

MEETING AGENDA

Location:	Borough Hall, Council Chambers
Date:	Dec 16, 2025
Time:	7:00 PM

AGENDA DETAILS

I. INTRODUCTIONS

- a. Approve Nov 18 Minutes

II. NEW BUSINESS

- a. Seminars/Webinars? - Michele
- b. 23 Tower Hill - Bill reported the lead branch fell. Per Boris, this tree has been on our list of trees to be trimmed since 2023.
- c. 60 E Sunset - Resident reported to DPU sidewalk lift causing trip hazard. Per Boris' inspection, the tree is healthy. Recommendation: Serpentine the sidewalk around the roots. Remedios responded to Tianna.
- d. Car Accident on Shrewsbury - No Injuries but 2 public trees were taken down. Question: will the tree be replaced.
- e. 5 William street - sidewalk lift. This is a revisit from earlier in the year. Per our inspection the sidewalk lift was minimal. Our recommendation was to smooth out the sidewalk with concrete. The resident wants to replace the entire sidewalk.
- f. 321 River Road - Dead tree. This is a county tree and has been on the removals list for a while.
- g. Tree on Maple, Brigid, Nancy and Boris separately noted that big private tree was taken down on Maple. Per Nancy: A tree removal permit was issued. Boro tree expert noted the tree was dying.

h. New Community Engagement Coordinator - Fatima Carranza

Fcarranza@redbanknj.org - Welcome Fatima

i. Other new business

III. OLD BUSINESS

a. CFMP - almost there. Boris, Michele, Remedios confirmed their sections are complete. Further updates were made to make sure it address all the items included in the provided sample CFMP

b. Letter to the Resident Michele and Bridgid delivered the Letter to the residents regarding unauthorized work on public trees and reported some trees that need to be watered. Michele suggested also providing care instructions to help save trees. Bill volunteered to help write the letter. Update Bill.
Debbie suggested that the letter be posted on the STC website.

c. White Street parking lot replanting - Remedios requested Terrence to send out an RFQ for planting two 4-4.5' caliper Southern Magnolia trees to 3 companies provided by Bill. Terrence requested the QPA to issue the PO. Maria is working with the companies. Maria shared the following questions from the companies.

1. What height are you looking for? Response: We normally just provide requirements for the tree caliper size. As long as the caliper size is met, the height doesn't matter
2. Can you provide dimensions of the planting area? Response: Bill, Michele and Debbie measured the dimensions. Michele sent the photos she took to Bill. Will will work with DPU on the requested information
3. Where in the parking lot should these trees be planted? Response: Bill will work with DPU to define.
4. Is there a need to remove any dead trees or debris? Response: If DPU can remove the existing plantings, they don't have to be included in the purchase.

ii. Bill, Michele and Debbie measured the planting areas. Bill provide the measurements and will work with Terrence on the above questions. UPDATE Bill, Terrence

d. Tree Canopy Expansion Program

1. Cathi Swett responded to our offer and sent a signed agreement. Boris will meet with her to identify the location for the tree and inform her of the species that will be planted. Cathi hasn't responded as to her availability. This will probably now be slated for spring planting.

2. Nancy drafted a letter to residents of Drummond Ave

a) Some updates were made to the draft

b) Remedios sent some recommendations for changes to the agreement to simplify the process . The idea is for residents to sign the agreement as part of the application process. The recommended changes are as follows:

i) Omit the language about the sketch of the planting location

ii) Update the agreement further by revising the first sentence of the second to the last paragraph as follows:

1) I agree to plant the tree(s) at the location(s) in my front yard indicated by the Borough of Red Bank Shade Tree Committee and follow their instructions when planting my shade tree(s).

This update addresses the survey issue and makes it clear that the tree is for the front yard and not any other place in the property.

c) Next Steps after we hear from the lawyer

i) Post the Agreement to the Website

ii) Finalize the letter

iii) Distribute the letter

3. Michele drafted the Tree Care Instructions. Thank you Michele. Boris and Remedios provided comments.

e. Tree Planting at Count Basie Field - request to plant one or two trees near the track to provide shade to the Daycare Centre playground. Per our past recommendation it is doable if the existing plantings in the area are removed. Ms Ford has reiterated her request. We still have to know if Parks and Rec is OK with trees planted close to the tracks.

Per Nancy: Parks & Rec is not in favor of planting a tree so close to the track.

Tree roots can spread underneath the track surface and cause damage over time. In the fall, leaves and debris would also increase the maintenance workload.

Remedios sent an email to Elizabeth Ford.

- f. 229 Mechanic st - Resident reported a sidewalk lift. Per Bill's recommendation Terrence added to the removals list
- g. 22 Fisher Place - request by resident to prune and elevate the trees. Referred to DPU. Update Terrence
- h. Linden Pl Road Program - Per Boris: "Jim Gant said the design is going to DOT soon. I asked him when we get a chance to comment on it. He said he'll talk to the engineer. He suggested creating an ad-hoc committee of STC and EC representatives to review these plans going forward. Instead of creating an ad-hoc committee of STC and EC representatives STC was included into the Complete & Green Streets Advisory Committee where the plans when available will be reviewed as noted in last month's meeting.
- i. Brigid shared the New York Times article about the "Great" New York City Trees at the last meeting - She suggested maybe we should create a list of "Great" Red Bank Trees, trees that are not only big but have a story. Brigid compiled a list of potential candidates and is still working to identify more qualified candidates.
- j. Marine Park Tree Protection - Boris noticed that big crates were sitting very close to one of the trees in Marine park and there were no fences around the tree for protection. Boris asked Jim "Doesn't the contract specify that the trees should be protected during the construction?"
 - i. Per Nancy: "Jim sent an email to the engineers. Construction equipment has been removed from the area where the tree is located and they will be more careful."
 - ii. Per Boris: "I just checked. There is no fencing around the trees. So stuff still gets piled up next to them."
 - iii. Next step - perhaps Jim can request the engineers to require the contractors to put protective fencing around the trees.
- k. Dead tree in the new Marine Park parking lot. Boris asked Jim if the tree would be replaced. Per Nancy, the tree will be replaced.
- l. Marine Park Update from Mike Reiser - two additional trees will be removed:

- i. The remaining 24" Littleleaf Linden- Per the CME Tree Expert "limbs have been previously pruned from the tree and the cuts did not close, leaving the tree vulnerable to infection and decay. In addition to trunk decay, numerous surface roots have been irreparably damaged with visible decay, due to lawn mowing equipment. The high risk of the tree failing with further potential root loss and the existing decay in its root system and trunk make this removal a necessity for public safety."
- ii. The 21" London Plane north of the bathroom building "that we have been monitoring throughout construction due to its close proximity to a proposed retaining wall. We were hopeful that this tree could remain but could not make a determination until the area next to the tree was excavated. We directed our contractor to inform us when that was scheduled so that we could be on-site for excavation, ensure that the excavation was done carefully, and review the existing root structure to make a decision. Unfortunately, the contractor excavated next to the tree this morning when I was not on-site and damaged the roots to the point where this tree is now a hazard (see attached report) Based on review of the roots that were cut, this tree would have needed to be removed regardless; however I had a long conversation with the contractor about this issue and am certain that they will not be excavating anywhere near another tree without me or our Tree Expert on-site.
- iii. The landscaping plan is being updated to include proposed replacement for the 2 trees. Mike will share the updated plan for comment when it is completed.
- m. 14 Maple Ave- Remedios reported mushrooms growing on the trunk and one long dead branch sticking out over the road. Bill contacted Steve Baker.
- n. Other open items from Nov minutes

IV. PLANNING AND ZONING BOARD APPLICATIONS

NONE

V. CONCLUSION

- a. Next meeting will be held on Jan 20, 2025