



TOWN OF DOVER SHADE TREE COMMISSION

January 8, 2026, 7:00PM
REORGANIZATION MEETING
AGENDA



1. **CALL MEETING TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **STATEMENT OF ADEQUATE NOTICE [Sunshine Law Compliance]**

Notice of this rescheduled Reorganization and Regular meetings of the Shade Tree Commission of the Town of Dover was sent to the Daily Record and The Citizen newspapers on December 16, 2025 for publication; such notice was posted in the municipal building and was filed in the Office of the Municipal Clerk in accordance with the Open Public Meetings Act. Formal action may be taken at this Meeting.

4. **ADMINISTRATION OF OATHS OF OFFICE TO APPOINTED COMMISSIONERS**

[Mayor to appoint two members at the January 1, 2026 Mayor and Town Council meeting.]

5. **ROLL CALL** *[alphabetical order]*

Commissioner Antonio Acosta

Commissioner Craig Adams [Alt. 2]

Commissioner Maribel Garland

Commissioner Kim Philips [Alt. 1]

Commissioner Susan Savoy

Commissioner Travis Savoy

Also present:

Town Council Liaison, Daniella Mendez

Jeff Guevara, Public Works Superintendent

Robin Kline, Shade Tree Commission Secretary

6. **APPOINTMENT OF SHADE TREE COMMISSION CHAIR** *[Requires Motion, Second and Roll Call]*

7. **APPOINTMENT OF SHADE TREE COMMISSION VICE CHAIR** *[Requires Motion, Second and Roll Call]*

8. **APPOINTMENT OF SHADE TREE COMMISSION SECRETARY** *[Requires Motion, Second and Roll Call]*

9. **ESTABLISH WORKING COMMITTEES** *[Requires Motion, Second and Roll Call]*

1) Arbor Day Program & Shade Tree Planting Subcommittee

2) Public Outreach & Code Enforcement Subcommittee

3) Shade Tree Grants Subcommittee

10. **APPOINTMENT OF MEMBERS TO WORKING COMMITTEES** *[Limited to Three (3) Commissioners per committee]*

1) Arbor Day Program & Shade Tree Planting Subcommittee

2) Public Outreach & Code Enforcement Subcommittee

3) Shade Tree Grants Subcommittee

11. **ADOPTION OF ROBERTS RULES OF ORDER** *[Requires Motion, Second and Voice Vote]*

12. **COMMISSIONER COMMENTS**

13. **ADJOURN REORGANIZATION MEETING & COMMENCE REGULAR MEETING BUSINESS** *[Requires Motion, Second and Voice Vote]*

REGULAR MEETING
January 8, 2026, 7:00PM

AGENDA

1. APPROVAL OF MINUTES *[Requires Motion; Second and Roll Call]*

December 11, 2025 Regular Meeting

2. PUBLIC COMMENT

Public Comments are an opportunity for individuals to comment on any matter or concern. Upon being recognized by the presiding officer, please state your name and address for the record before speaking. Public Comments do not follow a question-and-answer format; however, a member of the Shade Tree Commission may offer a brief response when it is helpful to do so.

3. OLD BUSINESS

Establish First Quarter (January, February, March) 2026 Goals & Objectives

4. SUBCOMMITTEE REPORTS

 Grants Subcommittee

- a.) Leafing Out Education Grant – CY2026 balance is \$3,125.00
- b.) Green Communities Grant

 Arbor Day Program & Shade Tree Plantings Subcommittee

- a.) Arbor Day Foundation's Tree City USA® Membership Renewal

 Public Outreach & Code Enforcement Subcommittee

- a.) Shade Tree Commission social media posts and webpage updates
- b.) 135 Munson Avenue [B1706, L24] Re: M. Acevedo's removal of town trees on 50' x 100' lot

5. SITE PLAN(S) FOR REVIEW AND CONSIDERATION

None

6. REPORTS FROM COUNCIL LIAISON AND PUBLIC WORKS SUPERINTENDENT

1) Council Liaison

2) Public Works Superintendent

- a) Hazardous trees reported
- b) Tree work completed
- c) Trees to be planted

7. NEW BUSINESS

- a.) The Davey Tree Expert Company Arboricultural Education Grant – Commissioner Philips
- b.) 2026 Proposed Operating Budget Request
- b.) New Jersey Shade Tree Federation 2026 Membership Renewal
- c.) New Jersey Urban & Community Forestry (NJUCF) 2026 Annual Accomplishment Report

8. ADJOURNMENT

Next meeting; Thursday, February 12, 2026 at 7:00PM



2026 Goals & Objectives *[From November's Goal-Setting Workshop]*

- Careful Review of Tree Ordinance #2025-01; Review Tree Replacement Fees and Propose Realistic Fees
- Mapping of Street Tree Planting Opportunities
- Organize Army, Navy and Marine Armed Forces 250th Anniversary Tree Planting & Dedication
- Organize Tree Dedication for Jon Sperry & Family's Tree Donation at JFK Commons
- Recruit and Engage Community Volunteers in Shade Tree Programs and Activities
- Organize an Open House Program with DPW and Shade Tree Commission
- Launch Tree Donation Program
- Shade Tree Commission Members "Adopt-a-Park" and Propose Tree Planting Opportunities
- Partner with Dover School District to Secure Tree Planting Grants on School Grounds
- Increase Community Engagement by Participating in School and Town Events
- Website Enhancements for the Shade Tree Commission's Webpages
- Strengthen Collaboration with 3-5 Other Shade Tree Commissions and Establish Point of Contacts
- Establish Stronger Enforcement Protocols Regarding Tree Ordinances and Town Codes
- Collaboration in Annual Budget Process
- Mapping a Townwide Tree Inventory
- Educate Community in DPW's Role & Responsibility in Tree Removals (Website & Social Media)
- Retain an Arborist Consultant
- Purchase a Shade Tree Tent with Logo for Events

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ANNUAL MEETING SCHEDULE FOR CALENDAR YEAR 2025

Meetings are held on the second Thursday of each month at 7:00PM in the Town Hall.

Thursday, January 8 (Reorganization and Regular meeting)
Thursday, February 12
Thursday, March 12
Thursday, April 9
Thursday, May 14
Thursday, June 11
Thursday, July 9
Thursday, August 13
Thursday, September 10
Thursday, October 8
Thursday, November 12, 6:00PM (Strategic Planning & Goal Setting for CY2027)
Thursday, December 10

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SHADE TREE TRAINING & RESOURCES

- 🌳 New Jersey Urban and Community Forestry –Provides grants, Shade Tree Accreditation, CORE Training
<https://www.nj.gov/dep/parksandforestry/forest/urbanandcommuity/>
- 🌳 New Jersey Shade Tree Federation [NJSTF] - Free online courses visit <https://njstf.teachable.com>
- 🌳 Tree City USA – Run by the Arbor Day Foundation provides educational materials and programs
<https://arborday.org>
- 🌳 New Jersey Tree Foundation - Free training resources visit www.njtrees.org/resourceseducation



DOVER SHADE TREE COMMISSION COMMITTEES

Arbor Day & Shade Tree Plantings Committee

Members: 1. _____, 2. _____, 3. _____

This committee is responsible for planning and coordinating an annual Arbor Day celebration in the Town of Dover, which among other things, aims to educate the public and students enrolled in the Dover Public School District about the importance of trees and threats to our community's urban tree canopy. An Arbor Day Program is required to be held each year to maintain NJ Urban and Community Forestry accreditation and qualify for Tree City, USA® designation.

This committee further identifies locations within the Town of Dover where it is desirable and appropriate to plant shade trees, ornamental trees and shrubbery on public lands, public easements and rights-of-way in accordance with the Town of Dover Codes, Chapter 84, *Shade Tree Commission*, and Chapter 236, *Land Use and Development*.

Members may include individuals from the community-at-large and the school district.

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Grant Committee

Members: 1. _____, 2. _____, 3. _____

This committee researches shade tree grant funding opportunities, works with the town's grant writer in applying for shade tree grants, and administers grant awards to further the Shade Tree Commission's mission.

This committee collaborates with Town of Dover municipal departments, the Town's grant writing consultant, and the Dover Public School District in the application and administration of such grants.

Members may include individuals from the community-at-large and the school district.

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Public Outreach & Shade Tree Code Enforcement Committee

Members: 1. _____, 2. _____, 3. _____

This committee is responsible for updating content on the Shade Tree Commission's official webpage and social media accounts in accordance with the Shade Tree Commission's Social Media Policy.

The committee also consults with the town's Code Enforcement Officer in the enforcement of violations concerning the unauthorized removal or injury of shade trees on public lands and makes recommendations of fines or penalties to be imposed for as part of enforcement pursuant to the Town of Dover Codes, Chapter 236, *Land Use and Development*, and Chapter 366, *Protection of Trees; Fines*.

Members may include individuals from the community-at-large and the school district.

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DOVER SHADE TREE COMMISSION VISION & MISSION STATEMENT

Our mission is to create, promote, enrich, preserve and protect the natural beauty, and ecological vitality of our community's shade trees and urban forest canopy. As stewards of our community's natural heritage, the Dover Shade Tree Commission is dedicated to nurturing a thriving urban forest that embodies our commitment to environmental stewardship, community well-being, and a more beautiful and resilient future.

We are dedicated these 5 standards:

1. **Enhancing Urban Greenery**

We strive to create a resilient and sustainable urban canopy that contributes to the health and aesthetic appeal of our community. By strategically planting and nurturing shade trees, we aim to combat urban heat islands, improve air quality, prevent erosion, mitigate flooding and foster a more comfortable and enjoyable environment for all residents.

2. **Ecological Stewardship**

We are committed to fostering a harmonious coexistence between the urban ecosystem and its inhabitants. Through careful selection of tree species, responsible maintenance practices, and collaborative engagement with local stakeholders, we seek to promote biodiversity, support native wildlife, and preserve the delicate balance of nature within our community.

3. **Educational Empowerment**

We believe that an informed community is essential to the success of our mission. We are dedicated to providing educational resources, workshops, and outreach programs that empower residents to become advocates for shade trees and active participants in their care. By nurturing a sense of environmental stewardship, we aim to inspire a new generation of tree enthusiasts and environmental champions.

4. **Collaborative Partnerships**

We recognize that the health and vitality of our urban forest depend on collaborative efforts. We actively engage with government agencies, local businesses, non-profit organizations, and community groups to leverage resources, share expertise, and collectively address the challenges and opportunities associated with urban tree management.

5. **Long-Term Sustainability**

Our commitment extends beyond the present to ensure a vibrant and shaded future for generations to come. Through the establishment of tree planting and maintenance initiatives, data-driven decision-making, and continuous research into best practices, we strive to create a legacy of sustainable shade tree management that enriches our community for years to come.