



# *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 (STC)**

#### **Meeting at Atlantic Highlands Borough Hall**

**June 18, 2025, 7pm**

1. The monthly began at 7:03 pm in accordance with the Open Public Meetings Act
  - a. Present: Ashley Cruz, Frank Gargione, Janet Grote, Emily Hackett, Uma Parasar, Ben Schmoll, Bill Thorne; Vito Colasurdo, Eileen Cusack (council liaisons)
  - b. Note: BS is away next month
2. Minutes – will push approval to next month since they were late going out; FG will resend May along with June so it's all in one place
3. Correspondence —
  - a. Mailer from SavATree about free consultations to test for leaf scorch
  - b. Notice from RC with note received at June Council Meeting regarding town-owned lot on Ocean Blvd. (where old railroad ticketing station used to be)
    - i. Lot is overgrown, ivy is growing on trees, some dead trees (neighbors are most concerned by blocked views); they want "cherry and dogwood trees"
    - ii. Trees might need a trim and new trees/understory trees can be added, the borough already did a light cleanup the day after the meeting
    - iii. Signed by many neighbors
    - iv. AC will look at it, in-person, with Sheri (EC may join)
    - v. AC will update RC and he will speak to resident point person
  - c. 4 removal permits: Asbury Avenue is using Tree Masters, a company that may not be on our approved list) to remove a "dangerous" tree (no replacement), no species or size included; another on Asbury does not have enough replacement trees listed (should be 4, listed at 1); another is "dead" with fall potential, even though owners said they were willing to pay into the tree fund, RC said that was unnecessary
    - i. CFO knows how much is in tree fund, VC will look into it(EH confirms that the ones she took home have no information)
    - ii. We need to speak with RC about making sure the information is present and the approved companies are used; he should be adding missing photos, sizes, etc.
    - iii. Form needs to be updated, replacement table should have space to show how tree sizes and replacement trees correspond; should also include an office/personnel use only section
      1. Should this be a Jotform or some other web form?



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2. Are these ever turned back to applicant for missing information?
    3. Is RC encouraging people to prune?
    4. This RC conversation needs to be an offline and include Sheri, RC, it's a personnel thing
  - iv. EH worked on created a table and uploading information on a sample of permits as a way to determine what is missing and how we can improved data collection (UP did not work on her forms); her spreadsheet includes issues AC has marked out in red, which do and don't have photos and site plans, other missing or incomplete data
    1. EH returned inputted forms to AC
4. Treasurer's Report – \$14,770.27 is the opening and closing balance (no expenses)
  - a. BT motions to approve; FG seconds; all in favor
  - b. FG needs to invoice BS for January to June secretarial duties
  - c. Where is our funding for the year (\$15,000?)?
    - i. VC says it is deposited around this time, EC says check with CFO, BS will email RC/CFO
5. Old Business —
  - a. Species List: FG shared spreadsheet link, research/writing is more than half done, visual draft PDF for next month
    - i. A few comments in the spreadsheet for AC to comment on; others are welcome to comment
  - b. CFMP: Inventory is complete and Davey reached out regarding next steps
    - i. AC has their data but she needs Davey to walk her through it so she can best decipher/filter it to find the trees that are in the worst condition, etc.
    - ii. AC/FG need to work on the grant and schedule time
  - c. Tribute Trees: No update
  - d. Watering: AC looked at MT's signup list on Signup Genius and thought the platform was complicated and the contact list was unclear, BS agrees
    - i. We need to establish some sort of process ASAP; VC and EH think the platform is usable and said they will create a few mockups that AC can duplicate/work from so we can get this setup quickly
      1. It's free with ads



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2. We could advertise the opportunity on the new borough hall sign once it's installed, EC will keep us in loop
    - ii. AC asked Jimmy to add a gator bag to jug handle trees and to other trees where those are missing
      1. Sidenote: Kerfuffle with AC and heavy equipment operators (Kiley) parking machinery too close to trees in this space; AC will email DOT to make sure the heavy equipment isn't too close to the trees
    - e. First Avenue: AC needs to put aerial images together, on pause for now
6. New Business —
  - a. Email/Tree Request from Resident
    - i. They are requesting trees in South Avenue Park to block Swanton trucks/parking lot (the park needs more trees)
    - ii. We have to look at that space
7. Public Comment - none
8. Adjournment: FG motions to adjourn the meeting; AC seconds; all in favor; the meeting was adjourned at 7:58pm; the next meeting is scheduled for June 16, 7pm