

RESOLUTION #14-57

**RESOLUTION AUTHORIZATION EXECUTION OF A CONTRACT
WITH MJS FORESTRY CONSULTANTS FOR PREPARATION OF A
COMMUNITY FORESTRY MANAGEMENT PLAN**

WHEREAS, the City of Woodbury is in need of a Community Forestry Management Plan; and

WHEREAS, MJS Forestry Consultants has proposed to provide such services pursuant to the attached Proposal; and

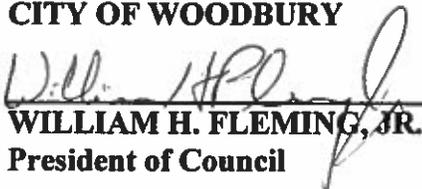
WHEREAS, the cost of said contract will not exceed \$3,000 and is below the bid and quote thresholds; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Woodbury, the Mayor concurring, that the Mayor and/or City Administrator be authorized to execute a contract with MJS Forestry Consultants in accordance with the Proposal attached hereto.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury on February 25, 2014.

CITY OF WOODBURY

By:


WILLIAM H. FLEMING, JR.
President of Council

ATTEST:


ROY A. DUFFIELD, Clerk

14-57
attachment

PROPOSAL

For

City of Woodbury, NJ

Development of a “Community Forestry Management Plan”

Prepared for:

Randi Woerner, Shade Tree Commission

Submitted by:

**MJS Forestry Consultants
Galloway, NJ
609-652-2896**

November 2, 2013

BACKGROUND:

In 1996, the New Jersey State Legislature enacted the New Jersey Shade Tree and Community Forestry Assistance Act. It was enacted in response to the dismantling of local shade tree boards or committees by municipalities due to lawsuits and potential liability for hazardous trees and tree-caused conditions. The act enables New Jersey communities to reduce or limit their exposure to litigation due to the decline and poor condition of the community resource. It also gives the community a starting point for establishing or re-vitalizing their stewardship of community trees and forests.

PROPOSAL:

MJS Forestry Consultants is pleased to offer its services to the City of Woodbury. Matthew J. Simons has 30+ years experience in public and private forestry, is a New Jersey Certified Tree Expert, an International Society of Arboriculture Certified Arborist, and a New Jersey Approved Forester.

Woodbury City can be justifiably proud of its community forest. However, as with many New Jersey municipalities, problems may exist with unhealthy or hazardous street trees, areas that may need trees planted are not identified, and citizen requests regarding City-owned trees are likely to be mounting.

Woodbury City is interested in developing and gaining approval for its own "Community Forestry Management Plan", enabling the City to:

- Obtain liability protection offered under the legislation,
- Provide a springboard for obtaining additional state funding for Community Forestry programs such as tree inventory and hazard tree identification, tree maintenance, and tree planting.
- Attain safer, healthier, and more attractive parks, roadways, and public spaces.

MJS's proposal revolves around the required elements of a "Community Forestry Management Plan". There are ten elements needed to create the plan, as required under the New Jersey Shade Tree and Community Forest Assistance Act. Listed below are the components:

- I. **Completion of a Municipal Information Form**
- II. **Plan Introduction: Mission Statement, Goals and Objectives, and a Liability Statement**
- III. **Community Overview - Past, Present, and Future:**
A brief assessment of a community's tree health, condition, and needs, as well as how or if the plan will link into conservation or land-use elements of its' Municipal Master Plan and Open Space Plan.
- IV. **Program Administration: Person(s) or group responsible for overseeing City's community forest, an Organization Chart, explanation of resident tree request process, and use of contractors.**
- V. **Community Map**
- VI. **Training Plan: Including how/who/when key individuals will meet CORE and CEU requirements (required in order to comply with legislation), etc.**
- VII. **Public Education/Awareness/Outreach: How will community involvement be utilized to implement this plan?**
- VIII. **Statement of Tree Budget: Itemized to include all available resources.**
- IX. **Plan Implementation, including timeline.**
- X. **Community Stewardship Incentive Programs (CSIP): How are these various specific activities going to be addressed in City's program; i.e., Assessment/Inventory, Tree Hazard Identification, Tree Recycling, etc.?**

In order to obtain specific information for many of these components, MJS must be able to work closely and in cooperation with various departments within City Government, Mayor and Council, as well as interested individuals within the community. Other departments that may be contacted for input include Engineering, Planning, Public Works, etc. At an early pre-development stage, someone must be named primary contact for data, further contacts, and advice.

MJS will be utilizing the State Forestry Service for consultation and technical assistance during the development process. Finally, it will also be valuable to obtain input from any existing volunteer boards such as the Historical Commission.

OUTCOME:

MJS Forestry Consultants will provide a completed draft "Community Forestry Management Plan" to a designated official in an electronic format (pdf). All elements listed above will be provided, as well as other data or pertinent materials that may assist in gaining plan approval.

TIMEFRAME & FEE SCHEDULE:

Upon final approval of this Proposal and written notification thereof (Purchase Order), Woodbury City's "Community Forestry Management Plan" will be researched, written, and submitted by MJS Forestry Consultants to a designated official within 6 to 12 months of said written notification.

The hourly rate for this service is \$85.00 per hour, billed and paid monthly. The total cost of the project will not exceed \$3,000 for the completed draft Plan.

This cost includes a maximum of three (3) in-person meetings with City personnel, state and municipal government officials, volunteers, etc.

Respectfully submitted by:

Matthew J. Simons

Matthew J. Simons
MJS Forestry Consultants
557 Holly Brook Road
Galloway, NJ 08205
Phone: 609-652-2896
November 2, 2013

NOTE: This proposal is valid for 60 days from date of transmittal to Woodbury City.