

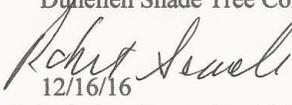
**Guidelines for a Community Forestry Plan
Municipal Information Form**

Municipality: Dunellen, NJ
County: Middlesex
Address: 355 North Ave
Dunellen, NJ 08812

Contact Name and title: Ken Baudendistel
DSTC Chairman and Councilman

Phone: 908 565 1584 (cell)
Fax: 732 968 8605

Organization: Dunellen Shade Tree Commission

Mayor's Signature: 
Date of signature: 12/16/16
Date of Management Plan Submission: December 16, 2016
Time Period Covered: 2017 - 2021

- 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 Assessments
- CSIP #7 Storm Damage Assessments
- 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 community has made formal application to the New Jersey forest Service. I am pleased to advise that after our review, the NJ Forest Service has concluded that this plan meets the standards set forth by the State and NJ Community Forestry Council and is approved for the period covered.

Signed:  Date: 12/16/16

Dunellen Community Forestry Plan
2017 - 2021

Written by:
Ken Baudendistel
December 2016

2. Introduction:

This Community Forestry Plan has been prepared to outline the goals and objectives that will be carried out by Dunellen Shade Tree Commission. This plan covers activities that will be executed over the next five years. By following this plan, Dunellen is demonstrating that it is devoting reasonable resources to continue to revitalize an aging street tree population and thereby reducing potential risk to public safety and enhancing livability for its citizens.

A. Mission Statement:

The mission statement of the DSTC 2017 Forestry plan is to promote a sustainable and productive community forest and shade tree resource on public property and to plant new trees where others have been removed as of result of storms, drought, insect / disease damage and old age. Dunellen will continue its efforts to regain the tree-lined streets that the Borough has enjoyed in past years.

B. Goals and Objectives:

1. Sustain a viable shade tree commission

- The Dunellen Shade Tree Commission will continue its efforts each year to plant more trees than are removed.
- DSTC will hold annual Arbor Day events with participation from the residents, schools, and Scouts
- DSTC will continue to ensure that a proper budget is in place in order to support the efforts for planting and maintaining our trees
- DSTC will continue to work jointly with Borough officials and employees to achieve its goals.
- DSTC will continue to expand its knowledge by obtaining at minimal the required CEU's.
- Will utilize information obtained through seminars to ensure the right tree is planted in the right location.

2. Maintain Tree City USA designation

- DSTC will continue to maintain its Tree City USA designation by meeting all requirements set forth by the State directive.

3. Increase current tree populations

- Through this Community Forestry Plan, the Borough will plant trees and bring shaded streets back to the community allowing residents a more enjoyable and environmentally sound community. A comprehensive and diverse tree population will improve the quality of life for residents of the Borough.
- A tree inventory of public property has been completed and will continue to be updated using software suite from the USDA Forest Service, i-Tree, which will be used to identify new locations for tree planting. The tree selection will be based on specific conditions of the intended site.
- Google Earth will also be used to review tree canopy density in the Borough and will allow for adjustments and planning in locating new planting sights.
- Our current tree population will be given as much future tree diversity as possible to reduce monocultures, which can promote disease and insect infestations.

4. **Continue to maintain and manage the current tree inventory**
 - Currently, there is a need to repair sidewalks which are in conflict with existing trees. Re-design efforts to reduce the need for future repairs will be coordinated with Dept of Public Works.
 - DPW will attend training seminars to remain current with updated methods for maintenance. Continue our maintenance program allowing us to closely monitor and minimize developing problems.
 - Members of the DSTC will continue to compile Tree Risk Assessments each year as part of the tree inventory.
 - An assessment of the current tree inventory will include recommendations to help protect and maintain the mature trees in public parks and school property.
5. **Increase public involvement and awareness**
 - The scope of this plan will include involvement from Girls Scouts, Boy Scouts, Church organizations, Dunellen public school children, teachers, PTO and residents to assist in the planting and maintenance of trees.
 - Dissemination of announcements and educational programs will be through the local Dunellen newspaper, Facebook, Dunellen Borough Website and municipal literature distributed to residents on a regular basis.
 - Public speaking events conducted at town meetings will focus on tree education, the value of trees, and tree appreciation.
 - Continuation of an annual Arbor Day celebration will be held to continue increased public awareness.
6. **Increase DTSC knowledge through education and certifications**
 - The Dunellen Shade Tree Commission will continue to send a representative of the Commission and a town employee to the mandated Community Forestry training program. CEU's will be maintained as required by the State Forestry Program.
 - DPW supervisor(s) will attend training sessions to keep current on recommended tree maintenance procedures.
 - A Licensed Tree Expert (LTE) will be retained by the Commission to be used on an as needed basis.
 - The Commission members will continue to attend seminars to enhance their knowledge on the planting, maintaining, and caring of trees. This will enable them to control and oversee the tree work performed in the Borough by outside contractors and to more closely supervise the line and utility work being performed.

These above goals and objectives will be implemented, enforced, and carried out by The Dunellen Shade Tree Commission.

C. Liability Statement:

Although street trees are an asset to the community, it is inevitable that they mature and require care, maintenance and eventual replacement. Care and maintenance, in addition to planting “the right tree in the right place” can help insure that community trees not only contribute to the environment and economic vitality of the area, but also reduce the potential hazards to public safety. Our community must work within a reasonable budget, and as a result, may not be able to meet each and every need of the community forest immediately. Therefore, it is the intent of this plan to prioritize available resources based on the greatest need and step-by-step work towards a healthy forest with commensurate reduced risk to public safety.

The Shade Tree Commission feels, by taking logical steps outlined in this plan, that we will garner public support for plan implementation by demonstrating the long-term benefits to the environment and public safety. The Shade Tree Commission will continue to be more proactive in the management and care of our trees. Through inventory and tree risk assessment, we will position the Dunellen Shade Tree Commission to take corrective action prior to structural tree failure and other hazardous tree related conditions. It is acknowledged that not all hazardous conditions can be predicted. However, it is much like trying to predict which tooth might break next. Proper maintenance and care will reduce the probability but unexpected events will still occur.

Following the plan will demonstrate that Dunellen is devoting reasonable resources in a carefully planned manner which will reduce the number of tree related incidents and as a result, reduce its exposure to liabilities and increase public safety.

3. Community Overview – five years of progress

Achievements from the Plan

Dunellen has experienced many achievements over the past five years directly related to the Forestry Plan and will continue to with the implementation of this plan.

1. Shade Tree Commission: The Dunellen Shade Tree Commission continues to be a viable and strong commission with full membership supported by the Dunellen governing body, department of Public Works and residents.
2. Ordinance: Dunellen Borough continues to support, enforce and hold the current ordinance of the Dunellen Shade Tree Commission.
3. Training: All commission members attended various on line and in person seminars on an array of topics related to tree maintenance, proper tree planting, trees and utilities to name a few over the past five years. .
4. Planting: The Shade Tree Commission has successfully planted 126 trees throughout the borough over the past 5 years.

In addition the DSTC implemented an area in Columbia Park along the walking trail where residents can have a tree planted in honor or memory of an individual. We currently have 6 trees planted.

5. Funding: By having an approved forestry plan, we were able to take advantage of over \$40,000 in grants, which were used to create a maintenance plan, plant trees, enhance the public's awareness, and hold Arbor Day celebrations.
6. Inventory: The Commission has a running tree inventory of the entire Borough's public property and uses this inventory as a tool for tree maintenance, removal and replacement.
7. Collaboration: The tree planting projects along with our annual Arbor Day celebrations has brought the borough closer together both from a residential standpoint as well as the departments within the Borough. The collaboration amongst the groups has improved tremendously to a point where projects are executed efficiently and with much enjoyment.

8. Physical Designations: The DSTC continues its adoption of two corner sections of the railroad embankment as part of NJ Transits Adopt a Station Program, where two trees and 32 shrubs were planted and continually maintained. A sign was placed by NJ Transit noting the distinguished efforts of the Shade Tree Commission.
9. Goals: DSTC has successfully worked with the Boy Scouts, Girl Scouts, Dunellen Board of Education, residents and each of the three schools in our celebrations and projects, which greatly increased the public awareness and residents desire to participate in the programs.
10. Recognition: The Dunellen Shade Tree Commission rewards students and scouts for participating in planting trees with a plaque in their honor along with having media coverage of the events.

In 2015 the DSTC was recognized by NJ Clean Communities Council and honored with an award for its participation in the Adopt-A-Station Program, for demonstrating spirit and community pride through cleaning and maintaining the railroad station in Dunellen.

Concerns:

One of DSTC biggest concerns to date is keeping up with the number of trees being damaged or destroyed versus how many are planted, making it a challenge to stay ahead. We have been able to replace the 32 lost trees during hurricane Irene 2011 and Sandy 2012, but continue to struggle with many of the 46 trees that had significant damage from these storms. Many have since died or had to be removed, putting us behind achieving our goal to plant more trees each year than removed.

Because of the budgetary constraints in Dunellen funding for tree planting and maintenance continues to be a concern. We rely heavily on funds made available through the CSIP and other grant opportunities.

In addition, but not as concerning, is finding the time to accomplish many of the goals set forth and accurately and successfully running a Shade Tree Commission. To date, we have been very successful but we know there is more to be done if time permits.

Benefits:

Overall, the past five years have been a wonderful experience for the Borough. Having a viable tree management plan in place has made everyone more aware of the current tree conditions, the problems the environment is faced with, as well as areas of the borough with the greatest needs. In addition, having a plan enables complete focus on accomplishing specific goals that may be forgotten otherwise. DSTC finds it very motivational to have a set action plan and allows us to look forward to working towards the next five-year plan.

Tree Resource: Dunellen is a small community located in central New Jersey, Middlesex County. The total land area of the Borough is approximately 2.7 square kilometers with zero area identified as water. The population has not changed much over the past 5 years with a density of approximately 2,538.2 persons per square kilometer. The tree canopy continues to cover approximately 38% of the land area, which is slightly

above the County canopy cover of 36.9%. We continue to find this low percentage unacceptable and are striving to surpass the County average by a much wider margin.

The tree age and inventory is also as diverse as the Borough homes. Tall majestic oaks dominate two sections of town. London Plane dominates another section and Norway Maple is very visible on many of the Borough streets. Ironically, the oldest section of town with the majestic older homes continues to be the least tree populated, but we have focused the plantings on this section of town over the past 5 years. Although the placement of newly planted trees is addressing the problem Dunellen continues to struggle with the amount of trees dying due to old age and getting them replaced at a greater rate. The tree inventory continues to be more diverse than it was five years ago as a wide variety of species has been planted in order to prevent disease or insects from infecting the majority of borough trees.

Master Plan:

All six parks have seen a total increase of 26 trees in recent years and continually remains a focus of the Shade Tree Commission.

This Community Forestry Management Plan is consistent with the Community/ County Master Plan. Since Dunellen is 100% developed with no new land to develop, the Commission will only address tree issues concerning tree risks and/or improvements to the current inventory. The only open space in the Borough is designated parks and Municipal property.

The DSTC continually works with the Dunellen Planning and Zoning Board where an existing ordinance requires developers to replace trees one for one (No Net Loss) as they are removed for expansions or new construction. The DSTC continues to benefit greatly because of the increasing the number of trees planted throughout the borough.

The Dunellen Shade Tree Commission is fully supported by the Mayor and Council and receives continued cooperation from other Borough employees such as the Department of Public works who assists with the plantings and the Police who ensure the area is safe when work is being performed. In addition, the Borough consistently provides adequate funds each year as part of the budget to maintain a workable commission.

The duties of the Shade Tree Commissioners shall be to render service to the Mayor and the director of the Department of Public Works concerning the regulation, planting, care, and control of shade and ornamental trees and shrubbery upon and in the streets, highways, and public places; the operation, maintenance, planning and the development of parks and parklands, within the jurisdiction of the borough.

4. Community Forestry Administration

Currently, Dunellen's Department of Public Works is responsible for the administration and care of the community tree inventory. Outside contractors are used for the actual work performed on the trees if it is beyond the scope of the DPW.

The Shade Tree Commission will administer this plan.

Members:

Kenneth Baudendistel	Chairman	5 year term	12/31/2020
Sue Butterworth	Vice Chairman	4 year term	12/31/2016
Cate Walsh	Secretary	3 year term	12/31/2019
Erica Gunn	Commission Member	5 year term	12/31/2016
Robert Rios	Commission Member	4 year term	12/31/2020
Robert Berg	Commission Member	3 year term	12/31/2019
Open	Commission Member	3 year term	12/31/2020

The primary goals of the Shade Tree Commission will be:

- Continue control over the current tree inventory
- Continue enforcing a permit system, which will allow the opportunity to educate the public before a tree is removed
- Interact with the public to provide proper advice if they wish to plant a tree on their private property
- Permit fees to supplement Borough coffers to purchase replacement trees
- Set fines to help offset inherited costs associated with citizens damaging trees or unlawfully removing them

The Borough has the DSTC in the chain of command used to direct the flow of information concerning the municipal tree resources. This allows a direct involvement of the DSTC in any decision to plant, remove or maintain public trees.

Residents may call the Shade Tree members directly, call the Municipal building, email members at shadetree@dunellenborough.com or contact them on Facebook www.facebook.com/pages/Dunellen-Shade-Tree-Commission/159893800710284.

All calls to the municipal building will be directed to the DPW if immediate action is needed (i.e. tree down in a roadway) or to the Chairman of the Shade Tree Commission. The commission then has the option of contacting the resident and providing assistance through education or remedial action such as removal or pruning. Most of the complaints currently handled by DPW have to do with misinformation on the resident's part. They usually misdiagnose a problem simply because they do not have the knowledge of tree physiology or the DPW procedures. Educating the public is a main concern with the Shade Tree Commission. Each and every contact with the public will help residents understand how to save the trees and promote the goals and objectives of this Forestry Management Plan.

Once the Shade Tree Commission has knowledge of a tree situation needing attention, the request will be given to the appropriate agency. DPW or an outside contractor will perform the work on a timely basis using established horticultural practices (BMP's in Arboriculture). The Shade Tree Commission will then receive a report from the working party and then inspect the work to ensure it was completed in a satisfactory manner.

Utility pruning will be conducted in a similar manner. The utility company will contact Town Hall and secure a permit to complete the necessary work. Work areas and the time period to conduct the work will be stated on the permit. DPW/DSTC will supervise the work on a periodic basis and when the work is completed a report will be filed with the possibility of attaching photographs of the work. This report will then be forwarded to the

Shade Tree Commission and filed. The file will be kept to refer back to when requests or complaints come from the public.

The Planning Board and the Zoning Board will also be included in this plan. They will have the Shade Tree Commission review any and all plans submitted to the respective Boards when any activity shall affect trees. The Shade Tree Commission will review the site and make recommendations back to the Board. The Shade Tree Commission shall employ the services of a LTE when expert advice is required.

Shade Tree Commission
Public Works

Identify a problem area



Public Works or
Contractor

Determine work to be performed



DPW or Contractor

Perform work

Public

- Contacts Borough Hall
- Contacts DSTC through email of Facebook
- Contacts DSTC directly



Commission or DPW

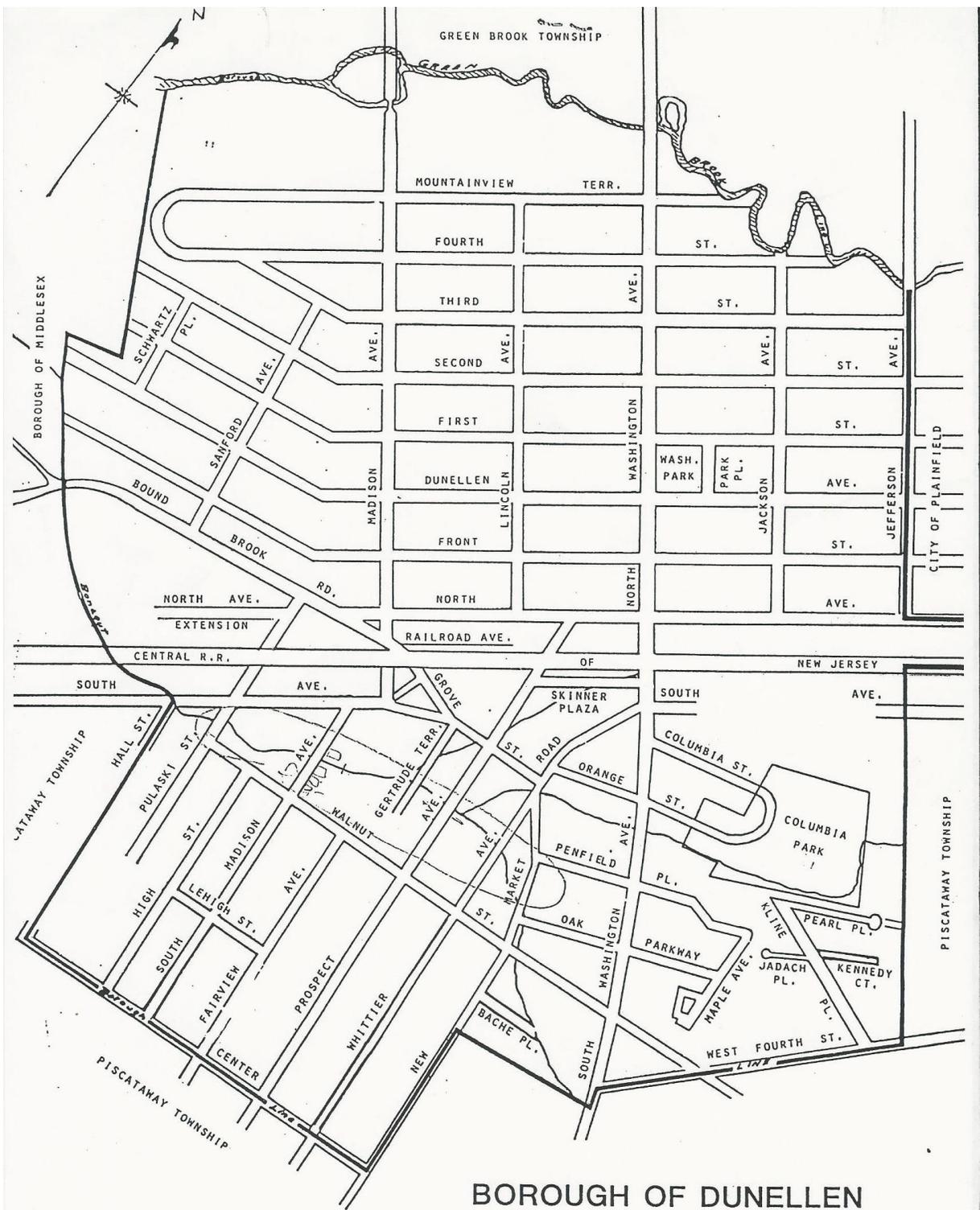
- Determines action needed
- Educate or advisement



DPW or Contractor

- Performs the work

5. Community Map



BOROUGH OF DUNELLEN

6. Training Plan

Members of the Shade Tree Commission will attend the Urban Forestry class offered by the Rutgers Office of Continuing Education.

The Shade Tree Commission Chair, Ken Baudendistel, along with most other Commission members and DPW, have attended the CORE training class. All members will continue to accumulate the required 8 CEU's on an annual basis. Annually, all new members of the commission will attend the CORE training and/or additional training until all members have completed the class and are CORE trained. Commission members will also request an elected official to attend the training sessions so they become more familiar with the programs and to gain knowledge pertaining to trees. This will allow them to make improved and informed, decisions concerning their community tree resource. Funding for this training is allocated in the Municipal Budget listed under the DPW line.

Some of the continued training will include the following:

- Training Shade Tree Commission members and/or volunteers in tree identification
- Proper pruning techniques
- Tree risk assessment
- Trees and utilities
- Tree disease identification
- Hazard tree identification

The training is not intended for the members or volunteers who execute the actual work but it will allow the individual to actively participate in this Management Plan. They will then be able to respond to a telephone call and take the appropriate action.

Communicating with the public in a knowledgeable manner not only promotes a professional appearance, but also assures the residents that the correct action will be taken.

There are several organizations that offer classes for such training. The Rutgers Office of Continuing Professional Education, The NJ League of Municipalities, Community Forestry Program and New Jersey Tree Foundation offers many classes throughout the calendar year. Classroom attendance is standard but field training is also available. The International Society of Arboriculture offers members training in tree care and tree identification and after successful completion, continuing education credits are awarded.

Additional training will result from hands-on work with our retained LTE. The commission is aware that the LTE is able to and will provide training to the commission members through seminars, telephone conversations, meetings and fieldwork. All members have expressed a willingness to engage in the ongoing educational process.

7. Public Education / Awareness / Outreach

Over the past five years, the Shade Tree Commission has actively advertised the presence and accomplishments of the commission by holding annual Arbor Day events. At last year's event (2016), 5 trees were planted on the grounds at John P. Faber Elementary School with the assistance of the third grade involving 160 children. With the assistance of the school principal and staff the care for these trees have been incorporated into the school biology/science curriculum. The trees planted were sized from seedlings to 2 inch caliper so the students can see them mature over the years. A plaque was placed at each tree identifying the species and year it was planted.

In the past the Shade Tree Commission held annual poetry, poster or essay contests with the schools as part of the Arbor Day celebration. Winners are awarded with memberships to the Arbor Day Foundation, books on trees, and plaques to name a few.

Dunellen Shade Tree Commission has participated in both the Middlesex County Urban Forestry Advisory Committee and The New Jersey Shade Tree Federation in the past where the Borough gave a presentation on their success and experience.

The commission wishes to expand on these programs. Community announcements are posted and will continue to be posted on the Community Bulletin Board located on Washington Ave. The messages will be used as reminders for upcoming events and to provide tips and suggestions.

PCTV, the local cable network, will carry more detailed messages. Planting tips, tree and shrub care, watering and pruning tips will also be included. The purpose is to make the residents aware of the correct timing of such events.

The Shade Tree Commission has a page on the Borough website where information on all events and activities are listed and has also established its own Facebook page. In addition, the commission remains determined to establish a Tree of the Month web page. This page will identify a local, native tree found in the community. General statistics, information, and a picture will be provided.

A schedule of public speaking events will be established. Members of the Town Council along with the planning Board will be invited to attend. The programs will include educational, informative and entertaining agendas.

8. Commission Budget

Currently, the Dunellen Shade Tree Commission does have a municipal budget line. The budget has been established in the DPW budget.

The labor to implement this program will come from volunteers and the DPW. Equipment and other municipal resources will be coordinated through the DPW. Other local sources will also be considered, such as landscapers and businesses. These two groups will be a source for supplies, technical advice, and possibly specialized equipment.

To justify line item requests for the budget, the Shade Tree Commission will track all expenditures including contractor payments and municipal in-kind work. Volunteer time

will be calculated at \$21.79 per man-hour. The commission will collect and compile all hours worked for any Shade Tree project. This record of hours worked along with additional data will be used to justify any future budget request increases to the Borough.

The current budget includes line items for new planting, Arbor Day celebrations and maintenance of trees. The expenditures are tracked by the Commission and adjusted annually as needed. Below are the expenditures by category for the 2016 year. A request was made to the Mayor and Council to increase the budget for the next 3 years to include expected expenses related to Emerald Ash Borer.

Dunellen Shade Tree Commission 2016 Expenditures				
Account		Dept. 1213	Shade Tree	Expenses
6-01-26-290-003-000	206	Stationery		\$ -
	207	Supplies		\$ 346.59
	209	Misc. -		
	220	Prof Services		\$ -
				\$ 346.59
		Training		\$ 90.00
		Annual Dues		\$ 45.00
		Arbor Day Plaques		\$ 122.50
		Street Fair, Harvest Fest giveaways		\$ 175.00
		Tree planting		\$ 3,997.00
	227	Annul Conference		\$ 415.00
				\$ 4,844.50
		Dept. 1212	Tree Maintenance	
6-01-26-290-002-299	299	Tree Removal and Pruning	Vendor 0525	\$ 34,550.00
				\$ 34,550.00
		Total		\$ 39,741.09

9. Statement of Plan Implementation

Year 1, 2017

- *On-going: Continue to maintain our Tree City USA status.*
- *On-going: Current events concerning the Commissions work will be a regular feature in the local newspaper, community bulletin board, Facebook, and Web Page which will attract more public support, input and involvement.*
- *On-going: The Commission will continue celebrating Arbor Day with the community holding contests and planting trees.*
- *On-going: The Commission will actively obtain training for its members and DPW for both CORE and other courses.*
- *On-going: The Commission will continually retain the services of a LTE (currently Dean Marzocca)*
- *On-going: The tree inventory will be continuously updated and assessed. The database information will be presented to the Borough Council annually to keep them apprised of current tree status.*
- *On-going: Continue to apply for grant money to plant and maintain trees and to increase the health of tree resources located in the Borough.*

- *On-going: continue the DSTC Facebook page with educational information, activities, information and upcoming events*
- *On-going: Continue to utilize a fertilization program for newly planted trees*
- *On-going: Continue to post a tree of the month on our Facebook and website pages*
- *On-going: Continue to plant a variety of trees each year utilizing the information from the various educational classes to ensure the right species is planted in the right location.*
- **New:** Invite Shade Tree Commissions from neighboring towns to discuss activities, what goes well and how to improve our commissions.

Year 2, 2018

- *On-going: Continue to maintain our Tree City USA status.*
- *On-going: Current events concerning the Commission's work will be a regular feature in the local newspaper, community bulletin board, Facebook, and Web Page which will attract more public support, input and involvement.*
- *On-going: The Commission will continue celebrating Arbor Day with the community holding contests and planting trees.*
- *On-going: The Commission will actively obtain training for its members and DPW for both CORE and other courses.*
- *On-going: The Commission will continually retain the services of a LTE (currently Dean Marzocca)*
- *On-going: The tree inventory will be continuously updated and assessed. The database information will be presented to the Borough Council annually to keep them apprised of current tree status.*
- *On-going: Continue to apply for grant money to plant and maintain trees and to increase the health of tree resources located in the Borough.*
- *On-going: continue the DSTC Facebook page with educational information, activities, information and upcoming events*
- *On-going: Continue to utilize a fertilization program for newly planted trees*
- *On-going: Continue to post a tree of the month on our Facebook and website pages*
- *On-going: Continue to plant a variety of trees each year utilizing the information from the various educational classes to ensure the right species is planted in the right location.*
- **New:** develop a DSTC presentation on tree education, what we do and the benefits derived from our work and share this with other local organizations such as seniors and historical society.

Year 3, 2019

- *On-going: Continue to maintain our Tree City USA status.*
- *On-going: Current events concerning the Commission's work will be a regular feature in the local newspaper, community bulletin board, Facebook, and Web Page which will attract more public support, input and involvement.*
- *On-going: The Commission will continue celebrating Arbor Day with the community holding contests and planting trees.*
- *On-going: The Commission will actively obtain training for its members and DPW for both CORE and other courses.*
- *On-going: The Commission will continually retain the services of a LTE (currently Dean Marzocca)*

- *On-going: The tree inventory will be continuously updated and assessed. The database information will be presented to the Borough Council annually to keep them apprised of current tree status.*
- *On-going: Continue to apply for grant money to plant and maintain trees and to increase the health of tree resources located in the Borough.*
- *On-going: continue the DSTC Facebook page with educational information, activities, information and upcoming events*
- *On-going: Continue to utilize a fertilization program for newly planted trees*
- *On-going: Continue to post a tree of the month on our Facebook and website pages*
- *On-going: Continue to plant a variety of trees each year utilizing the information from the various educational classes to ensure the right species is planted in the right location.*
- **New:** Identify the oldest tree in the Borough and register it with the Dunellen Historical Society

Year 4, 2020

- *On-going: Continue to maintain our Tree City USA status.*
- *On-going: Current events concerning the Commission's work will be a regular feature in the local newspaper, community bulletin board, Facebook, and Web Page which will attract more public support, input and involvement.*
- *On-going: The Commission will continue celebrating Arbor Day with the community holding contests and planting trees.*
- *On-going: The Commission will actively obtain training for its members and DPW for both CORE and other courses.*
- *On-going: The Commission will continually retain the services of a LTE (currently Dean Marzocca)*
- *On-going: The tree inventory will be continuously updated and assessed. The database information will be presented to the Borough Council annually to keep them apprised of current tree status.*
- *On-going: Continue to apply for grant money to plant and maintain trees and to increase the health of tree resources located in the Borough.*
- *On-going: continue the DSTC Facebook page with educational information, activities, information and upcoming events*
- *On-going: Continue to utilize a fertilization program for newly planted trees*
- *On-going: Continue to post a tree of the month on our Facebook and website pages*
- *On-going: Continue to plant a variety of trees each year utilizing the information from the various educational classes to ensure the right species is planted in the right location.*

Year 5, 2021

- *On-going: Continue to maintain our Tree City USA status.*
- *On-going: Current events concerning the Commission's work will be a regular feature in the local newspaper, community bulletin board, Facebook, and Web Page which will attract more public support, input and involvement.*
- *On-going: The Commission will continue celebrating Arbor Day with the community holding contests and planting trees.*
- *On-going: The Commission will actively obtain training for its members and DPW for both CORE and other courses.*
- *On-going: The Commission will continually retain the services of a LTE (currently Dean Marzocca)*

- *On-going: The tree inventory will be continuously updated and assessed. The database information will be presented to the Borough Council annually to keep them apprised of current tree status.*
- *On-going: Continue to apply for grant money to plant and maintain trees and to increase the health of tree resources located in the Borough.*
- *On-going: continue the DSTC Facebook page with educational information, activities, information and upcoming events*
- *On-going: Continue to utilize a fertilization program for newly planted trees*
- *On-going: Continue to post a tree of the month on our Facebook and website pages*
- *On-going: Continue to plant a variety of trees each year utilizing the information from the various educational classes to ensure the right species is planted in the right location.*

10. Community Stewardship Incentive Program

CSIP #1: Training

Sections 2, 3, 6, & 9 Pages 5, 6, 20 & 12

- CORE Training
- CEU Training
- Other Elective Training above and beyond the minimum required training

Description:

Our plan includes annual training for all commissioners as well as members of our Department of Public Works. We also included tree maintenance and pruning tips and educational materials on our website and Facebook pages.

CSIP #2: Community Forestry Ordinance Establishment

Section 3 Pages 6 & 8

- Establishing Ordinance - *Establishes Shade Tree Commission*
- Supplemental Ordinance - *Defines Shade Tree Commissions powers*
- Tree Preservation Ordinance

Description:

Dunellen Borough continues to support, enforce and hold the current ordinance of the Dunellen Shade Tree Commission. The DSTC continually works with the Dunellen Planning and Zoning Board where an existing ordinance requires developers to replace trees one for one (No Net Loss) as they are removed for expansions or new construction.

CSIP #3: Public Education and Awareness

Sections: 2, 3, 4, 7 & 9 Pages: 5, 6, 7, 9, 11, 12, 13, 14 & 15

- Outreach Events
- Outreach Materials

Description:

The Commission holds it's annual Arbor Day Celebration involving school children, scouts and their parents. In addition we have had a table at the Dunellen Annual Street Fair where we offer pruning, planting and mulching tips as well as free giveaways and games for the families to participate. In addition, we have a reference book in our public library which holds the Tree City USA quarterly bulletins for visitors to reference. A schedule of public speaking events to other organizations will be established. Members of the Town Council along with the planning Board will be invited to attend. The programs will include educational, informative and entertaining agendas. Lastly, we also have tree maintenance tips on our website and Facebook page.

CSIP #4 Arbor Day

Sections: 2, 3, 7, 8, & 9 Pages: 4,5,6,11,12,13,14,15

- Establishes or Expands an Arbor Day Celebration

Description:

Each year the DSTC selects a location to hold its annual Arbor Day celebration with anywhere from 5 to 120 volunteers.

The Shade Tree Commission holds annual poetry, poster or essay contests with the schools as part of the Arbor Day celebration. Winners are awarded with memberships to the Arbor Day Foundation, books on trees, and plaques to name a few. Dunellen's John P. Faber elementary school has incorporated tree care into the third grade class science curriculum.

CSIP #5 Tree Inventory Sections: 2,3,4 &9 Pages: 4,5,6,7,8,13,14,15

- Comprehensive Inventory of Street Trees

Description:

We have an existing inventory database using i-Tree which is shared with Dept. of Public Works and the Governing Body so that tree maintenance can continue and be funded appropriately.

CSIP #6 Hazard Tree Assessment Sections: 2, 6 & 9. Pages: 6, 11, 13-15

- Assessment of Hazard Trees

Description:

The condition of each tree will be made available as part of the inventory being developed using i-Tree and the DSTC will continue attending training on such matters.

CSIP #7 Storm Damage Assessment Section: 9. Pages: 13-15

- Pre-Storm Assessment of potential damage to the tree resource after a severe storm

Description:

Damage to any tree will be identified within our tree inventory, with damage resulting from storms will be filed and a claim to FEMA submitted as we did with hurricane Sandy.

CSIP #8 Tree Maintenance and Removals Sections: 2, 3,8,&9 Pages: 5,6 12-15

- Pruning Trees
- Removing Trees
- Root Collar Excavations
- Fertilization
- Watering
- Mulching

Description:

From the inventory we established a report mechanism to the Department of Public Works prioritizing a list of all trees in need of maintenance or immediate removal which is used to either perform the work themselves or call the contracted vendor. Residents with new plantings are given a Gator Bag to assist with watering for the first critical year.

CSIP #9 Insect and Disease Management

N/A

Managing Insect and Disease Problems –

- *Community Forest Health*

Description:

This is not in our current scope unless we notice something while gathering our inventory. If funded we can use some specific training in this area so we can easily identify damage cause by insects or disease and not just age.

CSIP #10 Wildfire Protection

N/A

- Wildfire Protection Plans
- Firewise Communities
- Species Selection and Fuel Reduction Programs
- Fire Protection Related Outreach

Description:

This is not in our current scope and do not believe it will because we have very little substantial wooded areas

CSIP #11: Tree Planting

Sections: 2, 3,6,8,9 Pages: 4,5,6,7, 11-15

- Planting Trees
 - *Must remove wire baskets*
 - *Quality Planting Stock*
 - *Species Selection: Right Tree in the Right Place*

Description:

We will be planting street trees as part of our annual activities over and above the plantings we complete as part of our Arbor Day celebrations.

CSIP #12: Tree Recycling

N/A

- Establish programs to recycle trees
 - *Free Mulch from removed tree debris*
 - *Christmas Tree Recycling Program*
 - *Tree Removal Utilization Programs*

Description:

This is not in our current scope. If funding became available we could use some education on this and see how we could incorporate this into our current plan. However, we are supplied with free mulch from Middlesex County to be used around town and in our parks and an outside vendor picks up all the Christmas trees we gather from residents which they recycle.

CSIP #13: Sidewalk Maintenance Program

Section: 2 Page: 5

- Promotes the establishment of a sidewalk maintenance program that encourages alternatives to tree removal through curving and replacing sidewalks where appropriate

Description:

The DSTC exams each area carefully before planting a tree to ensure the proper species is selected for the site. For example, and area with a small skirt between the curb and sidewalk will not get an oak or tulip tree but one more suitable for the location. If additional funding became available and we could expand implementation of other protective but would need some guidance on how to develop it further. Replacing

damaged sidewalks would be extremely expensive but something we would like to consider adding to our plan.

CSIP #14: Storm Water Management

N/A

- Storm Water Management as it relates to Community Forestry.
 - *Leaf Pick Up Program*

Description:

This is not in our current scope. However, the Borough does pick up leaf bags and uses the street sweeper to gather remaining debris from the curbs twice a year in addition to regularly cleaning the catch basins, but this does not fall under the authority of the Shade Tree Commission.

CSIP #15: Other

N/A

- A Community Forestry practice that does not fit easily into one of the above practices but that can be justified as a valid community forestry practice

Description:

Nothing at this time.