

Community Forestry Management Plan

Borough of New Milford, Bergen County, New Jersey

2014-2019

Mayor and Borough Council

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Norman Krause, *Tree Crew Foreman*

Shade Tree Commission

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Tiffany Harris, Lauren Maerhlein, Alex Tsaklis-Rey, Norman Krause, *Commission Members*

Steven Lischick, Sue Klecha, *Alternate Members*

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I. Municipal Information Form

Municipal/County Information Form

Municipality	Borough of New Milford
County	Bergen County
Address	930 River Road New Milford, NJ 07646
Contact Name and Title	Norman Krause, Tree Crew Foreman
Phone #	201-967-8172
Fax # and E-mail	201-967-1741, dpw@newmilfordboro.com
Organization Name	Department of Public Works
Municipal Mayor/County Freeholder's Signature	
Date of Management Plan Submission	November, 2014
Time Period Covered in Management Plan	December 2014 - November 2018
Community Stewardship Incentive Program (CSIP) Practices Identified in Management Plan	<input checked="" type="checkbox"/> CSIP #1 Training <input checked="" type="checkbox"/> CSIP #2 Community Forestry Ordinance Establishment <input checked="" type="checkbox"/> CSIP #3 Public Education and Awareness <input checked="" type="checkbox"/> CSIP #4 Arbor Day <input checked="" type="checkbox"/> CSIP #5 Tree Inventory <input checked="" type="checkbox"/> CSIP #6 Hazard Tree Assessment <input checked="" type="checkbox"/> CSIP #7 Storm Damage Assessment <input checked="" type="checkbox"/> CSIP #8 Tree Maintenance and Removals <input checked="" type="checkbox"/> CSIP #9 Insect and Disease Management <input checked="" type="checkbox"/> CSIP #10 Wildfire Protection <input checked="" type="checkbox"/> CSIP #11 Tree Planting <input checked="" type="checkbox"/> CSIP #12 Tree Recycling <input checked="" type="checkbox"/> CSIP #13 Sidewalk Maintenance Program <input checked="" type="checkbox"/> CSIP #14 Storm Water Management <input checked="" type="checkbox"/> CSIP #15 Other

*Official Use Only
Certification*

The above named municipality/county has made formal application to the New Jersey Forestry Service. I am pleased to advise you that after our review, the NJ Forestry 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 Approved date _____

II. Introduction

This is the Borough of New Milford's 3rd Community Forestry Management Plan. It covers the period from December 2014 through November 2018 and was created in accordance with the "Guidelines for a Subsequent Community Forestry Plan" as required under the New Jersey Shade Tree and Community Forestry Assistance Act, P.L. 1996, Chapter 135, revised in 2010. The emphasis of this plan is placed on the protection and safety of the community forest as well as increased public outreach and education on the benefits and proper management of private trees.

Implementation of this plan will result in a healthier community forest through the planting of the right tree in the right place and promotion of proper arboricultural practices. It will result in greater public awareness and buy-in to the cause of proper tree management.

Approval of this plan by the State Forester, upon favorable recommendation from the Community Forestry Council, will provide continued liability protection to the Borough under the New Jersey Shade Tree and Community Forestry Act and will render the Borough eligible to receive grant money from the New Jersey Forest Service to help implement this plan.

Mission Statement

To insure the health, safety, and sustainability of the Borough of New Milford's community shade tree resource for the environmental, economic and aesthetic benefits provided to residents and visitors.

Goals and Objectives

The goals and objectives of this five-year plan are:

Goal #1: Tree Inventory & Assessment

To determine the current species diversity and condition of the tree population, as well as available planting spaces for new trees, within the Borough of New Milford in order to plan for future planting needs and budgetary requirements.

Objectives of Goal #1:

1. Since approval of the previous 5-year Community Forestry Plan, a laptop and tree inventory software has been purchased by the Borough. Norman Krause, Tree Crew Foreman and Certified Tree Expert, and his crew will perform the inventory beginning in the winter of 2014-2015.
2. Apply for grant money through the Community Stewardship Incentive Program (CSIP) to hire a consultant to help perform the inventory and expedite its completion.

3. Once the initial inventory is completed, continue to update dataset to account for removals and new plantings as they occur.
4. Create an interactive map of tree inventory and summary of collected data for municipal use and consider posting on the municipal website.

Goal #2: Hazard Tree Identification

To reduce the risk associated with dead, dying, diseased, or structurally unsound community trees within the Borough of New Milford.

Objectives of Goal #2:

1. Have members of the Department of Public Works (DPW) staff and Shade Tree Commission (STC) attend hazard tree identification and mitigation training programs.
2. Create a hazard tree removal and pruning schedule based on the results of the Borough tree inventory.
3. Develop guidelines for hazard tree assessment that will be used to prioritize future mitigation activity.
4. Create a hazard tree identification and mitigation educational packet for homeowners and make it available to the public on the STC website and as handouts at Borough events.
5. Apply for CSIP grant to hire professional contractors to remove hazardous trees that are beyond the capacity of the in-house Public Works crews.

Goal #3: Tree Planting

To promote the concept of “the right tree in the right place” and improve the species diversity within the Borough in order to help reduce the long-term tree maintenance costs.

Objectives of Goal #3:

1. Continue to plant trees with the proper mature height to avoid conflict with any overhead utility lines.
2. Continue to maintain the Borough Tree Nursery.
3. Consider requiring developers to plant new trees as part of any project within the Borough of New Milford.
4. Create a Memorial Tree Program where the public can purchase trees to be planted in available green spaces and dedicated to friends and/or family members.
5. Utilize the Borough tree inventory to identify potential new tree planting sites.
6. Utilize the Borough tree inventory to increase the species diversity found within New Milford.
7. An approved tree and shrub planting list that contains species that are known to thrive in the local environment and be free from major disease or insect issues has been created.

The list should be separated by the mature height of the trees in order to better select the right tree for the right place and be made available to the public.

8. Create a list of tree and shrub species to avoid planting. This should include known invasive, non-native species and species that are prone to insect and disease issues, such as ash trees, in the local environment and be made available to the public.
9. Create a guide for proper tree planting methods that should be followed for all tree plantings on Borough property. It should be made available to the public.

Goal #4: Tree Maintenance and Care

To promote awareness of proper tree care to the citizens of the Borough of New Milford, educate members of the STC and Public Works Department on proper tree care methods, and continue to maintain the safety of Borough trees.

Objectives of Goal #4:

1. Maintain pruning schedule for young trees to promote proper structure free of codominant stems and other defects.
2. Members of Public Works staff and STC should perform regular inspection of tree population to identify any issues that require action.
3. Educate members of the Public Works staff and STC on the identification of new and emerging insect and disease problems. One example is the Emerald Ash Borer (EAB), an invasive insect that feeds on and rapidly kills ash trees. The closest known population is in Somerset County, NJ and Orange County, NY.
4. Apply for CSIP grant to preventatively treat high-quality ash trees from EAB.
5. Create a guide that promotes proper application of mulch around trees and shrubs and warns of the impacts of misapplication. Post guide on the municipal website.
6. Promote alternatives to root pruning and tree removal to alleviate root-sidewalk conflicts. Examples include the use of expansion joints, root barriers or pervious concrete.
7. Raise awareness of the potential impact of construction projects on the health of trees and promote methods of preserving mature trees during a construction project as an alternative to removal. Provide links to informational websites, such as www.treesaregood.org, on the Borough website for interested citizens.
8. Consider providing links to various insect and disease fact sheets that will educate the public on their identification and various treatment options on the Borough website. Add new links as local insect and disease pressures change.
9. Continue to send members of the STC and Public Works Department to the annual NJ Shade Tree Federation meeting.

Goal #5: Public Outreach

To promote awareness and stewardship for the benefit of trees throughout the community.

Objectives of Goal #5:

1. Create the guides related to proper tree care outlined above and make them available to the public.
2. Continue to celebrate Arbor Day.
3. Continue to gain recognition as a Tree City USA.
4. Continue to participate in the annual Clean Communities Day.
5. Continue to participate in the Borough's annual National Night Out celebration.
6. Include a copy of all local tree ordinances and other tree care information in the New Homeowner packets that are mailed out by the Borough.
7. Utilize i-Tree Eco to quantify benefits provided by township trees. Attach signs to trees in high-visibility locations (parks, Borough Hall lawn, etc.) to promote awareness to public.
8. Reach out to like-minded groups, such as the Princeton Medical Center Beautification Committee, to create synergistic relationships and cost-sharing opportunities.
9. Host at least one (1) free speaking events open to the general public annually that features a different expert on tree-related topics.
10. Consider adding a "Tree Service Request" form to the Borough website that will email work requests directly to the DPW and/or the STC thereby facilitating quicker municipal response.
11. Create a Facebook page for the STC that will promote all tree-related functions and events within the Borough and provide links to tree care tips and fact sheets. Pictures from all local tree-related events should be posted as well. Update page regularly.

Goal #6: Implement Five-Year Community Forestry Plan (CFMP)

To monitor, review and update the five-year community forestry plan in order to provide a smooth transition to the next five-year plan.

Objectives of Goal #6:

1. Review this CFMP by the STC and the Department of Public Works on an annual basis; update objectives as needed based on previous successes, failures and/or budgetary changes.
2. Share this CFMP with other Borough entities to create synergy.
3. Continue to meet or exceed State required CORE training and Continuing Education Units (CEUs).
4. Continue to file Annual Accomplishment Reports with the State.
5. Prepare for next 5-year CFMP (2019-2023).

Liability Statement

As with all municipal assets, trees require maintenance and it is inevitable that potentially hazardous conditions will emerge.

Nevertheless, it is widely recognized that comprehensive and proactive community forestry programs designed to prevent, anticipate, and correct such problems will cost-effectively maximize the benefits of trees while minimizing the threat to public safety and exposure to liability. All elements of this Plan are designed to optimize the balance between tree benefits and risks.

The Borough of New Milford acknowledges that not all hazardous conditions can or will be predicted. It must work with limited resources and may not be able to meet every need immediately.

The intent of this Plan is to continue to direct available resources toward the greatest needs and systematically develop and maintain a healthy shade tree resource with a commensurate reduction in threats to public safety.

Public safety will continue to be a primary consideration in the development and implementation of all public shade tree plans and programs. This Plan provides a means of identifying and systematically addressing existing tree hazards. Further, it provides a means of reducing the potential for future hazards and liability through responsible planting and preventative maintenance.

III. Community Overview

2009-2014: Five Years of Progress

The implementation of the second 5-year Community Forestry Management Plan (2009-2014) has seen many challenges and rewards. All of the objectives were not achieved, but many accomplishments were made. Annual accomplishment reports were filed with the State. Below are highlighted achievements made during the past 5 years:

1. Effective and efficient administration of the STC.
2. Attendance at the New Jersey Shade Tree Federation annual meetings.
3. Maintenance of required CORE training and CEUs. Currently, the Borough of New Milford has nine CORE trained representatives: DPW Trew Crew Foreman, Norman Krause; STC Chairman, Steve Perrone; Borough Council President, Randi Duffie; Borough Council Member, Michael Putrino; STC Member, Lauren Maehrlein; STC Member, Susan Klecha; STC Member, Alexandra Rey; Volunteer, Esther Nevarez.
4. Continued training of Public Works employees.
5. Continued to host annual Arbor Day celebration that includes handing out tree seedlings.
6. Continued to maintain a Borough Tree Nursery.
7. Continued to participate in a Clean Community Day with like-minded volunteer groups.
8. A greater emphasis has been placed on the philosophy of “plant the right tree in the right place”. Trees of a mature height not to interfere with utility lines are now planted exclusively under wires in areas of past conflict.

The benefits gained by the Borough of New Milford for following the 2nd CFMP include:

1. Increased liability protection under the Act.
2. Ability to apply for grants to better managed their tree resource
3. Obtained CSIP grant in the amount of \$7,000 for the purchase and planting of new trees.
4. Became a Tree City USA and have maintained participation for past three years.
5. Participation in training and informational opportunities at the New Jersey Shade Tree Federation annual meetings and other events.
6. Purchased equipment in order to begin work on tree inventory of Borough trees.
7. Increased public outreach and awareness for the methods and importance of the proper care of trees.

There were, however, some breakdowns in the implementation of the full CFMP. According to some members of the Shade Tree Commission, Borough residents primarily see the STC as part of the bureaucracy that is responsible for requiring tree removal permits and issuing fines. This indicates that the public education, awareness, and outreach goals of the previous CFMP have fallen short. Emphasis should be placed in these areas by the STC over the next five years.

In order to combat some of these shortcomings, the Borough of New Milford will more tenaciously pursue grant opportunities that are offered through the CSIP, the Sustainable Jersey Small Grants Program, and other programs.

Changes to the New Milford Tree Resource

There has been a gradual change in the New Milford tree resource over the past five years. Due to the high number of severe storms in recent years (Irene, Snowtober, and Sandy), the Borough estimates that it has removed more trees than it has planted.

The Tree Crew Foreman, Norman Krause, has increased the Borough's commitment to planting the right tree in the right place. Norway maples had been the dominant street tree throughout the Borough, however, they have been declining over recent years. This species has been phased out from new plantings as they are invasive and prone to disease, such as verticillium wilt. A new, complete tree resource inventory is essential to quantify the current species diversity, identify new potential planting locations and better allocate the limited tree care budget.

There are no new or updated Borough ordinances in the past five years that relate directly to the tree resource.

Relation to the Borough's Master Plan

All aspects of this Community Forestry Management Plan are consistent and compatible with the goals, objectives, and general intent of the Borough's Master Plan (updated April 2014). The Borough does not have a separate Recreation and Open Space element.

In general, comprehensive shade tree management efforts, as outlined in this CFMP, will help preserve the aesthetic appeal of existing streetscapes and the overall character of residential neighborhoods and the Borough overall. Management efforts will ensure that the shade tree resource is maintained so that the physical, economic, and social benefits of trees to the community will be maximized and continue over the long term.

IV. Community Forestry Program Administration

The administration, implementation, and oversight of New Milford's Community Forestry Programs are shared among the Mayor & Council, the Borough Administrator, the Department of Public Works, and the STC. The roles of each are well defined and understood.

1. Mayor and Council
 - a. The Mayor is responsible for appointing members to the Borough's various boards, commissions, and committees, including the Shade Tree Commission.
 - 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.
2. Borough Administrator
 - a. The Borough Administrator serves as the chief administrative official of the Borough.
 - b. The Borough Administrator ensures that the Borough follows all applicable laws, policies, and procedures in the procurement of personnel, resources, and contractors.
 - c. The Borough Administrator assists the Mayor and Council in setting policies and procedures for the Shade Tree Program and assists the Department of Public Works and the STC in implementing them.
3. Shade Tree Commission
 - a. The Shade Tree Commission is a group of seven citizen volunteers who are appointed by the Mayor.
 - b. The STC is primarily responsible and accountable for carrying out the provisions of the Borough's *Shades Trees* ordinance and for assisting the Planning Board in an advisory capacity with regard to the Borough's tree resource. Specifically, it is responsible for:
 - i. Exercising full and exclusive control over the regulation, planting, and care of shade and ornamental trees now or hereafter planted in the Borough on public property.
 - ii. Regulating and controlling the use of the ground surrounding such trees, as may be necessary for their proper growth, care and protection on any public property.
 - iii. Moving or requiring the removal of any tree, or part thereof, dangerous to public property.
 - iv. Complying with the Community Forestry Management Plan and enforcing or causing to be enforced the policies set forth in the CFMP.
 - v. Recommending to the Mayor and Council any and all ordinances necessary or proper for carrying out the provisions of the *Shade Trees* ordinances.

- vi. Administering treatment to, or removing, any tree situated on public property which is reasonably believed to harbor a disease or insect.
 - vii. Assisting the Zoning Board of Adjustment, Planning Board, and/or Building Department in an advisory capacity with respect to applications for site plan approval, major or minor subdivision approval, soil movement permits to the extent that such applications involve the preservation and inventory of trees within the Borough.
 - viii. Attending regular meetings, maintaining minutes of those meetings and reporting at least annually to the Mayor and Council.
4. Other Borough Departments and Boards
- a. Other Borough Departments and boards assist the Shade Tree Program to the extent that they:
 - i. Administer or implement Borough ordinances, policies, and procedures that directly or indirectly relate to the protection and management of public and private trees.
 - ii. Notify the DPW of tree-related emergencies, service requests, or other issues.
5. Department of Public Works
- a. The DPW, in cooperation with the Shade Tree Commission, the Mayor and Council, and the Borough Administrator, is primarily responsible for the day-to-day management and maintenance of the Borough's public trees.
 - b. Specifically, the DPW is responsible for:
 - i. Managing day-to-day aspects of the Borough's Shade Tree Program and developing plans and programs in cooperation with the Shade Tree Commission, Mayor and Council, and the Borough Administrator.
 - ii. Receiving requests for public tree maintenance tasks for street trees, trees in Borough parks, and trees on Borough properties through its in-house Tree Crew.
 - iii. Completing pruning, removal, and other maintenance tasks for street trees, trees in Borough parks, and trees on Borough properties through its in-house Tree Crew.
 - iv. Supervising contractors that may be hired to complete, or assist in completing, public tree pruning and removal tasks.
 - v. Planting new public trees.
 - vi. Providing emergency response service, when necessary.
6. Private Tree Maintenance Contractors
- a. Private contractors are periodically hired to complete, or assist in completing, public tree maintenance and removal work.
 - b. Contractors are, within the terms of their agreement, responsible for:

- i. Completing all work to the specifications of the Borough in a safe and efficient manner.
- ii. Following all current and accepted arboricultural standards and practices and abiding by all current and applicable safety standards relating to tree care operations.
- iii. Reporting any tree-related hazards or other problems immediately to the Borough.

7. Public Utilities

- a. Public utility firms are responsible for minimizing conflicts between trees and their facilities.
- b. While doing so, public utility firms and their contractors are responsible for:
 - i. Abiding by all applicable ordinances.
 - ii. Keeping the Borough informed of their work plans and schedules.
 - iii. Exercising reasonable diligence in the installation and maintenance of their facilities so as to avoid damage to public and private trees.
 - iv. Not removing any tree without prior approval of the Borough or its owner.
 - v. Following all current and accepted arboricultural standards and practices.
 - vi. Assist Borough personnel and contractors in completing tree removal and maintenance work around their facilities, where necessary.

8. Property Owners

- a. Private property owners assist the Shade Tree Program to the extent that they:
 - i. Notify the Borough of problems and service requests for public trees.
 - ii. Assist in irrigating and protecting new public trees planting adjacent to their properties.
 - iii. Are encouraged to plant and properly care for trees on private property.
 - iv. Comply with all applicable ordinances and policies relating to public tree protection, sidewalk repair, etc.

9. Community Volunteers

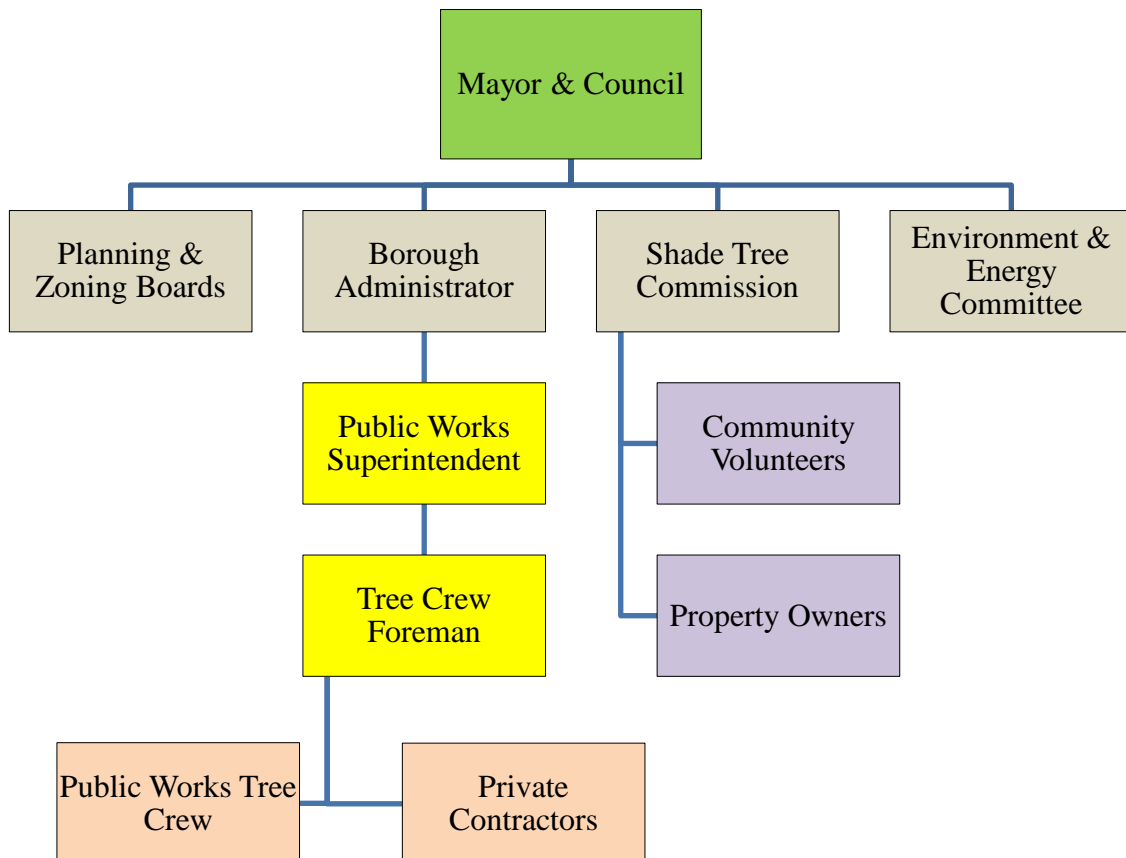
- a. Members of the STC and their related boards and committees are residents of the Borough and serve on a volunteer basis.
- b. Residents that are not members of Borough boards and committees are welcomed at public tree planting events, Arbor Day Celebrations, and the Clean Community Day.

Currently, any tree related issue or concern that is received by the Borough is forwarded to the Department of Public Works Tree Crew Foreman for review. The Foreman determines the appropriate action steps to take based on the issue. This may involve contacting the person with the issue to explain or clarify an existing code or arranging for an arboricultural action to be performed on the tree in question. The majority of the work on Borough trees is performed in-house. Records of all inspections and completed work are maintained through the DPW work order system.

The maintenance and repair of sidewalks with the Borough right-of-way is the responsibility of the adjoining property owner. The DPW is notified in cases where damage to sidewalks, driveways, or underground utilities has been caused by a Borough tree. In these instances, the Tree Crew Foreman visits the property to determine if root pruning, root shaving, or tree removal will be necessary to complete the repair. If removal of the tree is warranted, the DPW will perform the work. In cases where root pruning is an acceptable solution, the work is performed by the property owner's tree or sidewalk maintenance contractor. Property owners are required to obtain a permit before any sidewalk maintenance can take place.

In order to facilitate the process for a citizen to submit a tree service request, the administration is currently considering adding a form to the Public Works and STC pages of the Borough website. The form will allow the public to enter their contact information, the location of the tree in question and their specific reason for concern regarding this tree. Once filled out, this form will be emailed directly to the Department of Public Works and STC for immediate action.

Borough of New Milford Organizational Chart



V. Community Map

The Borough of New Milford community map has not changed substantially since the previous two 5-Year Community Forestry Plans have been developed. Therefore, no new map has been included in this plan.

VI. Training Plan

There are currently nine people within the Borough of New Milford that have received CORE training under the Act. They are:

1. Norman Krause, Tree Crew Foreman, Municipal Employee
2. Lauren Maehrlein, Shade Tree Commission Member, Volunteer
3. Randi Duffie, Borough Council President, Elected Official
4. Michael Putrino, Borough Council Member, Elected Official
5. Steve Perrone, Shade Tree Commission Chairman, Volunteer
6. Alexandra Rey, Shade Tree Commission Member, Volunteer
7. Susan Klecha, Shade Tree Commission Alternate Member, Volunteer
8. Gene Budziszewski, Volunteer
9. Esther Nunez, Volunteer

In order to obtain the required 8 Continuing Education Units (CEUs) per year, at least one member of the STC or Public Works Department employee attends the NJ Shade Tree Federation Meeting on an annual basis. To supplement these credits, members attend approved educational and training courses, such as those offered at Bergen County College or Rutgers University.

The science of arboriculture is constantly changing. Activities such as topping and lion-tailing were considered good practice 30 years ago, but are no longer acceptable as they have been shown to do more harm than good. It is important that the Borough expose the Public Works crews to the most updated philosophies regarding proper tree care. For this reason, a greater focus over the next five years should be placed on training these people who work most closely with the Borough tree resource. Proper care of young and newly planted trees will reduce the need for action and associated costs for these trees as they mature. The staff of the Department of Public Works should receive additional training over the next five years on topics such as:

1. Proper tree pruning, especially young tree pruning
2. Safety & Personal Protection Equipment (PPE)
3. Proper tree planting, including use of soil amendments
4. Species selection and nursery standards
5. Hazard tree assessment

The STC focuses its energy on educating the public on the importance of trees and how to properly care for its tree resource. In order to maintain the STC as experts in the community, a diverse range of education topics need to be explored. Over the next five years, training in the following areas should be explored:

1. Tree identification and risk assessment
2. Sidewalk & tree root conflicts

3. Proper tree planting and young tree care
4. Insect & disease identification and the practice of Integrated Pest Management (IPM)
5. Tree inventories

VII. Public Education/Awareness/Outreach

New Milford Borough supports and understands that public education, awareness and outreach is crucial to gain local support for their tree programs. New Milford Borough, through the STC and Borough Council, has engaged in efforts to transmit information to its residents and will extend its efforts in this category through the implementation of this plan. Below are specific outreach and educational events that can be implemented over the next five years in order to promote community awareness.

Tree City USA

The Borough of New Milford has achieved Tree City USA status for 3 consecutive years and will continue to participate in the program for the next five. There is no specific community event that corresponds with annual accreditation, however, signs are posted at community entrances that promote the designation and it is incorporated into the Arbor Day celebration. The award is applied for at the beginning of each year.

Arbor Day

The Borough of New Milford will continue to hold annual Arbor Day celebrations. The event is planned by STC, Department of Public Works and the local elementary schools. It is an excellent way to educate the younger generation on the benefits of trees. A member of the STC dresses up in a tree costume at the local kindergarten. Typically, a tree planting occurs during the event.

Clean Communities Day

The STC participates in the Borough's annual Clean Communities Day. They volunteer to help clean Borough parks, the Borough Tree Nursery, woodlots, and other public places. Members of the Environmental Commission, and Beautification Committee, as well as local girl scouts also participate.

Annual National Night Out

The Shade Tree Commission hosts a booth at the Borough's annual National Night Out. Here, they hand out information materials and answer questions about the Borough's Shade Tree Program, ordinances and regulations, and general tree care.

New Homeowners

The Borough sends out informational packets to all new homeowners soon after a home sale is finalized. At the present time, no tree-related information is included. The STC sees this as an excellent opportunity to educate new residents. The goal is to reduce the accidental removal of Borough trees and help build community stewardship for the proper care of private trees.

Guest Speaking Events

An objective of this five-year Community Forestry Plan is to begin a series of guest speaking events that will be designed to promote education and stewardship of the Borough's tree resource. Guest speakers may be from the NJDEP, New Jersey Certified Tree Experts, or employees of local nurseries, or tree care and landscaping companies. Events could be held at the municipal library on basic tree maintenance and choosing the proper tree. It is STC intention during the next 5 years to host at least one (1) free speaking event per year.

In order to maximize attendance at these events, promotion is required. This will be accomplished by utilizing the recently renovated municipal website, advertising in local newspapers and municipal events.

The goal of the STC is to host at least one (1) speaking events per year. Topics to consider for future presentations include, but are not limited to:

- Alternatives to tree removal for resolving tree & sidewalk conflicts
- Tree preservation and protection during construction
- Tree identification
- Proper small tree and shrub pruning techniques
- Species selection

Borough of New Milford Website

In the last five years, the STC has made few, if any, changes to its website. This needs to change over the next five years. According to statistics from Nielson and the Pew Research Center, 55% of Americans use the internet every day and they spend an average of 60 hours per week on the web. The internet has become the primary means of contact with a target audience. Over the next five years, resources need to be devoted to making the STC page on the Borough website the premier location for residents to get their tree-related information. In order to do this, additional information guides need to be developed and links to University fact sheets and independent arboricultural websites (such as www.treesaregood.com) need to be added. Also, a constantly updated schedule of all tree-related events in the community should be created.

Social Media

In study conducted by Edison Research in 2012, they found that 56% of Americans currently have a profile on a social media site. This is up from 48% in 2010. This same study showed that 55% of Americans age 45-54 have a social media site. This is a major means of communication that has gone untapped by the Township. Creation of a STC Facebook page may create increased interaction between residents and the committee. It will allow the STC to post reminders for all upcoming events, alert residents to all webpage updates, and share new articles and fact sheets

that will be timely and relevant. The Facebook page should be promoted on the Township website and at all events featuring the STC.

Synergy With Like-Minded Groups

Under the two previous 5-year CFMP, a partnership between the STC, the Environmental Commission, the Beautification Committee, and local boy and girl scouts was established. Going forward, additional opportunities for synergy between the STC and like-minded groups in the community need to be sought out and initiated.

VIII. Statement of Tree Budget

The majority of the Borough of New Milford Public Works Department operating budget for tree management is allocated to DPW salaries and brush chipping and fall leaf collection. There is currently no room in the budget to perform some of the specific, essential objectives of this plan. Seeking out and obtaining grant money will be essential to the success of this plan.

The STC is made of up five volunteers and two alternates who donate their time at the rate of \$21.79/hour¹. They hold twelve hour long meetings per year and are active at the annual Arbor Day and Clean Community Day celebrations. There are various additional events throughout the year that they host and attend. Members spend an average of 750 volunteer hours per year, for a total of \$16,342.50 of in-kind services.

Borough of New Milford 2014 Tree Budget Summary

1. Employee Salary and Wages
 - a. Superintendent of Public Works
 - b. Department of Public Works personnel
 - c. Clerical Staff

\$287,794.00
2. Operations
 - a. Contracted pruning and removal
 - b. Training & professional development
 - c. Memberships & Subscriptions
 - d. Miscellaneous office Expenses

\$5,000.00
3. Borough Equipment
 - a. 1 – 65-foot aerial bucket truck
 - b. 2 – chippers
 - c. 1 – stump grinder
 - d. 2 – Front-end loaders
 - e. Various saws and small tools

\$35,000.00
4. Tree Planting
 - a. Trees purchased by the Borough for planting by DPW personnel

\$5,000.00
5. Vegetative Wastes – Collection & Recycling
 - a. Leaf Collection

¹ This rate is the 2010 figure developed by Independent Sector and published on their website:
http://www.independentsector.org/volunteer_time

b. Brush Chipping/Collection	
c. Christmas Evergreen Recycling	
	<u>\$155,500.00</u>
6. Shade Tree Commission & other volunteer hours	
a. Five STC members and two alternates	
b. Borough Council Liason	
c. Girl Scout volunteers	
d. Other community volunteers	
750 man hours @ \$21.79/hr	
	<u>\$16,342.50</u>
<i>TOTAL:</i>	<u>\$504,636.50</u>

IX. Statement of Plan Implementation

This is the third 5-year Community Forestry Management Plan for the Borough of New Milford. During the past 5-year period, the Borough has made progress and achieved many goals that were highlighted earlier in this document. Going forward, the emphasis for the STC will be to educate the public and promote proper tree care throughout the community. The DPW will continue to actively manage the Borough's tree resource by utilizing sound arboricultural practice and maintaining a high level of training.

Implementation of the Borough training plan over the next five years has been discussed in Section VI and Section VII covers the plan for public outreach, education and awareness. Below the tree inventory & assessment, hazard tree identification, tree planting, and tree maintenance and care plans are discussed.

Tree Inventory & Assessment

A tree inventory of the Borough of New Milford's street trees began in the spring of 2014. This inventory is being performed by the Tree Crew Foreman, Norman Krause and is being used to identify potential planting sites, hazardous trees, disease or insect infected trees, trees that required removal and trees in need of pruning. Mr. Krause is constantly adding new trees to the inventory as he responds to service requests and when he has any spare time (which is infrequently).

Finalizing the complete inventory of New Milford's tree resource is a priority during this 5-year period. If Norman is unable to add trees to the inventory at a sufficient pace due to his myriad of duties within the Borough, grant money may be sought to hire professional, NJ Certified Tree Expert consultants to perform the inventory. Alternatively, if grant money is not available, the use of volunteers will be explored. In the event that either students or volunteers perform the inventory, the Borough has an excellent resource in Mr. Krause to perform follow-up hazard assessment of trees of concern.

The inventory will collect data on the existing trees and identify potential future planting sites. Data collected on existing trees should include, but is not limited to:

- Species
- Diameter at breast height (DBH)
- Condition
- Location (either by utilizing GPS technology or by recording street address)
- Height
- Sidewalk conflict (Y/N)
- Utility conflict (Y/N)
- Management recommendations (to be determined by CTE)
- Comments

The data collected for each potential planting site should include, but is not limited to:

- Location
- Utility conflict (Y/N); If yes, distance to utility
- Potential sidewalk conflict (Y/N); If yes, distance between street and sidewalk

Following completion of the initial inventory, the Borough must update the dataset regularly in order to account for removals and new plantings. Ideally, all management actions, such as pruning, fertilization, and treatment for insects and disease, performed on each tree will be recorded. This will allow for pruning cycles to be developed and easily executed.

Hazard Tree Identification

Currently, the tree resource of the Borough of New Milford is regularly assessed by the DPW Tree Crew Foreman, DPW crews and members of the STC. In addition, residents are able to report any tree concerns that they may have directly to the DPW.

Over the next five years, the Borough will make improvements to its hazard tree identification procedure. Members of the DPW and STC will be exposed to new training and education opportunities. They will work to develop guidelines for hazard tree assessment that will be used during their regular assessments of trees. Also, an educational packet on hazard tree identification and mitigation will be created and posted to the Township website in order to educate the public. In order to streamline the resident response procedure, a “Tree Service Request” form will be developed and added the Township website.

Following completion of the tree resource inventory, the Borough will prune and remove trees utilizing its resources in the most effective and efficient means possible. The inventory data will be maintained in order to insure that pruning cycles are maintained.

The Borough will apply for funding, as the need arises, to contract with professional companies for the removal hazardous trees that are beyond the capacity of the in-house DPW crews.

Tree Planting

Annual tree planting is an ongoing activity in New Milford. Approximately 66 trees per year have been planted over the past five years.

Continued effort will be placed on planting the right tree in the right place. Currently, only trees small enough to grow under utility lines are placed in these areas. Trees that are susceptible to known insect and disease issues, such as bacterial leaf scorch and the impending emerald ash borer, should be discouraged from future planting throughout the Borough. Educational packets on these topics, as well as proper planting technique and application of mulch, will be created and posted on the Borough website for public use.

The undertaking of a complete tree inventory will highlight additional planting sites that are not currently utilized and provide the Borough with the current diversity of tree species that are present. Based on the results of this inventory, future species selection may shift in order to increase diversity. Areas with low species diversity are more susceptible to widespread damage from invasive pests. Examples of this include the devastation caused by Dutch elm disease in the mid-1900s and the current impact of EAB in the Midwest.

The development of a Memorial Tree Planting program is being considered by the STC, Beatification Committee and Environmental Commission. Under the proposed program, a resident would purchase a tree that would be planted in Borough green space. The money raised through the program would be used for future beautification and tree planting efforts throughout the Borough. Depending on the success of the program, it could be expanded to provide plantings in Borough parks, along streets, or in other public places.

Tree Maintenance and Care

New Milford Borough has an ongoing tree maintenance program. Pruning and removal work along Borough roads and parks is performed by DPW crews or contracted to companies when the scope of the job is beyond the capability of the DPW. County crews are utilized to perform work on trees along county roads. This division of labor is expected to continue over the next five years.

Going forward, a greater emphasis will be placed on the care of young trees. Early developmental pruning results in improved structure and fewer hazardous defects in mature trees. This will result in lower maintenance costs for mature tree care and free up room in the budget for fertilization and planting of new trees. Training opportunities will be made available to DPW crews in this area.

The STC will develop a multitude of tree care tips and guides that will be posted on their website and distributed at annual Arbor Day, Clean Community Day, and Night Out celebrations. In addition, a variety of links to insect and disease fact sheets and tree care websites, such as www.treesaregood.com, will be posted to the website. This will result in greater community awareness on the proper maintenance of their trees.

Five-Year Plan Implementation Timeline

Perform the following items in each year of the five-year plan:

- Have members of the Public Works Department staff and STC attend hazard tree identification and mitigation training programs (2.1).
- Apply for CSIP grant money to assist in fulfillment of the 5-Year Community Forestry Plan (1.2, 2.5, 4.4).

- Continue to plant trees with the proper mature height to avoid conflict with any overhead utility lines (3.1).
- Continue to maintain the Borough Tree Nursery (3.2)
- Maintain pruning schedule for young trees to promote proper structure free from codominant stems and other defects (4.1).
- Members of the Public Works staff and STC should perform regular inspection of tree population to identify any issues that require action (4.2)
- Educate members of the Public Works staff and STC on the identification of new and emerging insect and disease problems (4.3).
- Promote alternatives to root pruning and tree removal to alleviate root-sidewalk conflicts (4.6).
- Raise awareness of the potential impact of construction projects on the health of trees and promote methods of preserving mature trees during a construction project as an alternative to removal (4.7).
- Provide links to various insect and disease fact sheets that will educate the public on their identification and various treatment options on the Borough website. Add new links as local insect and disease pressures change (4.8).
- Continue to send members of the STC and Public Works Department to the annual NJ Shade Tree Federation meeting (4.9).
- Continue to celebrate Arbor Day (5.2).
- Continue to gain recognition as a Tree City USA (5.3).
- Continue to participate in the annual Clean Communities Day (5.4)
- Continue to participate in the Borough's annual National Night Out celebration (5.5)
- Reach out to like-minded groups to create synergistic relationships and cost-sharing opportunities (5.8).
- Host one free speaking events open to general public at the public library annually that feature a different expert on tree-related topics (5.9).
- Review of this CFMP by the STC and the DPW on an annual basis; update objectives as needed based on previous successes, failures, and/or budgetary changes (6.1).
- Continue to meet or exceed State required CORE training and CEUs (6.3).
- Continue to file Annual Accomplishment Reports with the State (6.4)

Perform in Year 1, December 2014-November 2015:

- Begin work on the Borough tree inventory by the Tree Crew Foreman and his crew (1.1).
- Consider requiring developers to plant new trees as part of any construction project within the Borough of New Milford (3.3).
- Create a Memorial Tree Program where the public can purchase trees to be planted in available green spaces and dedicated to friends and/or family members (3.4).
- An approved tree and shrub planting list that contains species that are known to thrive in the local environment and be free from major disease or insect issues has been created.

The list should be separated by the mature height of the trees in order to better select the right tree for the right place and be made available to the public (3.7).

- Create a list of tree and shrub species to avoid planting. This should include known invasive, non-native species and species that are prone to insect and disease issues in the local environment and be made available to the public (3.8).
- Include a copy of all local tree ordinances and other tree care information in the New Homeowner packets that are mailed out by the Borough (5.6).
- Create a Facebook page for the STC that will promote all tree-related functions and events within the Borough and provide links to tree care tips and fact sheets. Pictures from all local tree-related events should be posted as well. Update page regularly (5.11).
- Share this CFMP with other Borough entities to create synergy (6.2).
- Continue to meet or exceed State require CORE training and Continuing Education Units (CEUs) (6.3).
- Continue to file Annual Accomplishment Reports with the State (6.4).

Perform in Year 2, December 2015-November 2016:

- Continue and finalize work on the tree inventory by the Tree Crew Foreman and his crew (1.1).
- Create an interactive map of the tree inventory and summary of collected data for municipal use and consider posting on the municipal website (1.4).
- Create a hazard tree removal and pruning schedule based on the results of the Borough tree inventory (2.2).
- Develop guidelines for hazard tree assessment that will be used to prioritize future mitigation activity (2.3).
- Utilize the Borough tree inventory to identify potential new planting sites (3.5).
- Utilize the Borough tree inventory to increase the tree and shrub species diversity found within New Milford (3.6).
- Create a guide for proper tree planting methods that should be followed for all plantings on Borough property and be made available for public use (3.9).
- Consider adding a “Tree Service Request” form to the Borough website that will be emailed to the Department of Public Works and/or the Shade Tree Committee and allow for quicker government response (5.10).
- Continue to update the STC Facebook page (5.11).
- Review this CFMP by STC and Superintendent of Public Works on an annual basis; update objectives as needed based on previous successes, failures and/or budgetary changes (6.1).

Perform in Year 3, December 2016-November 2017:

- Once the initial inventory is completed, continue to update dataset to account for removals and new plantings as they occur (1.3).
- Continue utilizing a hazard tree removal and pruning schedule based on the results of the Borough tree inventory (2.2).
- Create a hazard tree identification and mitigation educational packet for homeowners and make available to the public (2.4).
- Utilize the Borough tree inventory to identify potential new planting sites (3.5).
- Utilize the Borough tree inventory to increase the tree and shrub species diversity found within New Milford (3.6).
- Create a guide that promotes proper application of mulch around trees and shrubs and warns of the impacts of misapplication. Post guide on the municipal website (4.5).
- Utilize i-Tree Eco to quantify benefits provided by township trees. Attach signs to trees in high-visibility locations (parks, Borough Hall lawn, etc.) to promote awareness to public (5.7).
- Continue to update the STC Facebook page (5.11).
- Review this CFMP by the STC and Superintendent of Public Works on an annual basis; update objectives as needed based on previous successes, failures and/or budgetary changes (6.1).

Perform in Year 4, December 2017-November 2018:

- Once the initial inventory is completed, continue to update dataset to account for removals and new plantings as they occur (1.3).
- Continue utilizing a hazard tree removal and pruning schedule based on the results of the Borough tree inventory (2.2).
- Utilize the Borough tree inventory to identify potential new planting sites (3.5).
- Utilize the Borough tree inventory to increase the tree and shrub species diversity found within New Milford (3.6).
- Continue to update the STC Facebook page (5.11).
- Review this CFMP by the STC and Superintendent of Public Works on an annual basis; update objectives as needed based on previous successes, failures and/or budgetary changes (6.1).
- Prepare for next 5-year CFMP (2018-2022) (6.5).

Perform in Year 5, December 2018-November 2019:

- Once the initial inventory is completed, continue to update dataset to account for removals and new plantings as they occur (1.3).
- Continue utilizing a hazard tree removal and pruning schedule based on the results of the Borough tree inventory (2.2).

- Utilize the Borough tree inventory to identify potential new planting sites (3.5).
- Utilize the Borough tree inventory to increase the tree and shrub species diversity found within New Milford (3.6).
- Continue to update the STC Facebook page (5.11).
- Review this CFMP by the STC and Superintendent of Public Works on an annual basis; update objectives as needed based on previous successes, failures and/or budgetary changes (6.1).
- Prepare for next 5-year CFMP (2018-2022) (6.5).

X. Community Stewardship Incentive Program (CSIP)

Upon approval of this plan, meeting the CORE training requirements, and accumulating the required CEUs, the Borough of New Milford will be qualified to apply for Community Stewardship Incentive Program (CSIP) grants to assist with the costs of implementing this plan. The maximum grant request for this program is \$6,000, but smaller requests are acceptable. The requested amount cannot be over 75% of the total project's cost and the applicant must contribute at least 25% to the project's total cost. An applicant may apply only once (per fiscal year) for community stewardship incentive funds; however, multiple CSIP practices may be addressed in the grant application. The following is a list of possible CSIP grant requests for the Borough of New Milford. Additional or revised grants may become apparent as this 5-year is implemented.

CSIP #1: Training

Training needs are outlined in Section XI. The STC and Public Works Department employees will continue to participate in a variety of tree-related training. This is accounted for in the current budget and there is no plan to apply for CSIP grant money to supplement this training at this time.

CSIP #2: Community Forestry Ordinance Establishment

The Borough of New Milford has made no changes to its Community Forestry Ordinances in the past five years and does not plan to make any changes in the next five. Therefore, no grant money will be applied for this endeavor.

CSIP #3: Public Education and Awareness

A key focus of the STC over the next five years will be increasing public awareness on the proper management of their tree resource. This is outlined in Section VII. The Borough may submit for grant funding to pay for experts to come to the Borough and give tree-related educational presentations.

CSIP #4: Arbor Day

The Borough puts on an annual Arbor Day celebration as discussed in Section VII. The cost of this celebration is allocated in the yearly budget and will not require additional grant funding.

CSIP #5: Tree Inventory

The need for a comprehensive inventory of the Borough's tree resource is outlined in Section IX. There is no room in the current budget to hire consultants to perform the inventory. A laptop and program have been purchased and are currently being utilized by the Tree Crew Foreman to

create an inventory of Borough trees. Applying for and obtaining CSIP grant money is a possibility in order to expedite completion of the inventory.

CSIP #6: Hazard Tree Assessment

The current hazard tree assessment protocol is discussed in Section IX. A hazard assessment will be performed as part of the ongoing comprehensive tree inventory that is being performed by the Tree Crew Foreman. CSIP grant money may be applied for to perform more thorough assessments on high-value or historically important trees within the Borough.

CSIP #7: Storm Damage Assessment

Application for funding of storm damage assessment is not expected at this time. Drive-by surveys following major storms are performed by the Tree Crew Foreman, his crew and members of the STC. Residents are also able to call the DPW with specific issues they observe. Storm damage clean-up is primarily performed by DPW crews, but there is always the possibility of hiring contractors for assistance with the removal of large scale damage.

CSIP #8: Tree Maintenance and Removal

Tree Maintenance and Removal is discussed in Section IX. The current DPW budget is sufficient for most of the Borough needs, however, CSIP funding may be sought if future storms create a large backlog of work.

CSIP #9: Insect and Disease Management

Currently, application for additional funding for insect and disease management is not expected. However, the emerald ash borer (EAB) has been positively identified 35-45 miles away in Somerset County, NJ and Orange County, NY. There are preventative chemical treatments available, but they can be expensive and funding would be required. The USDA recommends that preventative treatment begins when an EAB infestation is found within 15 miles of ash trees.

CSIP #10: Wildfire Protection

No program currently exists in the Borough of New Milford for wildfire protection and there is no anticipated need for funding for this topic.

CSIP #11: Tree Planting

Tree planting is addressed in Section IX. There is no specific need for funding at this time. However, the completion of the comprehensive tree inventory will identify new potential planting sites that may be beyond the current allocated budget and require additional funding.

CSIP #12: Tree Recycling

The Borough of New Milford currently has an effective leaf recycling and curbside chipping program in place. Additionally, residents are able to take these materials directly to Recycling & Conservation Center. No additional requests for funding are anticipated at this time.

CSIP #13: Sidewalk Maintenance Program

In the next five years, a focus of the STC and the Department of Public Works will be on educating the public on the alternatives to tree removal when dealing with tree/sidewalk conflicts. This will include promoting the use of expandable joints, pervious concrete and root barriers. The need for CSIP funding for this task is not anticipated.

CSIP #14: Storm Water Management

The Borough of New Milford Department of Public Works has active leaf pick-up and street sweeping programs that help to reduce the amount debris that enters the sewer system. No funding is anticipated at this time.

CSIP #15: Other

There are no other needs of the Borough of New Milford at this time.