

**COMMUNITY FORESTRY
MANAGEMENT PLAN**

2nd 5-YEAR PLAN
January 1, 2015 - December 31, 2019



**MILLSTONE TOWNSHIP
MONMOUTH COUNTY, NJ**

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Appendix

Appendix A – Existing Tree Clearing Ordinance

Community Forestry Management Plan

Municipal/County Information Form

Municipality Millstone Township

County Monmouth

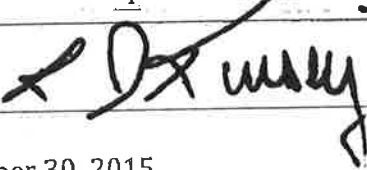
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Organization Name Millstone Township Shade Tree Commission

Mayor/County Freeholder's Signature 

Date of Management Plan Submission September 30, 2015

Time Period Covered in Management Plan January 1, 2015 - December 31, 2019

Community Stewardship Incentive Program (CSIP) Practices Identified in Management Plan

- CSIP #1 Training
- CSIP #2 Community Forestry Ordinance Establishment
- CSIP #3 Public Education and Awareness
- CSIP #4 Arbor Day
- CSIP #5 Tree Inventory
- CSIP #6 Hazard Tree Assessment
- CSIP #7 Storm Damage Assessment
- CSIP #8 Tree Maintenance and Removals
- CSIP #9 Insect and Disease Management
- CSIP #10 Wildfire Protection
- CSIP #11 Tree Planting
- CSIP #12 Tree Recycling
- CSIP #13 Sidewalk Maintenance Program
- CSIP #14 Storm Water Management
- CSIP #15 Other

*Official Use Only
Certification*

The above named municipality/county has made formal application to the New Jersey Forestry Service. I am pleased to advise you that after our review, the NJ Forestry Service has concluded that this plan meets the standards set forth by the State and the NJ Community Forestry Council and is approved for the period covered.

Signed _____

State Forester

Approved date _____

2. INTRODUCTION

Millstone Township recognizes that healthy trees are an essential component of its unique beauty and character. The Township appreciates the value and benefits that trees offer in improving the quality of life. It is inevitable that as trees mature, they will require care, maintenance and eventual replacement. Proper planting, care and maintenance can ensure that community trees not only contribute to the environmental and economic vitality of the town, but can also reduce potential hazards to public safety.

Stewardship of our trees is essential. The Township has developed this second consecutive Community Forestry Management Plan in accordance with statewide efforts to conserve, enhance and promote sustainable shade tree resources. The implementation of this plan will also enhance public appreciation for trees. This plan demonstrates that Millstone 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 and increasing public safety.

A. MISSION STATEMENT

Millstone Township is an environmentally concerned community with a mission to create and promote a sustainable, productive, healthy and safe community forest and shade tree resource which will improve the quality of life for our residents.

B. GOALS & OBJECTIVES

ANNUAL GOALS

Hazardous Tree Reduction

Objectives:

- **Continue to identify and remove hazardous trees along Township road rights-of way, prioritizing from higher traffic to lower traffic areas.**
- **Continue to identify and remove hazardous trees on municipally owned properties including: parks, schools, municipal building lots and open space property, prioritizing from high use to low use areas.**
- **Report hazardous trees noted along County or State road rights-of-way to the appropriate governmental agency.**
- **Report hazardous trees noted adjacent to or under power lines (i.e. transmission and distribution lines near roadways and/or public property), to First Energy for removal.**

Street Tree Inventory

Objectives:

- **Continue the street tree inventory along Millstone Township road ROWs concurrently with the hazard tree inspection.**
- **Continue to require species variation on new development plantings to ensure that monocultures do not occur within street tree plantings.**

Public Education and Awareness

Objectives:

- **The Shade Tree Commission will develop a Facebook Page to enhance interaction with residents and increase participation in multiple educational programs. The Facebook page will include:**
 - **Requests for Big Tree nominations**
 - **Links to insects and pests threatening our trees**
 - **Reminders to attend educational presentations.**
- **Publish two (2) educational articles annually to be included within the Millstone Township newsletter.**
- **Publish a brief “Shade Tree Tip” in each Millstone Township newsletter.**
- **Hold one (1) educational presentation every other year regarding insects or diseases that affect trees or regarding proper tree care for the residents of Millstone Township.**
- **Introduce a Shade Tree walk for residents on Millstone Day in which member(s) of the Shade Tree Commission will conduct an informative walk in the nearby woods.**
- **Hold an annual Arbor Day celebration.**
- **The STC will submit an application to Tree City USA for yearly recertification.**

Arbor Day Celebration

Objectives:

- **Continue the current Arbor Day program at the elementary schools. Shade Tree members and volunteers distribute tree seedlings obtained from the State Nursery to students. The Commission will also include a pamphlet describing the tree species and proper tree planting. Teachers will be encouraged to discuss the value of trees and the reason for Arbor Day during the event. The local newspaper will be invited to attend.**

- **Promote a contest for school children to find the largest tree in their yard and have an adult help them measure the circumference. The winner of the largest tree will win a prize during the Arbor Day celebration. Photographs of the nominated trees can be posted to the Shade Tree Facebook page.**
- **Develop an Arbor Day celebration that can be held at a future Township arboretum.**

Tree Maintenance, Care and Removal

Objectives:

- **To enforce the maintenance bond two year guarantee requirement on newly planted trees within new developments.**
- **Continue to ensure that new trees are planted correctly in new developments prior to performance bond guarantee release.**
- **Ensure tree guy wires and stakes are removed by developers within one year of installation.**
- **To retain qualified professionals or educate DPW employees to properly install trees on Township owned properties.**
- **To ensure trees planted on Township owned properties are properly watered and maintained by Township employees, Shade Tree Commission members and/or volunteers.**
- **To provide Gator Bags or the equivalent on newly planted trees in municipal parks and open space areas where water supply is limited.**
- **Develop a system with Shade Tree Commission and volunteers to fill bags with water.**

Training and Education

Objectives:

- **One (1) of the newly appointed Shade Tree Commission members will attend CORE training presented by the New Jersey Community Forestry Program in 2015.**
- **Shade Tree Members and other Township personnel responsible for tree care shall attend continuing education classes regarding tree care.**
- **Shade Tree Commission members will attend the yearly presentations sponsored by the STC regarding insects and/or diseases that affect trees or proper tree care.**
- **Shade Tree Commission will maintain and increase a library of reference books and/or educational resources regarding tree care, insects and diseases.**

Tree Recycling

Objectives:

- **The Department of Public Works will continue to oversee residential brush drop off at municipally owned property. The brush is chipped by an outside vendor under the supervision of the DPW.**
- **The Department of Public Works will continue collecting discarded Christmas trees which will be stored on municipally owned property and chipped by an outside vendor under DPW supervision.**
- **Under supervision by the DPW, the Township will maintain a storage area for wood chips which can be utilized by residents on private property. The Township will allow volunteer groups to utilize wood chips for trails within the municipal open space and trails program.**

Community Forestry Program Compliance & Grant Opportunities

Objectives:

- **Ensure the Township continues to meet the overall goals and objectives of the Community Forestry Management Plan in accordance with the mission.**
- **Continue to remain in compliance with and receive the benefits of the Community Forestry Assistance Act.**
- **Apply for grant opportunities such as the CSIP and No-Net-Loss grants, when available, to assist with the advancement of our Community Forestry Management Plan goals.**

Protect the Township's Rural Character and Existing Tree Resource

Objectives:

- **Request all applicants of minor and/or major site plans or subdivisions to identify and locate existing trees on the subject property.**
- **Shade Tree Commission members and/or the Township Tree Professional will perform site inspections on all new proposed development sites to identify any specimen trees that should require preservation.**
- **Attempt to require specimen trees be preserved and properly protected during construction.**
- **Require proper tree protection techniques be utilized for all minor or major site plans or subdivisions by ordinance.**
- **Require, when possible, a conservation easement in areas of existing specimen trees on proposed development sites.**
- **Preserve specimen tree species on municipal open space property that is proposed for future recreational development.**

2016 GOALS

Update the Existing Tree Preservation Ordinance and Development Application Requirements

Objectives:

- **Revise the current Tree Preservation Ordinance to ensure greater protection of trees on development sites. This proposed revision will standardize tree protection requirements for all applicants and offer greater opportunity for enforcement.**

Heritage Tree Ordinance for Millstone Township

Objectives:

- **Create a Heritage Tree Ordinance for Millstone Township.**
- **Maintain ‘Standards for Heritage Tree Determination’ within the Township.**
- **Require an applicant of a minor or major subdivision or site plan to locate any tree that may be considered a Heritage Tree on the subject property as part of their application.**
- **Identify any potential Heritage Tree within the Township during Shade Tree Commission site inspections.**
- **Request the Township tree professional to identify potential Heritage Trees during site inspections.**

Develop a Comprehensive Tree Disaster Plan

The Shade Tree Commission in conjunction with the Township tree professional, and Township officials will develop and maintain a comprehensive tree disaster plan including: Insect and Disease Management Program and a Storm Damage Assessment and Response Plan. All pertinent information will be available to residents on the Shade Tree Commission Facebook page and Township website.

Objectives for Insect & Disease Management Program:

- **Develop a tree care plan prior to a major insect or disease infestation, such as Asian Long-horned Beetle or Emerald Ash Borer.**
- **Hold one (1) educational presentation per year regarding insect or diseases that affect trees or proper tree care for the residents of Millstone Township which may be broadcast on the PEG channel.**
- **Provide educational information to Township personnel and residents regarding major insect or disease identification.**
- **Provide phone numbers to Shade Tree Commission, County Agricultural Center, State Forestry Department and other insect/disease hotlines to report infestation on the Township website, in the municipal offices and on the Shade Tree Commission Facebook page.**
- **Members of the Shade Tree Commission shall attend the Shade Tree Conference and/or other available seminars to become updated on the latest insect and/or disease outbreaks.**
- **Maintain a library of insect and disease books at the Shade Tree Commission office.**
- **Provide educational materials to residents regarding proper tree maintenance to ensure the health of their trees and reduce the risk of infestation.**
- **Provide the residents and Township officials with information regarding the risks of purchasing firewood or mulch from an unreliable source.**
- **Provide immediate notice to the State Forestry Department and County Agricultural Center if serious disease or insect infestation is discovered.**

Objectives for Storm Damage Assessment and Response:

- **Develop a tree care plan prior to a storm or natural disaster including storm response and clean up.**
- **Develop rules regarding private property post-storm debris pick up and disposal.**
- **Develop a replanting and recovery program.**
- **Develop a plan to save and repair damaged trees.**
- **Maintain a comprehensive Master Street Tree Planting Plan to be utilized for tree planting.**

The Shade Tree Commission and Township officials will develop a core group of people with the authority to carry out the Tree Care Disaster Plan.

2017-2019 GOALS

Tree Planting

Objectives:

- **Purchase quality trees and ensure proper installation on municipal building lots, parks, open space properties and schools.**
- **Develop an arboretum on Township owned property which can be expanded during Arbor Day celebrations.**
- **Review Landscape Plans for new development to ensure proper quantities and quality species are proposed.**

Wildfire Disaster Plan

Objectives:

- **The Shade Tree Commission will meet with the Millstone Township Fire Department to review existing wildfire plans and potential for improvements to the program.**
- **The Shade Tree Commission will prepare a written account of the procedures and present the document to the Fire Department for approval before maintaining the report in the official Township records.**

Stormwater Management

Objectives:

- **The Shade Tree Commission will assist the Township on the creation of a Rain Garden at one of the municipal properties to be utilized for educational purposes. Many residents within the Township have drainage issues that may be alleviated with the creation of a rain garden on their own property to properly manage stormwater from impervious surfaces and roof gutters.**

Prepare Consecutive 5-year Community Forestry Management Plans

Objectives:

- **Provide a method of evaluating the success of the program in terms of achieving the goals set in the Management Plan.**
- **Prepare a third Community Forestry Management Plan to be submitted to the Community Forestry Program to address the goals and objectives for Millstone Township for the years 2020-2025.**

Millstone Township continues to maintain a rural atmosphere. Of the roughly 117 miles of municipal road ROW, only approximately 0.6 miles include sidewalks. The majority of trees along the sidewalks are set back on the owner's property, outside of the ROW.

Therefore, the Township does not need to implement a sidewalk management plan within our Community Forestry Management Plan.

C. LIABILITY STATEMENT

Millstone Township has maintained a rural character despite an increase in development over the past fifteen years. The majority of roadways within the Township are lined with trees. Many of these areas are still forested with large, mature trees at the road edge.

Although street trees are an asset to Millstone Township, it is inevitable that they mature and require care, maintenance and eventually replacement. Care and maintenance, in addition to planting “the right tree in the right place,” can help to 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. Millstone Township must work within a reasonable budget that may not be able to meet each and every need of our community forest immediately. Therefore, it is the intent of this plan to focus available resources to the greatest need and step by step work towards a healthy forest with commensurate reduced risks to public safety.

By taking logical steps which are outlined within the Management Plan, we feel we will garner public support for plan implementation and demonstrate the long-term benefits to the environment and public safety.

Throughout the last six years, Millstone Township has become more pro-active in the management and care of our trees and it is our desire to further these achievements.

Through inventory and hazard assessment, we have and will continue to position our municipality, with the assistance of the Shade Tree Commission, to take corrective action prior to structural tree failure and other hazardous tree related conditions. Millstone Township has a large portion of open space and recreational lands. In addition to street tree inspections, it is our continued intention to perform hazard tree evaluations on all

municipally owned lands. Due to the large number of trees within our 37.36 square mile township, we recognize that all trees can not be evaluated immediately. It is also acknowledged that not all hazardous conditions will be predicted. Good tree maintenance and care will reduce the probability of hazardous tree related incidents; however unexpected events may still occur.

Following this Management Plan will demonstrate that Millstone Township is devoting reasonable levels of resources in a planned manner to reduce the number of tree related accidents and thereby reduce exposure to liabilities and increase public safety.

3. COMMUNITY OVERVIEW – 5 YEARS OF PROGRESS

Achievements:

Millstone Township has managed to achieve many of the goals of our first 5 year management plan. The Shade Tree Commission understood the first management plan was a daunting task considering the extensive tree coverage in the Township. Despite its best efforts, Millstone faced numerous challenges. Available budget has been one of the most limiting factors. Additionally, severe weather including Hurricane Irene and Superstorm Sandy caused widespread damage to the tree resource within the Township.

The following is a summary of the Shade Tree Program's activities and accomplishments as they relate to the objectives outlined in its 2009-2014 Community Forestry Management Plan.

1. Hazard Tree Management
 - a) The Township contracted a certified tree expert yearly to perform hazard tree inventories on numerous road ROWs within the municipality (Refer to Figure #2). All trees inventoried were located and data recorded utilizing a handheld GPS unit and downloaded into a GIS mapping system. Trees were rated based on degree of hazard to assist with planning removals. (Goal 1, Objective 1)
 - b) In 2012 and 2013 hazard trees located within the municipal ROW were removed by private contractor. Trees with the highest degree of hazard on well-trafficked roadways were chosen for removal. (Goal 1, Objective 1)

- c) Hazardous trees located on municipally owned property at the Historic Thomas Baird Homestead and Wagner Park were identified and removed. (Goal 1, Objective 2)

- d) Hazardous trees within the County ROW were reported to the County Shade Tree Commission for removal. Hazardous trees within JCP&L easements were reported for removal. Numerous hazardous trees were removed per our communication with these entities. (Goal 1, Objectives 3 & 4)



Hazardous tree removed from the municipal ROW on Olde Noah Hunt Road

2. Tree Inventory & Assessment

- a) The Township contracted a certified tree expert yearly to perform a street tree inventory concurrently with the hazard tree inventory on numerous road ROWs within the municipality (Refer to Figure #2). All trees within the ROWs were located and data recorded utilizing a handheld GPS unit and

downloaded into a GIS mapping system. Tree species, diameter, condition and site condition were included in the data for each tree. The most highly traveled municipal roadways were inventoried during this five year period. (Goal 2, Objective 1)

- b) The Shade Tree Commission completed a comprehensive listing of acceptable street trees which was utilized during reviews of proposed Landscape Plans. Additionally, site plan and subdivision reviews and planting inspections were performed by a certified tree expert in the Township engineer's office to require species variation and ensure quality trees were planted correctly. (Goal 2, Objectives 2, 3 & Goal 4, Objective 3)

3. Public Education, Awareness & Outreach

- a) The Shade Tree Commission published two tree related articles annually within the Millstone Township newsletter to educate residents on proper tree maintenance. (Goal 3, Objective 1)
- b) Millstone Township posted the Shade Tree Commissions "Frequently Asked Questions" link to the municipal website to provide residents important information about trees in the community. The FAQ page also includes links to the NJ State Forestry Service and other entities for additional information. (Goal 3, Objective 5)
- c) The Township continued to apply for, and received, Tree City USA designation. The Township received the honor for 8 consecutive years since 2006.

4. Tree Planting

- a) The Shade Tree Commission applied for and was awarded a Business Stimulus Fund grant from the NJ Community Forestry Program to assist with the planting of trees at a municipal property known as Abate Park. (Goal 4, Objective 1)
- b) The Shade Tree Commission secured trees from developers who were unable to adequately fit all required trees on their site. The trees were then planted on municipal properties. The Township also secured donated trees that were planted on municipally owned land. (Goal 4, Objective 1)
- c) Millstone Township hired a private contractor to plant a staggered row of evergreens on a berm at Abate Park to provide a screen from the neighboring development. (Goal 4, Objective 1)
- d) The Shade Tree Commission and certified Tree Expert from the Township Engineer's office reviewed all plans for new development to ensure proper quantities and quality species were proposed. (Goal 4, Objective 3)

5. Arbor Day Celebration

- a) The Shade Tree Commission continued to implement its annual Arbor Day celebration. Each year the Shade Tree Commission visits Millstone schools to promote Arbor Day and the importance of trees. The Shade Tree Commission worked with the school system and expanded the celebration to ensure all children from pre-k through 6th grade were given a tree seedling with an informative pamphlet on the tree species they received, plus care information. The local newspaper was invited to attend each year. In 2013 the Shade Tree Commission held their first Arbor Day poster contest for the school children. (Goal 5, Objectives 1, 2 & 4)

6. Tree Maintenance

- a) Millstone Township continued to enforce performance and maintenance bonds to ensure trees planted in newly developed areas had the best chance of survival. (Goal 6, Objectives 1-3)



Proper tree planting is essential to ensure survival. The “biodegradable” twine left on this tree during planting girdled the trunk years after installation.

- b) The Township contracted a professional arborist to install trees at Abate Park. (Goal 6, Objective 4)
- c) The Shade Tree Commission enlisted volunteers to refill Gator Bags on newly transplanted trees on municipal property to ensure survival. (Goal 6, Objectives 5-7)
7. Township Big Tree Database
- a) The Shade Tree Commission started a database to record large trees within the Township. The database is in its infancy at this time. (Goal 8)
8. Preservation of Tree Resource
- a) The Shade Tree Commission performed site inspections on properties proposed for development to select areas of trees that should remain

preserved. The Commission ensured development plans included existing tree locations, proper tree planting and protection details. The Commission also requested Conservation Easements on developments to protect existing and proposed tree plantings. (Goal 9, Objectives 1-5)

9. Tree Ordinance

- a) At the onset of the first 5-year Management Plan, the Township adopted a comprehensive Landscape ordinance. During the term of the plan, the Township also adopted a Tree Clearing ordinance to prevent indiscriminate clearing of trees and vegetation within protected areas (i.e. steep slopes, wetlands, conservation easements, etc). (Goal 10, Objective 1)

10. Township and Commission Education

- a) The Township continued its existing training programs on a consistent basis and made training opportunities available to Shade Tree Commission members. The Township met or exceeded its requirements for CORE training and continuing education under the New Jersey Shade Tree and Community Forestry Assistance Act and maintained approved status each year through 2013. Township personnel received CORE training. Shade Tree Commission members attended Rutgers Continuing Education classes yearly. (Goal 13, Objective 1)
- b) The Shade Tree Commission purchased additional tree-related reference books and educational resources to add to their library. (Goal 13, Objective 3)

11. Tree Waste Recycling

- a) The Township continued to implement all of its previously existing tree waste recycling programs, policies and procedures. (Goal 14, Objectives 1 & 2)

12. Plan Preparation & Evaluation

- a) The Shade Tree Commission continually reviewed its Community Forestry Management Plan, monitored the progress towards the goals and objectives and prioritized activities based on need and budget. (Goal 15, Objectives 1 & 2)
- b) The Shade Tree Commission submitted Annual Accomplishment Reports to the NJ Forest Service in accordance with the requirements of the NJ Shade Tree and Community Forestry Assistance Act. (Goal 15, Objective 3)
- c) The Township has prepared this 2nd 5-year Community Forestry Management Plan for the 2015-2019 management period; with the assistance of a NJ Green Communities Grant and based on a thorough review of its goals, objectives and current needs. (Goal 15, Objective 4)

Trials & Tribulations:

The primary restricting factor for the Township and Shade Tree Commission to achieve the goals of the Community Forestry Management Plan is financial. Millstone Township consists of 37.36 square miles. It is a very rural community with approximately 116 miles of municipal road rights of way, the majority of which are heavily wooded. Additionally, the Township owns numerous properties throughout the community that are accessible to residents. These properties include: two (2) municipal buildings, a community center, two (2) historic properties, six (6) parks, approximately 7.5 miles of trails, and roughly 758 acres of open space.

The Millstone Township Department of Public Works does not have arborist equipment such as aerial lifts. There are no trained arborists (i.e. climbers) on staff. Therefore, removal of large, hazardous trees or limbs that extend beyond reach must be performed by a contractor.

The inventory to date has shown there are greater than one hundred forty (140) trees with a hazard rating greater than moderate. The damage from Hurricane Irene, Superstorm Sandy and other wind/rain events has increased the number of trees that require attention. Millstone Township applied for a CSIP grant in 2013 to be utilized for tree removals and additional inventory. Unfortunately, the Township was not awarded the grant monies to assist with these necessary removals.

There are several municipal road ROWs, parks and municipal open space areas that would benefit from tree planting; however due to the extensive tree maintenance, inventory and removals that are required, tree planting programs are currently a lower priority for the Township. The Township will continue to pursue other grant opportunities to accommodate for budgetary shortcomings.

CFMP Benefits:

The Community Forestry Management Plan has been very beneficial to the Township as it prioritized tasks based on need and increased the focus on the community forest as a whole. Prior to the CFMP, there were no set intentions of performing a street tree or hazard tree inventory. The inventories have provided vital information for both public safety and tree health.

5-Year Changes:

1. The street tree and hazard tree inventories are still in process. Of the twenty nine (29) road ROWs that have been completed, over sixty six hundred (6,600) trees were evaluated. A total number of eighty (80) different species have been identified within the ROWs.
2. There has been gradual improvement in street tree species diversity as developers have been required to provide a variety of species per site.
3. There has been a reduction in the number of hazardous trees as a result of proactive efforts to identify and remove trees before potential failure.

4. Unfortunately, there was also an increase in the amount of tree damage and failure due to extensive storm damage from Hurricane Irene, Superstorm Sandy and other intense wind/rain events.
5. The Township has seen a significant reduction in gypsy moth damage due to participation in the County gypsy moth spray program.

Community Forestry Management Plan and Master Plan Linkage:

The most recent reexamination of the Millstone Township Master Plan occurred in 2008. The first 5-year Community Forestry Management Plan was adopted in 2009. Therefore, the Management Plan has not yet been addressed within the Township Master Plan. The next Master Plan reexamination will include the CFMP as a supplemental document as well as incorporate the values of this plan.

The Millstone Township Open Space and Farmland Preservation Council (OSFPC) has actively pursued land preservation over the last decade. To date, a total of 1,031.58 acres have been preserved and recorded on the Township's Recreation and Open Space Inventory. With the exception of recreational areas and trails, the Township preserves trees on these properties. Currently the Township is in the final planning stage of Millstone Park, located along Red Valley Road. The park will consist of active recreational fields as well as passive areas. A current member of the Shade Tree Commission along with OSFPC and Recreation Committee members are on the Ad-Hoc committee planning the development of the park. Millstone Township is committed to working collectively to ensure development is properly planned.

Updated Ordinance:

In 2010, the Township adopted a Tree Clearing Ordinance to protect trees located in sensitive areas such as steep slopes, wetlands, transition areas, conservation easements or threatened/endangered species habitats. Prior to this ordinance, there was no restriction on tree clearing on private property that was not subjected to site plan or subdivision

review. The Township Code Enforcement officer would receive complaints or become aware of tree clearing in restricted areas after the trees had been removed. The areas would typically require restoration; however large, mature trees would be removed and replaced with young saplings. These saplings would not always be maintained and frequently died. The ordinance is a proactive solution for preventing these occurrences and has also helped minimize tree clearing in non-restricted areas.

4. COMMUNITY FORESTRY PROGRAM

ADMINISTRATION

The Millstone Township Shade Tree Commission is responsible for implementing the goals and objectives of this Community Forestry Management Plan. The 2015 Shade Tree Commission consists of four (4) members, each appointed for a five (5) year term. The Commission reviews development applications, performs site inspections and makes recommendations to the Planning Board and Zoning Board of Adjustment for ordinance compliance. The Commission is also responsible for public outreach programs; retaining compliance with the New Jersey Shade Tree Community Forestry Assistance Act; retaining compliance with the requirements for Tree City USA; grant submissions, development and submission of an annual budget; and maintaining concise records of volunteer hours and program accomplishments. The Shade Tree Commission holds monthly meetings which are advertised on the Township website and open to the public.

Shade Tree Commission 2015

Ronald Schlegel, Chairman

Rene Peerboom, Vice-Chairman

Phil Cooney, Secretary

Chris Porcello

Additionally, the Township employs a New Jersey Certified Tree Expert of Tupelo Tree Experts, LLC as a professional consultant to the Shade Tree Commission.

Although the Shade Tree Commission is accountable for overseeing a large portion of the management of the Township's tree resources, the task is shared by multiple departments throughout the municipality. Other Township officials and departments

involved in tree management include the Mayor, Committee, Administrator, Engineer, Planner, Planning Board, Zoning Board, and the Department of Public Works. Additionally, other volunteer groups including the Recreation Committee, Environmental Commission and Open Space and Farmland Preservation Council provide input to further enhance the tree resources within Millstone Township. All of the groups have a positive working relationship with the common goal of maintaining the rural characteristic of the Township, preserving natural resources, sustaining and promoting a healthy tree resource throughout the municipality.

Public Interaction

Millstone Township is a closely knit, rural community and therefore residents do not solely contact the Shade Tree Commission with tree concerns. The Mayor, Township Committee members, Township Administrator, Township Engineer, Code Enforcement Officer and DPW receive many of the resident calls. Depending on the type of concern, their request is then transferred to the appropriate department. For example, a downed tree along the Township ROW would be sent to the DPW and a request for tree replacement would be sent to the Shade Tree Commission.

The Code Enforcement Officer receives phone calls when a resident has a complaint regarding tree clearing. The Code Enforcement Officer will perform an inspection to try to resolve the issue.

Tree Maintenance, Removal & Recycling

The DPW is responsible for sight-line pruning and removal of downed trees within the municipal road ROW. The Department also performs limited tree maintenance and removal within their means and expertise. Millstone Township does not possess arborist trucks or aerial lifts to perform large tree removals. When a hazardous tree is identified, a private contractor may be hired to perform the removal, depending on the location and size of the tree. Similarly, a private contractor may be used for tree pruning depending

on the extent of work. The Township contracts the arborist on an as-needed basis. Prior to awarding the contract, the Township requests quotes from a minimum of three (3) qualified arborists to ensure reasonable rates.

The DPW also collects Christmas trees and stockpiles brush received from residents. Once a year, a vendor is contracted to process the materials through a tub grinder. Residents are permitted to obtain wood chips for their personal use. Excess material is removed by the vendor.

Tree Planting

Tree planting is an activity that allows varied groups within the Township to collaborate. The majority of road ROWs throughout the Township are wooded and therefore street tree planting is less a priority than planting trees on municipal property, such as parks. The Shade Tree Commission, Recreation Committee, Open Space and Farmland Council and the Township Engineer often work together to ensure municipal parks are landscaped in a way that is most beneficial to the use of the property. Currently, the Township is finalizing development of Millstone Park which will contain large portions of recreational fields, open space trails and natural areas. Proper planning is essential to ensure that trees will be able to flourish and not be installed in areas where removal is imminent. Tree planting is either performed by the Department of Public Works or a private tree care company, depending on size and scope of the project.

Development Applications

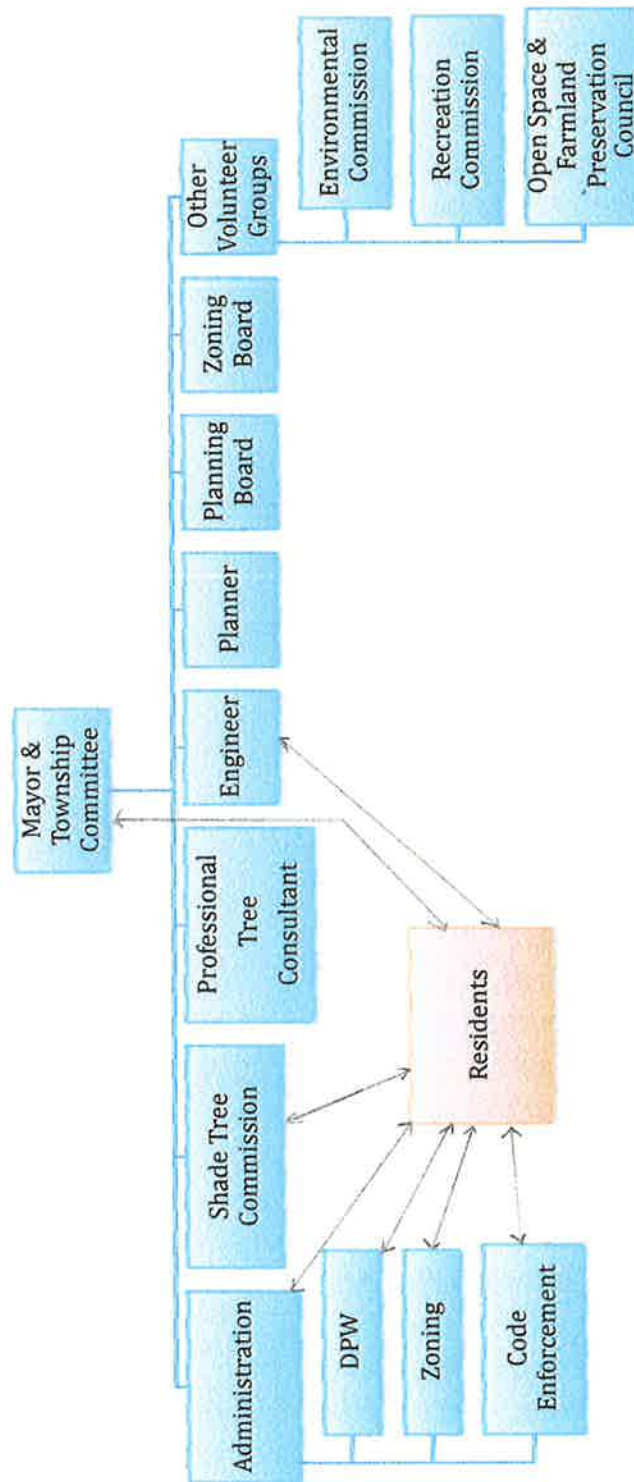
The Township Engineer, Planner, Zoning Board and Planning Board all are responsible for the review and approval of site plan and subdivision applications. As previously mentioned, the Shade Tree Commission reviews development plans and performs site inspections when tree removal or replacement is proposed. The Commission makes recommendations to the appropriate Board to ensure adequate tree protection and proposed species are provided. Additionally, the Environmental Commission reviews

applications and makes recommendations to the Boards. In 2010, at the behest of the Environmental Commission, the Township adopted a Threatened and Endangered Species Ordinance, which was designed to protect rare plant and wildlife species. As a result of this ordinance, acres of trees have also been protected from clearing.

Although the current review process is adequate, improvements can always be attained. In order to better interact with the Planning and Zoning Boards, the Shade Tree Commission will try to ensure earlier review of proposed plans. The Commission will coordinate with the Board Engineer to ensure recommendations are included in the first revision of the plans, if applicable, so they are an achievable forethought instead of an unattainable afterthought.

One of the most difficult things to enforce is appropriate tree protection during construction. A goal of this 2nd 5-year Management Plan is to revise and strengthen the existing Tree Preservation Ordinance. Standardized tree protection requirements and details will increase the likelihood of tree survival on proposed development sites. One vital change is to require proper tree protection details and terminology are included on Grading Plans. Typically, these details are shown on Landscape Plans. Site clearing operators work within the guidelines of the Grading Plan and rarely review Landscape Plans. These and other proposed changes will ensure that existing trees will be properly protected prior to and during all phases of construction. With a more detailed ordinance, tree protection will be more readily enforced.

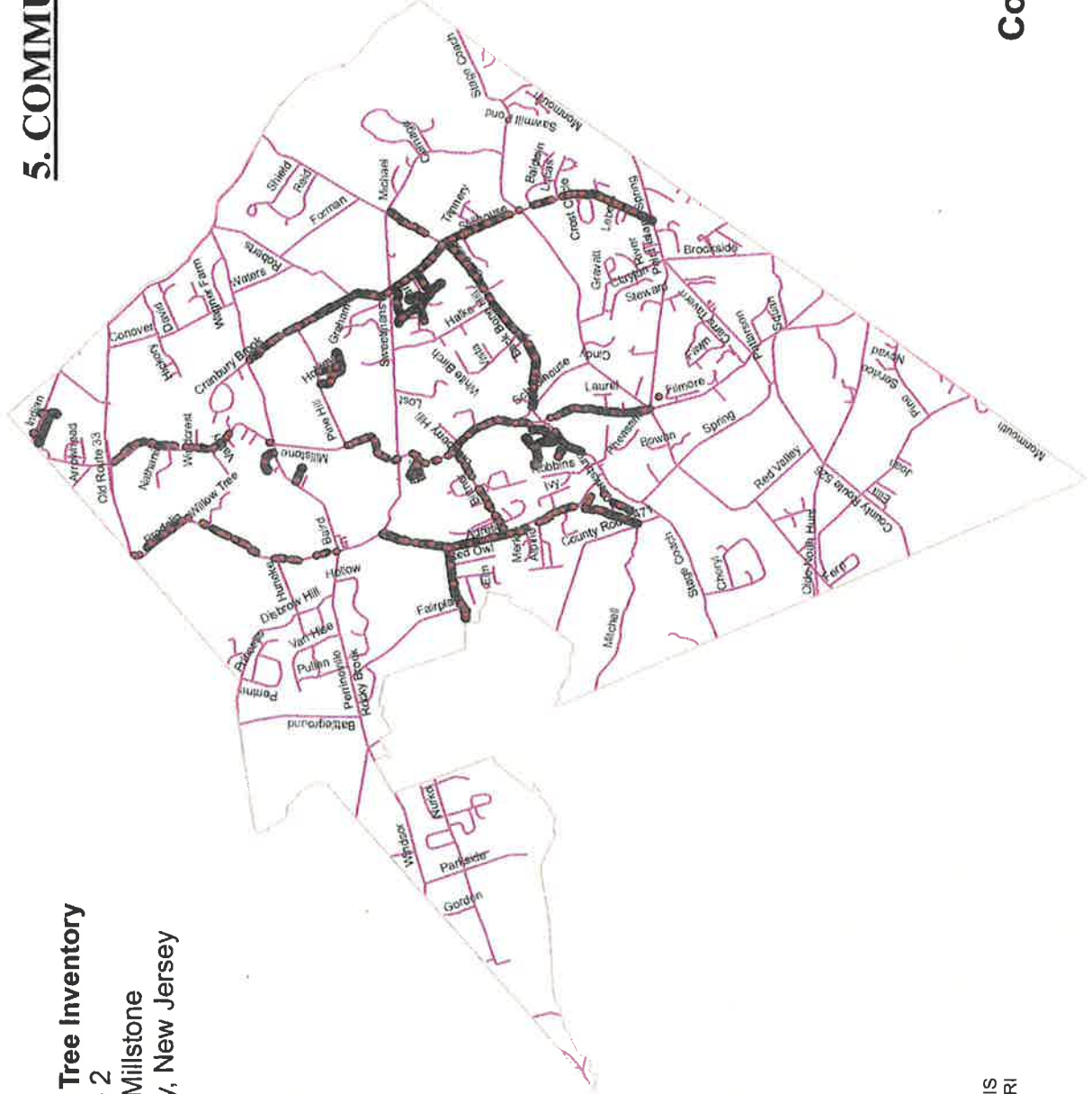
**Millstone Township
 Community Forestry Program Administration
 Organizational Chart**





5. COMMUNITY MAP

Street Tree/Hazard Tree Inventory
Figure 2
Township of Millstone
Monmouth County, New Jersey



Source: Monmouth County GIS
NJIS and ESRI

Date: 9/9/2015

LEON S. AVAKIAN, Inc.
Consulting Engineers

S.J.A.
MS 15-01

6. TRAINING PLAN

Millstone is responsible for maintaining two CORE trained representatives within the Township. Over the course of the previous Management Plan, three (3) Township representatives had been CORE trained but eventually left the municipality. In October 2012, current Township employee, Lorraine Maher completed CORE training. In January of 2015, new members were appointed to the Township Shade Tree Commission. One (1) member of the current Shade Tree Commission will attend CORE training in October of 2015 to satisfy this requirement. Additionally, the Township appointed professional tree expert is CORE trained.

In accordance with the New Jersey Community Forestry Council's training requirements, the Township must also accumulate a minimum of eight (8) Continuing Education Credits (CEU's) annually throughout the duration of this 5-year Plan. Throughout the course of the first 5-year Management Plan, the Township met or exceeded this requirement by attending classes through the Monmouth County Shade Tree Forum and Rutgers Continuing Education classes. Current members of the Shade Tree Commission, CORE trained individuals and the Township Department of Public Works will be encouraged to attend training sessions to maintain approved status and further the Township's overall knowledge of tree management.

In 2015, the Township approved an increased education budget to permit newly appointed members to attend additional training, including CORE training for one individual. Typically, the Township has an annual educational budget of \$500.00 for the Shade Tree Commission's Continuing Education Unit training.

Millstone Township will meet or exceed the New Jersey Community Forestry Council's training requirements throughout the duration of this Management Plan. Although most of the DPW employees have attended Chainsaw Safety classes, it is also recommended

that they attend continuing education classes such as: Hazard Tree Identification, Planting and Pruning.

7. PUBLIC EDUCATION / AWARENESS / OUTREACH

First Management Plan

Over the course of the first 5-year Management Plan, the Shade Tree Commission held annual Arbor Day programs at the Millstone Township schools. As the years progressed, several volunteers other than Shade Tree members participated in the implementation of the program, The Shade Tree Commission purchases seedlings from the State nursery and distributes the plants to classrooms with informative pamphlets on proper tree care and species information. The Shade Tree Commission also utilized a small group of volunteers to fill gator bags on newly transplanted trees at municipally owned property.

The Shade Tree Commission developed the Frequently Asked Questions link to the Township website and published articles in the Township newsletter a minimum of twice yearly. Additionally, the Township received Tree City USA certification for eight consecutive years.

Second Management Plan

The Public Education, Awareness and Outreach proposed during this second 5-year Management Plan proposes to reach a wider population of the community by utilizing technology. The Shade Tree Commission plans to develop a Facebook Page to increase public knowledge and participation in all programs. The STC will publish important insect and disease information on the page as well as provide links to the State and County for additional guidance. The STC will promote the Millstone Township Big Tree program on the Facebook page. Residents will be invited to post their nominations with pictures on the page. The community will also be encouraged to share photographs of trees in various seasons. All educational presentations and newsletter items will be posted on the page to ensure increased participation. The page will also be a forum for the STC to request volunteers for projects such as the Arbor Day program, tree planting projects and maintenance of newly installed trees.



Trees nominated for the Big Tree Program will be identified, measured, recorded and a photograph will be displayed on the Shade Tree Commission Facebook Page.

In addition to the educational articles published in the Township newsletter twice yearly, the STC will publish a very brief tip in the other four newsletters to assist residents with their tree care.

The Shade Tree Commission will sponsor educational presentations regarding insects and diseases that affect trees or proper tree care. The Commission has also proposed a Shade Tree walk for residents on Millstone Day to increase community awareness and promote the interaction between the residents and the Commission.

The existing Arbor Day program has been very popular and successful over the years and will continue throughout this next 5-year management plan.

In addition to postings on the Facebook page, the STC will extend invitations to groups such as the local Boy Scout and Girl Scout troops to participate in tree planting,

maintenance and Arbor Day events. The Commission will also reach out to graduate students in the field of forestry and natural resources for assistance with tree inventories.

The Shade Tree Commission will also ensure the Township complies with the requirements of the Tree City USA recertification program.

8. STATEMENT OF TREE BUDGET

Millstone Township
Community Forestry Program
(2015)

BUDGETED MUNICIPAL FUNDS (SHADE TREE):

	<u>Cost (\$)</u>
Tree Planting	800.00
Training/Education	1,500.00
Annual Dues	150.00
Equipment	250.00
Advertising	100.00
Books/Miscellaneous	350.00
Professional Services	<u>7,500.00</u>
	10,650.00

VOLUNTEER IN-KIND HOURS

	<u>Cost (\$)</u>
Shade Tree Meetings (90 hours)	1,876.50
Shade Tree Site Visits (30 hours)	625.50
Shade Tree Education & Seminars (20 hours)	417.00
Arbor Day Program (30 hours)	<u>625.50</u>
	3,544.50

BUDGETED MUNICIPAL FUNDS (DPW):

	<u>Cost (\$)</u>
<u>Tree Waste Recycling</u>	
Labor cost for Christmas Tree Recycling Program (160 hours)	2,880.00
Labor cost for Brush Compost Area Maintenance (120 hours)	2,160.00
<u>Private Contractor</u>	
Tree removal & pruning – hazardous trees	5,000.00
Brush Recycling/ Tub grinder	<u>10,000.00</u>
	20,040.00

Total Community Forestry Expenditures **34,234.50**
(Volunteer time at an hourly rate of \$20.85)

9. STATEMENT OF PLAN IMPLEMENTATION

The following is a description outlining how the Millstone Township Shade Tree Commission will implement the goals and objectives of this 5-year management plan. At the beginning of each year, the STC should review the Management Plan and their accomplishments to ensure the goals are being met. Any outstanding items should be completed the subsequent year, if feasible.

Year One, 2015

- Comply with the requirements of the Community Forestry Assistance Act.**
 - One (1) Shade Tree Commission Member will attend CORE training.**
 - One (1) Township Employee and a at least one (1) Shade Tree Member will attend training to obtain a minimum of 8 CEU's for the Township.**
 - The Shade Tree Commission will submit this 2nd 5-Year Management Plan to the State for approval.**
 - The Shade Tree Commission will submit an annual accomplishment report to the State.**
 - The STC will implement the Management Plan.**

- Hazardous Tree Identification and Reduction**
 - The Shade Tree Commission will oversee the continuation of the Hazard Tree Inventory. Trees within existing subdivisions will be inventoried this year.**
 - The Township will continue to report hazardous trees on County or State ROWs to the appropriate entity for removal.**
 - The Township will contact the local electric utility company, First Energy, to remove any identified hazardous trees near distribution and transmission lines.**

- The Township will utilize budgeted funds to remove hazardous trees from municipal Rights of Way and properties.**

- Street Tree Inventory**
 - The Shade Tree Commission will oversee the continuation of the Street Tree Inventory, performed concurrently with the Hazard Tree Inventory. Trees within existing subdivisions will be addressed this year.**
 - In order to perform these concurrent inventories, the Shade Tree Commission will initially try to recruit a graduate student with commensurate experience to perform the inventories. If unsuccessful, the STC will contract a professional tree consultant.**

- Public Education, Outreach and Awareness**
 - The Shade Tree Commission will develop a Facebook Page to enhance interaction with residents and increase participation in multiple educational programs.**
 - The Shade Tree Commission will publish two (2) educational articles annually to be included within the Millstone Township newsletter.**
 - The Commission will also include a brief “Shade Tree Tip” in two (2) additional Millstone Township newsletters.**

- Arbor Day Celebration**
 - The Shade Tree Commission purchased seedlings from the State Nursery and distributed the trees to Millstone Township school children for Arbor Day.**

☐ Protection of the Township's Tree Resources

- ☐ The newly appointed Shade Tree Commission will consult with the Township Professional Tree Expert to review development applications, perform site inspections and make appropriate recommendations to the Planning and Zoning Boards to ensure proper preservation of existing trees.**
- ☐ The STC will attempt to ensure viability of newly planted trees in subdivisions and site plans by confirming proper planting prior to performance bond release, removal of guy wires and stakes within one year of installation and enforcement of two-year maintenance bond guarantees.**

☐ Yearly Applications

- ☐ The Shade Tree Commission will apply to Tree City USA for recertification.**
- ☐ The STC will apply for available grant opportunities such as the Community Stewardship Incentive Program (CSIP) and No-Net Loss grants to assist with the implementation of this Management Plan.**

☐ Tree Recycling

- ☐ The Department of Public Works will continue to oversee residential brush drop off at municipally owned property, which will be chipped by an outside vendor under the supervision of the DPW.**
- ☐ The Department of Public Works will continue collecting discarded Christmas trees which will be stored on municipally owned property and chipped by an outside vendor under DPW supervision.**
- ☐ The DPW will maintain a storage area for wood chips which can be utilized by residents on private property or for volunteers to use on municipal trails.**

Year Two, 2016

- Heritage Tree Ordinance**
 - The Shade Tree Commission will work with the Township to develop and adopt a Heritage Tree Ordinance for Millstone Township to ensure preservation of these large specimens.**
 - The STC will maintain Standards for Heritage Tree Determination.**
 - The STC will require all applicants of minor or major subdivision or site plans to locate on-site Heritage Trees as part of their application.**
 - STC will identify potential Heritage Trees during site inspections.**

- Develop a Comprehensive Tree Disaster Plan**
 - The STC in conjunction with the Township tree professional and Township officials will develop and maintain a Comprehensive Tree Disaster Plan which will be divided into two (2) sections: an Insect and Disease Management Plan and a Storm Damage Assessment and Response Plan.**
 - Pertinent information from the Disaster Plan will be available to residents on the Shade Tree Commission Facebook page.**

- Maintain compliance with the requirements of the Community Forestry Assistance Act.**
 - The Shade Tree Commission will continue to implement the Community Forestry Management Plan.**
 - The Township will maintain two (2) CORE trained individuals.**
 - Two (2) individuals from the Shade Tree Commission and/or Township employees will attend training to obtain a minimum of eight (8) CEU's for the Township.**

- The Shade Tree Commission will submit an annual accomplishment report to the State.**

- Hazardous Tree Identification and Reduction**
 - The Shade Tree Commission will oversee the continuation of the Hazard Tree Inventory. Trees along moderately traveled ROWs will be addressed as detailed in the Street Tree Inventory.**
 - The Township will continue to report hazardous trees on County or State ROWs to the appropriate entity for removal.**
 - The Township will contact the local electric utility company, First Energy, to remove any identified hazardous trees near distribution and transmission lines.**
 - The Township will utilize budgeted funds to remove hazardous trees from municipal ROW's and properties.**

- Street Tree Inventory**
 - The Shade Tree Commission will oversee the continuation of the Street Tree Inventory, performed concurrently with the Hazard Tree Inventory. The STC will determine which ROWs are addressed based on funding and available graduate student or professional consultants. Moderately traveled roadways such as Carrs Tavern Road, Olde Noah Hunt Road, Red Valley Road and Spring Road are suggested for this year.**

- Public Education, Outreach and Awareness**
 - The Shade Tree Commission will maintain their Facebook Page to enhance interaction with residents and increase participation in multiple educational programs. The Big Tree Program will be introduced on the Facebook Page to encourage residents to participate**

and increase the inventory on the fledgling Millstone Township Big Tree List.

- The Shade Tree Commission will publish two (2) educational articles annually to be included within the Millstone Township newsletter.**
 - The Commission will also include a brief “Shade Tree Tip” in the remaining four (4) Millstone Township newsletters.**
 - The STC will introduce a Shade Tree walk for residents on Millstone Day in which member(s) of the Shade Tree Commission will conduct an informative walk in the nearby woods.**
 - The STC will hold one (1) educational presentation regarding insects or diseases that affect trees or regarding proper tree care for the residents of Millstone Township.**
-
- Arbor Day Celebration**
 - The Shade Tree Commission will continue the current Arbor Day program at the elementary schools.**
 - The STC will also promote a contest for school children to find the largest tree in their yard and have an adult help them measure the circumference. The winner of the largest tree will win a prize during the Arbor Day celebration. Photographs of the nominated trees can be posted to the Shade Tree Facebook page.**
-
- Protection of the Township’s Tree Resources**
 - The Shade Tree Commission will review development applications, perform site inspections and make appropriate recommendations to the Planning and Zoning Boards to ensure proper preservation of existing trees and Heritage trees.**
 - The STC will attempt to ensure viability of newly planted trees in subdivisions and site plans by confirming proper planting prior to**

performance bond release, removal of guy wires and stakes within one year of installation and enforcement of two-year maintenance bond guarantees.

☐ Yearly Applications

- ☐ The Shade Tree Commission will apply to Tree City USA for recertification.**
- ☐ The STC will apply for available grant opportunities such as the Community Stewardship Incentive Program (CSIP) and No-Net Loss grants to assist with the implementation of this Management Plan.**

☐ Tree Recycling

- ☐ The Department of Public Works will continue to oversee residential brush drop off at municipally owned property, which will be chipped by an outside vendor under the supervision of the DPW.**
- ☐ The Department of Public Works will continue collecting discarded Christmas trees which will be stored on municipally owned property and chipped by an outside vendor under DPW supervision.**
- ☐ The DPW will maintain a storage area for wood chips which can be utilized by residents on private property or for volunteers to use on municipal trails.**

Year Three, 2017

☐ Tree Planting

- ☐ The Shade Tree Commission will work with the Township to develop an arboretum on municipal property.**
- ☐ The STC will purchase quality trees and ensure proper installation at the arboretum.**

- The STC will recruit volunteers from the community, including local Scout troops to assist with some of the planting and maintenance at the arboretum and other municipal parks.**
- The STC will retain qualified professionals or educate and supervise individuals to ensure proper tree installation.**
- The STC will ensure trees are properly watered and maintained by an irrigation system or by Township employees, Shade Tree Commission members and/or volunteers.**
- If irrigation is not provided at the arboretum, the STC will provide Gator Bags or the equivalent on newly planted trees and ensure they are filled with the assistance of volunteers.**
- The STC will utilize their Facebook page to recruit volunteers, request donations and encourage usage of the arboretum.**

- Maintain compliance with the requirements of the Community Forestry Assistance Act.**
 - The Shade Tree Commission will continue to implement the Community Forestry Management Plan.**
 - The Township will maintain two (2) CORE trained individuals.**
 - Two (2) individuals from the Shade Tree Commission and/or Township employees will attend training to obtain a minimum of eight (8) CEU's for the Township.**
 - The Shade Tree Commission will submit an annual accomplishment report to the State.**

- Hazardous Tree Identification and Reduction**
 - The Shade Tree Commission will oversee the continuation of the Hazard Tree Inventory. Trees along moderately traveled ROWs will be addressed as detailed in the Street Tree Inventory.**

- The Township will continue to report hazardous trees on County or State ROWs to the appropriate entity for removal.**
- The Township will contact the local electric utility company, First Energy, to remove any identified hazardous trees near distribution and transmission lines.**
- The Township will utilize budgeted funds to remove hazardous trees from municipal ROW's and properties.**

- Street Tree Inventory**
 - The Shade Tree Commission will oversee the continuation of the Street Tree Inventory, performed concurrently with the Hazard Tree Inventory. The STC will determine which ROWs are addressed based on funding and available graduate student or professional consultants. Moderately traveled roadways such as Conover Road, Roberts Road and Forman Road are suggested for this year.**

- Public Education, Outreach and Awareness**
 - The Shade Tree Commission will maintain their Facebook Page to enhance interaction with residents and increase participation in multiple educational programs. The STC will post details, photographs and recruit help with the Township arboretum.**
 - The Shade Tree Commission will publish two (2) educational articles annually to be included within the Millstone Township newsletter.**
 - The Commission will also include a brief "Shade Tree Tip" in the remaining four (4) Millstone Township newsletters.**
 - The STC will continue the Shade Tree walk for residents on Millstone Day in which member(s) of the Shade Tree Commission will conduct an informative walk in the nearby woods.**

☐ Arbor Day Celebration

- ☐ The Shade Tree Commission will continue the current Arbor Day program at the elementary schools.**
- ☐ The STC will continue to promote a contest for school children to find the largest tree in their yard and have an adult help them measure the circumference. The winner of the largest tree will win a prize during the Arbor Day celebration. Photographs of the nominated trees can be posted to the Shade Tree Facebook page.**

☐ Protection of the Township's Tree Resources

- ☐ The Shade Tree Commission will review development applications, perform site inspections and make appropriate recommendations to the Planning and Zoning Boards to ensure proper preservation of existing and Heritage trees.**
- ☐ The STC will attempt to ensure viability of newly planted trees in subdivisions and site plans by confirming proper planting prior to performance bond release, removal of guy wires and stakes within one year of installation and enforcement of two-year maintenance bond guarantees.**

☐ Yearly Applications

- ☐ The Shade Tree Commission will apply to Tree City USA for recertification.**
- ☐ The STC will apply for available grant opportunities such as the Community Stewardship Incentive Program (CSIP) and No-Net Loss grants to assist with the implementation of this Management Plan.**

☐ Tree Recycling

- ☐ The Department of Public Works will continue to oversee residential brush drop off at municipally owned property, which will be chipped by an outside vendor under the supervision of the DPW.**
- ☐ The Department of Public Works will continue collecting discarded Christmas trees which will be stored on municipally owned property and chipped by an outside vendor under DPW supervision.**
- ☐ The DPW will maintain a storage area for wood chips which can be utilized by residents on private property or for volunteers to use on municipal trails.**

Year Four, 2018

☐ Stormwater Management

- ☐ The Shade Tree Commission will assist the Township with the creation of a rain garden at one of the municipal properties to be utilized as an educational tool for residents.**
- ☐ The STC will encourage residents with drainage issues from impervious surfaces and roof gutters to simulate the rain garden on their private property.**
- ☐ The STC will promote the usage of rain gardens for stormwater management on their Facebook page.**

☐ Wildfire Disaster Plan

- ☐ The Shade Tree Commission will meet with the Millstone Township Fire Department to review existing wildfire plans and potential for improvements to the program.**

- The STC will prepare a written account of the procedures and present the document to the Fire Department for approval prior to maintaining the report in the official Township records.**

- Maintain compliance with the requirements of the Community Forestry Assistance Act.**
 - The Shade Tree Commission will continue to implement the Community Forestry Management Plan.**
 - The Township will maintain two (2) CORE trained individuals.**
 - Two (2) individuals from the Shade Tree Commission and/or Township employees will attend training to obtain a minimum of eight (8) CEU's for the Township.**
 - The Shade Tree Commission will submit an annual accomplishment report to the State.**

- Hazardous Tree Identification and Reduction**
 - The Shade Tree Commission will oversee the continuation of the Hazard Tree Inventory. Trees along moderately traveled ROWs will be addressed as detailed in the Street Tree Inventory.**
 - The Township will continue to report hazardous trees on County or State ROWs to the appropriate entity for removal.**
 - The Township will contact the local electric utility company, First Energy, to remove any identified hazardous trees near distribution and transmission lines.**
 - The Township will utilize budgeted funds to remove hazardous trees from municipal ROW's and properties.**

- Street Tree Inventory**
 - The Shade Tree Commission will oversee the continuation of the Street Tree Inventory, performed concurrently with the Hazard Tree**

Inventory. The STC will determine which ROWs are addressed based on funding and available graduate student or professional consultants. Multiple smaller subdivisions are suggested for this year.

☐ Public Education, Outreach and Awareness

- ☐ The Shade Tree Commission will maintain their Facebook Page to enhance interaction with residents and increase participation in multiple educational programs.**
 - ☐ The STC will post details and photographs to promote rain gardens for stormwater management.**
 - ☐ The STC will advertise an Arbor Day celebration at the Township arboretum.**
- ☐ The Shade Tree Commission will publish two (2) educational articles annually to be included within the Millstone Township newsletter.**
- ☐ The Commission will also include a brief “Shade Tree Tip” in the remaining four (4) Millstone Township newsletters.**
- ☐ The STC will continue the Shade Tree walk for residents on Millstone Day in which member(s) of the Shade Tree Commission will conduct an informative walk in the nearby woods.**
- ☐ The STC will hold one (1) educational presentation regarding insects or diseases that affect trees or regarding proper tree care for the residents of Millstone Township.**

☐ Arbor Day Celebration

- ☐ The Shade Tree Commission will develop an Arbor Day celebration at the Township arboretum which will be advertised on their Facebook page.**
- ☐ The Shade Tree Commission will continue the current Arbor Day program at the elementary schools.**

- The STC will continue to promote a contest for school children to find the largest tree in their yard and have an adult help them measure the circumference. The winner of the largest tree will win a prize during the Arbor Day celebration. Photographs of the nominated trees can be posted to the Shade Tree Facebook page.**

- Protection of the Township's Tree Resources**
 - The Shade Tree Commission will review development applications, perform site inspections and make appropriate recommendations to the Planning and Zoning Boards to ensure proper preservation of existing and Heritage trees.**
 - The STC will attempt to ensure viability of newly planted trees in subdivisions and site plans by confirming proper planting prior to performance bond release, removal of guy wires and stakes within one year of installation and enforcement of two-year maintenance bond guarantees.**

- Yearly Applications**
 - The Shade Tree Commission will apply to Tree City USA for recertification.**
 - The STC will apply for available grant opportunities such as the Community Stewardship Incentive Program (CSIP) and No-Net Loss grants to assist with the implementation of this Management Plan.**

- Tree Recycling**
 - The Department of Public Works will continue to oversee residential brush drop off at municipally owned property, which will be chipped by an outside vendor under the supervision of the DPW.**

- The Department of Public Works will continue collecting discarded Christmas trees which will be stored on municipally owned property and chipped by an outside vender under DPW supervision.**
- The DPW will maintain a storage area for wood chips which can be utilized by residents on private property or for volunteers to use on municipal trails.**

Year Five, 2019

- Preparation of 3rd 5-Year Community Forestry Management Plan**
 - The Shade Tree Commission will consult with the Professional Tree Expert to develop the next consecutive Community Forestry Management Plan.**
 - The STC will review the accomplishments, successes and limitations of the previous Plan to properly guide the Township to the next set of goals and objectives.**
 - The 3rd 5-Year Management Plan will also be an opportunity to address any outstanding items that were not accomplished due to time and financial limitations.**
 - The STC will submit a finalized draft to the Township Committee for review and approval.**
 - The STC will submit the Township approved CFMP to the State for approval prior to expiration of this current Plan.**

- Maintain compliance with the requirements of the Community Forestry Assistance Act.**
 - The Shade Tree Commission will continue to implement the Community Forestry Management Plan.**
 - The Township will maintain two (2) CORE trained individuals.**

- Two (2) individuals from the Shade Tree Commission and/or Township employees will attend training to obtain a minimum of eight (8) CEU's for the Township.**
- The Shade Tree Commission will submit an annual accomplishment report to the State.**

- Hazardous Tree Identification and Reduction**
 - The Shade Tree Commission will oversee the continuation of the Hazard Tree Inventory. Trees along moderately traveled ROWs will be addressed as detailed in the Street Tree Inventory.**
 - The Township will continue to report hazardous trees on County or State ROWs to the appropriate entity for removal.**
 - The Township will contact the local electric utility company, First Energy, to remove any identified hazardous trees near distribution and transmission lines.**
 - The Township will utilize budgeted funds to remove hazardous trees from municipal ROW's and properties.**

- Street Tree Inventory**
 - The Shade Tree Commission will oversee the continuation of the Street Tree Inventory, performed concurrently with the Hazard Tree Inventory. The STC will determine which ROWs are addressed based on funding and available graduate student or professional consultants. Lesser traveled roadways in the western portion of the Township such as Disbrow Hill Road, Van Hise Drive, Fairplay Road and Parkside Road are suggested for this year.**

☐ Public Education, Outreach and Awareness

- ☐ The Shade Tree Commission will maintain their Facebook Page to enhance interaction with residents and increase participation in multiple educational programs.**
 - ☐ The STC will continue to post details and photographs to promote rain gardens for stormwater management.**
 - ☐ The STC will continue to advertise an Arbor Day celebration at the Township arboretum.**
- ☐ The Shade Tree Commission will publish two (2) educational articles annually to be included within the Millstone Township newsletter.**
- ☐ The Commission will also include a brief “Shade Tree Tip” in the remaining four (4) Millstone Township newsletters.**
- ☐ The STC will continue the Shade Tree walk for residents on Millstone Day in which member(s) of the Shade Tree Commission will conduct an informative walk in the nearby woods.**

☐ Arbor Day Celebration

- ☐ The Shade Tree Commission will hold an Arbor Day celebration at the Township arboretum which will be advertised on their Facebook page.**
- ☐ The Shade Tree Commission will continue the current Arbor Day program at the elementary schools.**
- ☐ The STC will continue to promote a contest for school children to find the largest tree in their yard and have an adult help them measure the circumference. The winner of the largest tree will win a prize during the Arbor Day celebration. Photographs of the nominated trees can be posted to the Shade Tree Facebook page.**

☐ Protection of the Township's Tree Resources

- ☐ The Shade Tree Commission will review development applications, perform site inspections and make appropriate recommendations to the Planning and Zoning Boards to ensure proper preservation of existing and Heritage trees.**
- ☐ The STC will attempt to ensure viability of newly planted trees in subdivisions and site plans by confirming proper planting prior to performance bond release, removal of guy wires and stakes within one year of installation and enforcement of two-year maintenance bond guarantees.**

☐ Yearly Applications

- ☐ The Shade Tree Commission will apply to Tree City USA for recertification.**
- ☐ The STC will apply for available grant opportunities such as the Community Stewardship Incentive Program (CSIP) and No-Net Loss grants to assist with the implementation of this Management Plan.**

☐ Tree Recycling

- ☐ The Department of Public Works will continue to oversee residential brush drop off at municipally owned property, which will be chipped by an outside vendor under the supervision of the DPW.**
- ☐ The Department of Public Works will continue collecting discarded Christmas trees which will be stored on municipally owned property and chipped by an outside vendor under DPW supervision.**
- ☐ The DPW will maintain a storage area for wood chips which can be utilized by residents on private property or for volunteers to use on municipal trails.**

10. COMMUNITY STEWARDSHIP INCENTIVE PROGRAM (CSIP)

The following is a summary of how each of the thirteen Community Stewardship Incentive Program (CSIP) practices is addressed by this Community Forestry Management Plan.

CSIP #1: Training

This practice is addressed on pages 8, 32-33 & 38.

CSIP #2: Ordinance Establishment

This practice is addressed on pages 10 & 41.

CSIP #3: Public Education and Awareness

This practice is addressed on pages 6, 27, 34-36, 39, 42-43, 46, 50 & 54.

CSIP #4: Arbor Day

This practice is addressed on pages 6, 39, 43, 47, 50-51 & 54.

CSIP #5: Tree Inventory

This practice is addressed on pages 5, 39, 42, 46, 49-50 & 53.

CSIP #6: Hazard Tree Assessment

This practice is addressed on pages 5, 38-39, 42, 45-46, 49 & 53.

CSIP #7: Storm Damage Assessment

This practice is addressed on pages 12 & 41.

CSIP #8: Tree Maintenance and Removal

This practice is addressed on pages 7, 40, 43-44, 51 & 55.

CSIP #9 Insect and Disease Management

This practice is addressed on pages 11 & 41.

CSIP #10: Wildfire Protection

This practice is addressed on pages 13 & 48.

CSIP #11: Tree Planting

This practice is addressed on pages 12, 28, 40, 43 & 44.

CSIP #12: Tree Recycling

This practice is addressed on pages 8, 27-28, 40, 44, 48, 51-52 & 55.

CSIP #13: Sidewalk Maintenance Program

This is addressed on pages 13-14.

CSIP #14: Stormwater Management

This practice is addressed on pages 13 & 48.

Appendix A

Tree Clearing Ordinance

11-32 TREE CLEARING.

11-32.1 Purpose.

It is the purpose of this section to protect the health, safety and welfare of people and property within the Township of Millstone from improper clearing on environmentally sensitive and restricted areas. It is the intent of this section of the ordinance to protect property owners from clearing within prohibited areas; preserve and protect critical environmental areas; to protect existing conservation easements; to minimize erosion and sedimentation; to minimize the need for and maintenance of drainage facilities; to minimize adverse effects on ground and surface waters; and to prevent indiscriminate clearing of vegetation. (Ord. No. 10-25)

11-32.2 Applicability.

The provisions of this chapter shall apply to the removal, cutting or clearing of trees and vegetation from all lots, parcels and tracts within the Township in areas or under circumstances set forth in subsection 11-32.3c. below. No person, corporation, or other entity shall engage in tree clearing without fully complying with the provisions of this section. (Ord. No. 10-25)

11-32.3 Tree Clearing.

a. *Permit Required.* No person or entity shall remove, cut or clear trees and vegetation, as such terms are defined by the New Jersey Department of Environmental Protection in excess of one thousand (1,000) square feet on any lot, or lots if contiguous and under common ownership without first filing an application for a tree clearing permit. If required because the clearing will take place in a restricted area or under circumstances as hereafter defined, a tree clearing permit shall be issued by the Township Engineer or designee if there is compliance with the provisions of this section.

b. *Permit Application.* Applications for a permit shall be made to the Township Engineer and shall contain the following information:

1. Completed Tree Clearing Application form.
2. Three (3) copies of a survey showing the current condition of the property, identifying the following:
 - (a) Building location.
 - (b) Location of proposed clearing areas with dimensions.
 - (c) Accessory structures and uses including but not limited to sheds, pool, barn, tennis/basketball court, etc.
 - (d) Wooded areas.
 - (e) Delineated wetland line if applicable.
 - (f) Easements.
3. Any other information which may reasonably be required to enable the application to be properly evaluated, including an affidavit of no survey change in the event the Township Engineer questions if the survey depicts current conditions.

c. *Application Review, Prohibited Areas or Circumstances.* The Township Engineer or designee shall review the Tree Clearing Application and survey to determine if the proposed clearing is located within any restricted areas identified in paragraphs 1. – 5. below, or under circumstances identified in paragraph 6. below:

1. Steep slopes as defined within Section 11-24 of this Chapter. Unless otherwise provided on a survey prepared by a licensed land surveyor, the Engineer's review of slopes will be based on the Monmouth County GIS topography database.

2. Freshwater Wetlands and Associated Buffers. Freshwater wetlands and buffers are governed by the New Jersey Department of Environmental Protection. If the applicant has previously obtained a Letter of Interpretation (LOI), a copy of the LOI and approved NJDEP plan shall be submitted with the Tree Clearing Application. If no LOI has been issued for the subject property, the Engineer's review will be based on the NJDEP GIS freshwater wetland database. If the proposed clearing appears to be in the vicinity of wetlands, an LOI may be required prior to approval.

3. Threatened/Endangered Species Habitat as defined within Section 11-33 of this Chapter. The Engineer's review of threatened and/or endangered species will be based on the NJDEP GIS Landscape Project database.

4. Conservation Easements or Other Deed Restricted Easements. Properties with a conservation easement that have not been marked with easement monuments will be required to install monuments in accordance with subsection 11-13.3 of this Chapter.

5. Riparian Zone. The land and vegetation within and directly adjacent to all surface water bodies including, but not limited to lakes, ponds, reservoirs, perennial and intermittent streams, up to and including their point of origin, such as seeps and springs, as shown on the New Jersey Department of Environmental Protection's GIS hydrography coverages or, in the case of a Special Water Resource Protection Area (SWRPA) pursuant to the Stormwater Management rules at N.J.A.C. 7:8-5.5(h), C1 waters as shown on the USGS quadrangle map or in the County Soil Surveys. There is no riparian zone along the Atlantic Ocean nor along any manmade lagoon or oceanfront barrier island, spit or peninsula.

6. Pending Board Approval. If the subject property is currently being reviewed by the Planning Board or Board of Adjustment, clearing is prohibited until all conditions of the Board resolution approval have been satisfied.

The Township Engineer or designee shall also review the plan to determine if a permit or exemption from the Freehold Soil Conservation District is required.

d. *Approval or Denial of Permit.* The Township Engineer or designee shall issue an approval, conditional approval or denial based on the presence or absence of restricted areas or circumstances in accordance with subsection 11-32.3c. The Township Engineer or designee shall deny permits to remove trees in restricted areas or circumstances defined in subsection 11-32.3c. If clearing is proposed within a restricted area, the applicant may receive conditional approval based on relocation of the clearing area.

(Ord. No. 10-25)

11-32.4 Fees.

The applicant/owner shall, at the time of filing the Tree Clearing Application, pay a fee to the Township of Millstone by cash, certified check or money order. For residential properties the application fee is one hundred (\$100.00) dollars. For commercial or other non-residential properties the application fee is three hundred (\$300.00) dollars. Fees will be collected by the Land Use Administrator.

The Tree Clearing Application fee shall be waived for existing farm operations, nurseries and properties with an approved Woodland Management Plan. (Ord. No. 10-25)

11-32.5 Enforcement.

A summons alleging a violation of this section may be issued by the Millstone Township Code Enforcement Officer or by any law enforcement officer. Alternatively, any individual may file a complaint with the Millstone Township Municipal Court, which shall issue a summons in accordance with the New Jersey Rules of Court. (Ord. No. 10-25)

11-32.6 Violations and Penalties.

Any person(s) who is found to be in violation of the provisions of this section shall be subject to the penalties set forth in Chapter I, Section 1-5, of this Code. (Ord. No. 10-25)

**MILLSTONE TOWNSHIP
TREE CLEARING PERMIT APPLICATION**

As per the Millstone Township Land Development Ordinance, Section 11-32 "Tree Clearing,"

Three (3) copies of a current survey or plan indicating the area to be cleared must be submitted or the application will be returned unprocessed.

1. Location of property for which tree clearing permit is requested:

Street Address: _____ Block: _____ Lot(s): _____

2. Applicant Name: _____ Phone: _____ Fax: _____

Applicant's Address: _____

3. Property Owner: _____ Phone: _____ Fax: _____

Owner's Address: _____

4. Present use of property to be cleared: _____

5. Reason for proposed clearing: _____

6. Area of proposed clearing (Square Feet): _____

7. Has the property been the subject of any prior application to the Planning Board or Board of Adjustment? Yes _____ No _____

If yes, state date: _____ Board: _____

Resolution # (if any): _____

8. Does the owner/applicant have any of the following current documents for the property:

a. NJDEP Letter of Interpretation (LOI) _____

b. Freehold Soil Conservation District Permit _____

c. Deed of Easement on Property _____

Please attach a copy of any of the above items to this application including the corresponding plan.

Applicant certifies that all statements and information made and provided as part of this application are true to the best of his/her knowledge. Owner/applicant authorizes permission for the Township Engineer or designee to enter the property for inspection if required.

Signature of Applicant

Date

Print Applicant's Name

Signature of Owner

Date

Print Owner's Name

An application fee in the amount of \$100.00 for residential properties or \$300.00 for commercial properties shall be made at the office of the Land Use Administrator. Fees are to be made payable to the "Township of Millstone".

-----FOR OFFICE USE-----

LAND USE OFFICE

Application Fee: \$ _____ Received

Date: _____ Check # _____ Cash: _____

Received by: _____ Receipt #: _____

Property Subject to Board Review _____

Easements _____

-----ENGINEER'S OFFICE-----

Steep Slopes (per Monmouth County GIS) _____

Wetlands (per NJDEP mapping) _____

T/B Species (per NJDEP mapping) _____

Easements _____

Freehold Soils Permit or Exemption Required _____

Approved / Denied / Conditional Approval _____

By: _____ Date: _____