



REGULAR MEETING
July 9, 2026, 7:00PM

AGENDA

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. STATEMENT OF ADEQUATE NOTICE [Sunshine Law Compliance]

Notice of the 2026 Annual Meeting Schedule for the Town of Dover Shade Tree Commission, including this meeting, 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 OATH OF OFFICE

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

Town Council Liaison, Daniella Mendez

Jeff Guevara, Public Works Superintendent

Robin Kline, Shade Tree Commission Secretary

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

April 9, 2026 Meeting

May 14, 2026 Meeting

7. 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.

8. REPORTS FROM COUNCIL LIAISON AND PUBLIC WORKS SUPERINTENDENT

1) Town Council Member Daniella Mendez, Shade Tree Commission Liaison

2) Jeff Guevara, Public Works Superintendent

a) Hazardous trees reported

b) Tree work completed

c) Trees Scheduled to be planted

9. OLD BUSINESS (Quarterly Goals)

1. Launch of Tree Donation Program – Commissioner Philips

2. 2026 Proposed Operating Budget Request – Commissioner Acosta

3. Recreation Department's Video Highlighting the Shade Tree Commission – Commissioner Acosta

4. Town of Dover/Shade Tree Commission Planting of 13 Trees Commemorating our Nation's 250th Anniversary – Commissioner Philips

10. COMMITTEE REPORTS

 Grants Committee

- a.) Leafing Out Education Grant
- 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.) Tree Dedication Ceremonies

 Public Outreach & Code Enforcement Committee

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

 Site Plan Review Committee

- a. Proposed checklist to be used for Planning Board and Zoning Board of Adjustment site plans
- b. Planning Board and Zoning Board of Adjustment public hearing dates
- c. Site Plan(s) reviewed and recommendations

11. NEW BUSINESS

12. ADJOURNMENT

Next meeting; Thursday, August 13, 2026 at 7:00PM

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



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

Q2 2026 Goals (April, May, June)

- Organize 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
- Partner with Dover School District to Secure Tree Planting Grants on School Grounds
- Website Enhancements for the Shade Tree Commission's Webpages

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

* * * * *

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

* * * * *