

Community Forestry Management Plan

1. Municipal Information Form

2. Introduction

Mission Statement

Goals and Objectives

Liability Statement

3. Community Overview

4. Community Forestry Program Administration

5. Community Map

6. Training Plan

7. Public Education/Awareness/Outreach

8. Statement of Tree Budget

9. Statement of Plan Implementation

General

Tree Inventory Assessment

Hazard Tree Identification

Tree Planting

Tree Maintenance and Care

Administrative/Other

10. Community Stewardship Incentive Plan (CSIP)

2. INTRODUCTION

This is the third five-year Community Forestry Management Plan (CFMP) for the Borough of Allentown. This plan has been prepared in accordance with Guidelines issued by the New Jersey State Forest Service's Urban and Community Forestry Program (State UCF Program) pursuant to the New Jersey (NJ) Shade Tree and Community Forestry Act, P.L. 1996, Chapter 135. The plan builds upon the previous five year plan of Allentown's management plan approved in 2016.

This plan has been designed to demonstrate the manner in which Borough of Allentown currently manages the community tree resources under its jurisdiction, including trees in parks, Right of Way (ROW) streets, Borough buildings and other holdings. This plan will clearly articulate how Borough of Allentown intends to improve the resource over the next 5-years.

Implementation of the plan will require the oversight and engagement of the Allentown Shade Tree Commission (STC), a fiscal commitment from the municipality, the experienced and skilled efforts of the staff of the Department of Public Works, and the involvement and participation of residents and civic organizations interested in maintaining and enhancing Allentown's municipal forest.

MISSION STATEMENT

The Allentown Shade Tree Commission (STC) wishes to maintain and promote a healthy, safe and sustainable shade tree resource that will physically, economically and aesthetically benefit the community and its residents in the most cost effective manner possible.

GOALS AND OBJECTIVES

The plan's key goals and objectives are as follows:

Goal 1: Evaluate current tree ordinances

Evaluate Allentown's existing tree ordinances (STC Establishing Ordinance, No. 07-2017 and Protection of Trees Ordinance, No. 08-2017) and update as needed.

Objectives

1. Review the existing tree ordinances, based on lessons learned in implementing the current CFMP, and update as necessary.

Goal 2: Maintain i-Tree Storm preparedness.

Objectives

1. Review i-Tree Storm data and update as necessary. Train any new participants in the process of evaluating pre- and post-storm damage.

Goal 3: Tree Inventory and Assessment

Maintain and use Allentown's tree inventory database to efficiently and effectively manage, protect, and enhance the municipality's community forest.

Objectives:

1. In the first year of this plan re-inventory Allentown's street trees to update the i-Tree Eco database to keep the inventory accurate and to include a hazard tree assessment. There are 3 reasons a re-inventory is desirable. First, the county, which has 70% of our street trees in their ROW, had been removing them but the STC wasn't always notified. Second, there is a Streetscape project where sidewalks and curbs are all being redone on our 2 main streets. This will result in the loss of at least 20 trees which will not only be replaced, but added to, with more suitable species. Third, we discovered that the original inventories had some errors. We have less than 180 street trees so a re-inventory will not require a lot of effort.
2. Modify and use Allentown's front end to its i-Tree Eco database to track new tree planting, tree removals and hazard tree identification.
3. Complete the tree inventory of Heritage Park's "Open Area". "Open Area" is defined as that space inside the park's walking track plus any area between the walking track and the woodlands' tree line.
4. As hazard trees are identified ensure that the list of these trees is maintained and continuously updated in the tree inventory database.

Goal 4: Tree Planting

Plant trees to sustain a diverse and healthy community forest.

Objectives:

1. Continue to implement the Heritage Park tree planting plan. As funds become available, continue the expansion of the 4 identified groves with the goal of planting at least 12 trees a year until we reach the designed size of each grove. Continue to select and plant specimen trees for the 2 arboretum sections of the park.
2. Develop a tree planting plan from the design created for Streetscape Project. Use the design to identify all potential planting locations and use the existing Borough Tree List to identify which tree species/varieties to plant in each location. Consider limiting factors such as planting strip size and utility lines. Selection will also take into account municipal priorities, diversity goals, shape and height.
3. Work with the design consultants in selecting specific trees for Sgt. George Ashby Memorial Park. Use the existing Borough Tree List to identify species, taking into account tree diversity goals, vulnerability to loss, benefits to wildlife, susceptibility to pests and disease, and shape, height, and horticultural needs.
4. Apply for a CSIP and other grants to help fund the implementation of the tree planting plans.
5. Start the implementation of the Heritage Park Meadow planting plan.
6. Plan the expansion of the Street Lawn Gardens project and implement as resources allow.

Goal 5: Tree Maintenance and Care

Sustain the community forest by promoting the maintenance and care of trees on municipal lands and in right-of-ways.

Objectives:

1. Continue to monitor identified Ailanthus trees in Allentown for Spotted Lantern Fly
2. Continue treatment for EAB on identified Ash trees.
3. Plan “clean up” days with local organizations at least once a year. This could include light pruning, weeding and trash removal.
4. Ensure that the removal of hazardous trees is carried out.

Goal 6: Public Education/Awareness/Outreach

Promote awareness of the benefits of both public and private trees and provide information on their proper care. Inform and engage the community to better address challenges that all trees face, such as diseases, insect infestations, salt runoff, and climate change.

Objectives:

1. Utilize municipal capacities, such as the municipal website, newsletter, and the social media of Allentown to inform and engage the public regarding the care and nurturing of public and private trees, including factors to consider in making planting decisions and obligations that apply under State law and municipal ordinances.
2. Redesign and update tree-related information on the STC section of the municipal website to encourage more use by the public.
3. Develop and implement a program to team with home owners to encourage them to plant trees on their property.
4. Annually plan and execute an Arbor Day event.
5. Promote the Commemorative Tree program to help raise funds for more tree plantings.
6. Complete and promote the Heritage Park and Main Street tree trails.

Goal 7: Administrative/Other

1. Maintain Tree City status by meeting the annual requirements.
2. Continue to meet CEU education and CORE accreditation requirements.
3. Train STC members on the use of the STC front end to the i-Tree Eco database.
4. Complete and file New Jersey Urban and Community Forestry Program Annual Accomplishment

LIABILITY STATEMENT

Although the Borough of Allentown recognizes all of the benefits provided to the community by its tree resource, it also recognizes the liabilities. As trees are living entities, it is inevitable that as they mature they eventually require care, maintenance, removal and replacement. Allentown must however, work within a reasonable budget and may not be able to meet each and every demand placed on them. Therefore it is the intent of this plan to focus available resources to reduce obvious risks to public safety.

Since it is impossible to predict or prevent all hazardous conditions that may arise Allentown is developing this plan to become more proactive in its tree management. Proactive tree management should reduce the occurrence of unexpected events.

Following this plan will demonstrate Allentown's commitment to proper tree management within the rights-of-way and public holdings with the aim of reducing the potential for future tree related accidents and thereby reducing its exposure to liabilities and increasing public safety.

Having an approved CFMP conveys benefits and opportunities to a municipality. The benefits include liability protection under the New Jersey Tort Claims Act, P.L. 1996, Chapter 135, Section 16, for the Borough of Allentown, the Allentown Shade Tree Commission, its members, and any volunteers participating in the community forestry program. The opportunities include eligibility of the municipality to apply to receive grant money from the State UCF Program to assist in the implementation of the plan.

3. COMMUNITY OVERVIEW

The Borough of Allentown has a population of about 1,800 and is about 1 square mile in area. About a third of the land is open space, made up of part woodland and part open field. The rest is residential with some retail. The housing stock is diverse ranging from small to substantial on small to quite large lots.

In June of 2017 the Shade Tree Advisory Committee was reorganized as the Shade Tree Commission with a revision of the establishing ordinance, Ordinance No. 07-2017. This CFMP is the first to be developed by this new commission.

The current CFMP was referenced as an integral part of the latest revision of the Borough of Allentown's Master Plan. There are 2 sections in the Master Plan (VIII CONSERVATION PLAN ELEMENT and XII STORMWATER MANAGEMENT PLAN) that contain goals that this CFMP will help achieve. Specifically these address carbon storage/sequestration, pollution removal, and stormwater runoff. Running the i-Tree Ecosystem Analysis report for our street tree stock, our carbon storage is 166 tons, carbon sequestration is 2 tons/yr, pollution removal is 116 lbs/yr and avoided runoff is 4,700 cubic ft/yr. This compares very favorably with Freehold Township's numbers, it being the nearest municipality we have data for. Unfortunately these numbers will be going down in the near term. We are losing at least 20 of our larger trees due to the Streetscape project and will lose more over time as a good amount of our larger trees are near the end of their lifecycle. We recognize these problems and have included them in our Goal 4 Tree Planting objectives. As part of these plans we are aiming to replace every street tree lost with 2 new ones. Short term this means we will have a very young urban forest which won't support the current numbers but over time should surpass them as the trees mature.

Our Goal 3: Tree Inventory and Assessment and the park objectives of Goal 4: Tree Planting also support the above Master Plan goals. We have close to 40 acres of open space in our parks. Inventorying the trees in these parks will give us a better handle on how we are doing with our conservation efforts. Increasing the number of trees will help to improve our environment which we should be able to track with the i-Tree reports.

The Master Plan has an objective to promote forest awareness. Our Goal 6: Public Education/Awareness/Outreach is closely aligned with and supports this objective.

Allentown has one 38 acre park, Heritage Park, with a large open space surrounded by woodlands and wetlands. The STC was tasked, under the current CFMP, to develop a tree planting plan for Heritage Park. Working with Borough Council, the Environmental Commission, Historical Preservation Review Commission, Recreation Commission and TAVI (The Allentown Village Initiative) a long term planting plan was developed and approved. The plan calls for planting well over 100 trees which will greatly increase our tree canopy cover and support the above Master Plan goals. As there is no complete inventory of Heritage Park trees, we can't quantify the benefits of the plan, but one of the goals of this CFMP is complete the inventory so we should be able to do quantify the benefits in the near term.

There is a newly acquired 3 acre park, Sgt. George Ashby Memorial Park, which is basically an empty lot with few trees. A consulting firm was engaged to develop a design for this park. The design is to be implemented in phases. The first phase includes planting about 30 trees. This result in a net gain in our tree canopy cover supporting the above Master Plan goals.

There is a current project, "Streetscape Phase II", which is proposing to replace sidewalks along Church St. and North Main St. The Borough is looking at an initial loss of 20 trees (mostly the Pin oaks and Callery pears) to make way for this new street scape. The Borough will probably lose a few more over time due to root disturbance. Replacing these trees is part of the project but the Borough will end up with a large stock of very young trees.

The removal of the aging street tree population, as well as hazard trees on private property that the Borough has been forced to remove has put a strain on our budget. The STC is putting more of its resources into tree removal than planting. This will require strategic management of our urban forest, as well as significant public investment and support.

A street tree inventory in 2018 identified 181 street trees in Allentown, of those 127 (70%) are in the Monmouth County ROW.

There are 28 different species of street trees with Pin oak (*Quercus palustris*) and Callery pear (*Pyrus calleryana*) making up 42% the number of trees.

The following 10 species make up 71% of the street tree population:

Species	# of Trees	% of Total
Pin oak (<i>Quercus palustris</i>)	41	22
Callery pear (<i>Pyrus calleryana</i>)	37	20
Kwanzan cherry (<i>Prunus serrulata</i>)	16	8
Sugar maple (<i>Acer saccharum</i>)	9	4
American elm (<i>Ulmus americana</i>)	7	3
Honeylocust (<i>Gleditsia triacanthos</i>)	7	3
Black tupelo (<i>Nyssa sylvatica</i>)	7	3

Norway maple (<i>Acer platanoides</i>)	7	3
Silver maple (<i>Acer saccharinum</i>)	7	3
Ginkgo (<i>Ginkgo biloba</i>)	5	2

Just about all of the Pin oaks and Callery pears are aging out, lifting sidewalks (planted in narrow street lawns) or suffer from BLS, with about half located under utility lines. The Pin oaks especially are dying out and will probably be gone within 5 years.

Prior CFMP: Review of Goals and Objectives

The current CFMP is not well organized with a lot of redundancies and some missing elements. Also it defined specifically how an objective was to be achieved ignoring multiple, and in many cases, better alternatives. The following review is therefore not well organized, contains redundancies and restates/defines some of the objectives. We also found that the current CFMP was way too optimistic in what it was trying to accomplish with the resources available.

Tree Inventory and Assessment

Objective accomplished

The original street tree inventory from 2010 was updated in 2018. All the data was loaded into an i-Tree Eco database. An interactive web site was built on top of it for querying as well as providing a GIS interface. This was done without obtaining a Community Forestry grant.

Hazard Tree Identification

Objective accomplished

Tree risk-assessment training was completed through CEU training at Rutgers.

Objective accomplished

The responsible decision-makers were trained to recognize and evaluate potential tree risk using the latest information and techniques. This was done in part at the Shade Tree Federation Meeting but also through courses at Rutgers.

Objective not accomplished

We did not develop and improve procedures for prioritizing and scheduling tree inspections, service requests and work for risk reduction due to lack of resources. This is considered important and the hope is to address this in the new CFMP.

Objective not accomplished

Prioritize risk reduction work. This is also considered important and the hope is to address this in the new CFMP.

Objective accomplished

Completed i-Tree Storm damage assessment and i-Tree Streets (now i-Tree Eco) inventory without seeking CSIP funding. The i-Tree Storm assessment was included in the municipality's emergency management plan, sufficient to meet the standards set by the Federal Emergency Management Agency (FEMA) for such sections

Objective not accomplished

We did not analyze the records work history etc. at the end of the current 5-year management period as records were not kept due to lack of resources.

Objective not accomplished

The use of the results to adjust pruning cycles and better target management techniques to reduce future risk was not carried out as records were not kept due to lack of resources.

Tree Planting

Objective accomplished

A list of suitable trees for planting in a variety of locations found in Allentown was prepared. This list was encoded in Allentown's "Protection of Trees" ordinance, Ord. 08-2017. The list was compiled without grant money.

Objective accomplished

List of trees for variable width planting sites within ROW's was developed.

Objective accomplished

List of trees suitable for planting within utility rights-of-way was developed. Mature height of the tree was one of the determining factors.

Objective not accomplished

Trees with reduced maintenance requirements that also fulfill the other planting site restrictions will be favored. Given the other restrictions there weren't the resources to pursue this.

Objective accomplished

Trees meeting the right tree for the right location criteria only will be selected for planting. Included as part of the previous objectives.

Objective accomplished

Emphasize native trees and non- invasive species (no Callery pear, Norway maple). Included as part of the previous objectives.

Objective accomplished

Select trees to reduce sidewalk and utility conflicts, yet provides shading along the streets of Allentown. Included as part of the previous objectives.

Objective accomplished

Disseminate the list to Allentown residents. The list was included in the Allentown's Protection of Trees Ordinance and published on the Allentown website.

Objective not accomplished

Complete a successful tree planting proposal for Allentown by utilizing the Community Forest Council's grant program. A plan for tree planting in Heritage Park was developed and approved. A tree planting design has been developed for the Sgt, George Ashby Memorial Park. A tree planting design was also developed for North Main and Church Streets. Both designs need to be fleshed out into plans for implementation. Other Allentown streets have not had a design or a proposal produced.

Tree Maintenance and Care

Objective accomplished

Maintain public safety. A number of hazard trees have been identified and removed, including those on private property where the owner wouldn't undertake the task. The Allentown's Protection of Trees Ordinance enables Allentown to remove hazard trees from private property.

Objective not accomplished

Improve the long-term health of Allentown's tree resource by timely identification of any disease or insect infestation. STC identified Ailanthus within Allentown to serve as trap trees for SLF as well as monitoring Ash trees for EAB, but no long-term plan has been developed.

Objective not accomplished

Maximize the benefits of urban trees while minimizing the costs to maintain safe and healthy trees. Unable to address due to lack of resources.

Objective not accomplished

Install a new tree pruning program for form and structure to eliminate costly and potentially hazardous conditions as the newly planted trees mature. Unable to address due to lack of resources.

Objective accomplished

Improve communications with the Monmouth County Shade Tree Commission. There is now an agreement with the County STC that will allow Allentown to plant in the County ROW as long as a plan is submitted to them for approval.

Objective not accomplished

Eradicate the bamboo below the Mill and within sight of Heritage Park. The cost to eradicate the bamboo was prohibitive. It was planned to put in rhizome barriers to prevent the spread of the bamboo but the ownership of that portion of Heritage Park is being re-negotiated. Any further efforts regarding the bamboo is on hold until ownership is settled.

Administrative/Other

Objective accomplished

Completed CORE and CEU Training for several volunteers and the Public Works Department to maintain Approved Status.

Objective not accomplished

Obtain training on tree pruning techniques for DPW staff. Unable to address due to lack of resources.

Objective accomplished

Register two volunteers and Public Works Staff for the NJ Shade Tree Federation Meeting. One or two people were sent to the meetings depending on the topics being presented. We think that attending other conferences and courses that are better tailored to our requirements is more beneficial.

Objective accomplished

Obtained Tree City USA status 2 years in a row (2017 & 2018).

Other objectives accomplished that weren't explicitly listed in the current CFMP:

Created a Tree Trail Guide for Main Street Trees. This included tagging at least one each of the different species of tree. This was introduced as part of one of our Arbor Day celebrations.

Set up a Commemorative Tree program where residents can sponsor a tree in Heritage Park. This was introduced as part of another of our Arbor Day celebrations.

Created an online interactive Tree Trail Guide for Heritage Park. This included tagging at least one each of the different species in the park. Most of the work has been finished but there are still a few pieces to complete. The plan is to introduce this as part of the 2020 Arbor Day celebration.

An experimental Street Lawn planting was implemented. As part of the Street Scape Phase I (S. Main St. business district) new sidewalks were put in and a number of trees were planted with the tree lawns covered with sod. The sod was a poor choice as it was mostly gone with a year or two. A list of plants for 3 areas, shade, part shade and sun was developed and one plot of each was planted. So far the results have been encouraging, with many of the residents requesting information about the plantings.

Since STC was not able to eradicate the bamboo in Heritage Park, STC partnered with the Allentown Garden Club to maintain the trails through the grove.

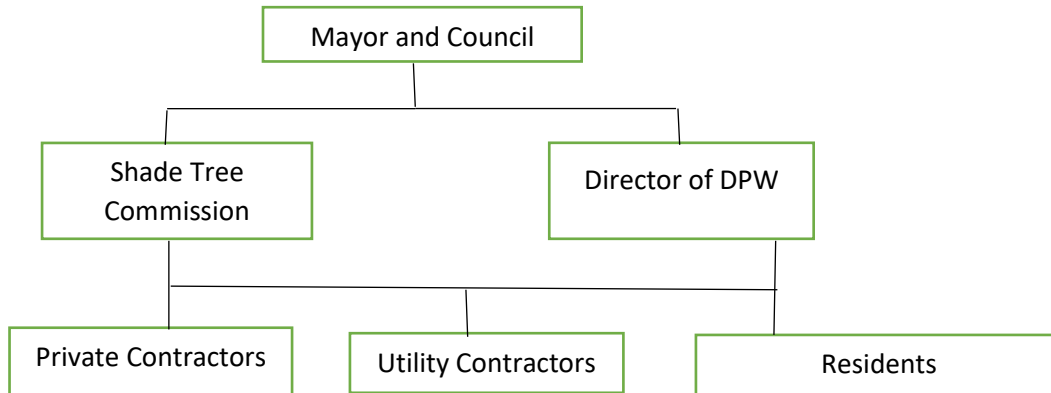
Pleasant Run Nursery, a local wholesale nursery, donated a good amount of trees and shrubs. STC developed a planting plan in Heritage Park which DPW implemented.

Heritage Park has a large open area in the middle which has wonderful sight lines. Allentown has decided that this open area should be maintained as is, without planting trees which would encroach on the views. It was decided that a native wildflower meadow would be planted in about a third of the open area. This would help with storm water runoff, aid the pollinator population and help with carbon sequestration. STC developed a plan and made presentations to the public for approval. Implementation by STC and DPW is planned for spring.

STC created a bulletin to educate residents about Spotted Lantern Fly. A presentation was given, notices sent out via Allentown's newsletter and stored on the STC's website.

4. Community Forestry Program Administration

The administration of Borough of Allentown's Shade Tree Management Program is a cooperative effort of the Shade Tree Commission, Mayor and Council, the Department of Public Works, private contractors, utility contractors and Allentown's residents as shown below:



Mayor and Council

The Mayor and Council are responsible for appointing the 5 members and 2 alternates of the Shade Tree Commission. One Borough Council member will serve as liaison to the Shade Tree Committee.

The Mayor and Council shall annually appropriate such sums, as it may deem necessary to train the volunteer/staff to maintain approved status, and carry out the responsibilities of the Community Forestry Management Plan.

Borough Council Liaison

Reviews plans and policies submitted by the Shade Tree commission and makes recommendations to Council.

Recommends the annual budget of the Shade Tree Advisory Commission to the Borough Council.

Shade Tree Commission

The Shade Tree Commission is a five member plus two alternates, volunteer commission appointed by the Mayor and Council. They are the commission for all community trees on municipal streets, ROW's, parks or other properties. Their duties include:

Advice regarding the planting, removal and maintenance of Allentown's trees.

Develop and recommend the policies and goals that will preserve and develop Allentown's tree resource.

Implement the Community Forestry Management Plan.

Perform public outreach to foster better understanding and care for Allentown's trees on both public and private properties.

Assist in the handling of complaints or requests received for work on Allentown's trees.

Review annual budgets with the Municipal Manager and submit them to the Mayor and Council.

The current members of the Shade Tree Commission are:

Terry Brown, Chairperson

Kathy Fidler, Vice Chairperson

Suzanne Valpreda, Secretary

Robert Mayer

Taylor J. Sapudar

Lisa Strovinsky

Residents

Continue to report all requests for planting, removal or maintenance to the Monmouth County Shade Tree Division for trees in the County's ROW.

For Municipal tree replacement contact the Shade Tree Commission and/or Allentown DPW.

Assist in the follow-up care to any newly planted trees on adjacent properties or in County or Allentown ROW's.

Department of Public Works

Reviews requests for tree planting, removal or maintenance and makes the necessary inspections.

Inspects all work performed by the public works crew and private contractors on Allentown properties if required and at the request of STC.

Utility Contractors

Must notify the Monmouth County Engineering Department of Shade Tree Division, Allentown Director of Public Works, Mayor or Council.

Must follow all American National Standards Institute (ANSI) arboricultural practices and guidelines.

May assist the DPW and Monmouth County Shade Tree crews in clearing trees to meet their line clearance requirements.

Private Contractors

Generally, most tree care and maintenance activities are conducted by Monmouth County Shade Tree crews but when difficult or electric utility conflicts arise, private contractors may be deemed necessary on a case-by-case basis. Private contractors are responsible for the following.

Provide proof of appropriate insurance, licenses, certifications as necessary to the appropriate Allentown official.

Report to Allentown official prior to work beginning and after work is completed at the end of each day.

Complete all work in a safe and timely manner according to all applicable safety standards set by OSHA or ANSI as they pertain to tree care operations.

Follow all current arboricultural practices and guidelines.

Report all hazards or problems directly to the Allentown contact official.

Monmouth County Board of Freeholders

Tree management along County roadways will be referred back to Monmouth County. The care and maintenance of those trees will follow the plan outlined in Monmouth County's Shade Tree Management Plan.

The Board of Freeholders is responsible for the appointment of the 5-member Monmouth County Shade Tree Commission.

The Freeholders authorizes new policies and plans and approves the Shade Tree Division's annual budget.

Monmouth County Shade Tree Division Head

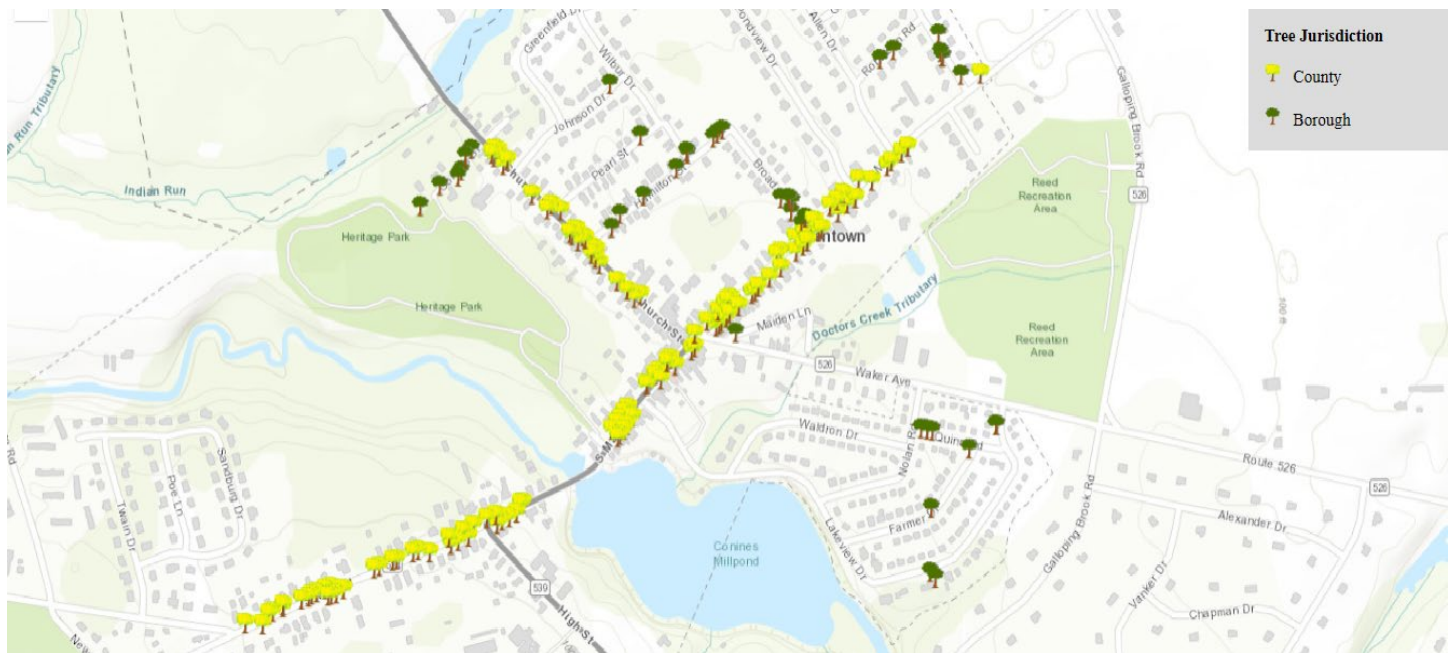
Reviews and approves requests for tree planting, removal or maintenance in the County ROW.

Inspects and approves the works performed by County Shade Tree Division crews.

Develops annual plans and budget requests for County tree care costs.

5. Community Map

Map of Allentown showing Borough and County street trees.



Map of Borough of Allentown – There has been no change since the previous CFMP. Attached is a copy.



6. Training Plan

Training overview. In keeping with the goals and objectives of this CFMP, the STC is committed to maintaining and increasing the expertise of its members and municipal employees. Specific training and skills to be pursued include the following:

CORE training: Currently, two of Allentown's five STC members, as well as one of the two alternates and one municipal employee are CORE trained.

Continuing Education Units (CEUs): A minimum of two STC members will acquire up to eight CEUs each year to meet the State requirement.

Over the past year members have taken courses in Integrated Pest Management, Hazard Tree Assessment, Intro to Pruning Techniques, Advanced Pruning Techniques and ANSI A300 Pruning Standards. We were not able to accomplish most of the goals in the current CFMP's Tree Maintenance and Care because of lack of resources. These courses will better enable us to address those issues in this CFMP. Members have attended the annual Shade Tree Federation Meeting as well as other conferences. While not formal training, we met with a number of experts in Street Tree selection and planting to help us develop our Borough Tree List which is part of our Protection of Trees Ordinance.

Going forward we need to have more members trained in Hazard Tree Assessment and Tree Pruning, as well as keep up with the latest information on pests and diseases. There is also a need for training on the use of the STC front end to the i-Tree Eco database.

Funding: Allentown provides adequate funds each year for STC member participation in approved training programs to ensure that the State requirements are met.

7. Public Education/Awareness/Outreach

Promote awareness of the benefits of both public and private trees and provide information on their proper care. Inform and engage the community to better address challenges that all trees face, such as diseases, insect infestations, salt runoff, and climate change. Specifically, will include:

1. Utilize the Borough's capacities, such as the website, newsletter and social media as well as local media and events such as the Spring Fling and the Fall Festival, and partner with entities such as the Environmental Commission, Parks and Open Spaces Planning Committee and the Allentown Garden Club to promote awareness.
2. Redesign and update tree-related information on the STC section of the municipal website to encourage more use by the public.
3. Develop a program to team with home owners to encourage them to plant trees on their property.
4. Annually plan and execute an Arbor Day event.
5. Promote the Commemorative Tree program to help raise funds for more tree plantings by creating promotional material and publishing via above media.
6. Promote the Heritage Park and Main Street tree trails by creating promotional material and publishing via above media.
7. Maintain the Borough's status as a Tree City USA.

8. Statement of Tree Budget

The Shade Tree Commission has an annual budget of \$4,800 for tree planting, maintenance and removal and for education and training. DPW and volunteer contributions are estimated below for an additional total of \$74,041.

The STC is responsible, in part, for funding the removal of hazardous trees, including those on private property where the owner won't remove them. This makes it difficult to properly plan a budget as we can't predict when a tree will become a hazard requiring removal.

For the current year, our costs are:

\$1,500 – Tree purchase and planting (funds encumbered from the previous year)

\$3,000 - Tree removal

\$1,160 - Seed for the Heritage Park Meadow

\$5,755 – Total spend

Our Commemorative Tree Program raises funds to be used exclusively for the purchase and planting of trees. There is no way for us to predict how much we will receive in any given year. The current balance is \$500.

DPW & Volunteer:

Tree planting & maintenance	5,022
Brush pickup	31,548
Leaf pickup	22,600
Volunteer Contributions	14,871
TOTAL	74,041

9. Statement of Plan Implementation

First Year, 2020

General

- Utilize the Borough's communications capacities, such as the website, newsletter and social media as well as local media and special events such as the Spring Fling and the Fall Festival, and partner with entities such as the Environmental Commission, Parks and Open Spaces Planning Committee and the Allentown Garden Club to promote awareness of the benefits of trees and their proper care. Produce at least 2 “articles” to publish via one or more of the above media. Team up with other entities to create displays and to have a space at the Borough’s events.
- Plan and execute an Arbor Day event.
- Complete and promote the Main Street Tree Trail. Have tree tags produced for identified trees. Create webpages for all species not already there. Create and apply QR tags for all tree tags linking to the appropriate species webpage for smartphone use. Create promotional material for the trail and publish via above media.
- Promote the Commemorative Tree program. Create promotional material and publish via above media.
- Review the existing tree Ordinances (STC Establishing Ordinance, No. 07-2017 and Protection of Trees Ordinance, No. 08-2017) and update as necessary. Work with Borough Attorney and Council to have any changes implemented.

Tree Inventory Assessment

- Re-inventory Allentown’s street trees and update i-Tree Eco database. To be carried out by members of the STC. Information to be gathered includes species, location, DBH, condition, hazard assessment and utility conflict. The i-Tree Eco database is to be updated via the STC web front end.
- Continue the inventory of the Heritage Park “Open Area” trees. To be carried out by members of the STC. Information to be gathered includes species, location, DBH, condition and hazard assessment. The i-Tree Eco database is to be updated via the STC web front end.

Hazard Tree Identification

- Produce a hazard tree risk assessment report on an individual tree upon request. To be carried out by qualified members of the STC. If deemed a hazard, file report with DPW and the Borough Clerk for action.
- Ensure that the removal of hazardous trees is carried out. Work with DPW and the Borough Clerk to arrange for tree removal/pruning by either DPW (for small trees), Monmouth County STC (for larger trees in the County ROW) or a tree removal service (for larger trees on Borough property), or Borough Code Enforcement Officer (for trees on private property).

Tree Planting

- Continue to implement the Heritage Park tree planting plan. As the budget permits or Commemorative Tree funds become available purchase and plant trees according to the pre-approved plan, trying to evenly plant in the 5 sections until each section reaches its designed capacity.
- Implement Phase I of the Heritage Park meadow planting plan. Purchase seed for 10,000 sq. ft. of meadow. Have DPW apply 2 treatments of Burnout to clear weeds. STC to seed. DPW to water as required and mow as scheduled.
- Develop a tree planting plan from the design created for Street Scape Phase II. STC to use the design developed by Robert’s Engineering along with the Borough’s Tree List and Tree Planting Specifications from the Protection of Trees Ordinance to develop the tree planting plan.
- Develop a tree planting plan from the design created for Sgt. George Ashby Memorial Park Phase I. STC to use the design developed by E&LP along with the Borough’s Tree List and Tree Planting Specifications from the Protection of Trees Ordinance to develop the tree planting plan.
- Develop a plan for the expansion of the Street Lawn Gardens and start implementation as funds allow. This would include creating promotional material and a community outreach plan.
- Apply for CSIP or other grants to implement the tree planting plans. Work with other Borough entities to research grant possibilities and to complete and submit requests for grants.

Tree Maintenance and Care

- Organize at least one “clean up” day in the Borough’s public spaces with the community. This would involve light pruning, weeding and trash removal. Also use this opportunity to promote the awareness of the value of trees.

- Continue to monitor for Spotted Lantern Fly. Starting in mid-July, periodically check the targeted Ailanthus trees for signs of the adult SLF. If found report to the appropriate agencies.

Administrative/Other

- Maintain Tree City status by meeting the annual requirements. At the beginning of the year contact the Borough Clerk to have an Arbor Day Proclamation created. Ensure that there is at least \$2 per capita, including volunteer hours, for tree care.
- Continue to meet CEU education and CORE accreditation requirements. Ensure that 3 people (2 STC and 1 DPW) are CORE trained. Ensure that at least 2 people have a combined 8 CEU's. Track CEU's and recommend courses/conferences.
- Train STC members on the use of the STC front end to the i-Tree Eco database.
- Complete and file New Jersey Urban and Community Forestry Program Annual Accomplishment Report.

Second Year, 2021

General

- Utilize the Borough's communications capacities, such as the website, newsletter and social media as well as local media and special events such as the Spring Fling and the Fall Festival, and partner with entities such as the Environmental Commission, Parks and Open Spaces Planning Committee and the Allentown Garden Club to promote awareness of the benefits of trees and their proper care. Produce at least 2 "articles" to publish via one or more of the above media. Team up with other entities to create displays and to have a space at the Borough's events.
- Plan and execute an Arbor Day event.
- Review i-Tree Storm data and train any new STC participants in pre- and post-storm evaluations.
- Develop a program to team with home owners to encourage them to plant trees on their property. This would include creating promotional material and use of i-Tree reports.
- Complete and promote the Heritage Park Tree Trail. Have tree tags produced for identified trees. Create webpages for all species not already there. Create and apply QR tags for all tree tags linking to the appropriate species webpage for smartphone use. Create promotional material for the trail and publish via above media.

Tree Inventory Assessment

- Use the STC web front end to the i-Tree Eco database to track new tree plantings, tree removals and hazard tree identification.

- Modify Allentown’s web front end to the i-Tree Eco database to track new tree planting projects, hazard tree identification, and to encourage use by residents. Design, code and test the updates to the front end. To be carried out by members of the STC.
- Complete the inventory of the Heritage Park “Open Area” trees. To be carried out by members of the STC. Information to be gathered includes species, location, DBH, condition and hazard assessment. The database is to be updated via the web front end.

Hazard Tree Identification

- Produce a hazard tree risk assessment report on an individual tree upon request. To be carried out by qualified members of the STC. If deemed a hazard, file report with DPW and the Borough Clerk for action.
- Ensure that the removal of hazardous trees is carried out. Work with DPW and the Borough Clerk to arrange for tree removal/pruning by either DPW (for small trees), Monmouth County STC (for larger trees in the County ROW) or a tree removal service (for larger trees on Borough property), or Borough Code Enforcement Officer (for trees on private property).

Tree Planting

- Continue to implement the Heritage Park tree planting plan. As the budget permits or Commemorative Tree funds become available purchase and plant trees according to the pre-approved plan, trying to evenly plant in the 5 sections until each section reaches its designed capacity.
- Evaluate Phase I of the Heritage Park meadow planting plan and plan Phase II if desired. Determine if the planting was successful and if not is there anything that needs to be modified. Phase II is just expanding the size of the meadow using the same plants as Phase I unless modifications are indicated. If Phase II is desired we will need to have funds added to the budget or seek grants.
- Continue with the implementation of the Street Lawn Gardens plan as funds allow.
- Apply for CSIP or other grants to implement the tree planting plans. Work with other Borough entities to research grant possibilities and to complete and submit requests for grants.

Tree Maintenance and Care

- Organize at least one “clean up” day in the Borough’s public spaces with the community. This would involve light pruning, weeding and trash removal. Also use this opportunity to promote the awareness of the value of trees.
- Continue to monitor for Spotted Lantern Fly. Starting in mid-July, periodically check the targeted Ailanthus trees for signs of the adult SLF. If found report to the appropriate agencies.
- Continue treatment for EAB on targeted Ash trees.

Administrative/Other

- Maintain Tree City status by meeting the annual requirements. At the start of the year contact the Borough Clerk to have an Arbor Day Proclamation created. Ensure that there is at least \$2 per capita, including volunteer hours, for tree care.
- Continue to meet CEU education and CORE accreditation requirements. Ensure that 3 people (2 STC and 1 DPW) are CORE trained. Ensure that at least 2 people have a combined 8 CEU's. Track CEU's and recommend courses/conferences.
- Complete and file New Jersey Urban and Community Forestry Program Annual Accomplishment Report.

Third Year, 2022

General

- Utilize the Borough's communications capacities, such as the website, newsletter and social media as well as local media and special events such as the Spring Fling and the Fall Festival, and partner with entities such as the Environmental Commission, Parks and Open Spaces Planning Committee and the Allentown Garden Club to promote awareness of the benefits of trees and their proper care. Produce at least 2 "articles" to publish via one or more of the above media. Team up with other entities to create displays and to have a space at the Borough's events.
- Plan and execute an Arbor Day event.
- Promote the Commemorative Tree program. Create promotional material and publish via above media.
- Continue the program to team with home owners to encourage them to plant trees on their property.

Tree Inventory Assessment

- Continue usage of the STC front end to the i-Tree Eco database to track new tree planting, tree removals and hazard tree identification.

Hazard Tree Identification

- Produce a hazard tree risk assessment report on an individual tree upon request. To be carried out by qualified members of the STC. If deemed a hazard, file report with DPW and the Borough Clerk for action.
- Ensure that the removal of hazardous trees is carried out. Work with DPW and the Borough Clerk to arrange for tree removal/pruning by either DPW (for small trees), Monmouth County STC (for larger trees in the County ROW) or a tree removal service (for larger trees on Borough property), or Borough Code Enforcement Officer (for trees on private property).

Tree Planting

- Continue to implement the Heritage Park tree planting plan. As the budget permits or Commemorative Tree funds become available purchase and plant trees according to the pre-approved plan, trying to evenly plant in the 5 sections until each section reaches its designed capacity.
- Implement Phase II of the Heritage Park meadow planting plan if desired. Purchase seed for meadow. Have DPW apply 2 treatments of Burnout to clear weeds. STC to seed. DPW to water as required and mow as scheduled.
- Continue with the implementation of the Street Lawn Gardens plan as funds allow.
- Apply for CSIP or other grants to implement the tree planting plans. Work with other Borough entities to research grant possibilities and to complete and submit requests for grants.

Tree Maintenance and Care

- Organize at least one “clean up” day in the Borough’s public spaces with the community. This would involve light pruning, weeding and trash removal. Also use this opportunity to promote the awareness of the value of trees.
- Continue to monitor for Spotted Lantern Fly. Starting in mid-July, periodically check the targeted Ailanthus trees for signs of the adult SLF. If found report to the appropriate agencies.

Administrative/Other

- Maintain Tree City status by meeting the annual requirements. At the start of the year contact the Borough Clerk to have an Arbor Day Proclamation created. Ensure that there is at least \$2 per capita, including volunteer hours, for tree care.
- Continue to meet CEU education and CORE accreditation requirements. Ensure that 3 people (2 STC and 1 DPW) are CORE trained. Ensure that at least 2 people have a combined 8 CEU’s. Track CEU’s and recommend courses/conferences.
- Complete and file New Jersey Urban and Community Forestry Program Annual Accomplishment Report.

Fourth Year, 2023

General

- Utilize the Borough's communications capacities, such as the website, newsletter and social media as well as local media and special events such as the Spring Fling and the Fall Festival, and partner with entities such as the Environmental Commission, Parks and Open Spaces Planning Committee and the Allentown Garden Club to promote awareness of the benefits of trees and their proper care. Produce at least 2 “articles” to publish via one or more of the above media. Team up with other entities to create displays and to have a space at the Borough’s events.
- Plan and execute an Arbor Day event.

- Continue the program to team with home owners to encourage them to plant trees on their property.
- Review i-Tree Storm data and train any new STC participants in pre- and post-storm evaluations.

Tree Inventory Assessment

- Continue usage of the STC front end to the i-Tree Eco database to track new tree planting, tree removals and hazard tree identification.

Hazard Tree Identification

- Produce a hazard tree risk assessment report on an individual tree upon request. To be carried out by qualified members of the STC. If deemed a hazard, file report with DPW and the Borough Clerk for action.
- Ensure that the removal of hazardous trees is carried out. Work with DPW and the Borough Clerk to arrange for tree removal/pruning by either DPW (for small trees), Monmouth County STC (for larger trees in the County ROW) or a tree removal service (for larger trees on Borough property), or Borough Code Enforcement Officer (for trees on private property).

Tree Planting

- Continue to implement the Heritage Park tree planting plan. As the budget permits or Commemorative Tree funds become available purchase and plant trees according to the pre-approved plan, trying to evenly plant in the 5 sections until each section reaches its designed capacity.
- Continue with the implementation of the Street Lawn Gardens plan as funds allow.
- Apply for CSIP or other grants to implement the tree planting plans. Work with other Borough entities to research grant possibilities and to complete and submit requests for grants.

Tree Maintenance and Care

- Organize at least one “clean up” day in the Borough’s public spaces with the community. This would involve light pruning, weeding and trash removal. Also use this opportunity to promote the awareness of the value of trees.
- Continue to monitor for Spotted Lantern Fly. Starting in mid-July, periodically check the targeted Ailanthus trees for signs of the adult SLF. If found report to the appropriate agencies.
- Continue treatment for EAB on targeted Ash trees.

Administrative/Other

- Maintain Tree City status by meeting the annual requirements. At the beginning contact the Borough Clerk to have an Arbor Day Proclamation created. Ensure that there is at least \$2 per capita, including volunteer hours, for tree care.

- Continue to meet CEU education and CORE accreditation requirements. Ensure that 3 people (2 STC and 1 DPW) are CORE trained. Ensure that at least 2 people have a combined 8 CEU's. Track CEU's and recommend courses/conferences.
- Complete and file New Jersey Urban and Community Forestry Program Annual Accomplishment Report.

Fifth Year, 2024

General

- Utilize the Borough's communications capacities, such as the website, newsletter and social media as well as local media and special events such as the Spring Fling and the Fall Festival, and partner with entities such as the Environmental Commission, Parks and Open Spaces Planning Committee and the Allentown Garden Club to promote awareness of the benefits of trees and their proper care. Produce at least 2 "articles" to publish via one or more of the above media. Team up with other entities to create displays and to have a space at the Borough's events.
- Plan and execute an Arbor Day event.
- Promote the Commemorative Tree program.
- Continue the program to team with home owners to encourage them to plant trees on their property.

Tree Inventory Assessment

- Continue usage of the STC front end to the i-Tree Eco database to track new tree planting, tree removals and hazard tree identification.

Hazard Tree Identification

- Produce a hazard tree risk assessment report on an individual tree upon request. To be carried out by qualified members of the STC. If deemed a hazard, file report with DPW and the Borough Clerk for action.
- Ensure that the removal of hazardous trees is carried out. Work with DPW and the Borough Clerk to arrange for tree removal/pruning by either DPW (for small trees), Monmouth County STC (for larger trees in the County ROW) or a tree removal service (for larger trees on Borough property), or Borough Code Enforcement Officer (for trees on private property).

Tree Planting

- Continue to implement the Heritage Park tree planting plan. As the budget permits or Commemorative Tree funds become available purchase and plant trees according to the pre-approved plan, trying to evenly plant in the 5 sections until each section reaches its capacity.
- Continue with the implementation of the Street Lawn Gardens plan as funds allow.

- Apply for CSIP or other grants to implement the tree planting plans. Work with other Borough entities to research grant possibilities and to complete and submit requests for grants.

Tree Maintenance and Care

- Organize at least one “clean up” day in the Borough’s public spaces with the community. This would involve light pruning, weeding and trash removal. Also use this opportunity to promote the awareness of the value of trees.
- Continue to monitor for Spotted Lantern Fly. Starting in mid-July, periodically check the targeted Ailanthus trees for signs of the adult SLF. If found report to the appropriate agencies.

Administrative/Other

- Maintain Tree City status by meeting the annual requirements. At the start of the year contact the Borough Clerk to have an Arbor Day Proclamation created. Ensure that there is at least \$2 per capita, including volunteer hours, for tree care.
- Continue to meet CEU education and CORE accreditation requirements. Ensure that 3 people (2 STC and 1 DPW) are CORE trained. Ensure that at least 2 people have a combined 8 CEU’s. Track CEU’s and recommend courses/conferences.
- Complete and file New Jersey Urban and Community Forestry Program Annual Accomplishment Report.

10. Community Stewardship Incentive Program (CSIP)

The following is a summary of how each of the thirteen Community Stewardship Incentive Program (CSIP) practices is addressed by this Community Forestry Management Plan.

CSIP #1: Training

This practice is addressed in Section 6, TRAINING PLAN page 15.

CSIP #2: Community Forestry Ordinance Establishment

This practice is addressed on page in Section 2, GOALS AND OBJECTIVES, Goal 1, page 2.

The current Protection of Trees Ordinance can be viewed at:

https://allentownboronj.com/vertical/sites/%7B7748EEEEB-2391-4653-8B6A-4A64C85A6D79%7D/uploads/Ordinance_12-2017.pdf

and the current Ordinance establishing the Shade Tree Commission is at:

https://allentownboronj.com/vertical/sites/%7B7748EEEEB-2391-4653-8B6A-4A64C85A6D79%7D/uploads/Ordinance_07-2017.pdf

CSIP #3: Public Education and Awareness

This practice is addressed in Section 2, GOALS AND OBJECTIVES, Goal 6, page 4.

CSIP #4: Arbor Day

This practice is addressed in Section 2, GOALS AND OBJECTIVES, Goal 6, page 4.

CSIP #5: Tree Inventory

This practice is addressed in Section 2, GOALS AND OBJECTIVES, Goal 3, pages 2-3.

CSIP #6: Tree Risk Assessment

This practice is addressed in Section 2, GOALS AND OBJECTIVES, Goal 3, pages 2-3.

CSIP #7: Storm Damage Assessment

This practice is addressed in Section 2, GOALS AND OBJECTIVES, Goal 2, page 2.

CSIP #8: Tree Maintenance and Removals

This practice is addressed in Section 2, GOALS AND OBJECTIVES, Goal 5, page 4.

CSIP #9 Insect and Disease Management

This practice is addressed in Section 2, GOALS AND OBJECTIVES, Goal 5, page 4.

CSIP #10: Wildfire Protection

The Borough of Allentown is outside the Pinelands extreme fuel hazard vegetation zones and the extreme fire risk areas. Allentown no longer has large areas of vegetation with high to extreme fuel rating. Wildfire protection is not a priority in this 5-year management plan.

CSIP #11: Tree Planting

This practice is addressed in Section 2, GOALS AND OBJECTIVES, Goal 4, page 3.

CSIP #12: Tree Recycling

Leaves, branches, and yard waste are taken by the Allentown DPW to the Robbinsville Township recycling facility, which converts the material into chips, mulch, and compost.

CSIP #13: Sidewalk Maintenance Problem

Heaved sidewalks due to tree roots continue to be a problem. Our updated Borough Tree List and protocols will help with future tree plantings to prevent heaving. Allentown's Streetscape projects will help address existing heaved sidewalks.

CSIP #14: Storm Water Management

Allentown maintains an active curbside leaf collection program to help prevent clogging of storm drains and organic matter washing into waterways. Our goal to plant more trees will help increase the storm water management benefits derived from an increase in the tree canopy.

CSIP #15: Other: practices that may not fit easily into one of these categories, but can be justified as valid community forestry practice

Section 2, GOALS AND OBJECTIVES, Goal 4, Objective 5, page3 – Heritage Park Meadow. Heritage Park has a large open space with few trees. The Borough has decided to keep this open space clear to maintain the vista. This requires a significant amount of mowing. The STC was tasked with developing and implementing a plan for a wildflower meadow. This wouldn't require as much mowing thus reducing costs, generating less pollution, retain more storm water and provide more habitat for wildlife. Since the Borough doesn't want to plant trees in this area, a meadow is a good alternative.