

***Township of Colts Neck
Shade Tree Commission
Meeting Agenda
6 January 2005***

Protocol:

The meeting was called to order by Chairman Michael Alagna at 7:30 PM who read the following Public Meeting Statement.

“As Presiding Officer of this meeting of the Colts Neck Shade Tree Commission, I hereby declare that Notice Requirements in accordance with the provisions of Open Meeting Law, Chapter 21, P.L. 1995 was provided in accordance with the Annual Notice Procedures of C10:4 – 28 of said act. I further order that this public announcement be placed in the minutes of this meeting.”

Roll Call –

Committee Members Present: Michael Alagna, Eileen Stivala, Ben O’Neill, Mary Barbagallo, Jennifer Axelrod, James Nicoletti

Committee Members Absent: Henry Hammond

Staff Members Present: George Fessler, Julie McGowan, Township Liaison James Stuart.

Approval of December 2004 Minutes

Minutes of the December meeting were accepted as read motioned by Jennifer Axelrod, seconded by Mary Barbagallo. Motion unanimously carried.

Election of Officers for 2005

Open Meeting for nominations for Chairperson, and Vice Chairperson.

Ben O'Neill motioned that Michael Alagna be elected to the position of Chairman and Eileen Stivala be elected to the position of Vice Chairperson. Motioned seconded by Jennifer Axelrod.

Close nominations.

Chairman Michael Alagna and Vice Chairperson Eileen Stivala unanimously approved to their respective positions for the year 2005.

Motion to appoint Julie McGowan (JM) to staff position of Landscaping Consultant and George Fessler (GEF) as staff to the STC for 2005.

Nominations were closed and Julie McGowan and George E. Fessler were unanimously appointed to their respective staff positions. Both to serve with no compensation to perform such duties as assigned by the Chairperson and/or Commission.

Secretary: Mary Barbagallo motioned that Alan Reed be nominated to serve as Secretary to the Colts Neck Shade Tree Commission. Motion unanimously approved that Alan Reed be appointed Secretary to the Shade Tree Commission for the year 2005, to be compensated in accordance with the Colts Neck Township Schedule.

Review/Revise proposed meeting dates for 2005.

The following schedule of Meeting Dates for the year 2005 was accepted with the condition that the date of 14 September be revised to reflect 8 September. Unanimously Approved.

All Meetings of the Colts Neck Shade Tree Commission will be held in the Colts Neck Municipal Building and start at 7:30 PM

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Year 2005

January 6
February 3
March 3
April 7
May 5
June 2
July 7
August 4
September 14
October 6
November 3
December 1

Work Assignments for 2005 2005

STC Organization & Assignments

- I. Chairperson Michael Alagna and Vice- Chairperson Eileen Stivala.**
- **Overview of all STC Activities**
 - **Prepare and administer budget**
 - **Conduct Meetings**
 - **Special projects and items not specifically assigned to a subcommittee.**
- II. Public Lands Committee (PLC) – H. Hammond Chairman.**
- A. Cul-de-sac Subcommittee; James Nicoletti Chairman, Jennifer Axelrod, H. Hammond & J. McGowan.**
- **Supervise “Adoption” Program**
 - **Maintain Cul-de-sac Spread Sheets & Appendix “A”**
- B. Street Tree; Town Hall & Parks Landscaping, Greenways, Green Acres, Conservations, Access and Landscaping Easements (excluding Cul-de-Sacs) H. Hammond & J. McGowan.**

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- Overseers of street trees, parks, greenways, green-acres and core site landscaping.

C. Violation and “other” item resolution committee; G. Fessler Chairperson & J. McGowan.

- Liaison to Code Enforcement Officer (CEO), meet with CEO each month prior to STC Meeting to get “Violation Updates”.
- Receive “other” item questions and requests.
- Maintain agenda list of infractions and other items.

Take necessary action to resolve “violations” and “other” open items.

III. Liaison to Planning Board (PB), Zoning Board (ZB) Zoning Board of Adjustments. (BOA) and Township Committee (TC); - George Fessler.

- Monitor PB, BOA, & TC agendas for items of interest and cases referred to the STC. Report to chairperson, items needing placement on the STC agenda.
- Monitor TC agendas to spot Performance and Maintenance Bond Releases. Determine Cul-de Sac involved and refer to Cul-de-Sac team to record in notebook spread sheets.

IV. Agenda preparation committee; Chairman Michael Alagna, J. McGowan, G. E. Fessler and A. Reed.

- Meet the Wednesday prior to official meetings at 7:30 PM unless otherwise scheduled by STC Chair Person.
- Meet with Township Planner to review items on PB & STC agendas and assure accurate update of current changes made to agenda items.
- Update agenda
- Review “Draft” of prior meeting minutes.

V. “Arbor Day” and “Tree City” Programs Committee – Eileen Stivala and J. McGowan.

- Run “Arbor Day” Program

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- **Run “Tree City” Program.**

VI. Monitor Swimming pool installations: - Eileen Stivala and Ben O’Neill.

VII. Secretary – A. Reed

- **Record Minutes of Meetings**
- **Type and distribute agenda and minutes.**
- **Perform clerical tasks as requested by STC members.**
- **Assist STC Chairperson and Staff in Daily conduct of STC business.**
- **Coordinate Purchase Orders**

VIII. Memorial Tree Program – J. McGowan Coordinator

IX. Liaison to Public Works and Work Order Coordinator –H. Hammond.

X. Shade Tree Commission News Letter – Ben O’Neill and Julie McGowan.

Township Committee Liaison Report

Mr. Stuart reported that is actively seeking nearly 100 acres to be designated as Farmland and Open Space acres. Earle has moved forward with a plan to open portions of the base to public housing. (May not become a problem as originally thought.)

New Subdivisions and Site Plans

1. **PB # 570 Conover Ridge Estate - Re: landscaping of Greenways and Removal of 100 year old Oak Trees. - STC resolution of 12/09/02 applies** - Awaiting new plans for Greenway Landscaping. Trees have been cut down in proposed landscaping easement. 3/31/04 prints received and changes are required. GEF & JM to follow up. Awaiting Applicant and PB Action. [Falling Mills Estate – See PB# 521,

#9 on new agenda].

2. PB App. # 602 - Mumford/Ditmar Farm Minor Subdivision & Minor Site Plan - Settlement agreement documented in letter dated 12/11/03. All conditions to be satisfied by 5/15/04 (Wet weather caused delay in accomplishment.) Completion date extended to June 2005

3. PB # 609A Green, Block46, Lot #10 Route 537 - Documentation must be revised in accordance with JM memo of 1/6/05, and four sets of Drawings be provided for approval. Resolution follows:

Colts Neck Township Shade Tree Commission
Recommendation to Planning Board
Planning Board Application # 609A
Project Name – Cliff Green
Block # 46, Lot # 10
Address – Route 537
Latest Issue Date of Subject Prints – 12/23/04

Whereas, the planning Board has referred Landscaping Prints for subject application to the Shade Tree Commission for review and recommendations and,

Whereas, this commission has reviewed the subject prints and associated information and reports,

Now Therefore Be It Resolved that this Commission hereby recommends approval with conditions

Be It Further Resolved that the reasons for the recommendations for approval with condition are as follows. Modification in accordance with J. McGowan memo of 11/6/05 be implemented and four sets of revised prints be provided for approval.

OFFERED BY: Jennifer Axelrod
SECONDED BY: James Nicoletti
ROLL CALL

Yes: Unanimous
No: None

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Abstain: None

Absent: Henry Hammond

I hereby certify that the above is a true and exact copy of the resolution adopted by the Shade Tree Commission of the Township of Colts Neck at its meeting held on 6 January, 2005.

Date: January 6, 2005

Alan W. Reed, Secretary
Shade Tree Commission of the
Township of Colts Neck

PB # 617 Manor Homes at Colts Neck RT 537 & School House Road East. - Memo to PB dated 9/9/04. Conditional resolution passed 8/5/04. New print dated 9/30/04 reviewed and found in order. Require four sets of 9/30/04 prints in accordance with Planning Board Resolution. Awaiting new prints.

4. **PB # 619 Matzel - Minor Site & Variance** - **Prints dated 1/6/04 received for review.** Need variance for size and height of accessory building and minor site plan for pond. GEF, JM to follow up. (*To be on Feb. PB agenda.*)

5. **PB # 614A Brusco - Minor subdivision & Variance** **STC Memo** of 9/9/04 requests revised prints showing street trees on Montrose Road. STC awaiting revised plans. GEF to follow up with Planning Board. (*Revised prints expected for Feb. PB meeting*)

6. **PB # 620 Palazzol - Amended Major Subdivision** - Request to cut seven trees which were to be saved. Print issue dated 2/24/04 received for review. Application denied per Oct. 7, 2004 resolution. (*Expect house to be moved to keep trees and application to be withdrawn.*)

7. **PB # 621 Colts Neck Reformed Church** Site plans prints dated 12/29/04 received for review. JM to inspect site and follow up.

8. **PB#622 Block 51, Lot 2.22 Due Process Tennis Courts – Block # 51, Lots 2 & 2.22 Major lot plan & Variance Prints Dated 12/30/04 for review.**

Infractions and Other Items

1. **Rivers Edge Multiple residents having various greenway violations** - Code Enforcement Officer (CEO) actively pursuing violations. Letter sent by C.E.O. to violators.

List of Violations -

(a.) **Parikh** Block 35, Lot 22.24, CEO letter of 9/10/03 reference lights to be removed by 10/1/03. CEO actively pursuing. No landscaping required. GEF to follow up with CEO.

(b.) **Bisignano** Block 35, Lot 22.23 - CEO letter of 11/13/03, violations to be removed by Oct.1,2003 GEF to follow up with CEO.

(c.) **Damusjian**, Block 35, Lot 22.18 - CEO letter dated 10/16/03 with action by 11/01/03. No action as of 11/03/03. CEO & GEF to follow up.

(d.) **Vulpis/Lionette** - Block 35, Lot 22.19 - CEO letter dated 10/16/03 Vulpis called GEF informing that Property was sold to **Lionette** on 4/16/03. Need to consult with lawyer regarding STC's next move. CEO & GEF to follow up.

(e.) **Aprilante** Block 35, lot 22.20, CEO sent letter dated 10/16/03. Mrs. Aprilante called GEF on 10/20/03 saying "fire caused damage". Need to consult lawyer regarding STC's next move. CEO & GEF to follow up.

2. **Rogers Block 21, Lot 3.1 Laird Road** - CEO letter of 1/2/04 to Rogers. CEO, GEF, & JM visited site and discussed resolution with Rogers. CEO, GEF & JM to follow up.

3. **Vlanos 20 Seedling Drive** - Report of Greenway Violation - G.E.F, J.M. & S. M. to follow up. Violations present. CEO to write letter. Greenway markers are missing.

4. **Shor - Block 27, Lot 10.2 Bluebell Road** - Fence and structure in Conservation Easement and wetlands, ground cover and shrubs/trees cut. CEO sent letter dated 3/11/04. 3/10/04 CE) & GEF inspected property. 4/15/04 CEO & GEF and DEP representative met with Shor, he is to proceed with DEP wetlands problem first. CEO & GEF to follow up.

5. **Nix, Paul 1 Western Drive Block 100, lot 9.2** - Cut Greenway. Markers missing. CEO to write letter.

6. . **Carappa #12 Woodhollow Road & Grelly St.** - ATV path into Greenway. CEO, JM and GEF visited site. Mr. Carappa agreed to restore area as directed by J.M. and G.E.F. Work in Progress.

7. **Clemente #9 Weston Drive. Block 10, lot 9.6. Greenway, easement and site violation.** GEF & CEO visited site 10/20/04 Meeting held on 11/7/04 with Mr. Clemente, A.J. Garito, Timothy Anfuso and Richard Galinski, J.M. and G.E.F. Mr. Clemente agreed to provide an "as built" plan of his lot for further discussion. GEF, JM & CEO to follow-up.

Committee Reports

Violations, Complaints and "other" item resolution subcommittee.

Greenway -

Cul-de-sac Sub Committee -

Pools -

Public Lands Committee Report - Street Trees, Town Hall, Park Lands, Greenways, Conservation acres, and

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Landscape easements.

Arbor Day Committee Report -

Staff Report -

STC Member's Reports & Questions -

Meeting Adjourn @