



# *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 May 21, 2025, 7pm**

1. The monthly began at 7:04 pm in accordance with the Open Public Meetings Act
  - a. Present: Ashley Cruz, Frank Gargione, Janet Grote, Emily Hackett, Uma Parasar, Bill Thorne (virtual); Vito Colasurdo (council liaison)
  - b. Absent: Ben Schmoll; Eileen Cusack (council liaison)
2. Minutes – BT motions to approve March meeting minutes; JG seconds; all in favor
3. Treasurer's Report –
  - a. \$16,304.40 is opening balance
  - b. Expenses: \$1,534.13 for printing/mailling newsletter
  - c. \$14,770.27 is closing balance
  - d. FG motions to approve; AC seconds; all in favor
  - e. Regarding newsletter: AC suggests something that will stand out more in the mail, whether art, not using recycled paper, glossier or more colorful, etc.; a few people mentioned seeing it at sapling giveaway; AC got a couple of emails
  - f. VC says budget was approved and FY budget money should be deposited June/July; we will then have a fairly large budget and need to discuss more plantings, town installations, maintenance, other
4. Correspondence –
  - a. A bundle of extra newsletters to be archived/placed at front desk
  - b. Multiple new removal permits: still missing some specifics/photos and/or illegible, questions over rhyme and reason around replacement requirements for a dead tree, several trees just listed as "dead" without details, DBHs are missing which determine size/number of trees to plant, one is just for trimming
    - i. AC is in communication with BM/RC about permits and tracking, awaiting response
    - ii. Should these have more space for comments (official use only), editable PDFs, a way to submit/archive forms as they are submitted online, tracking in a spreadsheet, recalibrate the spacing/hierarchy of sheet to emphasize important information; RC needs to fill out species/size if homeowner/tree removal company did not; should one of us start this database/tracking system to potentially share with AH so they may continue; should there be a note saying to download and fill out (not print or use in browser)
    - iii. EH/UP will take some home to try to create a system to compile/log these/EH will create simple/sample spreadsheet (address, species, size, dead or not dead, replaced or not, date)



# *Borough of Atlantic Highlands*

## *Shade Tree Commission*



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

### 5. Old Business —

- a. Tree List: FG chipping away at spreadsheet, spreadsheet/draft hopefully in June
- b. CMFP: Inventory is complete/paid for; FG/AC to meet and discuss the grant
  - i. AC is working on Tree Keeper app/login (Davey extended the access availability) which will map and filter the information, Davey can give us a short demo but the subscription is over \$3000/year which is very high and we likely we will not use this effectively
    - 1. What is ROI? What are we doing with our inventory? If it's for knowing what to plant when based on age and species, this should work alongside permit database to be a full picture of trees and tree losses; inventory is paid for
- c. CMFP Report: We will need to provide information to Davey and they can also reference previous report
- d. Tribute Trees: Placeholder, no responses on open applications/requests, BT received one new application and will forward

### 6. New Business —

- a. Watering and Maintenance on Trees Planted Last Fall: There were 7-8 public trees (two at South Avenue park, two on Hennessy behind Wells Fargo, one at East Avenue Park, one or two on the trail)
  - i. AC will check with Jimmy to confirm they all have gator bags and what frequency and availability he has to water (need this info to begin requesting/scheduling);
  - ii. AC will also check with MT for the online form and volunteers signed up to water trees
  - iii. EH will reach out to some kids/teachers in scout troops/environmental club to see if anyone might be interested in badge/volunteer hours
  - iv. We need to develop and cadence and provide general instructions
- b. First Avenue Revitalization: We have some new aerial images from a volunteer that AC will piece together, we will then schedule a sub-committee meeting to determine number of wells, inventory, and start to plan so we can apply for a grant
- c. Free Trees: BT will promote on FB, we only have a few requests so far
- d. Sustainable Jersey for Schools Grant: EH shared that school district has applied for a tree planting grant and will hear back in July, we can help with that if they are approved

### 7. Public Comment - none

- 8. Adjournment: FG motions to adjourn the meeting; AC seconds; all in favor; the meeting was adjourned at 8:06pm; the next meeting is scheduled for May 21, 7pm