

## **Tree Removal and Tree Trimming Policy & Procedure**

Tree-lined streets are a hallmark of suburban settings and add to our suburban quality of life. Trees protect and sustain our environment, support wildlife, and help increase home values. As such, every effort is made to preserve healthy trees within our village borders.

The Village of Mineola generally does not remove live, healthy trees. Trees will not be removed due to the presence of nuts or seedpods, or simply to reduce or eliminate leaf removal. Additionally, the Village of Mineola does not remove healthy trees due to a sidewalk that may be lifted. If it is determined that a sidewalk can be repaired without removing the tree, the tree will be preserved.

Often, an alternative to removing a healthy tree is pruning conducted on a regular basis by trained Department of Public Works professionals.

To determine if a tree abutting your home is in need of service or removal, residents may request a tree service inspection by contacting the Department of Public Works directly (see below).

After making an inspection request, a tree inspection will be performed as soon as possible. The tree inspection will determine an appropriate course of action as to whether the tree should be trimmed or removed. Upon completion of the tree inspection, the tree location shall be added to the appropriate tree service pending list.

Inspections are carried out during regular business hours and do not require the homeowner's presence. This is a convenience for the homeowner, who does not need to schedule time to be at home to meet inspection staff. It is also more efficient for the Department of Public Works, allowing inspectors to be dispatched at the first available opportunity rather than waiting for scheduled appointments.

In certain instances, the Village of Mineola may remove a live, healthy tree as a result of one or more of the following conditions:

1. Upon inspection by trained personnel, the tree is determined to be hazardous to life, safety, or property. For example, if the tree is in danger of imminent collapse, tree roots have invaded or broken a sanitary sewer line, or the tree has overgrown the utility strip area making the repair of a sidewalk, curb or roadway otherwise impossible without the removal of the tree.
2. The tree creates a sight distance problem to traffic and no other alternative exists.

3. The tree is recognized by the New York State Department of Environmental Conservation as being an exotic or invasive species prone to failure or causing ecological damage, *e.g.*, Swamp Maple.

Residents are advised that tree service is not necessarily completed in the order that a tree location has been added to an appropriate tree maintenance service list, nor are trees serviced on a first-come, first-serve basis. Factors that influence how and when tree maintenance service is conducted for a particular tree are as follows:

- **Condition of the Tree**

A tree may be placed on the removal list, but not necessarily require immediate action to remove the tree. Trees that may be determined by DPW personnel to be an imminent danger are given top priority.

- **Location of the Tree**

In order to efficiently schedule and manage tree maintenance, it is necessary to group tree maintenance work while a tree maintenance crew is working in a particular area, or on a particular street of the Village.

- **Trees located in Utility Wires**

If upon inspection of a tree for service, it is determined that the tree is located in electric distribution or house service lines, and it is unsafe for department personnel to service, the Department of Public Works will notify the Long Island Power Authority's Tree Service Division of the location and request assistance.

Residents are advised that non-emergency tree maintenance service requests with the Long Island Power Authority require a minimum of 10 service locations on our list before a tree wire service request will be scheduled with LIPA. Please note that all wire service requests are then scheduled in accordance with LIPA's maintenance procedures and availability.

Tree maintenance service is conducted throughout the year. Residents are reminded that the employees of the Department of Public Works' tree maintenance crew are also employees of the Highway and Parks Divisions. Therefore, there are times throughout the year when other public services are being performed by the Department that necessitate reallocation of personnel and equipment. At those times, tree maintenance service may be temporarily reduced or suspended.

Every effort is made to address all tree maintenance service requests in a timely manner.

Residents are also reminded that they are not permitted to remove a tree on public property without receiving proper authorization and a permit, in advance, issued by the Village of Mineola.

Additionally, residents are advised that it is a violation of the Municipal Code of the Village of Mineola to unnecessarily cut, spray, or otherwise cause damage to a tree on public property.

To determine if a tree abutting your home is in need of service or removal, residents may request a tree service inspection by contacting the Department of Public Works at (516) 746-0753 or (516) 746-5291. Upon receipt of a tree inspection request, a tree inspection shall be scheduled as soon as possible. The tree inspection shall determine an appropriate course of action as to whether the tree shall be trimmed or removed. Upon completion of the tree inspection, the tree location shall be added to the appropriate tree trim or tree removal list, as noted above.