



REGULAR MEETING
April 9, 2026, 7:00PM

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

Tracy Roberts Unexpired term ending December 31, 2030

Maria Rosario Unexpired term ending December 31, 2029

5. ROLL CALL [alphabetical order]

Commissioner Antonio Acosta

Commissioner Craig Adams [Alt. 2]

Commissioner Kim Philips [Alt. 1] - Chair

Commissioner Tracy Roberts

Commissioner Maria Rosario

Commissioner Susan Savoy

Commissioner Travis Savoy – Vice Chair

Also present:

Town Council Liaison, Daniella Mendez

Jeff Guevara, Public Works Superintendent

Robin Kline, Shade Tree Commission Secretary

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

March 12, 2026 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

1. Tree Donation Program Launch – Commissioner Philips

1. 2026 Proposed Operating Budget Request – Commissioner Acosta

2. Town of Dover Messaging Board re Tree Permits – Commissioner Acosta

3. Town of Dover Video Highlighting the Shade Tree Commission – Commissioner Acosta

4. COMMITTEE REPORTS

🍀 Grants Committee

a.) Leafing Out Education Grant – CY2026 balance remains at \$10,225.00

b.) Green Communities Grant

c.) The Davey Tree Expert Company Arboricultural Education Grant

d.) Partner with Dover School District to Secure Tree Planting Grants on School Grounds

 Arbor Day Program & Shade Tree Plantings Committee

- a.) Arbor Day 2026
- b.) Tree Dedications:
 - i. Sperry family
 - ii. Nation's 250th Anniversary
 - iii. Former DPW employee Chris Barret

 Public Outreach & Code Enforcement Committee

- a.) Social media posts
- b.) Webpage updates
- c.) Tree Permits issued for the month and 2026 Y-T-D
- d.) 135 Munson Avenue [B1706, L24] Re: M. Acevedo's removal of town trees on 50' x 100' lot

 Site Plan Review Committee

- a.) Checklist for Planning Board and Zoning Board of Adjustment
- b.) Calendar of Planning Board and Zoning Board of Adjustment public hearing dates
- c.) Site Plan(s) reviewed and recommendations

5. REPORTS FROM COUNCIL LIAISON AND PUBLIC WORKS SUPERINTENDENT

- 1) Daniella Mendez, Town Council Liaison
- 2) Jeff Guevara, Public Works Superintendent
 - a) Hazardous trees reported
 - b) Tree work completed
 - c) Trees to be planted

6. NEW BUSINESS

7. ADJOURNMENT

Next meeting; Thursday, May 14, 2026 at 7:00PM



2026 Goals & Objectives *[From November 2025 Goal-Setting Workshop]*

Open Q1 2026 Goals (January, February, March)

- Partner with Dover School District to Secure Tree Planting Grants on School Grounds
- Website Enhancements for the Shade Tree Commission's Webpages
- Collaboration in Annual Budget Process

Q2 2026 Goals (April, May, June)

- Organize Army, Navy and Marine Armed Forces 250th Anniversary Tree Planting & Dedication
- Organize Tree Dedication for Jon Sperry & Family Tree Donation at JFK Commons
- Organize & Schedule Open House Program with DPW and Shade Tree Commission
- Launch Tree Donation Program

2026 Goals (To Be Advanced Throughout the Year)

- Careful Review of Tree Ordinance #2025-01; Review Tree Replacement Fees and Propose Realistic Fees
- Mapping Street Tree Planting Opportunities
- Recruit and Engage Community Volunteers in Shade Tree Programs and Activities
- Shade Tree Commission Members "Adopt-a-Park" and Propose Tree Planting Opportunities
- Increase Community Engagement by Participating in School and Town Events
- Strengthening Collaboration with 3-5 Other Shade Tree Commissions and Establish Point of Contacts
- Establish Stronger Enforcement Protocols Regarding Tree Ordinances and Town Codes
- Mapping a Townwide Tree Inventory
- Educating Community in DPW's Role & Responsibility in Tree Removals (Website & Social Media)
- Retain an Arborist Consultant

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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 (NJUCF) Continuing Education – Urban Forestry Program provides grants, Shade Tree Accreditation, Continuing Education Unit training, and CORE Training <https://sites.rutgers.edu>
- 🌿 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