



***Frequently Asked Questions  
Hawthorne Shade Tree Governance***

***Q. What is the Hawthorne Shade Tree Commission (HSTC)?***

A: The Hawthorne Shade Tree Commission (HSTC), is comprised of five volunteer members and two alternate members appointed by the Mayor to five year overlapping terms. The Shade Tree Commissioners work together as a board on policy and measures related to the proper care and stewardship of Shade Trees in the town. Public meetings are held the first Tuesday of each month at 4:30pm. Tree maintenance/remediation is managed and coordinated by the Borough and the hired contractor.

***Q: I have a tree in the front of my yard, how do I know if it is a Shade Tree?***

A: Hawthorne Shade Trees are in the “right of way”. That generally means 10 feet from the curb into the lawn (there are other measurement factors that determine the 10 ft.). If the tree is in the grass at the curb and there is a sidewalk, it is likely a Shade Tree. Our Arborist will be able to measure and make that determination. If you are not sure, please call or email Hawthorne Shade Tree at 973-427-5555 ext. 318 or email [HawthorneShadeTree@Hawthornenj.org](mailto:HawthorneShadeTree@Hawthornenj.org)

***Q: I want to learn about the Rules associated with Hawthorne Shade Tree. Where do I get that?***

A: Please go to the Borough website for the following links:

1. <http://www.hawthornenj.org/shadetree.cfm>
2. <http://ecode360.com/14639068>
3. <http://ecode360.com/14639043>

***Q: My neighbor is cutting down some huge trees in their back yard, it is such a shame. Can I report this to the Hawthorne Shade Tree?***

A: It’s always sad to see big mature trees removed. But, trees on private property are not subject to the Shade Tree guidelines. The Hawthorne Shade Tree Commission has no jurisdiction over trees on private property.



## *Frequently Asked Questions*

### *Pruning and Removal Requests*

***Q: I think my Shade Tree is sick and needs to be cut down, what do I do?***

A: If you think your Shade Tree needs to be removed, please contact the Hawthorne Shade Tree at 973-427-5555 ext. 318 or email [HawthorneShadeTree@Hawthornenj.org](mailto:HawthorneShadeTree@Hawthornenj.org). Our town arborist will be out within two weeks to review the situation and provide a remediation plan. Please let us know if you think this is an URGENT issue so we can arrange a faster review. Also note, for every tree that is removed, the HSTC will do it's best to replace the tree during the following planting cycle.

***Q: My Shade Tree has low branches I want to prune, can I do that??***

A: Shade Trees always need to be reviewed and then maintained by the town. This helps to maintain the trees integrity. We also want to review the overall health of the tree. For pruning, please call or email Hawthorne Shade Tree at 973-427-5555 ext. 318 or email [HawthorneShadeTree@Hawthornenj.org](mailto:HawthorneShadeTree@Hawthornenj.org). Our town arborist will be out within two weeks to review the situation and provide a remediation plan. Pruning generally takes place in cooler weather.

***Q: Seems like it takes forever to get trees pruned or removed, what's up?***

A: General turnaround time for tree remediation is 2-3 months, weather permitting and if there are no other urgent tree remediation's that need to take place. Steps we take are:

1. Record resident request and create a work order
2. Work order goes to Arborist who is in each Friday
3. Assessment is made and logged after remediation plan is submitted by arborist
4. Remediation directions are submitted each week to our contractor
5. Work is then prioritized
6. Our goal is to complete remediation in 3 months or less if possible. All requests are tracked and recorded to completion. There may be weather considerations that prevent a standard remediation timeframe.

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### ***Frequently Asked Questions***

***Q: My Shade Tree was removed and now a stump is left. When will that be ground down?***

A: Great question, stump removal is usually 4 weeks after the Shade Tree is removed. The area needs to be marked out by Public Works so no public services are impacted. Also, we try to ground multiple stumps at a time. These two things combine get us at a 4 week turn around.

***Q: I live on a county road and have an issue with my Shade Tree. Who should I call?***

A: When in doubt, please contact the Hawthorne Shade Tree at 973-427-5555 ext. 318 or email [HawthorneShadeTree@Hawthornenj.org](mailto:HawthorneShadeTree@Hawthornenj.org). We can help with next steps.

***Q: I don't like a recent decision made by the HSTC. How do I appeal?***

A: We understand you may want to appeal a decision recently made. To appeal, please do the following

- Submit the request in writing to HSTC. This can mailed or emailed
- Include any and all back up to support your request (bills, invoices, pictures)
- Appeal should be permitted prior to a monthly meeting so we may have a chance to review. Meeting at the first Monday of each month at 7:00 pm, second floor of Borough Hall
- Results of the appeal will be sent to you in writing or you can attend the following months meeting.

### **Replanting's**

***Q: I hear the Hawthorne Shade Trees give out free trees. Can I get one!***

A: You are correct, Hawthorne Shade Tree does try to budget for a planting each Fall. These trees are placed in the right of way, generally 10 feet from the curb in front of your home. We love when residents ask for these trees. Please call or email Hawthorne Shade Tree at 973-427-5555 ext. 318 or [HawthorneShadeTree@Hawthornenj.org](mailto:HawthorneShadeTree@Hawthornenj.org) and make your request. We will fulfill all we can. These plantings are also used to replace trees removed for health reasons/road correction needs during yearly roadwork



### *Frequently Asked Questions*

***Q: Seems like Hawthorne Shade Tree plants trees that cause road and wire problems. Is there any method to what you plant?***

A: There is complete thoughtfulness in the trees selected by our arborist. Our arborist selects based upon site conditions.

- If there are overhead utilities (wires) only species that mature small are used. If there are no overhead utilities then the species used is based upon the width of the planting belt (the space between curb and street).
- If at least 48" wide then large species are planted. If smaller than 48" then smaller species are used. We are very aware of root-sidewalk conflicts and avoid trees with large roots

### **Sidewalk Repair and Roadwork Projects**

**Q: My Shade Tree has created a problem with my sidewalk and I am getting a permit to fix it. Do I need to call Hawthorne Shade Tree?**

A: Yes, once you have secured your permit, please call or email Hawthorne Shade Tree at 973-427-5555 ext 318 or [HawthorneShadeTree@Hawthornenj.org](mailto:HawthorneShadeTree@Hawthornenj.org) and make your request. The arborist will come out and look at the tree once the sidewalk is open and roots exposed. There should be no roots cut or trees removed without Borough Arborist direction. If the trees are cut in any way, this may result in a violation to the homeowner and contractor.

Please also go to our website for full documentation on the sidewalk process.

***Q: Roadwork is being done on my street. While I am happy to have a smooth road I am not happy about the tree removal. How does this work?***

A: Yes, roadwork happens yearly. The HSTC arborist works with the Borough Engineer to determine what if any tree remediation is needed to complete roadwork successfully. Letters are sent to residents by the Borough Administrator to make you aware of the upcoming work. As a general rule, the arborist makes every effort to save every tree without compromising the tree or roadwork. The Hawthorne Shade Tree also works with arborist to replace removed trees with trees that are appropriate for the site. If you have questions on roadwork, please contact the Borough Clerk at 973-427-1167 or Boswell Engineering at 201-681-5594 for more information.

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