

SHADE TREE COMMISSION

AGENDA- REGULAR MEETING

October 9, 2025, 7:00PM

Public Announcement of Meeting: The notice requirements of the Open Public Meetings Act of the State of New Jersey have been satisfied by the inclusion of the date, time, and place of this regular meeting in the annual schedule and notice of regular meetings is posted at Borough Hall, was mailed to The Star Ledger and The Record and was filed with the Borough Clerk of the Borough of Demarest.

Roll Call: Chair Linda Cetta, Vice Chair Dimitri Gatanas, Members, Maureen Neville, Norman NG, Faye Sloan, Kathleen Kobylarz, Council Liaison Adam Collins

Approval of minutes from September 11, 2025

Old Business

- 1) Budget report for operating and trust
- 2) Stelfox St. Mitigation, Mayor's request, mark outs
- 3) Cemetery Progress, Mayor's request
- 4) Garden Club/ST partnership, planting at County Road School
- 5) Opt in Program - success
- 6) NJSTF Conference

New Business

- 1) Plantings for Opt in for November/December
- 2) Mayor's request to plant at 911 Memorial
- 3) Swag for Arbor Day Festival seedlings, large trees, prizes for children, tee shirts
- 4) Tree removal list

Open To The Public:

Adjournment:

Borough of Demarest
Shade Tree Commission
Official Minutes

September 11, 2025

Chair, Linda Cetta read the Public Announcement of Meeting: The notice requirements of the Open Public Meetings Act of the State of New Jersey have been satisfied by the inclusion of the date, time, and place of this regular meeting in the annual schedule and notice of regular meetings is posted at Borough Hall, was mailed to The Star Ledger and The Record and was filed with the Borough Clerk of the Borough of Demarest on January 15, 2025. The meeting opened at 7:30 pm.

Roll Call, present. Chair Linda Cetta, Vice Chair Dimitri Gatanas, Member Norman NG, Via Zoom, Member Maureen Neville, Council Liaison Adam Collins. Absent Members Faye Sloan and Kathleen Kobylarz

A motion to approve the minutes for July 10, 2025, was made by Dimitri Gatanas and seconded by Norman NG, all were in favor.

Old Business: Kathleen Kobylarz was recognized as the new Alternate #1 for the Shade Tree Commission. The operating budget, Trust Fund and expenditure were discussed in the meeting. The Operating budget was initially \$55,000.00, to date the total remaining is \$24,049.00. Chair Cetta explains most of the money was spent on removal. The Trust Account currently has \$19,290.00, Council Liaison Collins, reported that \$7,000.00 went into the Trust from mitigation, \$5,500.00 received from 31 Wellwood Rd. and \$1,500.00 was received by 64 Highland Ave. Council Liaison Collins asked the Members how the budget was being spent? Chair Cetta replies, "The opt In Program for Fall planting which will be in December, the rest of the money will be spent on pruning and removal." Vice Chair Gatanas asked, "What if there is money left over in the operating budget at the end of the year?" Chair Cetta replied, "There will not be, Shade tree will spend it all." Chair Cetta shared that there is a mitigation plan for Stelfox. Cemetery rehabilitation is under way. Chair Cetta confirms to the members that 64, 4ft. Skip Laurels were purchased at Victorias Nursery. The cost was \$5,985.00 and recognized the DPW for all their hard work. Chair Cetta questioned why there was a hold on the cemetery plantings due to mark outs. The Commission discussed that mark outs were necessary to determine where the underground utilities are for digging and safety purposes. Chair Cetta discussed that she has been requesting for 3 years that the Borough hire one contractor to do maintenance and removal. Vice Chair Gatanas suggested Chair Cetta get in touch with the Borough to follow up on ST's request.

New Business: Chair Cetta informed the members that a meeting with the Mayor occurred to discuss planting trees at the Borough Hall. Vice Chair Gatanas reminded the members that he submitted a plan with the species of trees to be planted. Chair, Cetta interjected and stated, "There will be no trees planted in the back of Borough Hall due to the police camera's." Vice chair, Gatanas adds the plan he presented would not obstruct the views of camera's." Chair Cetta stated, "She only received approval to plant in the front of the building." Passing of the new Ordinance was

discussed. Planting on Stelfox was discussed. Member Norman NG asked if the mitigation comes out of the ST Budget and was told no. Vice Chair Gatanas asks "if the Borough is exempt from mitigations?" Council Liaison Collins replied, "the mitigation is taking place for the residents on Stelfox St." Vice Chair Gatanas wanted to express his happiness over the mitigation for Stelfox St. Chair Cetta added Forest Rd. will be receiving 5-6 trees as part of the Stelfox mitigation plan. "Council Liaison remarked that he doesn't think Forest Rd. Was approved for mitigation but will check with the Borough Administrator and report back to ST." Borough Events: Demarest Day, The ST Commission will reserve a table if there are Members that can Volunteer their time. Okotberfest there will be no participation from ST. Vice Chair Gatanas circled back to the opt in program and requested information where the opt in program was advertised? Council Liaison Collins replied, "The electronic board, the website, and the Mayor's newsletter." Council Liaison Collins share with the Commission a suggestion of a tree to be planted at the 911 Memorial.

Open to the public: No one from the public attended.

A motion to adjourn at 8:10 pm was made by Member Norman NG, second by Vice Chair Gatanas, all were in favor

Respectfully submitted,

Lee Campbell

Shade Tree Commission Secretary

Budget Account Maintenance

- Add
- Edit
- Close
- Delete
- Previous
- Next
- Detail
- Help

Account: 5-01-2010-26-301-2000 Desc: SHADE TREE COMMISSION

Acct Type: Control Chk Acct: 01-CHECKING Cap Flag:

Fund Type: Budget

- Activity
- Misc
- G/L Accounts
- Adopted Budget Detail
- Monthly Budget
- Tracking Ids
- Class Ids

Activity To Date:

Current Period:

Encumber:	12,032.53	Budgeted:	50,000.00	Expended:	.00
Expended:	20,950.06	Balance:	17,017.41	Trans-In:	.00
Trans-In:	.00			Trans-Out:	.00
Trans-Out:	.00	Requested:	.00	Reimburse:	.00
Reimburse:	.00	Requested Balance:	17,017.41		
Cancel:	.00				



Control Account - No. of Sub-Accounts: 2.

Range of Accounts: 5-01-2010-26-301-2000 5-01-2010-26-301-2042 Adds: N Changes: N Transfers In: N
 Range of Dates: 01/01/25 to 12/31/25 Transfers Out: N Expenditures: N Refunds: N
 Range of Reason Codes: ALL Reimbursements: N Encumbrances: N Cancels: N
 Include Non-Budgeted: Y Check Payments: N
 YTD 1099: N PO Encumbrances: Y Contract Encm: N

Account No	Account Description	Transaction Data/Comment	Vendor/Source	Amount	User	Item #
5-01-2010-26-301-2020	CONTRACTUAL SERVICES					
03/24/25 New Line	25-00400	seedlings reimbursement	LINDA020	183.00	SHIVAM	1 1
04/03/25 New Line	25-00451	12 documents reimbursement	LINDA020	11.44	SHIVAM	1 1
04/21/25 New Line	25-00528	arbor day reimbursement	LINDA020	10.99	SHIVAM	1 1
04/21/25 New Line	25-00540	arbor day dunkin donuts reim.	MAURE005	53.17	SHIVAM	1 1
04/24/25 New Line	25-00579	shade tree premium fertilizer	AMAZO005	22.90	SHIVAM	1 1
06/06/25 Change Line	25-00731	tree removal - stump grinding	ARROW005	5,930.00	SHIVAM	1 5
06/26/25 New Line	25-00922	108-112 lake rd remove maple t	ARROW005	305.00	SHIVAM	1 1
06/27/25 New Line	25-00945	32 brookside ave tree removal	DECAR005	1,350.00	SHIVAM	1 1
06/27/25 New Line	25-00946	tree removals	DECAR005	3,100.00	SHIVAM	1 1
07/01/25 New Line	25-01002	woodland tree storm damage	DECAR005	1,650.00	SHIVAM	1 1
08/04/25 New Line	25-01224	emergency tree removal	ARROW005	1,755.00	SHIVAM	1 1
08/20/25 New Line	25-01305	3 TREES AT COUNTY RD SCHOOL	DECAR005	3,600.00	SHIVAM	1 1
08/27/25 New Line	25-01343	15 high st tree removal	DECAR005	925.00	SHIVAM	1 1
09/02/25 New Line	25-01364	cemetery planting -skip laurel	VICTO005	5,985.00	SHIVAM	1 1
09/03/25 New Line	25-01369	NJST 2025 CONFERENCE	NJSHA005	275.00	SHIVAM	1 1
09/03/25 New Line	25-01369	NJST 2025 CONFERENCE	NJSHA005	275.00	SHIVAM	2 2
09/03/25 New Line	25-01369	NJST 2025 CONFERENCE	NJSHA005	275.00	SHIVAM	3 3
09/19/25 New Line	25-01474	skip laurels	VICTO005	375.00	SHIVAM	1 1
10/06/25 New Line	25-01582	SHADE TREE WOODEN STAKES	AMAZO005	30.28	SHIVAM	1 1
10/07/25 New Line	25-01588	tree removal/pruning	DECAR005	6,200.00	SHIVAM	1 1
10/07/25 New Line	25-01589	shade tree- shrubs	VICTO005	427.25	SHIVAM	1 1

Net Total PO Encumbered: 21 32,739.03

5-01-2010-26-301-2042	SHADE TREE SUPPLIES					
02/03/25 New Line	25-00066	public notice	NJADV005	13.76	SHIVAM	3 3
02/03/25 New Line	25-00066	public notice	NJADV005	12.90	SHIVAM	4 4
02/03/25 Change Line	25-00066	public notice	NJADV005	12.90-	SHIVAM	4 5
02/03/25 New Line	25-00076	2025 schedule of meetings	GANNE005	36.60	SHIVAM	2 2
02/03/25 Change Line	25-00076	2025 schedule of meetings	GANNE005	36.60-	SHIVAM	2 3
02/03/25 Change Line	25-00076	2025 schedule of meetings	GANNE005	79.80	SHIVAM	2 4

Net Total PO Encumbered: 6 93.56

Fund Description	Fund	Net Po Encumber
	5-01	32,832.59
Total of All Funds:		<u>32,832.59</u>

Report Totals Transaction Type	Accounts	Transactions	Amount
Net Total PO Encumbered:	2	27	32,832.59

G/L Account Maintenance

Account: 5-06-6220-00-0000-000 Desc: SHADE TREE TRUST - DEDICATE

Account Type: Asset

Checking: 06-CHECKING

		Debit Activity	Credit Activity
	Jan:		550.00
	Feb:	150.00	2,425.00
	March:	8,965.00	4,850.00
	April:	2,550.00	4,125.00
	May:		425.00
	June:	2,650.00	2,650.00
	July:	2,205.00	550.00
	Aug:	2,200.00	7,000.00
	Sept:	1,650.00	
	Oct:		1,500.00
	Nov:		
	Dec:		
Opening Bal:		15,435.00	
Current Bal:		19,140.00	



G/L Acct No: 5-06-6220-00-0000-000
Description: SHADE TREE TRUST - DEDICATE
Starting Date: 0

Type: Asset
Ending Date: 10/07/25

Date	Description	Amount		Balance	
01/31/25	Add Acct New: 15435.00	15,435.00	Cr	15,435.00	Cr
01/13/25	Cash Receipt CS/CK Shade Tree 95 County Post Ref: R 308 1	25.00	Cr	15,460.00	Cr
01/13/25	Cash Receipt CS/CK Shade Tree 21 Glenwood Ave Post Ref: R 308 2	25.00	Cr	15,485.00	Cr
01/17/25	Cash Receipt CS/CK Shade Tree 54 Everett Road NewLuxuryHome Post Ref: R 319 1	500.00	Cr	15,985.00	Cr
02/05/25	Cash Receipt CS/CK Shade Tree 5 Stratford Post Ref: R 325 1	250.00	Cr	16,235.00	Cr
02/05/25	Cash Receipt CS/CK Shade Tree 22 Drury Lane Post Ref: R 325 2	100.00	Cr	16,335.00	Cr
02/05/25	Cash Receipt CS/CK Shade Tree 1 Blanche Ave Post Ref: R 325 3	500.00	Cr	16,835.00	Cr
02/10/25	Cash Receipt CS/CK Shade Tree Trust 61 Ross Post Ref: R 339 1	1,500.00	Cr	18,335.00	Cr
02/10/25	Cash Receipt CS/CK Shade Tree Trust 61 Ross Post Ref: R 339 2	25.00	Cr	18,360.00	Cr
02/24/25	Cash Receipt CS/CK Shade Tree Permit 82 Madison Ave Post Ref: R 357 1	25.00	Cr	18,385.00	Cr
02/25/25	Cash Disbursement chk: 3428 PO: 25-00162 Post Ref: C 239 1	150.00	Db	18,235.00	Cr
02/28/25	Cash Receipt CS/CK Shade Tree Permit 25-06 113 Knickerbock Post Ref: R 366 1	25.00	Cr	18,260.00	Cr
03/04/25	Cash Receipt CS/CK Shade Tree 82 Madison Post Ref: R 375 1	1,000.00	Cr	19,260.00	Cr

Date	Description	Amount		Balance	
03/04/25	Cash Receipt CS/CK Shade Tree 592 Piermont Road Post Ref: R 375 2	250.00	cr	19,510.00	cr
03/11/25	Cash Disbursement chk: 3429 PO: 24-01319 Post Ref: C 249 1	5,015.00	db	14,495.00	cr
03/11/25	Cash Disbursement chk: 3429 PO: 24-01692 Post Ref: C 249 2	3,325.00	db	11,170.00	cr
03/11/25	Cash Disbursement chk: 3429 PO: 24-01858 Post Ref: C 249 3	625.00	db	10,545.00	cr
03/11/25	Cash Receipt CS/CK Shade Tree 3 Central Post Ref: R 380 1	25.00	cr	10,570.00	cr
03/11/25	Cash Receipt CS/CK Shade Tree 3 Central Mitigation In Lieu Post Ref: R 380 2	2,500.00	cr	13,070.00	cr
03/20/25	Cash Receipt CS/CK Shade Tree Permit ST#25-10 Post Ref: R 388 1	25.00	cr	13,095.00	cr
03/20/25	Cash Receipt CS/CK Shade Tree In Lieu of Mitigation Post Ref: R 388 2	1,000.00	cr	14,095.00	cr
03/28/25	Cash Receipt CS/CK Shade Tree Trust 27 Belmar Street Post Ref: R 397 3	25.00	cr	14,120.00	cr
03/31/25	Cash Receipt CS/CK Shade Tree Trust ST#25-11 51 Columbus Post Ref: R 403 1	25.00	cr	14,145.00	cr
04/04/25	Cash Receipt CS/CK Shade Tree Trust 95 County Add'l Trees Post Ref: R 410 1	250.00	cr	14,395.00	cr
04/07/25	Cash Receipt CS/CK Shade Tree Trust 41 Orchard Post Ref: R 416 1	250.00	cr	14,645.00	cr
04/08/25	Cash Disbursement chk: 3431 PO: 25-00432 Post Ref: C 264 1	1,650.00	db	12,995.00	cr

Date	Description	Amount		Balance	
04/08/25	Cash Receipt CS/CK Shade Tree Trust 3 Lois #ST25-13 Post Ref: R 419 1	25.00	Cr	13,020.00	Cr
04/08/25	Cash Receipt CS/CK Shade Tree Trust 90 Lake #ST25-14 Post Ref: R 419 2	25.00	Cr	13,045.00	Cr
04/08/25	Cash Receipt CS/CK Shade Tree Trust 82 County #ST25-16 Post Ref: R 419 3	500.00	Cr	13,545.00	Cr
04/08/25	Cash Receipt CS/CK Shade Tree Trust 93 Lake #ST25-18 Post Ref: R 419 4	25.00	Cr	13,570.00	Cr
04/10/25	Manual Entry P025-00162 CHARGED LINE REPLACEMENT Post Ref: G 124 2	150.00	Cr	13,720.00	Cr
04/11/25	Cash Receipt CS/CK Shade Tree Trust #ST25-17 154 Donnybrook Post Ref: R 422 1	25.00	Cr	13,745.00	Cr
04/11/25	Cash Receipt CS/CK Shade Tree Trust #ST25-19 6 Lauren Pond Post Ref: R 422 2	25.00	Cr	13,770.00	Cr
04/23/25	Cash Receipt CS/CK Shade Tree 41 Orchard ST#25-21 Post Ref: R 433 4	25.00	Cr	13,795.00	Cr
04/29/25	Cash Disbursement Chk: 3432 PO: 25-00494 Post Ref: C 271 1	900.00	Db	12,895.00	Cr
04/30/25	Cash Receipt CS/CK Shade Tree #ST25-23 Post Ref: R 445 1	25.00	Cr	12,920.00	Cr
04/30/25	Cash Receipt CS/CK Shade Tree #ST25-20 99 Pine Terrace Post Ref: R 445 2	25.00	Cr	12,945.00	Cr
04/30/25	Cash Receipt CS/CK Shade Tree #ST25-22 17 Duck Pond Road Post Ref: R 445 3	25.00	Cr	12,970.00	Cr
04/30/25	Cash Receipt CS/CK Shade Tree 44 Orchard In Lieu of Post Ref: R 445 4	2,500.00	Cr	15,470.00	Cr

Date	Description	Amount		Balance	
04/30/25	Cash Receipt CS/CK Shade Tree #ST25-23 44 Orchard Post Ref: R 445 5	250.00	Cr	15,720.00	Cr
05/05/25	Cash Receipt CS/CK Shade Tree 29 Blanche Post Ref: R 456 1	25.00	Cr	15,745.00	Cr
05/05/25	Cash Receipt CS/CK Shade Tree 81 Everett Post Ref: R 456 2	25.00	Cr	15,770.00	Cr
05/09/25	Cash Receipt CS/CK Shade Tree Trust 73 Glenwood Post Ref: R 462 1	100.00	Cr	15,870.00	Cr
05/09/25	Cash Receipt CS/CK Shade Tree Trust 97 Prescott Post Ref: R 462 2	25.00	Cr	15,895.00	Cr
05/09/25	Cash Receipt CS/CK Shade Tree Trust 64 Highland Post Ref: R 462 3	100.00	Cr	15,995.00	Cr
05/09/25	Cash Receipt CS/CK Shade Tree Trust 164 Hardenburgh Post Ref: R 462 4	25.00	Cr	16,020.00	Cr
05/20/25	Cash Receipt CS/CK Shade Tree 82 Madison Ave Post Ref: R 475 1	25.00	Cr	16,045.00	Cr
05/20/25	Cash Receipt CS/CK Shade Tree 23 Prescott Street Post Ref: R 475 2	25.00	Cr	16,070.00	Cr
05/20/25	Cash Receipt CS/CK Shade Tree 41 Highland Ave Post Ref: R 475 3	25.00	Cr	16,095.00	Cr
05/20/25	Cash Receipt CS/CK Shade Tree 61 Glenwood Ave Post Ref: R 475 4	25.00	Cr	16,120.00	Cr
05/28/25	Cash Receipt CS/CK Shade Tree 16 CountryClubway ST#25-33 Post Ref: R 484 1	25.00	Cr	16,145.00	Cr
06/03/25	Cash Disbursement Chk: 3433 PO: 25-00625 Post Ref: C 296 1	2,650.00	Db	13,495.00	Cr

Date	Description	Amount		Balance	
06/03/25	Cash Receipt CS/CK Shade Tree Trust 62 Woodland Post Ref: R 488 1	25.00	Cr	13,520.00	Cr
06/03/25	Cash Receipt CS/CK Shade Tree Trust 72 Everett Road Post Ref: R 488 2	25.00	Cr	13,545.00	Cr
06/10/25	Cash Receipt CS/CK Shade Tree 76 Knickerbocker Road Post Ref: R 497 1	25.00	Cr	13,570.00	Cr
06/10/25	Cash Receipt CS/CK Shade Tree 13 Robin Road Post Ref: R 497 2	25.00	Cr	13,595.00	Cr
06/10/25	Cash Receipt CS/CK Shade Tree 13 ST#25-39 Post Ref: R 497 3	25.00	Cr	13,620.00	Cr
06/10/25	Cash Receipt CS/CK Shade Tree 13 In Lieu of Planting Post Ref: R 497 4	2,500.00	Cr	16,120.00	Cr
06/16/25	Cash Receipt CS/CK Shade Tree ST#25-40 38 Anderson Ave Post Ref: R 508 2	25.00	Cr	16,145.00	Cr
07/03/25	Cash Receipt CS/CK Shade Tree ST 25-41, 93 Orchard Street Post Ref: R 530 1	25.00	Cr	16,170.00	Cr
07/09/25	Cash Receipt CS/CK Shade Tree Trust #25-42 Post Ref: R 535 1	25.00	Cr	16,195.00	Cr
07/09/25	Cash Receipt CS/CK Shade Tree Trust #25-43 12 Ross Post Ref: R 535 2	25.00	Cr	16,220.00	Cr
07/15/25	Cash Disbursement Chk: 3434 PO: 25-00923 Post Ref: C 318 1	1,650.00	Db	14,570.00	Cr
07/16/25	Cash Receipt CS/CK Shade Tree 85 Lake Road Post Ref: R 547 7	250.00	Cr	14,820.00	Cr
07/16/25	Cash Receipt CS/CK Shade Tree 151 South Street Post Ref: R 547 8	100.00	Cr	14,920.00	Cr

Date	Description	Amount		Balance	
07/16/25	Cash Receipt CS/CK Shade Tree 8 John Street Post Ref: R 547 9	100.00	Cr	15,020.00	Cr
07/16/25	Cash Receipt CS/CK Shade Tree 18 Knickerbocker Street Post Ref: R 547 10	25.00	Cr	15,045.00	Cr
07/29/25	Cash Disbursement Chk: 3447 PO: 25-00947 Post Ref: C 356 1	555.00	Db	14,490.00	Cr
08/08/25	Cash Receipt CS/CK Shade Tree 31 Wellwood In Lieu of Mitiga Post Ref: R 578 1	5,500.00	Cr	19,990.00	Cr
08/08/25	Cash Receipt CS/CK Shade Tree 64 Highland In Lieu of Mitiga Post Ref: R 578 2	1,500.00	Cr	21,490.00	Cr
08/12/25	Cash Disbursement Chk: 3448 PO: 25-00648 Post Ref: C 367 1	2,200.00	Db	19,290.00	Cr
09/30/25	Cash Disbursement Chk: 3450 PO: 25-01507 Post Ref: C 406 2	1,650.00	Db	17,640.00	Cr
10/03/25	Cash Receipt CS/CK Shade Tree Trust In Lieu of Mitiga 45 Duane L Post Ref: R 652 1	1,500.00	Cr	19,140.00	Cr

Tree Removal/ Prune List

- 1) 17 Trees at the duck pond to be pruned as per Ray Slaman
- 2) 44 Central Ave Prune
- 3) 5 and 6 Stratford Ct. 1 Maple and 7 Pin Oaks POWER LINES
- 4) 251 Hardenburgh, 2 trees in the row on the woodland side need pruning.
- 5) 33 Woodland Rd Tree in the ROW
- 6) 67 Stelfox

- 7) At 17 Laurel Rd, there are four trees along the row. Tree #1, with an approximate diameter of 30", is located on the driveway side along Laurel Rd. Tree #2, with a diameter of approximately 20", is at the corner of Laurel Rd and Prescott Street. Tree #3, approximately 30" in diameter, is on Prescott St. Tree #4, with an approximate diameter of 27", is also on Prescott St. I was unsure if you wanted these trees tagged, so I did not tag them. Please let me know if you would like me to tag these four trees.
Pruning
- 8) 37 Woodland Rd. Prune Priority
- 9) Swim Club Oak at the north/east end of the pool prune
- 10) 8 Blanche Ave Sugar Maple Remove as per Ray Slaman