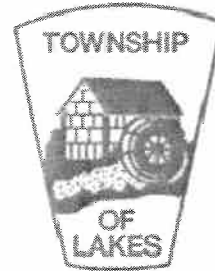


**2010 – 2014
COMMUNITY FORESTRY MANAGEMENT PLAN**

Byram Township

**Sussex County
New Jersey**



Mayor & Council

James Oscovitch, Mayor
Scott Olson, Deputy Mayor
Daniel Rafferty
Brian Thompson
Marie Raffay

Township Manager

Joseph Sabatini

Department of Public Works

Adolf Steyh, Superintendent



Environmental Commission

Co-Chair – Sue Wise
Co-Chair – Dawn Boyer
Member - Adam Rosenberg
Member - Michelle Rehse
Member - Sheila Hall
Planning Board Representative - Caryn Segal
Open Space Representative - Daven Baez
Alternate I - David Gray, Esq.
Alternate II - Jennifer Kreusch
Township Council Liaison - Scott Olson
Secretary and Non-Voting Member - Margaret McGarrity

Plan Prepared by

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COMMUNITY STEWARDSHIP INCENTIVE PROGRAMS

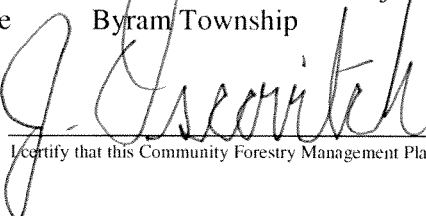
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1. MUNICIPAL/COUNTY INFORMATION FORM

Municipality Byram Township
County Sussex County
Address 10 Mansfield Drive
Byram, NJ 07874

Contact Name and Title Joseph W. Sabatini
Phone Number 973-347-2500 ext. 129
Fax # and E-mail 973-347-0502 jsabatini@byramtwp.org
Organization Name Byram Township

Mayor's Signature



7-6-2010

I certify that this Community Forestry Management Plan was developed specifically and exclusively for our municipality.

Date of Management
Plan Submission

June 2010

Time Period Covered
In Management Plan

2010-2014

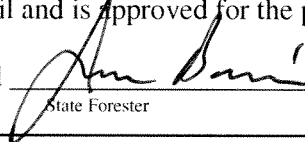
Community Stewardship
Incentive Program (CSIP)
Identified in Management
Plan

- X CSIP# 1 Plan Preparation
- X CSIP# 2 Training
- X CSIP# 3 Public Education and Awareness
- X CSIP# 4 Arbor Day Activities
- X CSIP# 5 Assessment/Inventory
- X CSIP# 6 Tree Hazard Identification Plan
- X CSIP# 7 Tree Planting
- X CSIP# 8 Tree Maintenance
- X CSIP# 9 Tree Recycling
- X CSIP# 10 Ordinance Establishment
- X CSIP# 11 Tree Care Disaster Plan
- X CSIP# 12 Insect and Disease Management
- X CSIP# 13 Other

Official Use Only Certification

The above named municipality/county has made formal application to the New Jersey Forest Service. I am pleased to advise you that after our review, the NJ Forest Service has concluded that this plan meets the standards set forth by the State and the NJ Community Forestry Council and is approved for the period covered.

Signed


State Forester

8-12-10

Approval Date

2. INTRODUCTION

SCOPE

This document outlines the programs, policies and procedures by which shade tree resources within Byram Township will be managed during the period January 2010 – December 2014. The objectives in this initial five-year plan address street trees, park trees, and trees on other public grounds. Future plans will build on the successes of this initial plan and follow up on goals not attained during this planning period. The objectives and timeline for completion outlined in this plan are dependent on the availability of funding and will be altered from time-to-time to ensure there is no negative impact on the day-to-day operations of the Township. Any change to the objectives and timeline require the input and agreement of the Township Manager with input from the Superintendent of Public Works.

MISSION STATEMENT

The overall goal of Byram Shade Tree Program is to improve the quality of life throughout the Township by maximizing the environmental, social and economic benefits of trees to the community while minimizing expenditures and liabilities. The Township will maintain existing forest cover and increase forest cover in developed areas and preserve forested streetscapes on its rural roads.

OVERALL PROGRAM GOALS

The New Jersey Community Forestry Council has identified twelve Community Stewardship Incentive Program (CSIP) practices that together comprise a comprehensive community forestry program. Within each of the plan elements, existing programs, policies and procedures are described, intermediate and element-specific goals are established, and five-year CSIP-based objectives are set. Systematic fulfillment of the plan will move the Township's Shade Tree Program toward its overall program goals, which have been established as follows:

1. Develop and perpetuate a stable and sustainable shade tree resource.
2. Maximize the benefits of trees to the community while minimizing the risk of trees to public safety.
3. Optimize the balance between tree health, maintenance costs and budgetary constraints.
6. Minimize conflicts between trees and infrastructure.
7. Improve and maintain public interest, appreciation, knowledge and support for public shade tree programs and encourage volunteer participation.
8. Encourage the planting and proper care of trees on private property.
9. Meet all eligibility requirements of the NJ Shade Tree & Community Forestry Assistance Act.

HAZARDS AND LIABILITY

Trees require maintenance and are subject to deterioration over their natural life span, as well as damage incurred by severe weather or other accidents. Not all hazardous conditions can be or will be predicted; however, the Township believes that a holistic shade tree program can facilitate appropriate prevention

and response activities, maximizing the benefits of trees to the community while minimizing the threat to public safety and exposure to liability. All elements of this Community Forestry Management Plan are designed to optimize the balance between tree benefits and risks.

The Township is constrained by a limited budget and may not be able to meet every need immediately. The intent of this Plan is to direct available resources toward the greatest needs and to systematically develop and maintain a healthy shade tree resource with a commensurate reduction in any threats to public safety. The Township will meet the yearly mandatory requirements of training, reporting, and Arbor Day celebrations and will strive to address the other goals in this plan, as funding permits.

Byram Township consists of many miles of tree-lined roads, and funds do not exist to allocate resources to inspect all of the trees within its boundaries or along its roads. Furthermore, it would be impossible to address every hazardous condition that may arise in connection with the inspection of trees as implemented by this Plan. The Township implements this Plan with the understanding that it has limited resources, that it does not create liability by adopting this Plan, and that it preserves its statutory immunity pursuant to the Tort Claims Act.

3. COMMUNITY OVERVIEW

GENERAL DESCRIPTION

Byram Township was established on February 5, 1798. Byram covers 22.5 miles, and its current population is approximately 8,600, based upon the 2000 Census (revised).

Byram is known as "The Township of Lakes", having more than two dozen lakes and ponds, as well as many miles of streams. Byram's four largest lakes are heavily settled.

Large areas of the Township are permanently preserved in forest cover, either as part of Allamuchy Mountain State Park or in other open space parcels owned by the Township or non-profit organizations. The Township also owns several parks with active recreation areas. In addition, a majority of the Township's undeveloped areas consist of large, privately-owned parcels that are forested and under woodland assessment.

Almost all of Byram is within the Highlands Preservation Area, with the exception of the commercial area on Route 206, from the ShopRite plaza to the Byram/Stanhope border, which is in the Highlands Planning Area..

Byram is bordered on the east by Hopatcong and Stanhope, on the west by Andover Borough, Andover Township, Green Township and Allamuchy Township, on the north by Sparta, and on the south by Mount Olive Township.

SHADE TREE PROGRAM

The Township has an excellent foundation on which to build a successful community forestry program, with a dedicated group of volunteers and employees and possible funding through the No Net Loss program and the CSIP grant program or other sources.

Byram's community character is defined by its substantial forest cover. Its Master Plan emphasizes the preservation of this natural resource and calls for thorough landscaping in new developments, especially in its Designated Village Center and other commercial zones.

The majority of the Township's current tree resource is a mixture of traditional forests and older neighborhoods or lake communities where forest cover is dominated by native species. Newer developments tend to have very low forest cover, often having street trees of non-native species. These neighborhoods may serve as future planting areas should funding become available.

The Township Environmental Commission recently completed two plantings along Lubbers Run in Neil Gylling Park and at a detention basin in C.O. Johnson Park. The Commission has informally surveyed the Township to propose planting sites for No Net Loss funding, which is available to Byram as a result of the widening of the Cat Swamp section of Route 206.

RELATION TO BYRAM'S MASTER PLAN

Implementation of this Community Forestry Management Plan will directly or indirectly help satisfy several goals and objectives of the Township's 2004 Master Plan.

Pages 84 and 85 of the Master Plan specifically recommend that Byram develop a Community Forestry Plan. These pages of the Master Plan explain the numerous benefits of a healthy, well managed community forest. Byram's forests are arguably the most critical landscape component for maintaining property values, water quality, and quality of life for all residents.

The Master Plan specifically calls for:

- retaining large areas of contiguous woodlands and restricting development and the fragmentation of the landscape;
- maintaining forests as the best land use for protecting steep slopes and wetlands, for preventing erosion and flooding and for protecting potable water supplies;
- retaining natural features and environmental resources that give the Township its rural character and that provide open space and recreation, protect water quality and maintain wildlife habitat;
- preserving the forests surrounding the lake communities, which together establish Byram's distinct land use pattern;
- emphasizing bike and pedestrian paths and forested rural roadways.
- envisioning a new Village Center and redesigned commercial districts characterized by extensive street trees and other landscaping. This vision is now formalized in Byram's ordinances for the Village Center, Village Business, Neighborhood Commercial, and Commercial-Recreation-Professional zones.

Similar goals and objectives are repeated throughout the Master Plan, emphasizing the importance to the Township and its current and future residents of all aspects of the community forest. A well structured Community Forestry Plan can provide a clear long-term approach to the preservation and enhancement of this invaluable natural resource and to the achievement of the central message in Byram's Master Plan which is to:

“Promote land use practices and subsequent development regulations to allow for manageable and controlled growth while protecting the rural ambiance and environmental resources of the Township.”

RELATION TO HIGHLANDS REGIONAL MASTER PLAN

Approximately 98% of the Township is in the Highlands Preservation Area and must comply with the Highlands Regional Master Plan. Maintaining forest cover is a key goal of the HRMP, which details the critical functions of forests.

“The forests of the Highlands Region provide essential ecosystem functions, including surface water filtration, which is important to protecting essential drinking water supplies for the Highlands Region, and air filtration, which helps to reduce the effects of global warming through carbon sequestration.

Forests also serve as habitat for animal and plant species and are critically important to maintenance of biodiversity in the Highlands Region. In addition, properly managed, they provide an important renewable resource of wood products.”

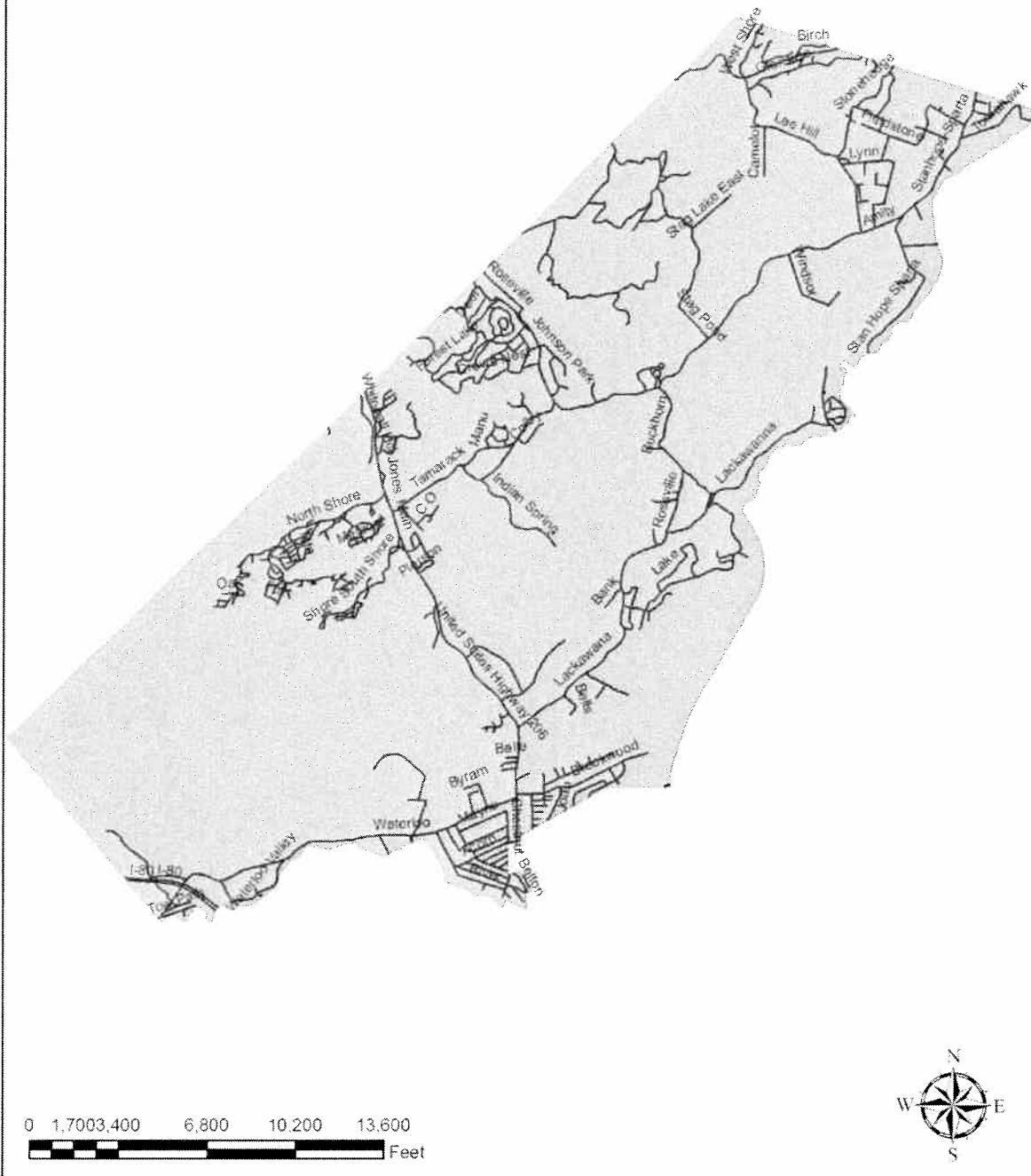
Despite increasing forest loss due to sprawling development patterns, the Highlands Region still includes extensive areas of relatively intact forest tracts. More than half of the existing forests in the Highlands Region consist of contiguous forested tracts greater than 500 acres in size.

Protecting the integrity of the Highland’s forests is dependent on maintaining large contiguous forested areas and healthy forest stands. Historical and current forest losses due to changes in land development patterns and poor management activities threaten the protection of the region’s wildlife, water quality, air quality, and overall ecosystem health.

Taken from the Highlands Environmental Resource Inventory for Byram Township developed by the New Jersey Highlands Council.

4. BYRAM TOWNSHIP MAP

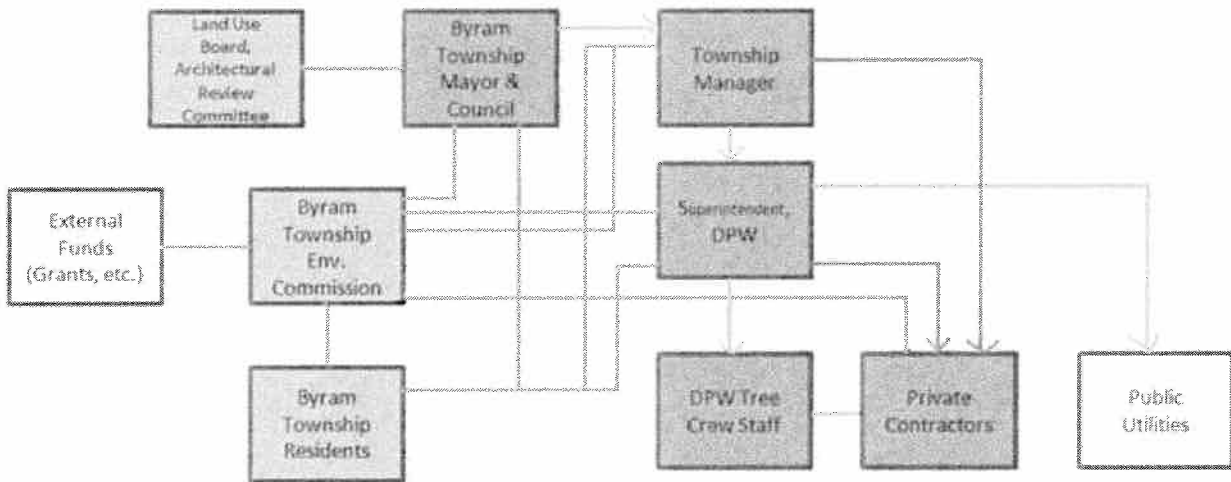
Byram Township Roads



5. PROGRAM ADMINISTRATION

SHADE TREE PROGRAM STRUCTURE AND RESPONSIBILITIES

The Superintendent of the Department of Public Works is primarily responsible for the management of existing public trees in Byram Township. The DPW has a limited number of staff and funding for tree work at this time. The DPW Superintendent operates under the Township Manager and in cooperation with various other bodies, as follows.



KEY:

Arrows indicate primary flow of command or information; most are expected to be 'two-way'

GREEN connectors indicate collaborative inputs and discussion

BLUE connectors indicate command authority

ORANGE connectors indicate contracted service which may utilize private, Township, or grant funds, depending on type and circumstance of service

GREEN boxes are primarily volunteer; BLUE boxes are primarily professional positions, and WHITE boxes are "other"

1. Mayor and Council

The Mayor is responsible for appointing members to the Environmental Commission and the Architectural Review Committee; the Township Council appoints the members of the Open Space Committee. The Mayor and Council have ultimate authority over the policies, procedures, and programs of the shade tree work and are responsible for approving the budget.

2. Township Manager

Under the direction of the Mayor and Council, the Township Manager supervises the daily operations of the Township's various Departments and serves as its Chief Administrative Officer. In addition, the Township Manager is responsible for developing the municipal budget with the Chief Financial Officer and functioning as the purchasing agent; administering personnel regulations; assisting with administrative tasks and special projects; and handling citizen inquiries.

3. Environmental Commission, Open Space Committee, and Architectural Review Committee

The Environmental Commission (EC) has seven regular members and 2 alternates who are appointed by the Mayor, plus Council liaison. The EC will be responsible for:

- Provide recommendations to the Township Council and the Superintendent of the Department of Public Works as to possible future plans for the planting, pruning, removal, and care of trees and shrubs in Township rights-of-way and on municipal lands.
- Helping develop and implement solutions for issues relating to public trees.
- Reviewing plans before the Land Use Board and making recommendations for planting and species selection.

The Architectural Review Committee (ARC) is charged with similar reviews of Land Use applications in the Commercial Zones, especially the Village Center Zone. The Architectural Review Committee has eight members, appointed by the Township Council, plus a Council liaison.

The Open Space Committee (OS Committee) will partner with the Environmental Commission to coordinate volunteer projects and the locating of trees on public land. The Open Space Committee has seven members, all appointed by the Township Council.

The EC, ARC, and OS Committee are not empowered boards per state Statue 40: 641 – 14.

4. Land Use Board

The Land Use Board is responsible for implementing and enforcing various elements of the Township Code and Master Plan that relate to the planting and preservation of public and private trees, landscaping and buffers.

5. Other Township Departments and Boards

Other Departments and Boards participate in the Shade Tree Program directly or indirectly. For example:

- The Code Official within the Planning Department is responsible for enforcing all the provisions of the regulations known as the "Property Maintenance Code of the Township of Byram" to ensure public health, safety and welfare insofar as they are affected by the continued occupancy and maintenance of structures and premises. Serves notice to property owners for the removal of dead or dying trees deemed necessary to reduce risks posed by dangers to public health or to public property.
- The Recreation Department and Recreation Committee may support plantings within parks and at recreation facilities that require input from the EC and the DPW.
- The Board of Health may require tree removals around or over septic systems.
- All Departments notify the Department of Public Works of tree-related hazards for emergency response (e.g. Police Department notifies Superintendent of a downed tree).

6. Property Owners

Private property owners are indirectly involved in the Shade Tree Programs to the extent that they:

- Notify the Township of tree service requests (see procedures below).
- Are asked to be stewards of new public tree plantings adjacent to their properties.
- Are encouraged to plant and properly maintain trees and landscaping on private property.

7. Community Volunteers

Community volunteers occasionally assist in completing certain projects and tasks relating to the shade trees, including planting and education and outreach programs. Dedicated volunteers will be critical to meeting the goals of this plan due to the limited Township staff. Community volunteers are required to complete a Donation of Time and/or Labor Hold Harmless Release Form.

8. Superintendent of the Department of Public Works (“Superintendent”)

The Superintendent of the Department of Public Works (DPW) manages the daily shade tree operations. Specifically, the Superintendent is responsible for:

- Care and maintenance of public buildings, grounds and trees.
- Enforcing elements of the Township Code that regulate and control the planting and protection of public trees.
- Inspecting trees on public property and determining maintenance requirements.
- Managing the DPW, which completes various maintenance tasks as well as tree removals.
- Coordinating and supervising outside contractors hired to complete tree tasks.

The Environmental and Open Space Committees can provide assistance where necessary, particularly with planting projects and education and outreach programs.

9. Department of Public Works Staff

The DPW Staff is responsible for:

- Executing tree tasks under the direction of the Superintendent, including providing emergency response service, when appropriate.
- Following all current and accepted arboricultural standards and practices and abiding by all current safety standards relating to tree care operations.
- Reporting any tree-related hazards or other problems immediately to the Superintendent.

10. Tree Maintenance/Removal Contractors

Private contractors may be hired to assist with planting, removal, maintenance and/or emergency tree work. Contractors are, within the terms of their agreement, responsible for completing all work under the supervision of the Superintendent in an efficient and safe manner, following all current and accepted arboricultural standards and practices, and reporting any tree-related hazards or other problems immediately to the Township.

11. Public Utilities

The role of public utilities in the Shade Tree Program is primarily to minimize conflicts between trees and their facilities, particularly Public Service Electric and Gas (PSE&G) and Jersey Central Power and Light (JCP&L). While working on or around Township trees, public utilities report to the Superintendent of the Department of Public Works and are responsible for:

- Abiding by all applicable ordinances.
- Keeping the Township informed as to their work plans and schedules.
- Exercising reasonable diligence in the installation and maintenance of its facilities to avoid damage to public and private trees.
- Not removing any tree without prior approval of the Township or its owner.

- Following all current and accepted arboricultural standards and practices.
- Assisting the Department of Public Works or Township contractors in completing tree removal and maintenance work around their facilities, where necessary.
- Maintaining the power line right-of-way through the township.

SHADE TREE ORDINANCES

Byram Township does not have a Shade Tree Ordinance at this time. The Township will work with the Forester to review sample ordinances and recommend to the Township Council to adopt an ordinance during this planning period. Ideally, the Township could adopt the State's model ordinance when it is released.

SHADE TREE POLICIES

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

TREE SERVICE REQUEST PROCEDURES

Requests for the removal or other treatment of public trees are primarily received from adjacent property owners and occasionally from other Township Departments or other residents. All service requests are received by or forwarded to the Superintendent, who field verifies all requests. Emergency service requests are responded to immediately by the DPW or an outside contractor, as appropriate. All others are completed in order of priority and/or as time permits. If removal of a Township tree is warranted, the Superintendent will generate a DPW work order or will arrange for removal by a contractor. In some cases a work order may be generated for other corrective work when removal is not warranted. The work is completed on a priority basis. Pruning is not conducted by the Township at this time.

2010-2014 Administration Objectives

1. Continue administration of programs, policies and procedures already in effect.
2. Direct resources within the constraints of a limited budget to develop and maintain a healthy shade tree resource with a goal of reducing threats to public safety.
3. The Township will meet the yearly mandatory requirements of training, reporting, and Arbor Day celebrations and will strive to address the other goals and objectives in this plan, as funding permits.
4. Research and recommend enacting a Shade Tree Ordinance if it meets and supports a majority need of the residents of Byram Township.

6. ANNUAL BUDGET AND RESOURCES

Below is a summary of the resources available to Byram's Shade Tree Program, on average, in each of the past three years. Completion of some objectives in this Plan will require resources that the Township cannot meet internally. The Township's ability to satisfy these objectives may depend on obtaining funding through external sources and grant programs. The figures below are based upon estimated time spent on tree related issues, as no employee is assigned full-time to tree work.

EMPLOYEE SALARIES AND WAGES

Township Manager	
Superintendent of the Department of Public Works	
DPW personnel	
Clerical assistance	
Subtotal (total prorated by percent of time dedicated to the Shade Tree Program)	\$18,000.00

OPERATIONS

Contracted services	
Training	
Materials and supplies	
Consulting	
Other miscellaneous expenses	
Subtotal	\$ 5,000.00

TOWNSHIP EQUIPMENT

Various chain saws	
Various small tools	
Subtotal (estimated annual value based on 5-10 year service life, maintenance, repairs, etc.)	\$15,000.00

TREE PLANTING

There is currently no tree planting program.	
The planting program will become an integral part of the Shade Tree Program.	
Subtotal	\$ 0.00

WASTE RECYCLING

Leaf and wood disposal (branches less than 4" diameter)	
Township facilities and equipment for storing, Processing and distributing recycled tree waste	
Subtotal	\$ 6,000.00

VOLUNTEER SERVICES

Environmental Commission and Open Space Committee members and other volunteers	
Subtotal (200 hours per year @ \$20.55)	\$ 4,110.00

TOTALS	
Township Resources	\$ 38,110.00
Value of Volunteer Contributions	\$ 4,110.00

2010-2014 Budget Objectives

1. Ongoing Budget

a) 2010-2014

- The budget for Shade Tree related projects should be maintained at current levels with slight yearly increases when feasible.
- Volunteer hours should be tracked, as the number of volunteers and their hours will increase over time with the implementation of this plan.
- Accounting of staff time dedicated to tree related issues should be monitored to provide a more accurate accounting of expenses related to trees.
- More data is required concerning the operating costs of the Township's leaf and branch recycling operations.

7. TRAINING AND PROFESSIONAL DEVELOPMENT

TRAINING AND PROFESSIONAL DEVELOPMENT GOALS

Byram Township recognizes that a continuous, comprehensive training program is necessary to ensure effective shade tree management over the long term. Ongoing training will:

1. Ensure that individuals within the Shade Tree Program have sufficient knowledge to make effective management decisions.
2. Ensure that all tree planting and maintenance activities are planned and completed in accordance with the latest scientific knowledge and current industry standards.
3. Ensure that tree inspections and evaluations follow accepted standard procedures and that the results are objective, technically correct and consistent.
4. Ensure continuity in the overall level of knowledge and expertise within the Shade Tree Program as individuals leave the program and new ones join.
5. Satisfy the requirements of the New Jersey Shade Tree and Community Forestry Assistance Act Training Skills and Accreditation Program. This requires that 8 hours annually be accumulated by Township representatives, either staff or community volunteers.

EXISTING PROGRAMS, POLICIES AND PROCEDURES

1. Training Provision:

- a) Employees of the Department of Public Works are provided with ongoing safety and related training. The DPW provides “cross-training” by rotating its employees so that they can master a variety of skills, such that all DPW employees can help with tree work. There is no budget line item for continuing education for the DPW on tree management issues.
- b) The Township has not historically provided training and professional development opportunities relating to arboriculture and urban forestry for volunteers.
- c) The objectives of this Community Forestry Management Plan (CFMP) will require a minor increase in training budgets. The Township’s ability to meet these objectives may depend upon the availability of external sources of funding.

2. Licenses, Certifications and Recent Training:

Licenses or certifications directly related to arboriculture and urban forestry are not currently required. The current DPW Superintendent is knowledgeable in tree management, evaluation, and maintenance.

3. **New Jersey Community Forestry's Training Skills and Accreditation Program:**
 - a) Currently no Township employee or volunteer has satisfied the CORE training requirements of the New Jersey Shade Tree and Community Forestry Assistance Act Training Skills and Accreditation Program.
 - b) At least one employee and one volunteer will be CORE trained early in this planning period.

CURRENT TRAINING NEEDS

Mandatory training requirements:

- New Jersey Shade Tree and Community Forestry Assistance Act CORE Training for at least one volunteer and at least one Township employee.

Additional training, dependent on external funding sources:

- General urban forestry training (legal issues, community forestry planning, etc.) for EC members.
- Planning site analysis and species selection training for EC members and the Superintendent.
- Advanced level tree hazard identification and assessment for DPW employees.

2010-2014 OBJECTIVES

1. Ongoing Training Programs

2010-2013

- Begin implementing training and professional development programs, policies and procedures based on need, in order to maintain accreditation within the limits of the adopted municipal budget.
- Strive to maximize the number of individuals, both employees and volunteers, who increase their level of expertise.

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

January – March, Annually

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

January – December 2011

- Obtain CORE training for at least one Township employee.

General Urban Forest Management Training

January – December 2011

Obtain CORE training for at least one Township volunteer.

Tree Hazard Evaluation Training

January – December 2011

- Based upon budget availability, train the DPW Superintendent or other employee to improve abilities to recognize and evaluate tree hazards using the latest information and techniques. This will be accomplished via attendance at a professional course or seminar, taught by a recognized expert, in which at least one full day is dedicated to tree hazards.

Annual training requirements may be met by coordinating training programs with Stanhope Borough, which will reduce costs to the Township. EC members may already attend meetings that would qualify for Continuing Education Units for compliance with the New Jersey Shade Tree and Community Forestry Assistance Act Training Skills and Accreditation Program.

CONTRACTORS AND PUBLIC UTILITIES

Contractors and utility contractors working in or around Township trees are responsible for ensuring that their employees have sufficient training and knowledge for safe and proper work. Evidence of training and appropriate certifications must be provided to the DPW Superintendent prior to commencing work.

8. PUBLIC EDUCATION, AWARENESS AND OUTREACH

PUBLIC EDUCATION, AWARENESS AND OUTREACH GOALS

An efficient and pro-active Shade Tree Program will enjoy strong Township and citizen support. Ongoing public education, awareness and outreach programs are necessary to ensure continued success over the long term. Such programs will:

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

EXISTING PROGRAMS, POLICIES AND PROCEDURES

1. Arbor Day
 - a) Arbor Day celebrations are not conducted by the Township at this time but will be upon approval of this plan. In cooperation with the Environmental Commission, programs shall include a formal proclamation and (funding permitting) ceremonial tree plantings.
2. Tree City USA and Other Awards
 - a) Byram has not participated in the Tree City USA program but will work towards gaining recognition by the National Arbor Day Foundation.
3. Media and the Byram Tree Replacement Program.
 - a) The Township's web site (<http://byramtwp.org/>) will be used to post announcements about the Shade Tree Program, such as tree replacement programs and *No Net Forest Loss plantings*.
 - b) The *Byram Tree Replacement Program* will also be announced in the Township Calendar.
4. Property Owner Relations

The Township will use the Township web site, form letters and handouts to communicate with property owners, such as a letter explaining the maintenance and protection of newly planted trees or news about Gypsy Moth spray programs.

2010-2014 OBJECTIVES

1. Ongoing Public Education, Awareness and Outreach Programs

a) 2010 – 2014

- The Environmental Commission will sponsor a table at Byram Day to disseminate information about the successes of the program.
- Continue implementing programs, policies and procedures to improve and maintain the Shade Tree Program's visibility and to maximize the number of people and groups that are reached.
- Continually review and update all existing public relations programs and materials. Education materials and programs will be handled through the Environmental Commission.
- Submit two articles annually to the print media to promote the benefits of trees and the Shade Tree Program or about forest health risks such as Gypsy Moths.

9. STATEMENT OF PLAN IMPLEMENTATION

TREE INVENTORY AND ASSESSMENT

INVENTORY AND ASSESSMENT GOALS

The Township does not currently have an inventory of its street trees. The Township will investigate collecting such data for use as a shade tree management tool. The goals of the inventory are to provide baseline information so that the performance of this Plan can be measured and to improve the efficiency of tree management activities by using the data to identify, prioritize and schedule planting, maintenance and hazard abatement needs systemically.

EXISTING PROGRAMS, POLICIES AND PROCEDURES

1. Tree Inventory

The Township does not have a current inventory of street trees.

2. Current Tree Assessment

Through a limited survey of street trees in the development of this Plan, the following has been determined about Byram's existing tree population. Trees within the older developments are dominated by large native tree species and good canopy cover. Newer developments tend to have much less canopy coverage as well as a higher percentage of non-native trees. The most dominant non-native tree is Norway Maple.

2010-2014 OBJECTIVES

1. Shade Tree Inventory. (Note: Completion of these objectives will depend on grant funding outside the Township budget, possibly through the New Jersey Forest Service.)

January – December 2012

Investigate implementing a tree inventory to improve the efficiency and effectiveness of the Shade Tree Program. A digital photographic format may be used and will be conducted in newer subdivisions and commercial areas, where there are street trees, rather than along the naturally forested roadways in older neighborhoods and undeveloped areas. The inventory may be used to maintain records of maintenance, treatments, and inspections, to prioritize service requests, to drive pro-active systematic maintenance and hazard inspection programs, and to facilitate responses to resident inquiries.

November - December 2012

Investigate alternate means of storing the tree inventory data, potentially including commercially available software specifically designed for municipal tree inventories.

2. Street Tree Inventory Report

April – June 2014

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

3. Park and Public Properties Tree Inventory

July – December 2014

- Begin developing plans to complete an inventory of trees in parks and on other public properties during the 2014-2018 management period.

TREE HAZARD MANAGEMENT

HAZARD MANAGEMENT GOALS

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

EXISTING PROGRAMS, POLICIES AND PROCEDURES

1. Tree Hazard Identification

The Township currently lacks a program for systematically inspecting all public trees for the purpose of identifying hazardous conditions. However, hazardous conditions are currently identified via reports from residents and via observations by DPW and other Township employees.

2. Tree Hazard Abatement

The Superintendent responds immediately to inspect potentially hazardous trees brought to his attention. Resolution of potentially hazardous conditions is prioritized and scheduled for completion by the DPW staff or outside contractors, based on the degree of hazard.

3. Tree Hazard Record-Keeping

Records of work are currently maintained via DPW logs.

2010-2014 OBJECTIVES

1. Ongoing Tree Hazard Management Programs

a) June-December 2010

- Create a formal procedure for reporting of hazardous conditions and central log available for review by administration for the current known status of hazardous trees.
- b) April-June 2013
- Complete a formal hazard tree survey when external funding becomes available.
- c) 2010 - 2014
- Continue to address hazard abatement needs as they are identified.

TREE PLANTING

PLANTING GOALS

The maintenance programs outlined in this Plan are designed to maximize the service life of individual trees. However, their decline and death is inevitable. This planting program is designed to continually replace aging public trees to perpetuate the resource at a level that is sufficient to benefit the community. In addition, this program will improve the stability of the tree population by optimizing species composition and age distribution. Responsible species selection, placement and planting techniques will also help reduce future tree and sidewalk conflicts.

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

1. Achieve and perpetuate the public tree population at maximum practical stocking, per this Plan and Township resources.
2. Improve and maintain species diversity to help insulate the tree population from catastrophic losses to species-specific insects and diseases.
3. Improve and maintain age diversity so that the number of trees requiring removal and replacement due to advanced age is consistent from year to year.
4. Minimize conflicts between trees and sidewalks, buildings, utilities and other public and private fixtures.
5. Minimize future maintenance needs and costs.
6. Improve aesthetic appeal, seasonal variation and physical benefits for adjacent properties and the Township overall.

NO NET LOSS

Implementation of this plan makes the Township eligible to access substantial No Net Loss mitigation funding that was collected by the NJ Forest Service Community Forestry Program based on tree losses

during the widening of the Cat Swamp Hill section of Route 206 within Byram. The Township will have three years to plant trees, starting from the date the grant agreement is executed with the New Jersey Forest Service. If the planting is completed by a contractor, it will be inspected by the Forest Service within 10 business days of the planting. Planting plans must be submitted 60 days prior to the proposed planting.

The E.C. proposed a list of potential planting sites for the use of No Net Loss funding. There are 18 sites within the following broad categories: Township-owned or leased sites, State-owned sites, other publicly-owned rights-of-way and along Route 206. Each of these sites can benefit from canopy cover and would be consistent with community character.

EXISTING PROGRAMS, POLICIES AND PROCEDURES

1. Planting Jurisdiction

In the future, based upon available funding and approvals, the Township will plant and maintain trees on Township rights-of-way, parks, and other Township properties.

2. Planting vs. Removal Ratio:

It is expected that planting will increase dramatically once the No Net Loss funding is tapped. In recent years, the Township has removed only about two trees per year due to requests from residents. The only other trees currently removed are those felled during storm events.

3. Planting Site Identification

Sites will be identified by the EC in cooperation with the DPW and with property owner requests.

4. Tree Placement

Street trees are not typically replaced at this time due to budget constraints. If external funding is secured, tree placement and spacing will be determined by the Superintendent, DPW, with input of the EC.

5. Species Selection

Species will be selected by the Superintendent with the advice of the Environmental Commission and with consideration for past performance of plantings and growing conditions at each site.

6. Tree Installation

All trees will be supplied by private vendors selected via public contract laws and will be installed by DPW staff, contractors, or volunteers.

7. Post-Planting Care

- a) New street trees should be watered and fertilized by contractors and/or volunteers., depending on the planting site.
- b) Trunk wrap and stakes will be removed one week after planting.
- c) Proper mulching will be installed as depicted in the appendices.

8. Funding

The Township of Byram is in a unique position due to the substantial funding provided by the No Net Forest Loss Act, which can be used for initial planning and planting. The Township will research grants and alternative funding sources for future tree plantings, which may include tree sponsors or trees dedicated to loved ones. At the adoption of this plan, the Township did not have a tree planting program with no funds available in the budget. The Township will pursue the funding through the No Net Forest Loss Act or alternative funding sources, if the tree planting program can be implemented without a negative impact on the operations of the Township.

2010-2014 OBJECTIVES

1. Ongoing Tree Planting Programs

a) 2010-2014

- Planting will increase substantially with the funding provided by the No Net Forest Loss Act.
- Once funding is depleted, alternative funding for planting stock will be investigated.

2. Vacant Planting Site Identification

a) July 2010- October 2011

- Prioritize all planting sites identified by the tree inventory or the Environmental Commission or other knowledge.
- Begin incorporating the resulting lists into existing planting programs and schedules.

3. Species Composition Adjustment

a) July 2010 – December 2011

- Establish a long-term goal for optimum species composition (native versus non-native or maximum percentages by species).
- Establish intermediate goals for altering species composition by the end of 2011 and 2014, such as reducing the number of Norway Maples and Callery Pears being planted within the Township.

b) June 2011 – June 2012

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

TREE MAINTENANCE

MAINTENANCE GOALS

The Township recognizes that systematic tree maintenance improves tree condition and appearance, extends tree life, and reduces hazards more effectively and more financially efficiently than a haphazard “crisis” approach.

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

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

1. Cost-effectively maximize the service life of existing trees, which provide benefit to the community.
2. Maintain public safety.

EXISTING PROGRAMS, POLICIES AND PROCEDURES

1. In-House Crews.

a) Although the Township does not have a dedicated DPW tree crew, the term is used below.

b) Equipment available for DPW use includes:

- Crew members who rotate from other DPW crews;
- (1) chip truck;
- (1) chipper (old and small and used sparingly);
- Other heavy equipment used to remove brush and branches;
- Various chainsaws, pruners and other small tools.

c) The DPW Tree Crew completes:

- Most tree removal work;
- Some tree pruning work;
- Some stump removal (the Township does not own a stump grinder);
- Usually all cleanup of storm debris (which is hauled to the Sussex County Landfill).

2. Private Contractors are occasionally hired for pruning, limited specialty treatments, and removal of large or at-risk trees.

3. Inter-Local and Mutual Assistance Agreements. The Township has informal agreements with neighboring municipalities to share equipment and personnel for tree work in emergency situations.

4. Systematic Maintenance Programs. In the past, the DPW has done limited pruning and trimming of public trees throughout the Township. If funding is found during this planning period, a bucket truck could be purchased and employees retrained; and the trimming and pruning program could be reinvigorated.

5. Work Identification, Prioritization, Scheduling, and Record-Keeping. All other work is identified on an as-needed basis via service requests and observations by the Superintendent, DPW, other Township employees and residents.

6. Tree Removal. It is the Township's policy to not remove public trees unless they are dead or hazardous or there is some other valid reason, subject to the approval of the Superintendent. In recent years, the Township has removed two to three trees per year.

7. Plant Health Care. Insect and disease controls and other specialty treatments are completed on a limited, as-needed basis on high value trees. Recent treatments include spraying of Gypsy Moth infestations in areas designated by the State in cooperation with the State's eradication program.

8. Sidewalk Maintenance. Currently, there are very few sidewalks within the Township. Adjacent property owners are responsible for maintaining public sidewalks. However, the Township's new commercial and mixed-use zones require sidewalks throughout. All species selection and planting placement will be designed to minimize future conflicts between trees and sidewalks.

9. Funding. The DPW operating budget can limitedly cover cost of tree maintenance work completed by its crews and contractors. There is not a separate line item at this time for tree related projects.

2010-2014 OBJECTIVES

1. Ongoing Tree Maintenance Programs

a) 2010-2014

- Continue existing tree maintenance programs, policies, and procedures.

2. Work Order Form

a) January 2011 – June 2012

- Investigate using a standard work order form to use for all tree inspections, service requests, and maintenance and hazard abatement work in conjunction with the computerized street tree inventory. This form would be designed to:
 - Simplify and reduce the time needed to keep property owners informed. Ideally, a carbonless or tear-off portion describing the findings of an inspection or the work completed can be left with the property owner to reduce the need for follow-up phone calls.
 - Facilitate record keeping and updates, as trees are maintained, planted, removed or as conditions change.

TREE WASTE RECYCLING

RECYCLING GOALS

Byram's Shade Tree Program generates large volumes of vegetative wastes. Properly recycling of these materials and subsequent beneficial reuse can yield cost savings and ecologic benefits.

EXISTING PROGRAMS, POLICIES AND PROCEDURES

1. Recycling facilities

The Township recycling center is used to store, process, and distribute a limited amount of these recycled products.

2. Material Processing, Use, and Distribution

a) Leaves

- The Township conducts two curbside leaf pick-ups in the fall under a contract with the Township's garbage hauler. Leaves must be in biodegradable bags.
- Approximately 1,000 cubic yards of leaves are collected, but these materials are not re-used by residents or the Township.

b) Bulk wood

- Brush and branches of up to 4" diameter can be dropped off by residents from April through December. This material is loaded onto trucks and disposed of at the Sussex County Landfill.

c) Wood Chips

- Very little of the wood debris is chipped at this time. If wood is chipped, it is collected in a dump truck or dumpster and disposed of at the Sussex County Landfill.

2010-2014 OBJECTIVES

1. Tree waste recycling programs will continue as they have in the past. The continued support of Township's tree waste recycling program is contingent on available budgeted funding or alternative sources of funding through grants. Some thought will occur as to how best to utilize woody debris and materials.
2. Bulk wood utilization will be reviewed for possible use in traditional forest products. If funding is available for a pilot study, wood could also be processed into timber through a cooperative agreement with a saw mill for use by the Township.

TREE CARE DISASTER PLAN

TREE CARE DISASTER PLAN GOALS

Tree-related emergencies are almost exclusively the result of structural failure during severe weather events. The Township or public utilities are prepared to respond promptly to such emergencies so that electrical service, communications and transportation can be restored with minimal disruption. Other possible sources of widespread tree loss include insect and disease outbreaks; these are less likely to cause mass losses once this Plan is implemented.

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

EXISTING PROGRAMS, POLICIES AND PROCEDURES

1. Tree Emergency and Disaster Threats

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

2. Existing Emergency and Disaster Plans

The Township has an emergency response team and plans in place. Mutual aid agreements are in place to provide support for large scale emergency situations. The Township's plans do not currently include large scale tree replacement after such events.

3. Emergency Response

The DPW, in cooperation with public utilities and contractors, is responsible for immediately clearing trees and debris that obstruct roadways or that hamper the restoration of electrical service and communications. DPW staff is on call 24 hours a day to respond to tree related emergencies. Arrangements have been made with private contractors to provide support in emergency situations.

2010-2014 OBJECTIVES

1. On-going Programs

a) 2010-2014

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

PLAN PREPARATION AND EVALUATION

PLAN PREPARATION AND EVALUATION GOALS

The Township recognizes the benefits of this Community Forestry Management Plan to the long term success of its Shade Tree Program. The Township is committed to developing and implementing consecutive five-year plans and remaining in compliance with the New Jersey Shade Tree and Community Forestry Assistance Act. This is Byram's initial Plan.

EXISTING PROGRAMS, POLICIES AND PROCEDURES

Preparation of this five-year Plan was a cooperative effort of the Department of Public Works, the Environmental Commission, the Open Space Committee, and their Consulting Forester. The preparation of this plan is funded through the New Jersey Forest Service's Community Forestry Program. Tree planting activities during the first three years will be funded through the No Net Loss Forest Act.

2010-2014 OBJECTIVES

1) Annual Program Evaluation

Every December the Township Manager, DPW, EC, Open Space Committee, will evaluate the past year's accomplishments relative to the goals and objectives laid out in this Plan. Programs will be adjusted as necessary based upon this evaluation and available funding. The Township will prepare and submit the Annual Accomplishment Report to the New Jersey Forest Service in accordance with the requirements of the New Jersey Shade Tree and Community Forestry Assistance Act.

2) Five Year Evaluation

The achievement of goals and objectives as laid out in the Plan will be evaluated for completion. By August 2014, new objectives and adjustments to existing policies will be made for the 2014-2018 management planning period. A new plan will be submitted to the New Jersey Community Forestry Council by January 1st, 2014.

3) Forest Stewardship Plan

In 2009, the Township adopted a Forest Stewardship Plan for three large municipally-owned open space parcels, with the main goals being wildlife habitat enhancement, water quality protection, and invasive species control. CSIP funds (or No Net Loss funds) may be applied for in order to carry out the

objectives of this plan and to update the Forest Stewardship Plan to cover other municipally-owned parcels.

SUMMARY OF 2010-2014 OBJECTIVES

TIMELINE (adjust dates to match revisions w/in document)

NOTE: The timeline is a summary of the 2010-2014 objectives. These objectives and the timeline for completion are dependent on the availability of funding and can be altered to ensure there is no negative impact on the day-to-day operations of the Township. Any change to the objectives and the timeline require the input and agreement of the Township Manager with input from Superintendent of Public Works.

Objectives/Tasks					
Program Administration	2010	2011	2012	2013	2014
Continue existing administrative programs					
Training and Professional Development	2010	2011	2012	2013	2014
Review training needs and schedule training as required to maintain approved status					
Public Education, Awareness and Outreach	2010	2011	2012	2013	2014
Annual Arbor Day Celebration					
Submit Annual Application for Tree City Recognition					
Submit two press releases to increase awareness of the Shade Tree Program and the benefits associated with the resource					
Tree Inventory and Assessment	2010	2011	2012	2013	2014
Investigate funding for completing a comprehensive community forest inventory if grants are available from New Jersey Forest Service					
Investigate software programs for collection and maintenance of the inventory data and work performed					
Complete a comprehensive inventory, if funding received					
Produce a baseline summary for future evaluation of management and planting activities					
Begin to inventory trees in public parks and properties, if funding is available					
Hazard Tree Management and Evaluation	2010	2011	2012	2013	2014
Continue existing pruning programs and removals as they					

are identified and prioritized					
Complete a thorough hazard tree survey if funding is available from the New Jersey Forest Service					
Produce a final report of hazard trees survey, prioritizing these trees for removal					
Tree Planting	2010	2011	2012	2013	2014
The Township will continue its tree planting program and work to increase the number of trees planted annually					
Identify vacant planting sites concurrent with the forest inventory if funding is available					
Establish long term goals for species composition and improved diversity					
Reverse the tree deficit by increasing planting efforts					
Conduct tree planting activities using No Net Loss funding					
Tree Maintenance	2010	2011	2012	2013	2014
Continue current tree maintenance programs including pruning and trimming schedules					
Continue the current work order program for tree maintenance including inspections, service requests and compile in the street tree database					
Waste Recycling	2010	2011	2012	2013	2014
Continue all tree waste recycling programs					
Evaluate the possibility of using street trees as traditional forest products					
Investigate purchase of new chipper					
Tree Care Disaster Planning	2010	2011	2012	2013	2014
Continue existing disaster programs as needed					
Complete a tree disaster and recovery plan if funding is available					
Plan Preparation and Evaluation	2010	2011	2012	2013	2014
Evaluate prior year's accomplishments and adjust program as necessary					
Prepare and submit the Annual Accomplishment Report to NJFS					
Evaluate the accomplishments during the 2010-2014					

planning period and begin to formulate new goals and objectives					
Apply for funding to complete the 2014-2017 plan					
Finalize new plan for the 2014-2017 planning period					
Submit the 2014-2017 plan for approval					
Complete a Forest Stewardship Plan on municipally owned land					

10. COMMUNITY STEWARDSHIP INCENTIVE PROGRAM (CSIP)

The completion of this plan will allow Byram Township to be eligible for Community Stewardship Incentive Program (CSIP) grants to complete specific tasks laid out within the plan. The Township has limited funds, and CSIP grants will be crucial to implementing various aspects of the plan.

CSIP grants are competitive, provide up to \$25,000 (typically once every two years), and require either a 25% or 33% local match in cash or kind. However, due to State and Federal budget problems, many of these CSIP programs have not been funded in recent years.

CSIP provides funding for 12 (recently revised to 15) different tasks, which can be mixed within one grant round. Funding is through the NJ Forestry Service's Community Forestry Program and the No Net Loss program. Other sources of funding, including grants and donations, should be sought to help implement these CFP tasks.

- CSIP 1 *Plan Preparation*. Money can be used to prepare a second five-year plan.
- CSIP 2 *Training*: CORE training for at least one Township employee and one volunteer. Continuing Education community forestry training must be completed by CORE-trained volunteers and Township employees.
- CSIP 3 *Public Education and Awareness*. Education and outreach activities are a very important part of the CFP.
- CSIP 4 *Arbor Day Celebration*. Arbor Day celebrations are required under the CSIP.
- CSIP 5 *Assessment and Inventory*. Baseline inventories help organize ongoing CFP tasks.
- CSIP 6 *Tree Hazard Identification Plan*. Once these trees are located, they be prioritized for removal or pruning.
- CSIP 7 *Tree Planting*. Planting should concentrate in focus areas, which would be designated by the Environmental Commission and Open Space Committee in cooperation with the Department of Public Works.

- CSIP 8 *Tree Maintenance*. Maintenance activities such as pruning, mulching and tree protection will result in a healthier, safer and more vibrant community forest.
- CSIP 9 *Tree Recycling*. The Environmental Commission and Department of Public Works will work to recycle any trees removed in the Township.
- CSIP 10 *Ordinance Establishment*. A strong and enforceable tree ordinance will serve as the backbone for the maintenance of forest canopy cover in Byram Township.
- CSIP 11 *Tree Care Disaster Plan*. This plan would lay out responsibilities for dealing with natural disasters such as hurricanes, ice storms or other events causing large losses of tree cover.
- CSIP 12 *Insect and Disease Management*. Street trees should be re-evaluated as often is practical for quick identification and treatment of diseases or insect infestations.
- CSIP 13 *Other*. These grants could fund forest management activities on municipally owned land in accordance with a Forest Stewardship Plan or could help develop an invasive species plan.