

EXHIBIT “B”

1. **PRIVATE PROPERTY** Through July 15, 2021 only

- 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
 - When directed provides technical expertise to the Open Space and Recreation Committee and the Environmental Commission
- Other
 - 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 beginning July 15, 2021.
 - 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.
 - The Professional is responsible for his/her transportation both to and within West Orange.

2. PUBLIC RIGHTS OF WAY AND PUBLIC PROPERTIES All of calendar year 2021

- Public Works
 - Conducts Windshield Survey of conditions of trees along Public Rights of Way and provides a quarterly report unless an imminent hazard is observed
 - Conducts a survey of conditions of trees on public properties and provides an annual report for each property unless an imminent hazard is observed
 - Advises the Department including the Director, Superintendent and Shade Tree Supervisor of tree maintenance services including tree removals required on Public Rights of Way and public property
 - Prepares a monthly report of trees removed indicating location, species and size.
 - Prepares a monthly report of tree maintenance
 - Assists in the preparation of specifications and bid documents for tree removal, tree maintenance and emergency and non-emergency tree services for both public rights of way and public property
 - Assists in the preparation of specifications and bid documents for tree planting
 - Selects public tree planting locations, selects species, inspects and selects trees at nursery. Provides periodic inspection during planting and one year after planting to identify dead trees for replacement
 - Applies for Tree City USA Certification
 - Writes and prepares a Community Forestry Management Plan every five years
 - Works with the Township's Grant Writer on grants related to tree conservation, tree maintenance and tree planting
 - Arranges Arbor Day tree planting and ceremonies
 - Coordinates with Public Works and private contractors for disaster clean up
- Advisory Boards

- o When directed provides technical expertise to the Open Space and Recreation Committee and the Environmental Commission
- Other
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