

Borough of Red Bank
Shade Tree Committee
November 18, 2025 Meeting Minutes

The meeting was called to order at 7:00 pm by Remedios Quiroz
Adequate notice of the meeting has been provided.

Members Present: Bill Brooks, Michele Brody, Boris Kofman, Brigid McCarthy, Remedios Quiroz
Absent: Debbie Marks, Carolyn Robertshaw
Ex-officio member:
Guests:

Topics Discussed (updates in *italics*)

1. *October 21 minutes - approved.*
2. *Training. None*
3. Tree Canopy Expansion Program.
 - a. We need to decide on the maximum budget per tree.
 - b. We need to come up with a list of suitable species.
 - c. Bill suggested considering deer protection going forward. Carolyn suggested windchimes.
 - d. Other nurseries to consider, besides Colonial.
 - i. Boris visited Previtera's, the owner was busy, promised to get back, but hasn't.
 - ii. The Chair of the Monmouth Beach STC told Boris that they've been using Conrad Smith Nursery in Tinton Falls to get the trees for homeowners (in their case, homeowners pay for them, but at a discount).
 - iii. Bill's suggestion - LP Statile in Colts Neck (wholesale); *Casola Farms.*
 - e. Offer to other property owners on Drummond St.
 - i. *Nancy and Michele drafted a letter.*
 - ii. *Need to put the request form and blank agreement online. Remedios will follow up.*
 - f. To improve survivability, Bill suggested considering hiring a contractor to plant these trees and plant larger trees. Carolyn and Debbie agree.
 - g. *A copy of the signed Agreements will be kept by the Planning & Zoning Dept, not the Building Dept. Remedios will send the one signed by Mr. Farley to Shawna.*
 - h. *Ms. Swett accepted our offer. Boris will meet with her next week to identify the planting location.*
 - i. *Remedios will ask Nancy to check with the Borough Attorney if the Agreement can omit the language about the sketch of the planting location, to simplify the process.*
4. White St Parking Lot. STC will pay for approximately four trees. STC will be under the amount for going out for bid. Planning on planting 4.5" caliper Magnolias (Southern, Star). Debbie suggested using a fence to keep the snow out. Maybe plant 2 trees this year and 2 next.
Maria shared the following questions from the contractors:
 - a. 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.
 - b. Can you provide dimensions of the planting area? Response: Bill, Michele and Debbie measured the dimensions. Bill sent drawings to DPU.
 - c. Where in the parking lot should these trees be planted? Response: **Bill** will work with DPU to define.
 - d. 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 contract.
5. Marine Park Rennovations.
 - a. *Boris noticed that construction equipment was sitting very close to the trees and there were no fences around the trees for protection. Boris asked Jim, "Doesn't the contract specify that the trees should be protected during the construction?" No response so far. Remedios will ask Nancy to follow up.*
 - b. *A Linden that was originally planned to be removed is still there. Bill spoke with an engineer and it will be removed. A London Planetree near the road may have its roots cut. If it needs*

- to be removed, a replacement should be planted.*
6. **CFMP.** Boris, Debbie, Michele, and Remedios are working on it.
 7. Letters to residents.
 - a. Michele suggested providing care instructions to help save trees. Michele volunteered to help write the letter. Debbie suggested that the letter be posted on the STC website.
 - b. Brigid requested a new policy to mail letters from the STC to residents from Borough Hall rather than deliver by hand. Firstly, the letters have to be left in precarious places that allow them to be lost or ignored. Secondly, a mailed letter would convey legitimacy and the importance of the committee and would be well worth the cost. This would apply to future communications.
 - c. Should the letter explain tree care?
 - d. How to get it to all residents and also using bulk mailing. Debbie said she would send Remedios a list of rentals and landlords. Remedios said this letter should go out soon.
 8. Great Trees of Red Bank. Brigid suggested maybe we should create a list of trees that are not only big but have a story. *Brigid shared over a dozen potential candidates.*
 9. Tiny Forest.
 - a. Former Exxon lot by the bridge. Per Nancy: the property is being temporarily used for Colony House parking; perhaps the owner of the property may have an interest in case the borough is unable to buy the property outright.
Remedios' question: Do we have access to the owner of the property?
 - b. If we can plant, we can apply for the [Natural Climate Solutions Grant](#) being offered by the NJ DEP. Keren Orr of Environmental Consulting, NYC, offered to help us apply for the grant.
 10. Empty Tree Pits. *Jim shared with STC a list of empty tree pits and asked for recommendations. Boris commented:*
 - a. *Broad St, north of Harding - needs to be coordinated with River Center.*
 - b. *Broad St, south of Harding and Shrewsbury Ave - County Road*
 - c. *Monmouth St - we would like to have trees planted by the Borough*
Remedios will follow up with Jim.
 11. Amendment to Ordinance 2024-35 adding a member of STC to the Complete and Green Streets Advisory Committee. *Boris was appointed by the mayor.*

Maintenance/planting requests

1. 114 Maple Ave - Remedios reported mushrooms are growing on the trunk and one long dead branch sticking out over the road. *Bill contacted Steve Becker.*
2. 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. Nancy expressed concerns over the impact on the users of the track.
Some questions to consider if we are going to plant there.
 - a. Who will clear the existing plantings?
 - b. What species should be planted there?
 - c. When will the tree(s) be planted?
 - d. Who will take care of the tree(s)?
 - e. Boris' concerns: I hope they realize the implications - leaves in the fall, possible lifting of the surface, bird poop. We don't want them coming back in 5 years and asking to have the trees removed.
3. Dead tree in the new Marine Park Parking lot - The tree was removed. Boris asked Jim if the tree would be replaced. No response so far. Nancy will follow up.
4. Trees by Globe Court Garage - One of the Lindens on the W. Front St side has been removed. The other three do not look good. Debbie will reach out to the hospital.
5. *86 Catherine - the top of the Redbud tree broke off. The tree needs to be removed. Referred to DPU*
6. *229 Mechanic St - Resident reported a sidewalk lift. Per Bill's inspection:*
 - a. Sidewalk lift 2 1/2"-3 1/2" lift over 8' from east to West
 - b. Tree species Littleleaf Linden (*tilia cordata* var. *green spire*) 16" DBH 30'-32' tall

- c. *Tree Condition:*
 - i. *Crown: good, minor deadwood, cross branches*
 - ii. *Root system: poor multiple girdling roots some approaching 3"+*
 - iii. *Trunk: good*
 - iv. *Branch structure poor - fair main leader points of bifurcation exhibit codominant leader characteristics with significant bark inclusion. These are potential failure points.*
 - v. *Root stability poor/fair. Compromised rectilinear root system due to substandard planting strip width*
- d. *Recommendation: removal*

Planning/Zoning Board Applications

None.

Public Comments

No Updates

1. 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." Nancy will follow up.
2. 33 Elm Pl. Bill reports that the Pin Oak has rot. Bill will follow up.
3. County trees. Bill is working with the County Div. of Shade Tree on getting hazardous trees removed. DPU will try to remove the ones they can. The County is ok with that. We'll let the county know when we remove one of their trees.
4. Broad St. Project. Long term plan – enlarge the tree pits and put in better soil; root pruning and planting smaller trees. Debbie contacted River Center about the replanting. River Center can't do it until fall.
5. Website. More updates are needed. Remedios will follow up.
 - a. Procedure for requesting permission to plant their own tree in the Right of Way (FAQ #3). The request form is just a PDF. How is it going to get submitted? And the links for selecting a species and uploading a picture are not active.
 - b. Add link to the new tree ordinance.
 - c. Remove outdated info.
 - d. Membership table
 - e. Add the 2024 Accomplishments Report

Next meeting: Tuesday, December 16 at 7:00 PM.

Adjournment: The meeting was adjourned at 7:53 PM.

Respectfully submitted,

Boris Kofman, Secretary