



TOWN OF DOVER SHADE TREE COMMISSION

January 9, 2025, 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 19, 2024 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 RE-APPOINTED & NEWLY APPOINTED COMMISSIONERS**

Daniella Mendez, re-appointed as a Regular Member, 5-year term to expire 12/31/2029

Kim Philips, appointed as the Alternate 1 Member, 5-year term to expire 12/31/2029

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

Commissioner Antonio Acosta

Commissioner Craig Adams [Alt. 2]

Commissioner Maribel Garland

Commissioner Daniella Mendez

Commissioner Kim Philips [Alt. 1]

Commissioner Susan Savoy

Commissioner Travis Savoy

Also present:

Town Council Liaison, Veronica Velez

Jeff Guevara, Public Works Superintendent

Robin Kline, Shade Tree Commission Secretary

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

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

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

9. **ESTABLISHMENT OF SUBCOMMITTEES** *[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 SUBCOMMITTEES** *[Limited to Three (3) Commissioners per Subcommittee]*

1) Arbor Day Program & Shade Tree Planting Subcommittee

2) Public Outreach & Code Enforcement Subcommittee

3) Shade Tree Grants Subcommittee

11. **NEW BUSINESS**

12. **ADJOURN REORGANIZATION MEETING & COMMENCE REGULAR MEETING BUSINESS**

REGULAR MEETING

AGENDA

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

December 12, 2024 Regular Meeting

2. **PUBLIC COMMENT**

Public Comments are an opportunity for individuals to comment on any matter or concern. The presiding officer will recognize any individual wishing to comment and will ask them to state their name and address for the record before speaking. To ensure that everyone has an opportunity to speak, please be informed that 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, or may request that you contact them directly for further guidance or information.

3. **OLD BUSINESS**

- a.) 2025 Operating Budget – Commissioner Acosta
- b.) Arbor Day Foundation’s Tree City USA® Membership – Commissioner Travis Savoy
- c.) New Jersey Shade Tree Federation Membership – Secretary Kline
- d.) New Jersey Urban & Community Forestry (NJUCF) Annual Accomplishment Report – Secretary Kline

4. **SUBCOMMITTEE REPORTS**

 Grants Subcommittee

- a.) Leafing Out Education Grant – CY2025 balance is \$3,125.00

 Arbor Day Program & Shade Tree Plantings Subcommittee

- a.) Tree City USA® membership and designation
- b.) Tree Succession Planting Plan Recommendation for Hurd Park
- c.) Status of street trees in the downtown business district
- d.) Replanting two street trees on N. Sussex Street (Chase Bank & Peer’s Moving Company)

 Public Outreach & Code Enforcement Subcommittee

- a.) Shade Tree Commission social media posts
- b.) Shade Tree Commission webpage
- c.) 135 Munson Avenue [B1706, L24] Re: M. Acevedo’s removal of town trees on 50’ x 100’ lot
- d.) 2 White Street Re: removal of town trees & encroachment on unimproved section of Bowlby Street

5. **SITE PLAN(S) FOR REVIEW AND CONSIDERATION**

None

4. **REPORTS OF COUNCIL LIAISON AND PUBLIC WORKS SUPERINTENDENT**

1) **Council Member STC Liaison**

- a) Tree Preservation and Protection Ordinance

2) **Public Works Superintendent Jeff Guevara**

- a) Hazardous trees reported
- b) Tree work completed

5. **NEW BUSINESS**

- a.) First Quarter 2025 Goals & Objectives

6. **ADJOURNMENT**

Mark Your Calendar! Next meeting to be held on Thursday, February 13, 2025 at 7:00PM



ANNUAL MEETING SCHEDULE FOR CALENDAR YEAR 2025

Meetings of the Town of Dover Shade Tree Commission are held at 7:00PM in the Town Hall Courtroom, 37 N. Sussex Street, Dover NJ on the second Thursday of each month as follows:

Thursday, January 9 Reorganization and Regular meetings
 Thursday, February 13
 Thursday, March 13
 Thursday, April 10
 Thursday, May 8
 Thursday, June 12
 Thursday, July 10
 Thursday, August 14
 Thursday, September 11
 Thursday, October 9
 Thursday, November 13 *Goal-setting Workshop meeting at 6:00pm
 Thursday, December 11

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2025 Goals & Objectives *[From the November 2024 Goal-Setting Workshop]*

1. Apply for Tree Inventory Grant;
2. Install welcoming signage in Hurd Park - visitors respect and the park's beautiful trees and amenities;
3. Collaborate with the Dover College Promise to design a "Walk Hurd Park App;
4. Collaborate a "Tree Art" program with the Dover Elementary Schools and/or Dover Free Public Library
5. Collaborate with the new Hydroponics program at Dover High School
6. Merit badge program with local Boy Scout troop as part of Arbor Day activities
7. Explore and mark tree planting opportunities along streets, especially street tree plantings along Bassett Highway from Mill Pond Tower to the Dover Sportsplex;
8. Partner and network with other shade tree commissions to learn "best-practices" and programs;
9. Co-host an Open House with the DPW for Shade Tree community outreach;
10. Educate the public about the new tree preservation and protection ordinance;
11. Canvass door-to-door in neighborhoods distributing the Tree Preservation and Protection Ordinance FAQ

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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 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.



DOVER SHADE TREE COMMISSION SUBCOMMITTEES

Shade Tree Grants Subcommittee

The Shade Tree Grant Subcommittee is responsible for researching, applying for, and overseeing the administration of grant funding opportunities to further the Shade Tree Commission's mission.

The Grant Subcommittee 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.

In addition to the three (3) Shade Tree Commissioners who serve on this subcommittee, additional members may include individuals from the community-at-large and the school district.

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Arbor Day & Shade Tree Plantings Subcommittee

The Arbor Day & Shade Tree Plantings Subcommittee is responsible for the planning and coordinating of 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 trees benefit quality of life, wellness, climate change, flooding & erosion mitigation. An Arbor Day Program must be held each year to satisfy the Town of Dover's Tree City, USA® designation. Members from the community-at-large and the school district may serve on this subcommittee.

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

In addition to the three (3) Shade Tree Commissioners who serve on this subcommittee, additional members may include individuals from the community-at-large and the school district.

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Public Outreach & Shade Tree Code Enforcement Subcommittee

The Public Outreach Code Enforcement Subcommittee is responsible for the administration and oversight of content posted on the Shade Tree Commission's webpage and social media pages. This subcommittee shall review the Shade Tree Commission's Social Media Policy and recommend amendments thereto as may be needed.

This Subcommittee is also responsible for working with the town's Code Enforcement Officer in the enforcement of violations concerning the removal or injury of shade trees on public lands pursuant to the Town of Dover Codes, Chapter 236, *Land Use and Development*, and Chapter 366, *Protection of Trees; Fines* and makes recommendations of fines or penalties to be considered by the Shade Tree Commission.

In addition to the three (3) Shade Tree Commissioners who serve on this subcommittee, additional members may include individuals from the community-at-large.