atlantic Highlands, New Jersey 07716
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Atlantic Highlands Shade Tree Commission
Meeting at Atlantic Highlands Borough Hall
November 8, 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 Act.

Present: Ashley Cruz, Ken Grasso, Janet Grote, Ben Schmoll; Bill Thorne, Mary Trank; Vito Colasurdo, Lori Hohenleitner (council liaisons).

Not present: Fred Callis; Ed Kenney

2. Minutes: In place of the October meeting, members attended a tour of DPW headquarters hosted by DPW Director Jimmy Phillips. Bill Thorne made a motion to accept the September 2023 minutes. Ken Grasso seconded the motion. All voted in favor.

3. Correspondence: Tree planting requests and tree removal/trim permits were received. A check was received from the borough.

4. Treasurer’s Report: The treasurer’s report was presented by Bill Thorne. Ben Schmoll made a motion to accept the treasurer’s report. Janet Grote seconded the motion. All voted in favor.

Treasurer’s report:

Opening balance	\$12,845.91	(September 14, 2023)
Deposits	300.00	Mary Charlotte Gitlin
Expenses	(300.00)	Paul Cowie
Closing balance	\$12,845.91	(November 8, 2023)

Explanation: A check issued to Mary Charlotte Gitlin remained uncashed because Ms. Gitlin had been paid her speaker fee by her employer, Paul Cowie. The Shade Tree Commission will be issuing a check to Paul Cowie.

5. Old Business:

a. Borough code enforcement officer Rich Colangelo spoke to the Shade Tree commissioners at the October tour at DPW headquarters. He explained his role in enforcing the borough tree ordinance.

b. Janet Grote and Ashley Cruz gave an update on proposed revisions to the borough tree ordinance. A meeting of the ordinance sub-committee was set to continue the work.



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c. Fall planting update: Ashley Cruz reported on a meeting attended by Borough Administrator Rob Ferrugina, Doug Rohlmeyer (borough engineer) and Shari Spero (borough arborist) of CME Associates, Bill Thorne and herself to discuss the condition of the trees planted in Veterans Park, some of which have been affected by bacterial leaf scorch. Tests need to be done on the trees and treatment applied to those which can be saved. Additionally, new trees are going to be planted in Veterans Park: non-fruiting sweet gums.

Ms. Cruz provided the price for the entire fall planting, which includes the price of trees and costs for planting.

Ken Grasso made a motion to increase the budget for purchasing and installing the trees from \$5000 to \$7500. Bill Thorne seconded the motion. All voted in favor.

d. Newsletter update: Bill Thorne is awaiting an estimate on the cost of the newsletter. The group discussed whether to mail the newsletter to all residents or produce fewer copies to distribute only at special events. A decision was reached to mail the newsletter to residents.

Ken Grasso made a motion to allocate \$1500 for the cost of a newsletter and postage. Ben seconded the motion. All voted in favor.

6. New Business:

a. Ken Grasso requested that Mary Trank write thank you notes to the Girl Scouts who assisted in watering a tree during the summer.

b. Ken Grasso provided a copy of the current Tribute Tree request form. He proposed posting additional information on the borough website clarifying that submission of an application does not guarantee acceptance. Revisions continue on the form.

c. Ben Schmoll asked about the Shade Tree Commission's role in encouraging residents to plant trees. He referenced the corner of Ocean Blvd and 3rd Avenue (north side), as a location at which he would like to see a tree planted.

7. Public comment. None

8. Ben Schmoll made a motion to adjourn the meeting at 8:03 pm. Ken Grasso seconded the motion, All voted in favor.