

# EXHIBIT “B”

## 1. PRIVATE PROPERTY

- Tree Protection and Removal Ordinance
  - Issues or Denies Tree Removal Permits or issues an Exemption from the Ordinance requirements
  - Determines if trees are viable or non-viable
  - Inspects stumps of trees removed on an emergency basis pursuant to the Exemption criteria within 48 hours of notification
  - Consults with Land Use Board Engineer for all new Land Use Applications for compliance with Ordinance. Consults with Land Use Engineer on Landscaping Plan including selection of species appropriate for the West Orange area and the purpose for which the planting is made
  - Prepares a monthly report of trees removed by permit or by exemption. Report to include address, species and tree size, and if tree was viable or not viable
  - Issues summonses for violation of the Ordinance
  - Appears in Municipal Court as a Licensed Tree Expert when necessary
- Private Property Owners
  - Advises owners, upon request, of tree conditions on their property
  - Recommends, based on tree's condition, actions by property owner
  - Advises owners on suitability of tree species for planting
- Property Maintenance
  - Consults with Property Maintenance Inspectors on conditions of trees on private property
  - Determines if trees are dead or hazardous and if removal or pruning is warranted
  - Issues written notice to property owners of hazardous or dead trees on private property
  - Issues summonses for failure to correct conditions cited by written notice
  - Appears in Municipal Court as Township's Tree Expert
- Advisory Boards

- o When directed provides technical expertise to the Open Space and Recreation Committee and the Environmental Commission
- Other
  - o All memos, reports, letters, permits and other documents are to be prepared by the Professional and his/her staff without using the staff of the Public Works Department or the Engineering Division.
  - o The Township will provide within the Public Works Building 25 Lakeside Avenue, West Orange a work area, a telephone land line and internet access during regular Department business hours.
  - o The Professional is responsible for his/her transportation both to and within West Orange.