

**COMMUNITY FORESTRY
MANAGEMENT PLAN**

2nd FIVE YEAR PLAN

January 2013 – December 2017



**MARLBORO TOWNSHIP
MONMOUTH COUNTY,
NEW JERSEY**

Prepared By:
Shari M. Spero, CTE #465
CME ASSOCIATES
And
Marlboro Township
Shade Tree Committee members

Table of Contents

1. Municipal Information Form.....	1
2. Introduction.....	2
A. Mission Statement.....	2
B. Goals and Objectives	2 - 3
C. Liability Statement	4
3. Community Overview	5
A. Accomplishments.....	5 - 7
B. Trials and Tribulations.....	7 - 8
4. Community Forestry Program Administration	8
A. Shade Tree Members and Duties.....	8
B. Departments and Agencies.....	8 - 10
5. Community Map	10A
6. Training Plan	11
7. Public Education, Awareness, and Outreach	11 - 12
8. Tree Budget.....	12 - 13
A. Itemized Budget	13
B. In-kind Expenses	13
9. Plan Implementation.....	13
A. Year One	14 - 15
B. Year Two	16 - 18
C. Year Three.....	19 - 21
D. Year Four.....	21 - 23
E. Year Five	23 - 25
10. Community Forestry Incentive Program.....	25 - 27
11. Ordinance Amendment	28 - 29
12. Plan Implementation Timeline	30 - 34

2. INTRODUCTION

A. Mission Statement

To promote a sustainable and productive community forest and shade tree resource that will improve the quality of life for the residents of Marlboro Township. The intention of this management plan is to aid the Township in improving, maintaining and increasing Marlboro's community forest as well as to encourage the community to become involved in these stewardship efforts. This second five year management plan will continue guiding the Shade Tree Committee in promoting a sustainable and productive community forest. The Shade Tree Committee (STC) hopes that through their outreach programs, the entire community will view trees as a valuable resource worth protecting.

B. Goals and Objectives

Now that the Shade Tree Committee has been well established in Marlboro Township, this second five year management plan includes some long term goals to strive towards. The Committee will continue its efforts to connect with the community and promote tree stewardship and responsibility.

The following is a list of goals and objectives that the Committee believes are attainable and will be the most beneficial for Marlboro's tree resource.

Goal #1: To establish a public area for appreciating and enjoying nature.

Objectives: Officially declare the location for Marlboro's Tree Park in conjunction with the Open Space Committee.

Obtain a Master Plan for Park layout.

Recruit youth groups for volunteer help with small projects within the park, such as entrance sign, picnic table construction, walking path installation, etc.

Solicit donations from local business and tree nurseries.

Host a ribbon cutting ceremony and install the park's first planted tree.

Goal #2: To provide safe right-of-ways, public parks and school properties for residents and visitors of Marlboro Township.

Objectives: Conduct a Hazardous Tree Survey along all public properties and right-of-ways.

Input data into a computer program to map locations of hazardous trees for removal or pruning.

Implement the survey through public bid to remove and/or prune hazardous trees throughout the Township.

Goal #3: Diversify and increase the Township's tree resource.

Objectives: Pursue grants, donations, and fund raisers to continue planting trees along streets, in parks, and on school properties.

Perform a window survey to obtain a better estimate for tree species and noteworthy trees within the Township.

Provide street trees to residents at wholesale costs or at a reduced rate to encourage planting of trees.

Goal #4: Promote general tree awareness and stewardship amongst the community.

Objectives: Continue working with students on the importance of trees and their preservation.

Submit tree related articles to local media.

Continue with the annual Township Arbor Day program.

Continue participation in other community wide events.

Collaborate in creating a community garden.

Goal #5: To preserve trees and protect habitat.

Objectives: Review the existing tree ordinance to determine if changes are needed.

Continue site plan reviews and on-site observations to recommend areas of habitat and individual trees to save for preservation.

Discuss the importance of trees and how we benefit from them with school aged children.

Continue with the tree removal permitting process.

C. Liability Statement

Marlboro Township, now a Tree City USA recipient for the past four (4) years, has an interest in protecting its tree resource. The Township recognizes the benefits trees provide and the aesthetic appeal they bring to the community. Trees are an immeasurable asset that requires care, maintenance, and eventual replacement. In addition to planting “the right tree in the right place,” we can help ensure that community trees not only contribute to the environmental and economic vitality of the area, but also reduce the potential hazards to public safety. The Shade Tree Committee must work within a reasonable budget that may not immediately meet all the needs of the community forest as a whole. Therefore, it is the intent of the plan that available resources will be prioritized as the Township works towards achieving its goal towards a healthy forest with commensurate reduced risks to public safety.

A long-term plan is needed in order to maintain the tree resource that exists and to continue to expand on the community’s forest and shade tree resource.

Marlboro Township acknowledges that not all hazards can be predicted and that situations may occur without our knowledge. It is for this reason that we will continue to be proactive in our approach to systematically obtaining a healthier shade tree resource. One of the goals listed in this plan is to perform a hazardous tree assessment that will position the Township to take corrective action prior to structural tree failures and other hazardous tree related conditions. Not all hazardous conditions will be predicted, although, with good maintenance and care, the probability of an accident will be greatly reduced.

By following this Second Five-Year Community Forest Management Plan, the Township is devoting reasonable levels of resources in a planned manner to reduce the number of tree related accidents, thereby reducing its exposure to liabilities while increasing public safety.

3. COMMUNITY OVERVIEW

The majority of the goals from the 1st five-year management plan were completed and the Committee plans to continue on with the goals that were accomplished, as well as the goals that went unfulfilled. They have also added an additional goal, creating a township tree park, which began as an idea during the first five (5) year plan and is now a goal they would like to see to fruition. The Shade Tree Committee members are very ambitious and strive to succeed in all the goals they set for themselves.

The Master Plan was last revised in 2004. The next plan is not due to be revised again until 2014. Upon the STC's request, the Township Administration agreed to reference this document in the 'Sustainability Element' section of the Master Plan during the next revision.

The past five years have brought much attention and community involvement to the shade tree resource. This would not have been accomplished without the CFMP being in place and the commitment of the Shade Tree members. The Shade Tree Committee was formed only a year before their management plan was approved. With a plan to follow and the support of the Township, the STC was able to accomplish many of the goals and objectives they had set forth.

Each year the Shade Tree Committee has been able to plant new trees for Arbor Day, increasing the quantity every year. The Committee was instrumental in obtaining donated trees for the new Township Dog Park as well. Even though these planting projects completed by the Township were small scale, areas that were treeless five years ago, now provide shade. However, the Township has seen large trees taken down by Hurricane Irene and Superstorm Sandy. Neighborhoods that lost significant leaf cover from the storms will need to be a focus for future replanting projects.

A. Accomplishments

The number one goal in the previous management plan was to ensure safe right-of-ways and Township properties. A complete hazardous tree survey was not undertaken as it was cost prohibitive to the Township. The State Forest Service was not able to fund CSIP grants as they have in the past. The Shade Tree Committee would need to secure funding in order for the Township to approve this type of project. Hopefully, grant money will become available over the next five (5) years in order to fulfill the objectives for this important goal.

However, smaller hazard tree surveys have been performed and dangerous trees were removed. After the power outages from Hurricane

Irene, the Township Council has been proactive in removing trees that have the potential to cause damage to utility lines. At the time of this writing, a few very large mature trees with defects have already been removed. If these trees had failed, they would have caused significant outages affecting many residents in the Township. A hazard tree survey was recently performed along a few of the narrow and wooded roadways with embankments. The trees growing on these steep slopes have reached heights well above the roadways and power lines. Some of them are in failing condition and if they fall, would disrupt electric service to many. The Council decided it would be in the best interest to begin addressing situations such as these now before the damage can occur. The Shade Tree Committee commends the Council on taking a proactive approach in managing this resource.

Preserving trees and protecting habitat was the second goal of the previous plan. By way of an improved ordinance, site observations and detailed review of projects before the Planning and Zoning Boards, the STC strived to actively undertake this goal. CME Associates, the Township's municipal engineer, continue to oversee all the forestry and landscape review work for Marlboro. The forester at the engineering firm is able to review and comment on planning projects with the Shade Tree Committee's objectives in mind. Where possible, extra trees are saved and advice is given to builders to determine appropriate trees to preserve on a site. The enforcement of the tree removal permit relating to residential properties has also helped preserve trees within the Township. Many of the homeowners meet with the forester, who then advises which trees should be removed and which trees should remain. Residents will sometimes take this advice when making a final determination on their tree removal. Without a visit from a professional Certified Tree Expert, the only other advice the residents are likely receiving are from the variety of tree services that provided a cost estimate; many of which are just looking to make a maximum profit, and not having the beneficial mindset with preserving Marlboro's tree resource.

The third goal, to diversify and increase the Township's tree resource, will continue to be a goal of the Committee. Over the past five (5) years, numerous trees were installed on public properties due to the STC's efforts. Members were able to obtain donations of trees from area nurseries and free trees from the NJ Tree Foundation. Trees were also purchased through the Township's tree fund.

This newly formed Shade Tree Committee has become very involved within the community. Besides hosting their own outreach programs, they have joined forces with the Beautification Committee and the Open Space Committee on other outreach projects. The outreach to the public on tree

awareness, goal #4, was impressively successful and will continue to be the core of the STC.

For the past three (3) years, the Shade Tree Committee has planned a large Arbor Day celebration, inviting the Boy and Girl Scouts to plant small bareroot trees obtained from the NJ Tree Foundation. Girl Scout Troop 1795 participates in the program by designing handouts for the younger scouts, such as a word finds, pictures to color, decorative projects, etc., all relating to trees and nature. The Teen Advisory Council (TAC) has also volunteered their help to the STC for this program. This teen group aids the Committee members by ensuring the program runs smoothly; whether it is assisting the younger children with planting the trees or cleaning up at the end of the program. The STC purchases gardening gloves, trowels, buckets and backpacks to hand out to the participants to use not just for the day but to bring home as well. Both Wegmans Supermarket and Bagel World have been very generous in providing bagels, water and coffee each year for refreshments prior to the big planting! Trees have been planted in different areas of the municipal complex and at the adjacent library. Last year, a small tree nursery was created by fencing off a section within the municipal complex with the help of the Department of Public Works. These extra trees will remain protected here until they are a larger size to use for future Arbor Day plantings.

The last goal of the plan was for both the Shade Tree Committee and Department of Public Works to attend classes and conferences to increase their knowledge of trees and the community forest. Both the STC members and workers from the DPW have attended the annual Shade Tree Federation conferences over the past five years. STC members have also taken part in the NJ Tree Foundation's Arbor Day workshop each year since 2009. The STC's budget from the Township now includes a line item for education, allowing members to continue expanding their tree knowledge.

B. Trials and Tribulations

The accomplishments of the Shade Tree Committee were completed on a limited budget. Much of the anticipated funding from the State Forest Service was not available, making it difficult to achieve some of the goals that required more resources. Therefore, the STC relied on local donations and volunteerism to implement certain projects. The Committee is optimistic the funds will once again become available and larger goals and objectives will be attainable.

Also, the use of the tree escrow funds was limited in the town's tree ordinance. The Certified Tree Expert, along with input from the Shade Tree Committee, drafted an update to the ordinance which was presented

to the Mayor and Town Council. After careful review and revisions, the tree ordinance was updated in 2012 to include a broader use of the funds. Over the next five years, the STC intends to use these funds to implement the goals set forth in this CFMP, such as the Hazardous Tree Survey and a street tree planting program.

4. COMMUNITY FORESTRY PROGRAM ADMINISTRATION

A. Shade Tree Committee and Duties

The Marlboro Shade Tree Committee is responsible for carrying out the goals and objectives of this management plan. The STC consists of seven (7) members, two (2) of which are CORE trained. Appointments are for varying lengths between one and three year terms. The Committee reviews and makes recommendations to the Planning and Zoning Boards for ordinance compliance, organizes outreach programs, and in general, adds to the beautification of Marlboro.

Shade Tree Committee 2012

Jeffrey Weiss – Chairperson
Randi Marder – Council Liaison
Sherry Cilea
Debi Richards
Patricia Ondar
Tara-Jean Vitale
Eric Engel
Mary Eng

The Township employs CME Associates as the Township Forester to ensure that all residents and developers abide by Township Ordinance.

The Shade Tree Committee/Forester reviews all subdivision and site plans submitted to the Planning and Zoning Boards for compliance with the Township Ordinance and provides landscaping recommendations as well. The forester also assists developers in saving additional existing trees within a proposed site plan. Certified Tree Expert advice is provided to evaluate questionable trees in order to determine the necessity of removal or pruning, for site safety. The residents also take advantage of having a forester on staff and periodically request for a site visit to determine health of their trees.

B. Departments and Agencies

The departments and agencies have remained the same since the previous five-year management plan.

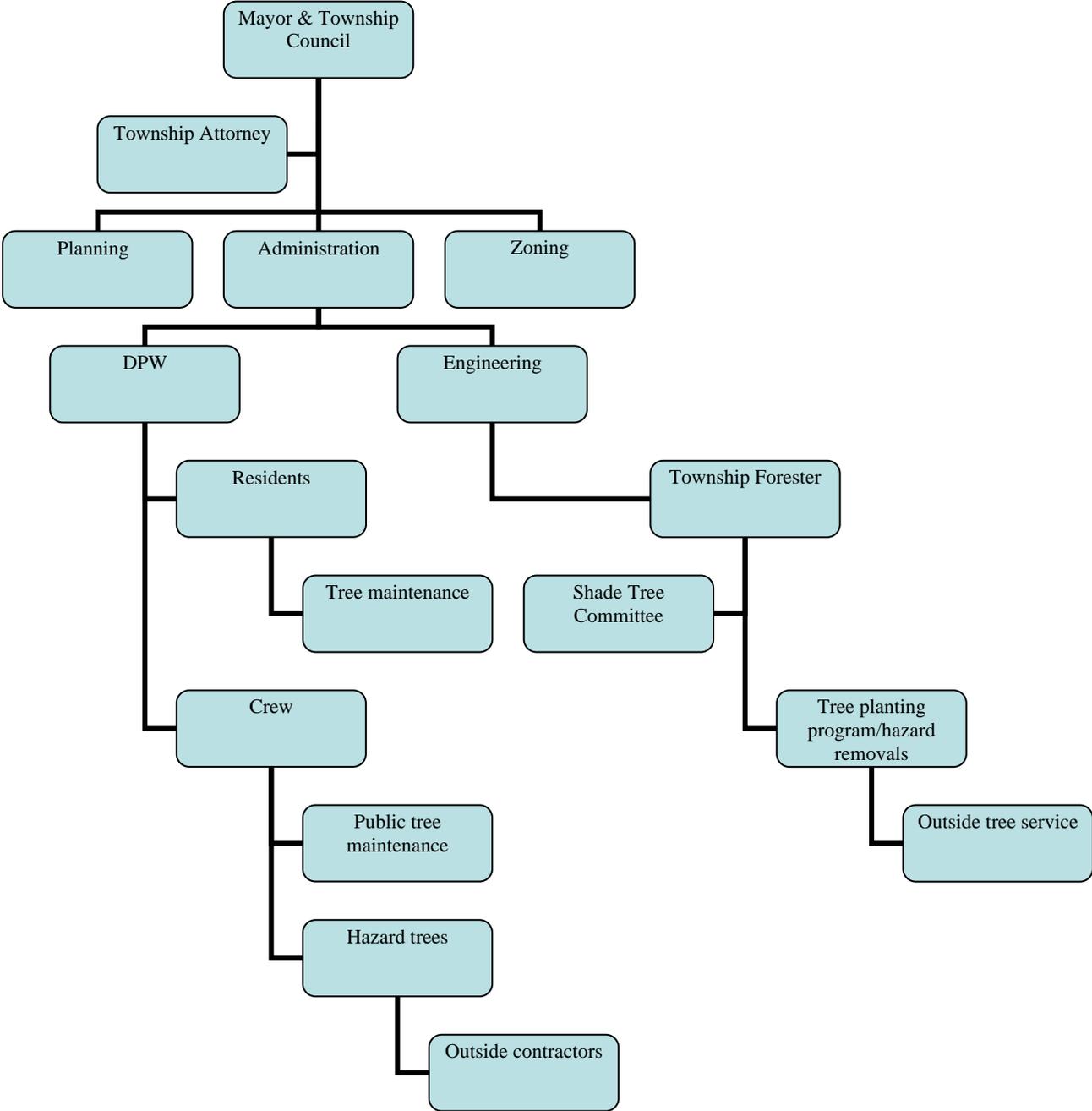
Department of Public Works (DPW) – Responsible for the removal of hazardous trees and limbs within their means of equipment and expertise on an as-needed basis. Homeowners often call the Township Engineer concerning a fallen tree or large limb. The Engineer's office usually has the Township Forester verify the complaint and then a work order request is passed along to DPW to perform the necessary removal/pruning if it is found to be on Township property. The DPW has also been very helpful to the Shade Tree Committee for their annual Arbor Day programs. They have dug tree holes, helped with set up for the program, offered the use of their yard for storing of tublings and bare root trees, as well as provided input on new planting locations each year.

Engineering – CME Associates is the consulting engineering firm for Marlboro Township. With the position as Township Forester, the Township Engineer and Certified Tree Expert all sourced in the same office, they are able to exchange information regarding developments and site plans under review more fluidly, as well as review and approve tree removal permits efficiently. This relationship allows for additional trees to be located and saved during the design phase of projects, as well as providing extra support for the forester in ensuring that the ordinance is followed. The forester's comments and recommendations on a project are also incorporated into the technical engineering report, which ensures that the builder will adhere to them, as these reports are included in all resolutions passed by the Boards.

By working closely with the Department of Public Works and the consulting engineering firm, program administration is able to run efficiently and in a more timely manner. Issues such as saving a particular tree can be worked out in the design phase, rather than right before groundbreaking. Scheduling site meetings with developers/builders from the beginning of the site planning and remaining involved throughout the process helps to build amicable and respectable relationships.

If a complaint is received by the Township regarding tree service requests, the information is passed on to the forester to verify. Once the location is determined to be Township owned property, the forester performs a site visit to provide recommendations to the Department of Public Works. This information is passed through an internal system by the in-house engineering department to the DPW. If any clarification is needed, DPW may contact the forester. If the Department cannot perform the work in-house, they will contract it out with one of the area tree services.

Organizational Chart for the Management of Shade Trees



5. **Community Map** (See attached)

6. **Training Plan**

The Shade Tree Committee is very active in participating in tree conferences and training sessions that are available to them. Each year, the Continuing Education Units (CEUs) obtained are above and beyond what is required under the Community Forestry Council's training requirements. Marlboro also has two (2) STC members, the supervisor of Grounds Department and the forester CORE trained.

Besides attending the annual Shade Tree Federation meeting each year, the members have gone to Monmouth County's Shade Tree Commission's spring forums and the Arbor Day workshops run by the NJ Tree Foundation.

Currently, the Township has an educational and dues budget of \$500 for the STC's CEU training. If needed, the members can request additional monies. The Township has been generous in paying for all members interested in attending the various conferences over the past five years.

The Public Works Department attends Hazardous Trees & Pruning technique classes at Rutgers University. They have also been to chain saw safety talks given by Pantano Nursery. Workers have attended First Aid and CPR training programs as well as a variety of safety seminars through Joint Insurance Fund (JIF).

Specific training needs for the Township of Marlboro include; sidewalk and tree conflicts, gypsy moth programs, hazard tree seminars and public education techniques, especially in regards to trees and storm events.

7. **Public Education, Awareness, and Outreach**

Marlboro Township's Shade Tree Committee has been a presence in the town for almost six (6) years.

Mayor Jonathan Hornik read Marlboro's Arbor Day Proclamation for the first time in 2008. That year a tree was donated by Casola Farms and planted in front of Town Hall. The celebration continued with planting and potting trees awarded to Marlboro from the NJ Tree Foundation. Media coverage of Arbor Day was reported in the News Transcript (regional newspaper) and Marlboro Matters (local Township publication) creating additional awareness amongst the residents of Marlboro. Since then, the Arbor Day program has continued to grow, involving more Scouts and volunteer teens. Recent celebrations

planted larger trees on public property purchased from the tree fund and smaller saplings were planted by the children. Bags, gloves, buckets and trowels were distributed to the volunteers to use for the day of planting and to bring home as well. Local businesses provided refreshments for the volunteers. Arbor Day has turned into a regular and anticipated spring time event in Marlboro!

The Shade Tree Committee has also been a part of the Township's Community Pride and Beautification Day each May. The STC hands out literature regarding trees and their care to the residents. A poster contest sponsored by the STC is held for students. Winners are chosen by grades and invited to a Council meeting to be presented with a prize and a Certificate of Appreciation from the Mayor. Spring is a busy time for the STC members as they also walk in the Township's Memorial Day parade.

During the September Marlboro Day celebration, STC members distributed tree literature obtained from the Monmouth County Shade Tree Commission. They've also given out seeds for residents to take home and plant.

The Committee has a long term goal of creating a Township Arboretum/Park. The STC has been working with the Open Space Committee in choosing a property the Township owns for this project's location. Over the next few years, plans will need to be drafted, approved and then the beginning stages of park construction can get underway. Volunteers will be an integral part of turning this idea into a Township park. Youth groups can help with some of the manual labor that will be involved, from creating pathways, signs and benches to planting trees, mulching and weeding. Local businesses can donate materials and supplies. For this park to succeed, the STC needs the support of the whole Township. From the response they have already received during these beginning stages, it appears they have the backing they need!

8. Statement of Tree Budget

Marlboro Township currently has a small budget for tree related expenditures. The STC has \$2,320.00 to aid the Committee in education, training and outreach projects. Additional expenses, such as tree planting and hazardous tree removal is currently deducted from a general tree fund supplied by developers with approvals to construct land development projects within the Township. The plan implementation section of this CFMP will be important in projecting the amount of money needed for upcoming programs each year. With the growing public interest and the increasing involvement in the community, the STC will estimate a figure to request each fiscal year on an as needed basis, prior to the budget approval process.

During the course of the year, other departments may provide assistance to the Shade Tree Committee. The Department of Public Works (DPW) provides the most assistance in tree maintenance. Public Works has leaf pickup, tree removal and pruning equipment and in-house manpower to remove hazardous trees, limbs, and storm damage debris. DPW has a line item in their operating budget to contract work beyond their reach, such as by power lines and/or where bucket truck assistance is required.

Below is an itemized budget for 2012 that includes the Shade Tree Committee's budget along with Public Works and member volunteer time.

Education and Training \$500.00
 Miscellaneous \$2,320.00
 Total.....\$2,820.00

<u>In Kind</u>	<u>Est. Hrs/Dollars</u>		<u>Service</u>
DPW	33,007	\$825,177.00	Leaf pickup & Maintenance
	2,457	\$61,437.00	Tree removal, Tree trimming, & Maintenance
Shade Tree	260	\$56,654.00	School Programs, Plan & Organize, Meetings, Volunteer Duties, etc.

Total			\$943,268.00
Grand Total			\$946,088.00

9. Plan Implementation

The following description outlines the process by which the Committee intends to implement this 5-year management plan. When needed, timelines can be reviewed and adjusted each year when the required annual assessment report is completed. At the beginning of each year, the STC should review and discuss the Management Plan and their accomplishments to remain on track to meet the desired goals and objectives.

A. Year One, January 2013 – December 2013

Yearly On-Going Activities

Regular review of site plan applications submitted to the Planning and Zoning Boards will continue throughout the year. The Forester and CME Associates conducts site visits to the properties under review, prior to plan approval. Sensitive habitats, specimen trees and wooded areas feasible to save with reasonable measures are identified and included in the submitted report to the Planning and Zoning Boards (Goal #5).

The Forester/CME Associates continues to enforce the current tree ordinance by reviewing and approving tree removal permits. The Forester observes the trees in question for removal. Often, the residents will be contacted to review the trees on site for a variety of reasons. On many occasions the residents are unaware of trees in poor condition that they should have removed. Sometimes, depending on the intentions for the property, the Forester can discuss saving certain trees and removing others based on size, health and species of the trees. Another reason for the visit is to determine that the trees proposed to be removed are not part of wetlands, wetland buffers or conservation easements. Many of the more recently constructed developments have some sort of encumbrance on the properties. Often the residents do not realize this, so the Forester will review how to properly use these areas and ensure habitat intended for protection, remains as so (Goal #5).

Residential complaints regarding trees are also taken care of by CME Associates and the Forester.

January – March

The Annual Accomplishment Report and Tree City renewal should be submitted to the State Forest Service at this time.

Outreach – Discussions have already begun for the Annual Arbor Day celebration. Tree orders should be decided on for quantity and species desired. Members should reach out to the Scout and PAC leaders to provide specific information for program details (Goal #4).

Community Pride and Beautification Day will fast approach in May. The program's organizer should be contacted to reserve a booth for the STC. Also, the art contest that the STC sponsors will need to be advertised

again to the schools. Members should also ensure there are enough informational brochures on tree related subjects from the Community Forestry Program to distribute at the event. Also, banners and signs should be designed for the booth. Possibly, some of last year's artwork from Beautification Day might be displayed (Goal #4).

Tree Resource – The Township lost many private trees this year with Superstorm Sandy and the nor'easter in the fall of 2012. The Shade Tree Committee would like to give residents a hand in helping to revegetate their properties and fill in the gaps these missing trees have left (Goal #3). The Committee should contact a few of the local nurseries to see if they would be receptive to selling their own container trees at cost to resident. A particular date would be advertised to the community (Goal #4) with a few choices of species. More residents might be inclined to plant a new tree on their property with the price incentive then would otherwise. It also would help move oversupply the nursery has with the potential to sell additional products to the residents while they pick up their new trees.

April – May

Outreach – Arbor Day plans should be finalized. Notify press to ensure there will be coverage during the celebration. The published article should be saved to be included in next year's Annual Accomplishment Report (Goal #4). Trees are to be planted on a chosen piece of public property during the celebration. The STC tries to purchase trees that are not overused to maintain species diversity in the Township (Goal #3).

Community Pride and Beautification Day plans should also be finalized. Members should determine who will attend the event and at what time, to ensure coverage at the table to field any questions residents might have (Goal #4).

Discuss ideas and plan for Marlboro Day. Order tree seed packets, or similar, to be handed out to the public (Goal #4).

June – August

Hazard Trees – This past fall a small hazard tree survey was performed by the Township's forester at the request of the Administration to verify dead and dying trees along the roadways that could potentially cause power line failure and damage property (Goal #2). The list needs to be re-evaluated since Superstorm Sandy to determine if some of the trees to be removed have already come down. The list should be updated so Public Works can begin the process of removing hazardous trees within their means before the next storm event occurs.

Education – The DPW and STC should take advantage of any continuing education courses offered at this time.

Outreach – Finalize plans for Marlboro Day.

September – December

Grants – If CSIP grants become available, the Township should consider applying for funding to complete a Township wide hazard tree survey and removal of the identified trees (Goal #2). The hazard trees mentioned above were from a list provided by JCP&L and reviewed and amended by the Township forester. However, these trees were located in just a few select areas within Marlboro. Other areas of the town should be surveyed with additional funding.

Education – A few STC members should attend the Annual Shade Tree Federation meeting held at the end of October to obtain the required CEU credits. One of the more recent members to join the STC might consider attending CORE training as well.

Tree Park – Contact the Landscape Architect department at Cook College. A professor might be interested in assigning a park layout design project to students (Goal #1). This would help the Shade Tree Committee with a free design and one of the students would be able to have his/her name attached to this park, for the beginning of an impressive portfolio.

Outreach – Any funding remaining before year's end will be used to purchase Arbor Day supplies for next year's celebration (Goal #4).

B. Year Two, January 2014 to December 2014

Yearly On-Going Activities

Regular review of site plan applications submitted to the Planning/Zoning Board will continue throughout the year. The forester/CME Associates conducts site visits to the properties under review prior to plan approval. Sensitive habitats, specimen trees and wooded areas feasible to save within reasonable measures are identified and included in the submitted report to the Board (Goal #5).

Conduct residential site visits for tree removal permits and complaints (Goal #5).

January – March

Draft and submit the Annual Accomplishment Report and Tree City renewal. Copies should be forwarded onto the Township administration and Council to keep them up to date on the accomplishments of the Shade Tree Committee.

Grants – Notification should be received, if the STC was awarded grant funding for a hazard tree survey/removal project. Members and the forester should work with the finance department to draft a request for quote to contract with a local tree service (Goal #2). A contractor should be secured during this time frame, while winter work can be slow.

Outreach – Another outreach program the Shade Tree Committee is looking to explore, along with the Beautification Committee, is launching a Community Garden (Goal #4). Many people interested in gardening, local farming and community involvement might be more interested in the STC's other activities and programs as well. The greater the Committee's public outreach is with the residents, the more effective they can be. A planning committee should be organized to focus attention on approaching potential sponsors and choosing a site.

Arbor Day discussions should begin again to determine a program outline for this year (Goal #4). The Committee usually hosts a poster contest for the school children. This year, they might consider altering the poster contest to a contest for a new logo or name for the planned Community Garden. This would help generate interest and excitement for the construction of a garden.

Community Pride and Beautification Day discussion and preparations should also start within this time.

April – May

Grants – The hazard tree survey/removal program should be complete (Goal #2). All invoices and necessary paperwork should be submitted to the Forest Service for grant reimbursement.

Outreach - Draft an informational article to notify the public of the grant the Shade Tree Committee received and how it has benefitted the residents with safer road conditions and a reduction of hazardous trees with the potential to fall on power lines (Goal #4).

Marlboro Day discussions and preparations should start. The STC should reserve a booth and order more brochures and handouts if needed.

During Arbor Day and Beautification Day, members discuss the importance of trees to the Girl and Boy Scout troops that attend the programs (Goal #5). The forester discusses the benefits of trees with the children and how different the town would look and feel without the trees.

Education – During the Spring, tree climbing and tree worker safety courses are offered. DPW might look into any applicable classes for their workers.

June – August

Outreach – Finalize plans for Marlboro Day.

Tree Park – At this time, the Committee is hoping to have a park design selected (Goal #1). Ideally, the design should be able to be built out in phases, as funding and volunteer work becomes available. Members should form a sub-committee to approach local vendors regarding donations for the park. They also might contact some of the volunteer groups, such as high school organizations and the Scouts.

September – December

Education – Committee members attend the Annual Shade Tree Federation meeting. All CEU credits needed for the year should be obtained at the conference.

Grants – The State Forest Service might have grants available at this time. If so, the Shade Tree Committee should consider a street tree planting program (Goal #3). The forester keeps a list of residents that requested a new street tree. The list is small as it is only from those who needed to remove a tree due to its poor condition. The STC can advertise through a variety of social media as well as the local paper to contact the office to be put on the planting list. The Committee might also look into targeting specific developments that had lost significant tree cover during Superstorm Sandy. Also, a cost share program should be explored to determine if this is a better route for the STC and the residents.

Outreach – Any leftover funding in the budget should be used to purchase items and supplies for the following Arbor Day (Goal #4).

Continue with Community Garden planning (Goal #4). Autumn would be an ideal time to have a ribbon cutting ceremony. The land can be officially designated and prepared for the spring season. This will allow for time to organize and finalize any outstanding issues, such as assigning residents plots, determining supplies needed on site, installing a fence and sign, etc.

C. Year Three, January 2015– December 2015

Yearly On-Going Activities

Regular reviews of the site plan applications submitted to the Planning/Zoning Board will continue throughout the year. The forester/CME Associates conducts site visits to the properties under review prior to plan approval. Sensitive habitats, specimen trees and wooded areas feasible to save with reasonable measures are identified and included in the submitted report to the Board (Goal #5).

Conduct site visits for residential tree removal permits and complaints. Ensure easements on properties are not disturbed with proposed removals. The forester discusses approved uses for easements and the difference between a dead tree and a hazard tree in these easements and the reasons why the former needs to remain and why the latter can be removed (Goal #5).

January – March

Draft and submit the Annual Accomplishment Report and Tree City renewal. Copies should be forwarded onto the Township administration and Council to keep them up to date on the accomplishments of the Shade Tree Committee

Grants – Grant notification should be received at this time. The Shade Tree Committee in conjunction with CME Associates can begin planning the street tree planting project (Goal #3). The administration should vote on a resolution to enter into agreement with the State to accept the grant money. A request for quote should be drafted and distributed to area landscapers to furnish, deliver, install and warrantee the trees needed.

Outreach – Begin planning for the annual Arbor Day celebration (Goal #4). Contact Scout troop leaders, nurseries for donations, order tree tublings to distribute, etc.

Members should reserve a booth for Community Pride and Beautification Day and ensure there are enough brochures for handouts (Goal #4). The STC can provide fact sheets on selected street trees that will be installed as part of the street tree planting program, to educate the public on why we should have street trees and the benefits they provide.

The STC should submit an article to the Township's website as spring approaches and residents begin outside yard work. Items to consider discussing might include proper mulching, planting at the correct depth, or information on a common insect pest, such as aphids or bagworms (Goal #4).

The Community Garden should be finished and plots should be offered to interested residents. The STC might host an Arbor Day tree planting at the entrance to the garden (Goals #3 & #4). This will help tie the Shade Tree Committee to the Community Garden. A plaque can be installed to commemorate the partnership between the two entities involved in the founding of the Garden.

Education – Any classes/conferences offered for CEUs (continuing education units) should be considered for some of the members to attend, if available.

April – May

Outreach – Both Arbor Day and Beautification Day planning should be finalized (Goal #4).

Marlboro Day preparation and discussion should begin.

Grants – Trees purchased with grant money should all be installed at this time (Goal #3). The Forester will review the trees to ensure they have been properly installed and are in good condition. A pay estimate will be prepared once work is complete. Required grant paperwork can be finalized and sent into the State for Township reimbursement.

June – August

Street Trees – If the recommended street tree list has not been updated by now, this can be addressed (Goal #3). The existing street trees on the list should be reviewed and members should propose additional species that would be appropriate for the Township. Information and assistance can be provided to the STC from the Monmouth County Shade Tree Commission. Also consider drafting a list with categories, such as trees for under power lines, trees for different sized planting strips, trees for open space and park locations, etc. Once the list is finalized, the STC should submit it to the Township Council for adoption. It can be published on the Township website for residents to easily access (Goal #4).

Outreach – Finalize plans for Marlboro Day.

Tree Park – The Committee is hopeful that by this time, a piece of land has been approved for the tree park and the next phase can begin (Goal #1). The STC is aiming to host Arbor Day 2016 as the groundbreaking for the park and will need to start early with planning preparations.

September – December

Education – The Annual Shade Tree Federation meeting should be discussed to determine which members will attend to obtain the required CEU credits. DPW workers should also register.

Grants – Grants from the State Forest Service might be available at this time. The STC should discuss potential uses for the grant. Funding for the next stage of the proposed tree park should be considered (Goal #1).

D. Year Four, January 2016 – December 2016

Yearly On-Going Activities

Regular reviews of the site plan applications submitted to the Planning/Zoning Boards will continue throughout the year. The forester/CME Associates conducts site visits to the properties under review prior to plan approval. Sensitive habitats, specimen trees and wooded areas feasible to save with reasonable measures are identified and included in the submitted report to the Board (Goal #5).

Continue with site visits for residential tree removal permits and complaints. Ensure easements on properties are not disturbed with proposed removals. The forester discusses approved uses for easements and the difference between a dead tree and a hazard tree in these easements and the reasons why the former needs to remain and why the latter can be removed (Goal #5).

January – March

Apply for Tree City renewal and submit the Annual Accomplishment Report to the State Forest Service.

Grants – If funding was received from the state, the STC can begin the next phase of the Tree Park (Goal #1). With the use of the grant money and the volunteer help for Arbor Day, the Committee might be able to secure additional manpower by combining the project with their Arbor Day celebration. The STC could host a groundbreaking ceremony in conjunction with Arbor Day. All the volunteers that usually join in on the

Arbor Day program could help with the 1st phase of park construction (Goal #4). The designated 'Arbor Day' tree can be planted there as the 1st tree to be installed in the park. A plaque should be installed to commemorate the date.

Outreach – Discuss any program changes, such as relocating to the Tree Park, that might be needed (see above). Purchase tree tublings from the state tree nursery for handing out to the children (Goal #4).

Community Pride and Beautification Day planning can also begin at this time. Discuss any display or handout changes that might be needed (Goal #4).

Ordinance – Initiate discussions to update and revise the existing tree preservation ordinance (Goal #5). The various meetings and conferences members have attended for the past few years should be helpful in drafting revisions for an appropriate ordinance for the Township. Review other townships' ordinances for additional ideas. The Community Forestry Program can be consulted for advice and suggestions as well.

April – May

Outreach – Finalize Arbor Day and Beautification Day plans (Goal #4).

Marlboro Day preparation should begin. Possible changes to brochures and handouts should be discussed.

Tree Park – Begin next phase of Tree Park in conjunction with Arbor Day celebration (Goal #1). If possible, have newspaper staff writer attend the program for additional coverage of the event (Goal #4).

Grants – The contractor should now have replaced all trees that died last planting season (Goal #3) from previous grant. The forester will review all newly installed trees. Also, all tree stakes should be removed.

June – August

Ordinance – Continued review and discussion for revised and updated tree preservation ordinance (Goal #5).

Outreach - Finalize plans for Marlboro Day.

September – December

Education – Attend the Annual Shade Tree Federation meeting.

Grants – Contact the Community Forestry Program if grants are available. The STC might apply for a grant to help fund the cost of removing the hazardous trees that the DPW was not able to address (Goal #2) from the survey performed in 2014. Grant money can also be used to purchase trees for the tree park (Goal #1).

If funding is available for drafting a third five (5) year management plan, the Township should apply for the Green Communities Grant to defray the cost of writing the next CFMP. The Committee chair and administration should begin the application process to obtain monies for plan preparation.

E. Year Five, January 2017 – December 2017

Yearly On-Going Activities

Regular reviews of the site plan applications submitted to the Planning/Zoning Boards will continue throughout the year. The forester/CME Associates conducts site visits to the properties under review prior to plan approval. Sensitive habitats, specimen trees and wooded areas feasible to save with reasonable measures are identified and included in the submitted report to the Board (Goal #5).

The forester/CME Associates continues to enforce the current tree ordinance by reviewing and approving tree removal permits. The forester observes the trees in question for removal. Often, the residents will be contacted to review the trees on site for a variety of reasons. Many times, the residents are unaware of trees in poor condition that they should have removed. Sometimes, depending on the intentions for the property, the forester can discuss saving certain trees and removing others based on size, health and species of the trees. Another reason for the visit is to determine that the trees proposed to be removed are not part of wetlands, wetland buffers or conservation easements. Many of the more recently constructed developments have some sort of encumbrance on the properties. Often the residents do not realize this, so the forester will review how to properly use these areas and ensure habitat intended for protection, remains in this state (Goal #5).

Residential complaints regarding trees are also taken care of by CME Associates and the forester.

January – March

Reapply for Tree City and submit Annual Accomplishment Report in to the State Forest Service.

Ordinance – Continue revisions and discussion for the tree preservation ordinance (Goal #5).

Outreach – The STC should submit an article to be posted on the Township website after the revised tree preservation ordinance has been adopted (Goal #4).

Begin planning activities for Arbor Day and Beautification Day (Goal #4).

Grant – Notification should be received if the Township was awarded monies for hazardous tree removals (Goal #2) or if monies will go towards the Tree Park (Goal #1) as well as the Green Communities Grant for preparation of the Community Forestry Management Plan. The Township should pass a resolution to accept the two grants.

CFMP – Plans for the next five year CFMP should begin. A CTE should meet with members to determine new ideas and goals for the next management plan. Any comments or suggestions should be offered to ensure that changes can be made in time to submit the plan to the Township, as well as to the State for final approval.

April – May

Outreach – Finalize Arbor Day plans and submit an article to the Township website (Goal #4).

Finalize Community Pride and Beautification Day plans.

Discuss Marlboro Day ideas and possible new activities.

Grants – The contracted tree service should be underway with removals from the grant funded project. The hazardous tree survey information should be updated to account for the removed trees (Goal #2).

If funding was used for the Tree Park, these months should be used for the installation of new trees (Goal #1 and #3).

Education – If available, DPW can attend the tree climbing course for worker safety.

June – August

Outreach – Members should draft an informative article about the Shade Tree Committee's dedication and time volunteered over the past ten (10)

years and of the program's success. Highlight the projects that have been accomplished during this time (Goal #4).

Finalize Marlboro Day plans.

Tree Park – Contact the local Boy and Girl Scout chapters for a fall project to continue progress on the Tree Park (Goal #1 & #4).

September – December

CFMP – The finished version of Marlboro's 3rd 5-year CFMP should be voted on and accepted by the Township. The plan should be submitted to the State Forest Service for approval.

Grants – The STC should apply for the next available grant. The next phase for the Tree Park can be funded with this grant money (Goal #1).

10. Community Stewardship Incentive Program (CSIP)

The following Community Stewardship Incentive Program (CSIP) items listed below offer a brief summary of the practices Marlboro Township has addressed in this management plan.

CSIP #1 – Training

The training the Shade Tree Committee and the Department of Public Works has received as well as training needs that members would benefit from is addressed in Section 6, page 11.

CSIP #2 – Community Forestry Ordinance Establishment

Marlboro has an existing tree ordinance, which is mentioned in Section 3B, page 7. Revisions to the ordinance are later discussed in Sections 9D and 9E, pages 21 through 23

CSIP #3 – Public Education and Awareness

Outreach programs the STC is involved in is described in Section 7, pages 11 and 12 as well as the Plan Implementation Section.

CSIP #4 – Arbor Day

Arbor Day activities are addressed in Community Outreach, Section 7, pages 11 and 12. Arbor Day planning is also listed throughout Section 9.

CSIP #5 – Tree Inventory

A street tree survey is not planned at this time. However, during the planned hazard tree survey, species will be noted.

CSIP #6 – Hazard Tree Assessment

A portion of the town was surveyed, discussed in Section 3A Accomplishments, pages 5 and 6. A township wide hazard tree survey is then detailed in the Plan Implementation Section, pages 15-17, 22 and 24.

CSIP #7 – Storm Damage Assessment

Since Superstorm Sandy, storm damage assessment has been much more frequent than ever before. The forester has visited a variety of homeowners with issues of dangerous trees from the storm. Also, advice is requested to determine if a resident's tree is salvageable and if it should be removed after the storm. During the Hazard Tree Assessment, storm damage trees will be noted and any corrective or remedial pruning that can be done will be noted.

CSIP #8 – Tree Maintenance and Removals

Tree maintenance and removal programs are not set up at this time in the Township. Currently, the DPW performs any required maintenance and removals as needed. Trees to be surveyed during the hazard tree assessment are expected to be removed by an outside contractor through grant funding.

CSIP #9 – Insect and Disease Management

This is handled on a case-by-case basis. The Monmouth County Shade Tree Commission oversees the Bt spray program to reduce the population levels of gypsy moths. The DPW may also hire an outside service to spray infested areas when necessary. This can be seen in the budget breakdown, Section 8, page 13.

CSIP #10 – Wildfire Protection

This is not mentioned in the plan. Marlboro is a very developed suburban township with a low risk of forest fires.

CSIP #11 – Tree Planting

Section 9A, 9B and 9C, pages 15 and 18 through 20, discuss tree planting throughout the Township.

CSIP #12 – Tree Recycling

As of this date, tree-recycling management is not mentioned in this plan, as the amount of woody material is usually small and insignificant. However, the Township did contract with an outside company to chip, haul and compost all of the vegetative material collected after Superstorm Sandy. The Township also contracts with local landscapers to chip and double grind the trees for mulch to be used on public property. Christmas trees follow this same procedure.

CSIP #13 – Sidewalk Maintenance Program

A sidewalk maintenance program is not discussed in the plan. The individual homeowners are responsible for any sidewalk repairs that are needed.

CSIP #14 – Storm Water Management

At this time there are no plans for storm water management. The department of Public Works has a leaf clean up program. All leaves are picked up by an industrial leaf vacuum.

CSIP #15 – Other

This is not applicable at this time.

Over the past five years, Marlboro has received the following state funded grants:

2009 – CSIP #4 – Business Stimulus Fund – Arbor Day

Marlboro received \$6,967 from the state to host a larger Arbor Day program than they have had in the past. The Committee purchased pails, shovels, bags and other items for an outreach program with boy and girl scouts to plant bare root trees. The money also was able to purchase larger trees for the ceremonial Arbor Day planting. This community event has continued on with great success since!

2012 – CSIP #15 – Other – Plan Preparation

The Committee received the Green Communities 2012 Grant to write this 2nd five year plan.

ORDINANCE 2012-19

AN ORDINANCE AMENDING CHAPTER
337 OF THE CODE OF THE TOWNSHIP
OF MARLBORO ENTITLED "TREES"

WHEREAS, pursuant to Section 337-19 of the Code of the Township of Marlboro a tree escrow fund has been established; and

WHEREAS, the Township Council of the Township of Marlboro desires to expand the uses that funds in the tree escrow fund may be used for.

NOW, THEREFORE, BE IT ORDAINED by the Township Council of the Township of Marlboro that Chapter 337 entitled "Trees" of the Code of the Township of Marlboro, Section 337-19 entitled fees is hereby amended to provide for a new section 337-19 (G), Uses of Tree Escrow Fund, as follows:

337-19(G) Uses of Tree Escrow Fund,

Notwithstanding anything contained herein to the contrary, the tree escrow fund established herein may be used for any or all of the following purposes:

1. Planting of new and/or replacement trees on public property.
2. Planting of new and/or replacement trees on private property provided the necessary consent(s) and authorization of the property owners(s) has been obtained.
3. Maintenance, trimming and care of trees on public property.
4. Removal of dead and/or dying trees on public property.
5. Removal of dead and/or dying trees on private property provided the necessary consent(s) and/or authorizations(s) of the property owner(s) has been obtained.
6. Cutting and trimming trees on public property.

7. Ameliorating any dangers to life, health or public safety caused by any tree(s).

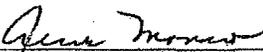
BE IT FURTHER ORDAINED, that if any section, paragraph, subsection, clause or provision of this Ordinance shall be adjudged by the courts to be invalid, such adjudication shall apply only to the section, paragraph, subsection, clause or provisions so adjudicated, and the remainder of the Ordinance shall be deemed valid and effective; and

BE IT FURTHER ORDAINED, that any ordinances or parts thereof in conflict with the provisions of this Ordinance are repealed to the extent of such conflict; and

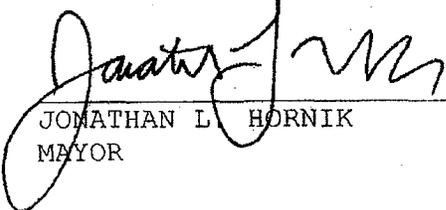
BE IT FURTHER ORDAINED, that this Ordinance shall take effect upon passage and publication in accordance with applicable law.

PASSED: June 7, 2012

ADOPTED: July 12, 2012



ALIDA MANCO,
MUNICIPAL CLERK



JONATHAN L. HORNIK
MAYOR

DATE SIGNED: 7-12-12

Year 1, January 2012 - December 2012

<u>January - March</u>	<u>April - May</u>	<u>June - August</u>	<u>September - December</u>
Reapply for Tree City and Annual Accomplishment Report	Arbor Day event	Re-evaluate mini hazard tree survey	Apply for grant for a hazard tree survey
Begin Arbor Day discussions	Beautification Day	Finalize Marlboro Day plans	Attend annual Shade Tree Federation Meeting
Plan Residential Tree Sale	Begin planning for Marlboro Day		Contact the Landscape Architect Dept at Rutgers University
Begin Beautification Day planning	Visit Clark Mills Elementary to plant seeds with students		

Year 2, January 2014 - December 2014

<u>January - March</u>	<u>April - May</u>	<u>June - August</u>	<u>September - December</u>
Reapply for Tree City and Annual Accomplishment Report	Complete Hazard tree removals and survey and submit paperwork to state	Solicit vendors for donations for Tree Park	Continue with plans for Community Garden. Host a ribbon cutting ceremony.
Receive notification for grant	Publish article re: safer roadways due to the grant funding the hazard tree survey/removals	Plan for Marlboro Day	Attend annual Shade Tree Federation conference.
Obtain contractor for Hazard tree removals and survey work	Arbor Day and Beautification Day events		Purchase Arbor Day supplies
Begin plans for Community Garden	Begin planning for Marlboro Day		Apply for a tree planting grant
Begin discussions on Arbor Day and Beautification Day			

Year 3, January 2015 - December 2015

<u>January - March</u>	<u>April - May</u>	<u>June - August</u>	<u>September - December</u>
Submit Tree City and Annual Accomplishment reports	Finish Arbor Day and Beautification Day plans	Update recommended street tree list	Attend Shade Tree Federation meeting
Receive grant notification for tree planting; Draft RFQ and begin project	Discuss Marlboro Day plans	Marlboro Day plans	Apply for CSIP grant for Tree Park funding
			Distribute bare root trees
Begin Arbor Day and Beautification Day planning	Complete tree install and submit grant paperwork	Continue with Tree Park developmental stages	
			Tree planting underway by contractor
Submit website article for residential tree care tips			
			Revisit school to hand out seedlings
Continue with Community Garden planning			

Year 4, January 2016 - December 2016

<u>January -March</u>	<u>April-May</u>	<u>June-August</u>	<u>September-December</u>
Submit Tree City and Annual Accomplishment reports	Finish Arbor Day and Beautification Day plans	Continue discussions on ordinance changes	Attend Shade Tree Federation meeting
Receive grant notification for Tree Park; Draft RFQ and begin project	Continue with next phase of Tree park with grant funding	Prepare for Marlboro Day	If grants available, apply to fund hazard tree removals not addressed
Begin Arbor Day and Beautification Day planning	Invite press to attend Arbor Day at Tree Park		Apply for Green Communities Grant for 3rd CFMP
Ordinance update discussions	Contractor to replace any dead trees from last year's grant funded tree planting		

Year 5, January 2017 - December 2017

<u>January-March</u>	<u>April-May</u>	<u>June-August</u>	<u>September-December</u>
Submit the Annual Accomplishment Report and Tree City paperwork	Complete plans for and attend Arbor Day and Beautification Day	Draft an article of the STC's accomplishments over the past 10 years	Review and approve 3rd CFMP
Continue tree ordinance discussions; have township approve ordinance	Contractor to finish tree removals; Send paperwork to State	Plan a fall project with Scouts to continue the Tree Park's master plan	Apply for a grant for fall project at the Tree Park
Draft an article to inform residents of the newly created ordinance	Preparations for Marlboro Day	Continue discussions on 3rd CFMP	Attend Shade Tree Federation conference
Award notification received; RFQ for contract for tree removal			
Begin discussions of next CFMP			