

**2013 – 2017  
COMMUNITY FORESTRY MANAGEMENT PLAN**

**Borough of Glen Rock  
Bergen County  
New Jersey**

**Mayor & Council**

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Carmine Nogara, Liaison to Shade Tree Committee  
Michael O'Hagan  
Mary Jane Surrago  
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**Borough Administrator**

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1. **MUNICIPAL/COUNTY INFORMATION FORM**

Municipality Borough of Glen Rock  
County Bergen County  
Address 473 Doremus Avenue  
Glen Rock, NJ 07452-1208

Contact Name and Title Robert Tirserio, Director of Public Works  
Phone Number 201-670-3978  
Fax # and E-mail 201-670-3996 publicworks@glenrocknj.net  
Organization Name Borough of Glen Rock Department of Public Works

Mayor's Signature \_\_\_\_\_  
I certify that this Community Forestry Management Plan was developed specifically and exclusively for our municipality.

Date of Management Plan Submission December 2012

Time Period Covered In Management Plan 2013-2017

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

**Official Use Only Certification**

The above named municipality/county has made formal application to the New Jersey Forest Service. I am pleased to advise you that after our review, the NJ Forest 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 Approval Date \_\_\_\_\_

## SCOPE

The Borough of Glen Rock applied for and received a Green Communities Grant to finance the development of this third five-year plan. The Borough of Glen Rock Community Forestry Plan is being developed by the Glen Rock Shade Tree Advisory Committee in cooperation with the Glen Rock Department of Public Works. It is designed to build upon the successes over the five-years since the first plan was developed. The Shade Tree Advisory Committee has been extremely active and has met or exceeded many of the goals laid out in the second Community Forestry Plan.

The community forest resource is an important resource that contributes to the quality of life for the residents of the Borough of Glen Rock. This community forest resource works to improve air and water quality, reduce energy costs, increase property values, increase economic stability, improve citizen health and beautify the borough.

The following outlines the programs, policies and procedures by which shade tree resources within the Borough of Glen Rock will be managed during the period of January 2013 through December 2017. The objectives in this third five-year plan address street trees, park trees, and trees on other public grounds.

### **Mission Statement:**

*The overall goal of the Glen Rock Shade Tree Program is improve the quality of life throughout the Borough of Glen Rock by maximizing the environmental, social and economic benefits of trees to the community while minimizing the associated costs and liabilities.*

### **Overall Program Goals:**

The New Jersey Community Forestry Council has identified twelve Community Stewardship Incentive Program (CSIP) practices that together comprise a complete and comprehensive community forestry program that continues to build on the successes of the last five-years.

Within each of the plan elements that follow, existing Borough programs, policies and procedures are described, intermediate end element-specific goals are established, and five-year CSIP-based objectives are set.

Systematic fulfillment of the CSIP-specific goals and objectives will gradually move the Borough's Shade Tree Program toward its overall program goals, which have been established as follows:

1. Develop and perpetuate a beneficial shade tree resource.
2. Reverse the tree deficit.
3. Maximize the benefits of trees to the community.
4. Maximize long-term stability and sustainability in the shade tree resource.
5. Optimize the balance between tree health, maintenance costs and budgetary constraints.
6. Minimize the risks of trees to public safety.
7. Minimize conflicts and integrate trees in the Borough infrastructure.
8. Effectively use the community forest to address storm water issues.

9. Improve and maintain public interest, appreciation and support for public shade tree programs and encourage volunteer participation.
10. Encourage the planting and proper care of trees on private property.
11. Meet all eligibility requirements of the NJ Shade Tree & Community Forestry Assistance Act.

### **Hazards and Liability:**

As is the case with all municipal assets, trees require maintenance and it is inevitable that potentially hazardous conditions will emerge. Nevertheless, a complete, comprehensive and proactive shade tree program will strive to prevent, anticipate and correct such problems that maximize the benefits of trees to the community while minimizing the threat to public safety and exposure to liability. All elements of the Community Forestry Management Plan are designed to optimize the balance between tree benefits and risks.

The Borough of Glen Rock acknowledges that not all hazardous conditions can be or will be predicted. It must work within a limited budget and may not be able to meet every need immediately. The intent of the Plan is to direct available resources toward the greatest needs and systematically develop and maintain a healthy shade tree resource with a commensurate reduction in any threats to public safety.

Public safety will be a primary consideration in the development and implementation of all shade tree plans and programs. This plan provides a means of identifying and abating existing tree hazards on a prioritized basis. Further, it provides a means of reducing the potential for future hazards and liability through responsible planting and preventive maintenance.

## **Community Overview**

### **The Borough of Glen Rock**

The birth and growth of Glen Rock followed a pattern that is typical of most Bergen County communities – early agrarian settlement and gradual emergence of a town center and infrastructure, followed by rapid post-war residential development.

Today's Glen Rock is a 2.8 square mile, fully-developed suburban borough in northwest Bergen County. Glen Rock is situated 22 miles west of New York City and 61 miles northeast of Trenton. It is bounded by the Village of Ridgewood to the north and east, the Borough of Fair Lawn to the south, and the Passaic County Borough of Hawthorne to the west.

Glen Rock contains 45.76 miles of municipal and county roadways and is intersected by two high volume commuter rail lines, which provide easy access to New York City and other regional centers.

According to the Borough Tax Office data, 11,800 residents live among a pleasant mixture of attractive single-family homes, town houses, a busy central business district comprised of a wide variety of small retail businesses, and light industry. There are 3,843 homes, 101 commercial and eight industrial properties in Glen Rock.

Glen Rock is best characterized by its neighborhoods of attractive homes on small and medium sized lots along tree-lined curvilinear streets. Most streets have a well-established tree canopy and residents are proud of the attractive, tree lined neighborhoods.

### **Glen Rock's Shade Tree Program**

Glen Rock has reaped the benefits of having had a well-structured and effective shade tree program in place for decades. Streets are heavily treed and the positive effects of ongoing planting and proactive maintenance programs are obvious throughout the Borough.

Based on an inventory completed recently by volunteers and a review of Department of Public Works records, it has been determined that Glen Rock's current street and park tree populations:

1. Contain approximately 14,000 – 16,000 trees.
2. Are comprised primarily of Norway maples and London planes and, to a lesser extent, red maple, pin oak, sweetgum, Bradford pear, honeylocust, Greenspire linden, Zelkova, Regent scholartree and ash.
3. Are comprised primarily of trees fifty to eighty years old.
4. Contain a disproportionately large number of Norway maples that are in poor condition and demand the most maintenance. Most London planes and pin oaks are in good condition.
5. Many of the Bradford Pears are beginning to lose limbs and become risks. These trees are being removed if limb loss is found.

Despite all of the positives, many of the trees are aging and inevitably will require replacement. The over-planting and widespread deterioration of Norway maples is also taking its toll. With age and deterioration, come increased needs for hazard identification and abatement. As a result, segments of the public tree population are demanding a higher level of attention than before and removal and replacement needs are increasing.

The Borough of Glen Rock will look to reverse the tree deficit during this period. A tree deficit means that the Borough has been removing more trees than it is replanting. Should this trend continue, there will be a loss of ecological services provided by this valuable resource. In 2009, the Borough planted more trees than were removed.

The Borough has the basic programs in place for effectively coping with these demands. Tasks for the immediate future will focus on expanding, improving and supplementing these programs so that the current problems may be addressed more effectively and cost-efficiently. Further, efforts to improve diversity and stability in the public tree population will help reduce such cycles of increased demand in the future.

### **Goal Achievement**

The Borough of Glen Rock's successful tree program has continued to make forward progress particularly in accomplishing the goals from the previously approved five-year plan. The majority of the goals from the second plan were attained and remain important corner stone's of the Community

Forestry Program. The only goal that was not reached was the implementation of a complete forest inventory.

There were several reasons why this goal was not accomplished. The first was the lack of funding. The absence of funding played a major role in a forest inventory not being completed. Staff time is limited due to extensive responsibilities within the tree program.

In 2011, a Business Stimulus Grant was obtained and phase 1 of a street tree inventory was completed. Tree inventory software was obtained. Data must be reevaluated and updated because of the 2011 October ice storm and 2012 Hurricane Sandy.

In the next five-year period, grant funding must be investigated to continue with the updating of the forest inventory. The Borough of Glen Rock has extensive knowledge of the tree resource within their community including extensive data on this resource.

### **Relation to the Borough's Master Plan**

Implementation of this Community Forestry Management Plan will directly or indirectly help satisfy several goals and objectives of the Borough's Master Plan and subsequent reexaminations.

Master Plan objectives, to which this Community Forestry Management Plan relates to are found on Page III-1, include:

1. **To retain the attractive, predominantly single family character....To maintain and enhance existing areas of stability in the community.... To promote the continued maintenance and rehabilitation of the Borough's housing stock.** Glen Rock is characterized by attractive, well-maintained homes on small to medium sized lots along quiet streets lined with traditional street side tree plantings. The maintenance and perpetuation of this tree resource is critical to maintaining the Borough's "curbside" appeal.
2. **To strike a reasonable balance between conservation and development in maintaining environmental quality.** Glen Rock is near fully developed and the pattern of development provides little opportunity for adding significant new open space and greenery. Therefore, it is crucial that existing tree cover be maintained and perpetuated along streets and, where appropriate, on public and private lands.
3. **To maximize health and safety concerns.** The reduction of tree-related hazards to life and property is a primary objective that is addressed by all elements of this Community Forestry Management Plan.
4. **To improve and maintain the aesthetic quality of the Borough's non-residential areas...To encourage and provide buffer zones to separate incompatible land uses...To preserve and enhance the Borough's non-residential areas....To strengthen the central business area and its commercial activity.** As is often the case, some commercial and residential areas in the Borough are stark in contrast with residential neighborhoods. Establishment or enhancement of tree cover both in the right-of-ways and on private property within these areas, and buffers and

screens between zones, will help improve aesthetic qualities of these areas and help unify portions of the Borough.

5. **To provide a plan for effective investment of tax dollars in community improvements.** This Community Forestry Management Plan provides plans for the cost-efficient planting, maintenance and perpetuation of shade assets, which benefits the Borough in many ways. Further, because the benefits they provide will increase as they grow, trees are one of the few municipal investments capable of appreciation in value over time.

The Borough currently lacks a separate open space plan; open space issues are addressed in the Master Plans. Trees within these areas will be managed in accordance with this Plan and in a manner that is compatible with the objectives and intended use of each area. Each of these areas should be surveyed for the presence of hazard trees.

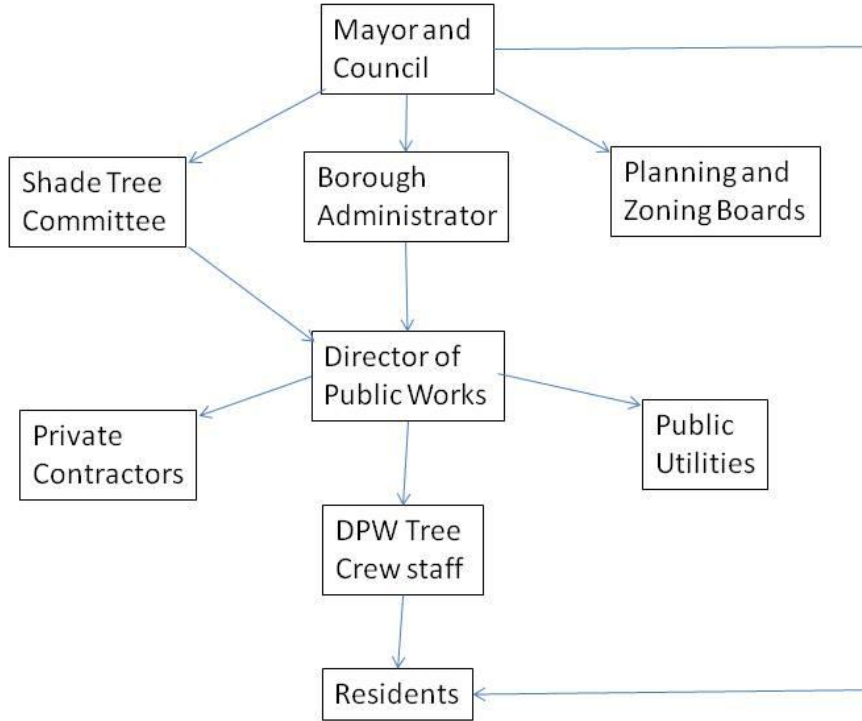
The Master Plan also recommends the creation of a Water Resource Conservation land use category. A healthy and functioning forest is the best land use for resource protection.



# PROGRAM ADMINISTRATION

## SHADE TREE PROGRAM STRUCTURE AND RESPONSIBILITIES

The Director of Public Works is primarily responsible for the management of public trees in the Borough of Glen Rock. However, the Director of Public Works operates with advisement from the Shade Tree Advisory Committee and in cooperation with various other bodies as follows.



### 1. Mayor and Council

- a) The Mayor is responsible for appointing members of the Shade Tree Advisory Committee.
- b) The Mayor and Council have ultimate authority over the policies, procedures and programs of the Shade Tree Program and are responsible for approving its budget.
- c) A Borough Council Representative serves as a liaison to the Mayor and Council and the Department of Public Works.

## **2. Borough Administrator**

- a) Under the direction of the Mayor and Council, the Borough Administrator supervises the daily operations of the Borough's various departments and serves as its Chief Administrative Officer.
- b) In addition, the Borough Administrator is responsible for:
  - Administering personnel regulations
  - Developing the budget with the Chief Financial Officer
  - Functioning as the purchasing agent.
  - Handling citizen inquiries.
  - Performing various other administrative duties and completing special projects in connection with the Mayor and Council.

## **3. Shade Tree Advisory Committee**

- a) The Shade Tree Advisory Committee is a group of five residential volunteers who are appointed by the Mayor.
- b) Currently, the Director of Public Works sits on the Shade Tree Advisory Committee.
- c) The Shade Tree Advisory Committee is not an empowered Committee per state Statute 40:641-14.
- d) The Shade Tree Advisory Committee is responsible for:
  - Advising the Borough Council and the Director of Public Works as to the future plans for the planting, pruning, removal, and care of trees and shrubs in Borough rights-of-way and on public lands.
  - Assisting in the development and implementation of solutions for problems and issues relating to public trees.
  - Reviewing plans before the Planning and Zoning Boards and making recommendations for planting and species selections.

## **4. Planning and Zoning Boards**

- a) The Planning and Zoning Boards are responsible for implementing and enforcing various elements of the Borough Code and Master Plan that relate to the planting and preservation of public and private trees, landscaping and buffers.

## **5. Other Borough Departments and Boards**

- a) Other Departments and Boards participate in the Shade Tree Program to the extent that they implement Borough policies, procedures and ordinances that are directly or indirectly related to shade trees. For example:
  - The Code Enforcement Officer within the Building Department is responsible for ensuring that property owners respect the rights of others and that they maintain their property in accordance with minimum standards, Borough ordinances and community standards.

- Various other Departments and Boards notify the Department of Public Works and the Shade Tree Advisory Committee of plans and projects as they relate to shade trees and seek their input.
- All Departments notify the Department of Public Works of tree-related hazards for emergency response (e.g. Police Department notifies Director of downed trees for emergency service, etc.)

## **6. Property Owners**

- a) Private property owners are indirectly involved in the Shade Tree Programs to the extent that they:
  - Notify the Borough of tree service requests (see procedures below).
  - Are asked to be stewards of new public tree plantings adjacent to their properties.
  - Are encouraged to plant and properly maintain trees and landscaping on private property.

## **7. Community Volunteers**

- a) Community Volunteers occasionally assist in completing certain projects and tasks relating to the Shade Tree Program, including planting and education and outreach programs.

## **8. Director of Public Works**

- a) The Director of Public Works manages the daily operations of the Shade Tree Program with the advice and advisement of the Shade Tree Advisory Committee.
- b) Specifically, the Director is responsible for:
  - Planting, maintaining and removing public trees.
  - Enforcing elements of the Borough Code that regulate and control the planting and protection of public trees.
  - Serving notice to property owners for the pruning or removal of trees that are deemed necessary to reduce risks posed by dangers to public health or to public property.
  - Inspecting trees and determining maintenance requirements.
  - Managing the Department of Public Works Tree Crew, which completes various maintenance tasks.
  - Coordinating and supervising outside contractors hired to complete tree maintenance and other tasks.

## **9. Department of Public Works Tree Crew**

- a) The Department of Public Works Tree Crew is responsible for:
  - Completing tree maintenance and related tasks under the direction and supervision of the Director of Public Works.
  - Providing emergency response services, when appropriate.

- Following all current and accepted arboricultural standards and practices and abiding by all current safety standards relating to tree care operations.
- Reporting any tree-related hazards or other problems immediately to the Director of Public Works.

## **10. Tree Maintenance Contractors**

- a) Private tree maintenance contractors are routinely hired to complete public tree planting, and occasionally hired to assist with removal and maintenance work and provide emergency service.
- b) Contractors are, within the terms of their agreement, responsible for:
  - Completing all work to the specifications of and under the supervision of the Director of Public Works in an efficient and safe manner.
  - Following all current and accepted arboricultural standards and practices and abiding by all current and applicable safety standards relating to tree care operations.
  - Reporting any tree-related hazards or other problems immediately to the Borough.

## **11. Public Utilities**

- a) The role of public utilities in the Shade Tree Program is primarily to minimize conflicts between trees and their facilities.
- b) While working on or around Borough trees, public utilities report to the Director of Public Works and are responsible for:
  - Abiding by all applicable ordinances.
  - Keeping the Borough informed as to their work plans and schedules.
  - Exercising reasonable diligence in the installation and maintenance of its facilities to avoid damage to public and private trees.
  - Not removing any tree without prior approval of the Borough or its owner.
  - Following all current and accepted arboricultural standards and practices.
  - Assisting the Department of Public Works Tree Crew or Borough contractors in completing tree removal and maintenance work around their facilities, where necessary.

## **SHADE TREE ORDINANCES**

Glen Rock's Shade Tree Program is governed by and with the authority of:

1. Chapter 208 of the Code of the Borough of Glen Rock entitled Trees and Shrubs.
2. Various other elements of the Code of the Borough of Glen Rock that directly and indirectly relate to trees, landscaping, and buffers including:
  - a) Chapter 188, Streets and Sidewalks

- b) Chapter 192, Subdivision of Land

### **SHADE TREE POLICIES**

Glen Rock's Shade Tree Program does not currently have formal, written policies beyond what is dictated by the applicable ordinances. However, the Program does operate in accordance with several unwritten policies, as indicated in the following sections.

During the last planning period a Shade Tree Trust Fund was established to accept donations for planting trees on public property.

### **TREE SERVICE REQUEST PROCEDURES**

Requests for the pruning, removal or other treatment of public trees are primarily received from adjacent property owners and occasionally from Borough Departments and others. All service requests are addressed in the following manner:

1. All service requests are received by and forwarded to the Director of Public Works.
2. For pruning requests:
  - a) A DPW work order request is generated.
  - b) The appropriate work is completed by the DPW Tree Crew on a priority basis.
3. For tree removal requests:
  - a) The tree is inspected by the Director of Public Works to determine the validity of the request.
  - b) Cases in which the justification for the removal is in question are referred to the Shade Tree Advisory Committee for its advice and consent.
  - c) If removal is justified, a DPW work order for removal is generated.
  - d) If removal is not justified, the requester is notified and, if necessary, a DPW work order for other corrective work is generated.
  - e) The appropriate work is completed by the DPW Tree Crew on a priority basis.
4. Emergency service requests are responded to immediately by the DPW Tree Crew or an outside contractor, as appropriate. All others are completed in order of priority and/or as time permits.
5. Records of completed work are maintained via standard work order records and monthly reports submitted by the Tree Foreman.

## 2013-2017 Administration Objectives

### 1. Ongoing Administrative Programs

#### 1. 2013-2017

- Continue implementing the administrative programs, policies and procedures already in effect. This system has worked effectively and efficiently overtime.

## ANNUAL BUDGET AND RESOURCES

### OVERVIEW

The following is a summary of the resources available to Glen Rock's Shade Tree Program, on average, in each of the past three years.

Completion of some of objectives contained in the Plan will require resources that the Borough may not be able to internally meet. The Borough's ability to satisfy these objectives may fully depend on obtaining additional funding through external sources and grant programs.

### EMPLOYEE SALARY AND WAGES

Borough Administrator  
Director of Public Works  
DPW Personnel  
Clerical Assistance

**Subtotal** \$132,600.00

(total prorated by % of time dedicated to the Shade Tree Program)

### OPERATIONS

Contracted Services  
Training  
Materials and Supplies  
Consulting  
Other Miscellaneous Expenses

**Subtotal** \$10,000.00

**BOROUGH EQUIPMENT**

55' Aerial Lift with Chip Box  
Chip Truck  
Two Chippers  
Stump Grinder  
Log Splitter  
Various Chain Saws  
Various Small Tools

**Subtotal** \$90,000.00  
(estimated annual value based on 5-10 year service life, maintenance repairs, etc.)

**TREE PLANTING**

Contracted Tree Planting

**Subtotal** \$25,000.00

**WASTE RECYCLING**

Leaf and Wood Disposal  
Borough facilities and equipment for storing  
Processing and distributing recycled tree waste

**Subtotal** \$122,000.00

**VOLUNTEER SERVICES**

Shade Tree Advisory Committee members  
Other Volunteers

**Subtotal** \$21,790.00  
(1,000 hours per year @ \$21.79)

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## **TOTALS**

<b>Borough Resources</b>	<b>\$379,600.00</b>
<b>Value of Volunteer Contributions</b>	<b>\$21,790.00</b>

### **2013-1017 Budget Objectives**

#### **1. Ongoing Budget**

##### 1. 2013-2017

- The budget for the Shade Tree Program should be maintained at current levels with slight yearly increases when feasible.
- Volunteer hours will continue to be tracked closely as their number and hours will increase over time with the implementation of this plan.
- Budget for maintenance should be restored to 2005 levels.

## **TRAINING AND PROFESSIONAL DEVELOPMENT**

### **TRAINING AND PROFESSIONAL DEVELOPMENT GOALS**

The Borough of Glen Rock recognizes that a continuous, comprehensive training program is necessary for individuals at all levels of the Shade Tree Program to ensure effective shade tree management over the long term. Specifically, ongoing training and professional development will:

1. Ensure that individuals within the Shade Tree Program have sufficient knowledge to make effective management decisions.
2. Ensure that all tree planting and maintenance activities are planned and completed in accordance with the latest scientific knowledge and current industry standards.
3. Ensure that tree inspections and evaluations follow accepted standard procedures and that the results are objective, and technically correct and consistent.
4. Ensure continuity in the overall level of knowledge and expertise within the Shade Tree Program as individuals leave the Program and new ones join.
5. Satisfy the requirements of the New Jersey Shade Tree and Community Forestry Assistance Act Training Skills and Accreditation Program.

## **EXISTING PROGRAMS, POLICES AND PROCEDURES**

### **1. Training Provision:**

- a) The Borough periodically provides training and professional development opportunities relating to arboriculture and urban forestry for individuals within the Shade Tree Program.
- b) Employees of the Department of Public Works (DPW) are provided with ongoing safety and related training.
- c) The DPW provides “cross-training” by rotating its employees between various crews so that they can master a variety of skills. As a result, all of the DPW employees are interchangeable and can lend a capable hand to the Tree Crew when extra assistance is needed.
- d) The cost of existing training programs is covered by the operating budget of the Shade Tree Advisory Committee or the DPW, as appropriate. However, the objectives listed below will require a significant increase over current training budgets. The Borough’s ability to meet these objectives may fully depend upon the availability of external sources of funding.

### **2. Licenses, Certifications and Recent Training:**

- a) Members of the Shade Tree Advisory Committee and Borough employees do not currently hold licenses or certifications directly related to arboriculture and urban forestry, and are not required to.
- b) The current Director of Public Works and the Tree Crew Forman are knowledgeable and capable in all aspects of shade tree management, tree evaluation, and tree maintenance techniques.
- c) Three employees have been trained in tree hazard identification.

### **3. New Jersey Community Forestry’s Training Skills and Accreditation Program:**

- a) At the time this plan was prepared, five Borough employees and two volunteers have satisfied the CORE Training requirements of the New Jersey Shade Tree and Community Forestry Assistance Act Training Skills and Accreditation Program.

## **CURRENT TRAINING NEEDS**

The Borough has identified the following areas in which training is currently needed or desired:

1. Ongoing, advanced level tree hazard identification and assessment for DPW employees.
2. General urban forestry training (legal issues, community forestry planning, etc.)
3. Qualified Line Clearance Tree Trimmer training for the Tree Crew Foreman and crew members.
4. Planning site analysis and species selection for Shade Tree Advisory Committee members and the Director of Public Works.
5. New Jersey Shade Tree and Community Forestry Assistance Act CORE Training for at least one additional volunteer and at least one additional Borough employee.

## 2013- 2017 OBJECTIVES

### 1. Ongoing Training Programs

a) 2013-2017

- Continue implementing all existing training and professional development programs, policies and procedures based on need in order to maintain accreditation.
- Strive to maximize the number of individuals both employees and volunteers who increase their level of expertise.

### 2. N.J. Community Forestry's Training Skills and Accreditation Program

January – March, Annually

- Review training needs and upcoming training opportunities. Ensure that the Borough will accumulate the necessary continuing education credits required by the N.J. Shade Tree and Community Forestry Assistance Act Training Skills and Accreditation Program by the end of each year.

January 2013- December 2014

- Obtain CORE Training for at least one additional Program volunteer.

January 2013- December 2014

- Obtain CORE Training for at least one additional Borough employee.

### General Urban Forestry Management Training

January 2013- December 2014

- Training at least one member of the Shade Tree Advisory Committee and/or at least one member of the Borough Council or Administration in urban forest management and planning via a general program such as the Urban Forestry Short-Course offered by the Cook College Office of Continuing and Professional Education based upon budget availability.

### Tree Hazard Evaluation Training

January 2013- December 2015

- Train the Director of Public Works or other key employee to further advance his or her ability to recognize and evaluate tree hazards using the latest information and techniques. This will be accomplished via attendance at a professional course or seminar in which at least one full day is dedicated to tree hazards and is taught by a recognized expert.

## **Qualified Line Clearance Tree Trimmer Training**

January 2013- December 2016

- Obtain Qualified Line Clearance Tree Trimmer Training for the Tree Crew Forman.

## **Planting Site Analysis and Species Selection Training**

January 2013- December 2017

- Train at least one Shade Tree Advisory Committee member and the Director of Public Works in pre-planting site analysis and species selection. Critical issues to be covered include developing and maintaining species diversity, evaluating soil structure and drainage, recognizing root zone and above ground restrictions and conflicts, matching individual species requirements and growth characteristics to existing site conditions, etc. Timing will be dictated by availability of suitable programs.

## **CONTRACTORS AND PUBLIC UTILITIES**

Contractors working for the Borough and utility contractors working in or around Borough trees must have sufficient training and knowledge to ensure that all treatments are completed to applicable American National Standards Institute (ANSI) and Occupational Health and Safety Administration (OSHA) standards and practices and performed in a safe manner. They must also possess all appropriate certifications.

Evidence of training and appropriate certifications must be provided to the Director of Public Works prior to commencing work.

## **PUBLIC EDUCATION, AWARENESS AND OUTREACH**

### **PUBLIC EDUCATION, AWARENESS AND OUTREACH GOALS**

The Shade Tree currently enjoys strong Borough and citizen support. However, it recognizes that ongoing public education, awareness and outreach programs are necessary to ensure continued success over the long term. Specifically, such programs will:

1. Maintain and further increase the interest and active support for Glen Rock's Shade Tree Program.
2. Encourage public assistance in implementing various programs, protecting public trees, and beautifying the Borough.
3. Encourage the planting, protection and care of trees on private property for the benefit of the entire community.
4. Educate all citizens in the importance of environmental stewardship.

## EXISTING PROGRAMS, POLICIES AND PROCEDURES

### 1. Arbor Day

a) Formal Arbor Day celebrations are conducted annually by the Borough.

b) Programs are run in cooperation with the Friends of the Arboretum and Borough schools. Such programs shall include a formal proclamation and ceremonial tree plantings.

### 2. Tree City USA and Other Awards

a) Glen Rock has received the Tree City USA award through the National Arbor Day Foundation every year since 1990.

### 3. Media Glen Rock Tree Replacement Program

a) The Borough's internet web site ([www.glenrocknj.net](http://www.glenrocknj.net)) is routinely used to post announcements relating to the Shade Tree Program, such as the *Glen Rock Tree Replacement Program*.

b) The *Glen Rock Tree Replacement Program* is also announced via the Borough Newsletter.

### 4. Property Owner Relations

a) The Borough uses form letters to simplify communications with property owners, such as a letter providing instructions for the maintenance and protection of newly planted street trees.

### 5. Glen Rock Tree Trust

a) Formed in 2010 to outreach for donations from the public to plant trees.

## 2013- 2017 OBJECTIVES

### 1. Ongoing Public Education, Awareness and Outreach Programs

#### a) 2013-2017

- Continue implementing all existing programs, policies and procedures in a manner that improves and maintains the Shade Tree Program's visibility and maximizes the number of people and groups that are reached.
- Continually review all existing public relations programs and materials and update them, as necessary. Education materials and programs will be handled through the Shade Tree Committee, the Glen Rock Tree Trust and Arboretum.

# **TREE INVENTORY AND ASSESSMENT**

## **INVENTORY AND ASSESSMENT GOALS**

Phase 1 of a New Street Tree Inventory and Evaluation were completed in 2011. The Borough is currently in the process of analyzing and formatting the data so that it can be used as an effective shade tree management tool. The goals of the tree inventory are to:

1. Provide accurate baseline information on which sound shade tree management plans and decisions can be made.
2. Monitor and evaluate the impact of management activities on the tree population and progress towards the overall goals of the Shade Tree Program.
3. Improve or establish proactive maintenance programs (e.g. systematic tree pruning, implementing young tree developmental pruning to reduce utility conflicts and structural failures in the future, etc.)
4. Improve the efficiency of daily tree management activities by using the data to identify, prioritize and schedule planting, maintenance and hazard abatement needs.

## **EXISTING PROGRAMS, POLICIES AND PROCEDURES**

### **1. Tree Inventory**

a) Community volunteers conducted a complete inventory of the Borough's street trees in 1995-1996. This data is currently stored in a computer spreadsheet format. The data is not currently in a form that can be readily queried to produce summaries and identify trends in the tree population and is not currently used in daily management activities.

b) A partial new street tree inventory was implemented in 2001.

### **2. Current Tree Assessment**

a) Through the inventory and a review of the DPW's records, the following has been determined about Glen Rock's existing tree population.

- It contains approximately 14,000-16,000 trees including street and park trees.
- It is comprised of Norway maples and London planes and to a lesser extent, red maple, pin oak, sweet gum, Bradford pear, honeylocust, Greenspire linden, Zelkova, Regent scholartree and ash.
- It is comprised primarily of trees fifty to eighty years old.
- A large number of Norway maples are in poor condition and demand the most maintenance, while Bradford Pears are becoming a problem as well. London planes and pin oaks are generally in good condition.

- The Borough is moving away from planting new Pin Oaks and is going to explore new species for planting in the parkways.

## 2013- 2017 OBJECTIVES

### 1. Shade Tree Inventory

#### a) January – December 2013

- Identify needs and desires for utilizing the existing street tree inventory to improve the efficiency and effectiveness of the Shade Tree Program.

Appropriate uses may include:

- Periodically producing data summaries from which short and long term management decisions can be made and their impact can be evaluated.
- Aiding Borough employees responsible for receiving calls for service request and answering property owner inquiries regarding the trees adjacent to their property and the status of work scheduled.
- Storing, prioritizing and scheduling tree service requests
- Scheduling systematic maintenance and inspection programs (e.g. annual rotation pruning and hazard inspections).
- Producing daily work order for the DPE Tree Crew.
- Producing work lists for tree planting and pruning bids.
- Maintaining records for maintenance treatments and inspections.

#### b) November – December 2013

- Software has been obtained that is designed for municipal tree inventories.
- Integrate the tree inventory with a service request and work order system so that information needed for the service request and work order system can be pulled from the tree inventory and the tree inventory can be continually and automatically updated from the service request and work order system.
- Produce a variety of data summaries at any time in the future so that effective management decisions can be based on current and accurate information and so that progress toward the Overall Program Goals can be routinely monitored and evaluated.
- Track, analyze and report on miscellaneous items such as sidewalk damage, the success of sidewalk damage prevention techniques, the difference in long-term maintenance needs and costs between various species and cultivars, etc.
- Satisfy any other needs identified in #1a above and improve the overall efficiency and effectiveness of the Shade Tree Program.

Identify who will maintain the inventory and enter the reconciled service requests and work orders.

c) January – March 2014

- Purchase, install and set up the selected computer system and software, if appropriate, and train the appropriate people to use it.

d) April – December 2014

- Complete necessary data conversions, transfer and/or manual data entry from the existing spreadsheet into the new system.
- Divide the data into “work zones” and make any other changes necessary to aid in implementing systematic maintenance and inspection programs.

e) January – March 2015

- Use the computerized inventory in daily management activities.

## 2. Street Tree Inventory Report

a) April – June 2015

- Produce a variety of charts and reports that summarize the current state of the street tree population. This report will serve as a baseline to which future reports can be compared and the impact of management activities can be evaluated.
- Begin integrating the findings into other management activities (e.g. adjust species selection to improve diversity, address maintenance needs, etc.)

## 3. Park and Public Properties Tree Inventory

a) July – December 2013

- Begin developing plans to complete an inventory of trees in parks and on other public properties during the 2013-2017 management period.

# **TREE HAZARD ASSESSMENT AND MANAGEMENT**

## **HAZARD MANAGEMENT GOALS**

While the benefits of shade trees to Glen Rock are obvious, the Borough recognizes that they also present risks and the potential for liability.

The sole purpose of the Tree Hazard Management element of this plan is to ensure public safety. The Borough is committed to improving safety and reducing liability through comprehensive and proactive shade tree management. Public safety shall be the primary consideration in all shade tree planning, decision-making and activities at all levels of the Shade Tree Program.

## **EXISTING PROGRAMS, POLICIES AND PROCEDURES**

### 1. Tree Hazard Identification

- a) The Borough currently lacks a program for routinely and systematically inspecting all public trees specifically for the purpose of identifying hazardous conditions.
- b) However, hazardous conditions are currently identified promptly by:
  - Inspections during the annual tree trimming program.
  - Calls and letters from adjacent property owners.
  - Observations by DPW and other Borough employees during the course of their daily routines.

### 2. Tree Hazard Abatement

- a) the Director of Public Works or the Tree Crew Foreman, respond immediately to inspect potentially hazardous trees brought to their attention.
- b) Work needed to correct potentially hazardous conditions is prioritized and schedule for completion by the Tree Crew's based on the degree of hazard.

### 3. Tree Hazard Record-Keeping

- a) Records of work completed are currently maintained via existing DPW logs.

## **2013- 2017 OBJECTIVES**

### 1. Ongoing Tree Hazard Management Programs

- a) April – June 2014
  - Complete a formal hazard tree survey if funding is available.
  - Continue to address hazard abatement needs as they are identified.
  - Update street tree inventory from work records.

## **TREE PLANTING**

### **PLANTING GOALS**

The maintenance programs outlined in this Plan are designed to maximize the service life of individual trees. However, their decline and death is inevitable. This planting program is designed to continually replace the Borough's aging public trees to perpetuate the resource at a level that is sufficient to benefit

the community. During the last planning period the Glen Rock Tree Trust Fund was established to encourage the donation of public trees.

At the same time, the stability of the tree population will be improved by manipulating and optimizing its species composition and age distribution via careful species selection and consistent planting from year to year. Further, responsible species selection, placement and planting techniques will help reduce further tree and sidewalk conflicts.

Specifically, the goals of the tree planting program are to:

1. Achieve and perpetuate the public tree population at maximum practical stocking (the total number of trees that the Borough can effectively manage in accordance with all elements of this Plan, given available resources.)
2. Improve and maintain species diversity to help insulate the tree population from catastrophic losses to species-specific insects and diseases.
3. Improve and maintain age diversity so that the number of trees requiring removal and replacement due to advanced age is consistent from year to year.
4. Minimize conflicts between trees and sidewalks, buildings, utilities and other public and private fixtures.
5. Minimize future maintenance needs and costs.
6. Improve aesthetic appeal, seasonal variation and physical benefits to adjacent properties and the Borough overall.
7. Strategically plant the right species in the right place with stormwater issues in mind.

## **EXISTING PROGRAMS, POLICIES AND PROCEDURES**

### 1. Planting Jurisdiction

a) The Borough plants and maintains trees on:

- Borough rights-of-way
- County rights-of-way
- Parks, schools and other Borough properties

### 2. Planting vs. Removal Ratio:

a) The Borough has planted 62-220 trees (an average of 100 trees) per year since 2003. It is expected that planting will increase to 250-300 trees per year in the near future.

- b) In recent years, the Borough has removed 91-243 trees (an average of 155 trees) per year since 2003.
- c) The Borough although planting many more trees than most communities is operating in a tree deficit.

### 3. Planting Site Identification

- a) Planting sites are currently identified by DPW inspections, Shade Tree Advisory Committee's proactive review of neighborhoods and property owner replacements.

### 4. Tree Placement

- a) Street trees are typically planted within the right-of-way. However, the Borough will plant street trees on private property where there is insufficient space in the right-of-way with property owner consent.

- b) Tree placement and spacing is determined:

- By the Director of Public Works and or the Shade Tree Committee
- In accordance with standard guidelines provided in the N.J. Shade Tree Federation's Trees for New Jersey Streets, as required by Glen Rock Code, Chapter 208, to minimize future conflicts with building, sight lines, underground utilities, signs, etc. and permit proper tree development.
- A decision was made to stop planting trees under utility wires. Testing of planting underwire trees will commence in 2013 and be reviewed throughout this planning period.

### 5. Species Selection

- a) Species are selected:

- By the Director of Public Works with the advice and advisement of the Shade Tree Advisory Committee.
- Based on past performance.
- Based on the recommendations contained in the NJ Shade Tree Federation's Trees for New Jersey Streets, as required by Glen Rock Code, Chapter 208.
- Based on their suitability to the existing growing conditions at each site.

### 6. Tree Installation

- a) All trees are supplied and installed by private characters selected via public bid.

### 7. Post-Planting Care

- a) New street trees are watered and fertilized by the adjacent property owner. A form letter containing detailed instruction for maintain and protecting the trees is provided in each owner to each owner at planting time.

- b) Trunk wrap and stacks are removed by DPW one year after planting.

## 8. Funding

- a) Currently, most tree planting is funded through the Borough Capital Budget.
- b) During this planning period the Borough will research grants and alternative funding sources for tree planting; this may include tree sponsors or dedicated trees to loved ones.
- c) Tree Trust Fund created during the previous planning period has been utilized to purchase trees for planting on public land.

## **2013- 2017 OBJECTIVES**

### 1. Ongoing Tree Planting Programs

#### a) 2013-2017

- Continue implementing existing planting programs, policies and procedures where appropriate.
- Develop an underwire planting criteria.
- Develop a planting response to large scale tree loss due to severe weather events.

### 2. Vacant Planting Site Identification

#### a) July – October 2014

- Prioritize all existing vacant planting sites identified by the tree inventory and the Shade Tree Advisory Committee.
- Contact landowners to determine if they want a replacement tree.
- Begin incorporating the resulting lists into existing planting programs and schedules.

### 3. Tree Stocking Increase

#### a) April – December 2015

- Using the inventory data, calculate “maximum practical stocking” – the total number of public shade trees that the Borough can effectively manage in accordance with all elements of this Plan, given available resources.
- Using the inventory data and recent maintenance records, calculate the number of trees that must be planted each year to maximum practical stocking within 15, 20, 25 and 30 years with allowances for existing tree and expected transplant mortality; establish a feasible long-term goal (i.e. a target date) for achieving maximum practical stocking based on these calculations.
- Establish intermediate goals for increasing the level of tree stocking by the end of 2017 based on the long term stocking goal.

### 4. Species Composition Adjustment

#### a) July – December 2013

- Using the inventory data, establish a long-term goal for optimum species composition.
- Establish intermediate goals for altering species composition by the end of 2013 and 2017, such as reducing the percentage of Norway maples and Callery pears by a certain percentage.

b) January – June 2014

- Begin planting the mix of species necessary to achieve the intermediate goals to maintain progress toward the long-term species composition goal.

## **TREE MAINTENANCE**

### **MAINTENANCE GOALS**

The Borough recognizes that proactive, systematic tree maintenance more cost effectively improves tree condition and appearance, extends their service life, and reduces hazards instead of having a haphazard “crisis” approach.

Maintenance needs are addressed before trees are planted by selecting species and disease-resistant cultivars that are suited to the area in which they will be planted to minimize stress, insect and disease infestations and unnatural pruning needs. Developmental pruning early in the tree’s life will minimize future pruning needs and the development of structural defects. Conditioned maintenance as they mature will help extend their service life, increase their benefits relative to costs, and reduce their hazard potential.

Specifically, the goals of the tree maintenance program are to:

1. Improve and maintain the health and physical condition of the tree population.
2. Maximize the service life of existing trees.
3. Maximize the cost-efficiency of tree maintenance activities.
4. Maintain public safety.
5. Optimize the benefits that trees provide to the community relative to the cost of maintaining them.

### **EXISTING PROGRAMS, POLICIES AND PROCEDURES**

1. In-House Crews

a) The Borough has one in-house tree maintenance crew, which works within the DPW.

b) This DPW Tree Crew consists of and is equipped with:

- (1) permanent crew foreman, who is an accomplished climber and bucket operator
- (2) additional crew members who rotate from other DPW crews
- (1) aerial bucket truck with chip box

- (1)chip truck
- (2)chippers
- (1)stump grinders
- (1)log splitter
- Various chainsaws, pruners and other small tools

c) The DPW Tree Crew completes:

- Nearly all tree removal work
- Approximately eighty percent of all tree pruning work
- All stump grinding
- All cleanup of debris generated by private contractors employed by the Borough.

2. Private Contractors

a) Private tree maintenance firms are routinely hired to complete pruning and limited specialty treatments.

b) Private contractors complete:

- 100% of all specialty work such as insect and disease treatments and fertilization.

3. Inter-Local and Mutual Assistance Agreements

a) The Borough currently has informal agreements with neighboring municipalities for sharing of equipment and personnel for tree maintenance.

4. Systematic Maintenance Programs

a) Annual Tree Trimming Program:

- The Borough routinely and systematically prunes approximately 300 trees per year since 2004.
- This pruning includes standard crown cleaning, clearance pruning, and structural pruning where necessary.
- The Tree Trimming portion of the Shade Tree Program is completed on a regular basis.
- Although this systematic maintenance program is better than in most neighboring municipalities, it is still slightly inadequate given the number of trees and the optimum pruning rotation of approximately seven years. A shorter rotation would reduce the need for service request and high priority hazard abatement work.

5. Work Identification, Prioritization, Scheduling and Record-Keeping

a) Areas for the Annual Tree Trimming Program are identified by the Director of Public Works based on the level of need in each area.

b) All other work is identified on an as-needed basis via service requests and observations by the Director of Public Works, the DPW Tree Crew and other Borough employees.

c) Records of work completed are maintained in the DPW work logs and contractor records.

#### 6. Tree Removal

a) It is the Borough's policy to not remove public trees unless they are dead or hazardous or there is some other valid reason, subject to the approval by the Director of Public Works, under advisement of the Shade Tree Advisory Committee.

b) In recent years, the Borough has removed 130 – 160 trees per year.

#### 7. Plant Health Care

a) Insect and disease controls and other specialty treatments are completed on a limited, as-needed basis on high value trees. Recent treatments include:

- Spraying of flowering cherry trees in the business district to control white prunicola scale.

#### 8. Sidewalk Maintenance

a) Adjacent property owners are responsible for maintaining public sidewalks.

b) Sidewalks are inspected on change of ownership and prioritized for repair.

c) All root pruning necessary to permit sidewalk repair is completed by the DPW or by the property owner's contractor under the supervision of the Director of Public Works to minimize unnecessary damage and uprooting hazards.

d) All species selection and planting placement is designed to minimize future conflicts between trees and sidewalks.

#### 9. Funding

a) The DPW operating budget covers the cost of tree maintenance work completed by its crews and contractors.

## **2013- 2017 OBJECTIVES**

### 1. Ongoing Tree Maintenance Programs

#### a) 2013-2017

- Continue implementing existing tree maintenance programs, policies and procedures on a regular basis.
- Whenever possible, expand the scope of the Annual Tree Trimming Program to include more trees and reduce the length of the pruning rotation.

### 2. Work Order Form

#### a) January 2014-June 2015

- Prepare and begin using a standard work order form to use for all tree inspections, service requests, and maintenance and hazard abatement work in conjunction with the computerized tree inventory. This form will be designed to:
  - ✓ Have all of the needed information printed on it directly from the tree inventory, service request and work order entries.
  - ✓ Permit continuous updating of the tree inventory data. The work order will have all of the inventory data printed on it so that the Tree Crew or inspector can note any changes in diameter, condition, etc.
  - ✓ Simplify and reduce the time needed to keep property owners updated. A carbonless or tear off portion describing the findings of an inspection or the work completed can be left with the property owners to reduce the need for follow-up phone calls.
  - ✓ Facilitate record keeping. Completed work orders will be returned to the Borough so that they can be reconciled in the tree inventory system, a record of the work or the inspection can be maintained , and the data can be continuously updated as trees are planted and removed or changes in size or condition are noted.

## **TREE WASTE RECYCLING**

### **RECYCLING GOALS**

Glen Rock's Shade Tree Program generates large volumes of vegetative waste. The Borough recognizes the cost savings and benefits associated with properly recycling these materials and using the resulting products for beneficial use.

A comprehensive tree waste recycling program will:

1. Minimize the cost of tree related waste to the Borough.

2. Produce beneficial recycled products for use on Borough and residential properties.

## **EXISTING PROGRAMS, POLICIES AND PROCEDURES**

1. Recycling facilities

- a) The Borough recycling center is used to store, process and distribute these recycled products.

2. Material Processing, Use and Distribution

- a) Leaves

- All leaves are delivered to a private recycling facility for composting.
- Approximately 300 cubic yards of compost are returned to the Borough and made available for use by residents as well as on Borough-owned property.

- b) Wood Chips

- All wood chips are stockpiled on Borough property.
- These wood chips are utilized by residents as well as on Borough-owned property as mulch.

- c) Bulk Wood

- To the extent possible, bulk wood products are split and left on site for use by residents for firewood.
- Limited amounts of wood are delivered to commercial recycling facilities for processing into mulch and other wood products.
- Wood can also be processed into usable timber through a cooperative agreement with a saw mill for use by the Borough. A new facility opened in Newark during the summer of 2012, CitiLog, to process such material.

## **2013- 2017 OBJECTIVES**

1. Tree waste recycling programs will continue as they have in the past.
2. Bulk wood utilization will be reviewed for possible use in traditional forest products. The new Citi Log facility in Newark can process such material.
3. Develop a policy for residents to take advantage of wood from trees removed.

# **TREE CARE DISASTER PLAN**

## **TREE CARE DISASTER GOALS**

Tree-related emergencies are almost exclusively the result of structural failure during severe weather events. The Borough is prepared to respond promptly to such emergencies so that electrical service, communications and transportation can be restored with minimal disruption for residents. Other possible sources of widespread tree loss include insect and disease outbreaks and are less likely to cause mass losses due to the implementation of this plan.

The frequency and severity of tree-related emergencies and widespread tree loss are minimized through well-designed planting, maintenance and hazard tree management programs already being implemented by the Borough.

## **EXISTING PROGRAMS, POLICIES AND PROCEDURES**

### **1. Tree Emergency and Disaster Threats**

- a) Severe weather leading to mass loss and structural failures are the primary disaster threat to Borough trees.
- b) Structural failures pose a serious threat to electric service, communications, travel and public health. Downed trees may hamper the Borough's ability to provide critical services during an emergency or disaster.

### **2. Existing Emergency and Disaster Plans**

- a) The Borough has an emergency response team and operations plans are in place. Mutual aid agreements are in place to provide support for large scale emergency situations.
- b) The Borough does not have a plan which specifically deals with large scale tree replacements after such events beyond the initial response efforts.

### **3. Emergency Response**

- a) The DPW in cooperation with public utilities and contractors are responsible for immediately clearing trees and debris from open roadways and those that hamper the restoration of electrical service and communications.
- b) DPW staff are on call 24 hours a day to respond to tree related emergencies.
- c) Arrangements have been made with private contractors to provide support in emergency situations when this assistance is considered necessary.

## **2013- 2017 OBJECTIVES**

### 1. On-going Programs

#### a) 2013-2017

- Continue to implement the programs above and review them on a regular basis.
- Reduce the risks of mass tree failure by continuing to implement and expanding sound and responsible planting, preventative maintenance, hazard identification and remediation programs as laid out in this plan.

## **PLAN PREPARATION AND EVALUATION**

### **PLAN PREPARATION AND EVALUATION GOALS**

The Borough recognizes the benefits of this Community Forestry Management Plan to the long term success of its Shade Tree Program. The Borough is committed to developing and implementing consecutive five-year plans and remaining in compliance with the New Jersey Shade Tree and Community Forestry Assistance Act. This plan is the third plan being completed by the Borough of Glen Rock.

### **EXISTING PROGRAMS, POLICIES AND PROCEDURES**

#### Plan Preparation

Preparation of this third five-year plan was a cooperative effort of the DPW, the Shade Tree Committee and their Consulting Forester. This plan was funded by the Green Communities Grant Program through the New Jersey Forest Service's Community Forestry Program.

## **2013- 2017 OBJECTIVES**

### 1. Annual Program Evaluation

- a) Every December the DPW, Shade Tree Committee and the Consulting Forester will evaluate the success of the past year's activities and accomplishments relative to the goals and objectives laid out in this plan.
- b) Programs will be adjusted as necessary based upon this evaluation.
- c) Prepare and submit the Annual Accomplishment Report to the New Jersey Forest Service in accordance with the requirements of the New Jersey Shade Tree and Community Forestry Assistance Act.

2. Five-year Evaluation

- a) The achievement of goals and objectives will be evaluated for completion to date as laid out in this plan.
- b) New objectives and adjustments to existing policies will be made and changed if necessary for the 2018-2022 management planning period by August 2017.
- c) A new plan shall be written and submitted for approval to the New Jersey Community Forestry Council by October 1<sup>st</sup>, 2017.

**SUMMARY OF 2013 – 2017 OBJECTIVES TIMELINE**

<b>Objectives/Tasks</b>					
<b>Program Administration</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Continue existing administrative programs					
<b>Training and Professional Development</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Review training needs and schedule training as required to maintain approved status					
Obtain CORE Training for 1 volunteer and 1 Borough Employee					
Hazard Tree training for DPW Director or other key employee					
Train one STAC member planting site analysis and species selection					
<b>Public Education, Awareness and Outreach</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Annual Arbor Day Celebration					
Submit Annual Application for Tree City Recognition					
Submit two press releases to increase awareness of the Shade Tree Program and the benefits associated with the resource.					
Glen Rock Tree Trust Outreach					
Tree replacement program outreach					
<b>Tree Inventory and Assessment</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Complete Inventory report and incorporate into daily management activities					
Identify needs and desires from the street tree inventory					

Apply for CSIP funding to complete an inventory of parks and other public property					
Computerize the forest inventory					
<b>Hazard Tree Management and Evaluation</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Conducted a hazard tree survey, apply for CSIP funding					
<b>Tree Planting</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Identify vacant planting sites					
Increase tree stocking, replacing trees lost during the last planning period due to severe weather					
Continue to promote Glen Rock's Shade Tree Trust					
<b>Tree Maintenance</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Continue ongoing tree maintenance dependent upon budget					
Develop work order form to track tree projects					
<b>Waste Recycling</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Develop an agreement with CitiLog for upcycling					
Continue to handle leaf waste through a private contractor					
Develop a policy for residents to utilize wood from trees removed in the Borough					
<b>Tree Care Disaster Planning</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Continue on going disaster response protocols					
<b>Plan Preparation and Evaluation</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>

## COMMUNITY STEWARDSHIP INCENTIVE PROGRAM (CSIP)

The completion of this plan will allow the Borough of Glen Rock to be eligible for CSIP grants when they are available to complete specific tasks laid out within the plan. As the Borough has limited funds, any CSIP funds that are made available will help to facilitate the implementation of the plan and completion of goals and objectives laid out in this plan will prove to be extremely beneficial.

Due to recent State budget problems many of these CSIP programs have not been funded in recent years.

## **CSIP 1 Training**

At this time five employees and two volunteers have attended CORE Training. Depending on funding other volunteers and Borough Employees will receive CORE Training. The Community Forestry Act has stringent training requirements to maintain certification. Training on specific topics may be completed and assigned based upon needs as determined by the Shade Tree Committee, Department of Public Works or the Mayor and Council.

## **CSIP 2 Shade Tree Ordinance Establishment**

**Goal: Develop an ordinance which provides the best management resource protection and management for the Borough.**

### **Objectives:**

1. Review the current ordinance to assure that it meets the needs of the Borough of Glen Rock.

## **CSIP 3 Public Education and Outreach**

Public education, awareness and outreach is the most vital part of this plan and the cornerstone for a successful Community Forestry Program. There has been extensive buy-in from elected officials, municipal employees and the public. The overall goal is to continue to enhance the community's awareness of Glen Rock's forest resource and the value and benefits of maintaining and improving this resource. With improved awareness will come improved volunteer recruitment and more successful activities and ultimately a successful community forestry program.

The Arbor Day celebration will continue to be an annual event which will include a ceremonial tree planting, a Mayoral Proclamation an art and photography contest and a fund raising effort for the Arboretum Programs.

Media communications are ongoing with inviting articles plus announcements in local media for all activities for the Glen Rock Shade Tree Committee and associated volunteer activities.

**Goal: To continue promote general tree awareness and stewardship among residents of the municipality.**

## **CSIP 4 Arbor Day Activities**

Glen Rock will continue to celebrate Arbor Day with a Mayoral Proclamation to maintain Tree City USA status and to promote awareness to the public. The day will also include a ceremonial tree planting.

**Goal: Enhance the community's awareness of the value provided by the community forest.**

### **CSIP 5 Tree Inventory and Assessment**

The Borough of Glen Rock completed a thorough assessment of its forest resource during the first planning period utilizing a CSIP grant. During this 2013 – 2017 planning period the Shade Tree Committee will maintain this database in its current excel format to track tree removals and plantings.

**Goal: Maintain the inventory database as trees are planted, pruned and removed.**

### **CSIP 6 Hazard Tree Assessment**

A hazard tree assessment was also completed during the first five-year planning period. The most hazardous trees from the priority list have been removed. The Borough will continue to monitor the other potential hazard trees which were listed and conduct annual monitoring of these and other trees which may decline over time and create hazardous situations. Hazard trees will be removed as funding permits.

**Goal: To continue to improve the safety and vigor of the Community Forest**

### **CSIP 7 Storm Damage Assessment**

The Borough of Glen Rock has not completed a storm damage assessment and due to a lack of funding may not do so. The Borough DPW works cooperatively with the neighboring municipalities DPW's to handle large scale tree emergencies. As this process has worked in ice storms and wind events the current status will remain in place.

**Goal: To promote continued mutual aid agreements to facilitate the clean up of catastrophic tree related damage during severe icy or wind events.**

## **CSIP 8 Tree Maintenance and Removal**

As discussed prior, the community forest is an investment in the future and much like any infrastructure it needs constant maintenance to maximize its value. Pruning is one issue that is often cut from tight budgets and results in loss of function and an increase in safety hazards.

**Goal: Improve the health and safety of the community forest.**

## **CSIP 9 Insect and Disease Management**

There are no specific goals in this planning regarding insect and disease management. With the potential for Emerald Ash Borer making its way into New Jersey over the next five-years as it has been found in New York, Pennsylvania and Maryland it is just a matter of time. Other insect and disease issues that are looming are Gypsy Moth which is currently in a low population cycle, Bacterial Leaf Scorch which studies are showing that is found not only on the streetscape but also in the forest. The Asian Longhorned Beetle is also a pest that continues to “pop up” in the east. The Shade Tree Committee will continue to stay up-to-date on current conditions and potential forest health issues which may affect the community forest.

**Goal: Maintain community forest health to provide as many environmental services and positive community benefits as possible for the Borough of Glen Rock.**

## **CSIP 10 Wildfire Protection**

Wildfire is not a significant threat in the Borough of Glen Rock. There is not sufficient wildland to sustain a dangerous wildfire that would endanger structures. If the Shade Tree Committee is interested it may pursue becoming a Firewise Community if funding is available from the New Jersey Forest Fire Service.

**No activity required.**

## **CSIP 11 Tree Planting**

The Shade Tree Committee will continue to work to plant trees throughout the Borough in an attempt to reverse the loss of tree canopy due to removal of hazard trees and death of the aging large canopy trees. The planting program will assure canopy cover into the future. The Borough has dedicated at least \$20,000 annually toward tree planting projects since the Community Plan was approved.

**Goal: Develop resources to provide alternate funding for tree planting and maintenance programs**

## **CSIP 12 Tree Recycling**

All trees that are storm damaged or removed are either taken from the borough by the tree service or utility completing the removal and chipped or cut into fire wood to sell. A protocol can be developed where a tree removed from a property could be left for firewood for the landowner.

**Goal: Develop a program for more creative use of trees removed from the Borough, discuss possible programs with CitiLog.**

## **CSIP 13 Sidewalk Maintenance**

Street and sidewalk upgrades often damage tree root systems which results in increased stress and a health decline for the impacted trees.

**Goal: Reduce the negative impact to tree root systems during curb and sidewalk replacement.**

## **CSIP 14 Storm Water Management**

The Borough has a Storm Water Management Plan backed by a Storm Water Management Ordinance. The Shade Tree Committee has been involved with storm water and flooding projects and will continue to offer input for positive resolution and common sense solutions to flooding and stormwater issues within the Borough.

**Goal: To continue to promote the Community Forest as an important storm water tool.**

## **CSIP 15 Other**

Currently there are no needs of the Borough of Glen Rock which fall into this category.

**APPENDIX**  
**SHADE TREE ORDINANCE**

# **SIDEWALK ORDINANCE**