



TOWN OF DOVER SHADE TREE COMMISSION

April 10, 2025, 7:00PM

REGULAR MEETING AGENDA



1. **CALL MEETING TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

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

In accordance with the Open Public Meetings Act, notice of this meeting of the Town of Dover Shade Tree Commission 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. Formal action may be taken at this Meeting.

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

Commissioner Antonio Acosta
Commissioner Craig Adams [Alt. 2] - Chair
Commissioner Maribel Garland
Commissioner Daniella Mendez
Commissioner Kim Philips [Alt. 1]
Commissioner Susan Savoy
Commissioner Travis Savoy – Vice Chair

Non-voting:

Council Member Veronica Velez, Council Liaison
Public Works Superintendent Jeff Guevara
Robin Kline, Commission Secretary

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

March 13, 2025 Regular Meeting

6. **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.

7. **OLD BUSINESS**

1. **2025 Operating Budget** – Commissioner Acosta

2. **1st Quarter 2025 Goals & Objectives**



Commissioner Antonio Acosta:

1. “Welcoming” signage for Hurd Park.



Commissioner Kim Philips:

1. Dover School District “Tree Appreciation” Art Project celebrating Arbor Day.
2. Girl Scout Troop Tree ID Project.



Commissioner Travis Savoy:

1. Contact other shade tree commissions for networking and “best practices” opportunities.

3. **Tree Protection and Preservation Ordinance**

- a. Tree Removal Application – Secretary Kline
- b. Shade Tree Commission Liaison to Code Enforcement - Role & Responsibilities (See attachment)
- c. Public Outreach

4. **Tree Donation Program** – Commissioner Philips

8. **SUBCOMMITTEE REPORTS**

Grants Subcommittee

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

Arbor Day Program & Shade Tree Plantings Subcommittee

- 1) Arbor Day Celebration – Flyer; Program brochure; Arbor Day Proclamation; Tree Planting Sites at Hurd Park
- 2) Planting Containers to Replace Two Street Trees Removed on N. Sussex Street
(Chase Bank & Peer's Moving Company) – Public Works Superintendent Guevara

Public Outreach & Code Enforcement Subcommittee

- 1) Shade Tree Commission Social Media & Webpage
- 2) 135 Munson Avenue [B1706, L24] Re: M. Acevedo's removal of town trees on 50' x 100' lot
- 3) 2 White Street Re: removal of town trees & encroachment on unimproved section of Bowlby Street

9. **SITE PLAN FOR REVIEW AND CONSIDERATION**

None

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

1. **Council Shade Tree Commission Liaison**
2. **Public Works Superintendent Jeff Guevara**
 - a) Hazardous trees reported/Tree work completed

11. **NEW BUSINESS**

12. **ADJOURNMENT**

Next meeting to be held on Thursday, May 8, 2025 at 7:00PM

* * * * *

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] – No charge 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 - Training resources visit www.njtrees.org/resourceseducation



Council Liaison to the Shade Tree Commission Roles and Responsibilities

The Council Liaison (“Liaison”) to the Shade Tree Commission (“Commission”) serves as a bridge between the municipal governing body and the Commission, which is responsible for managing, maintaining, and preserving trees in public spaces such as streets, parks and other municipal properties.

Liaison’s primary role is to ensure that the Commission’s activities and programs enhance our community’s urban forest while aligning with broader objectives of the governing body and fostering cooperation for the successful management of public trees.

Below are some key roles and responsibilities that might be assigned to the Council Liaison:

1. Attend Meetings

The Liaison regularly attends both Council meetings and Shade Tree Commission meetings to stay informed about ongoing activities, projects, issues and decisions on both sides, ensuring effective communication and alignment related to tree planting, removal, maintenance, protection and preservation.

2. Reporting on the Shade Tree Commission’s Activities

The Liaison provides updates to the mayor and council on the Commission’s activities, decisions, and any matters requiring governing body attention or approval.

3. Communicating Council Policies

The Liaison is the primary point of contact between the municipal governing body (mayor and council) and the Commission and provides input and feedback to the Commission about relevant council policies, decisions, or initiatives that may impact their work, ensuring clear and consistent communication of municipal goals.

4. Budget Coordination

Liaison assists the Commission in securing necessary budget funding requests in the municipal budget process, ensuring that tree-related projects and operations are adequately resourced.

5. Advocating for the Commission and Facilitating Interdepartmental Coordination

The Liaison represents the interests of the Shade Tree Commission and needs, advocating for funding, policy support, or resources needed to maintain or expand tree-related initiatives.

Liaison fosters collaboration between the Commission and other municipal departments, including the municipal attorney and town administrator to help address and mediate any disputes or misunderstandings between the Shade Tree Commission, property owners, and residents regarding tree-related decisions.

6. Promoting Public Awareness and Community Engagement

Liaison helps raise public awareness, understanding, and supports programs such as Arbor Day celebrations and aids in addressing residents’ concerns about trees on public or private property.

7. Collaborating on Strategic Planning

The Liaison works with the Commission to develop short-and long-term plans for tree planting and management that align with the governing body’s urban development, tree inventories, public outreach efforts, and responses to environmental concerns (e.g. storm damage, pest infestations like the emerald ash borer and spotted lanternfly).



Subcommittees - Dover Shade Tree Commission

Shade Tree Grants Subcommittee

Member Commissioners: Craig Adams, Kim Philips, _____

This subcommittee applies for, and oversees the administration of grant funding opportunities to further the Shade Tree Commission's mission.

This 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.

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

* * * * *

Arbor Day & Shade Tree Plantings Subcommittee

Member Commissioners: Susan Savoy, Travis Savoy, Maribel Garland

An Arbor Day Program is required to be held each year in order to comply with Dover's approved 5-year Community Forestry Management Plan, maintain NJ Urban and Community Forestry accreditation, and qualify for Tree City, USA® designation. Members from the community-at-large and the school district may serve on this subcommittee.

This subcommittee is responsible for the 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 benefit to wellness, climate change, energy conservation & flooding.

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

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

* * * * *

Public Outreach & Shade Tree Code Enforcement Subcommittee

Member Commissioners: Kim Philips, Antonio Acosta, Daniella Mendez

This subcommittee administers and approves content posted on the Shade Tree Commission's official webpage and social media pages in accordance with the Shade Tree Commission's Social Media Policy.

This subcommittee also works 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.

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

* * * * *



CALENDAR YEAR 2025 ANNUAL MEETING SCHEDULE

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

* * * * *

2025 GOALS & OBJECTIVES

[From Discussion at the November 2024 Goal-Setting Workshop]

1st Quarter 2025 Goals & Objectives

1. Install welcoming signage in Hurd Park [visitors respect the park's beautiful trees and amenities]
2. Collaborate a "Tree Art" program with the Dover Elementary Schools and/or Dover Free Public Library
3. ~~Collaborate with the new Hydroponics program at Dover High School~~
4. Merit badge program with local Boy Scout troop as part of Arbor Day activities
5. Partner and network with other shade tree commissions to learn "best-practices" and programs

2nd, 3rd & 4th Quarter Goals & Objectives

6. Apply for Tree Inventory Grant;
7. Collaborate with the Dover College Promise to design a "Walk Hurd Park App;
8. Explore and mark tree planting opportunities along streets, especially street tree plantings along Bassett; Highway from Mill Pond Tower to the Dover Sportsplex;
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 FAQs