



TOWN OF DOVER SHADE TREE COMMISSION

July 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]

May 8, 2025 Regular Meeting
(There was no meeting in June)

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. Tree Donation Program Policy & Application – Commissioner Philips
3. 2025 NJUCF Accreditation – 5.5 CEU's credited to the Dover Shade Tree Commission

8. **COMMITTEE REPORTS**

🌿 **Grants Committee**

- 1) Leafing Out Education Grant
- 2) Green Communities Grant

🌿 **Arbor Day Program & Shade Tree Plantings Committee**

- 1) Plantings to Replace Two Street Trees Removed on N. Sussex Street
(Chase Bank & Peer's Moving Company) – Public Works Superintendent Guevara

Public Outreach & Code Enforcement Committee

- 1) Tree Protection and Preservation Ordinance Public Outreach
- 2) Shade Tree Commission Social Media Calendar
- 3) 135 Munson Avenue [B1706, L24]: Removal of town trees & encroachment on town owned 50' x 100' lot
- 4) 2 White Street: Removal of town trees & encroachment and expansion of private property on unimproved section of Bowlby Street (public property)

9. SITE PLAN FOR REVIEW AND CONSIDERATION

None

10. REPORTS OF COUNCIL LIAISON AND PUBLIC WORKS SUPERINTENDENT

Council Liaison Veronica Velez

Public Works Superintendent Jeff Guevara

- a) Hazardous trees reported/Tree work completed

11. NEW BUSINESS

1. 2nd/3rd Quarter 2025 Goals

- 1) Network with other shade tree commissions to learn “best-practice” programs - Commissioner Travis Savoy
- 2) Girl Scout Tree Dictionary Project (Fall 2025) - Commissioner Kim Philips
- 3) Apply for Tree Inventory Grant - Grants Committee: Commissioner Philips, Commissioner Adams
- 4) Educate the public about the new tree preservation and protection ordinance - Public Outreach Committee: Commissioner Philips, Commissioner Acosta, Commissioner Mendez
- 5) Collaborate with the Dover College Promise to design a “Walk Hurd Park App – To be Assigned
- 6) Co-host an Open House for DPW and Shade Tree Commission – To be Assigned

2. Preparation of 4th Community Forestry and Management Plan - IMPORTANT! This is a priority.

Dover Shade Tree Commission’s 3rd CFMP expires December 31, 2025

3. Request for Tree Replacement, Bassett Highway - See attachment

12. ADJOURNMENT

Next meeting to be held on Thursday, August 14, 2025 at 7:00PM

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SHADE TREE TRAINING & RESOURCES

 **New Jersey Urban and Community Forestry [NJUCF]** - --Provides grants, Shade Tree Accreditation, CORE Training & more. Shade Tree Commissioners should be subscribing to receive NJUCF News & Updates Emails
<https://www.nj.gov/dep/parksandforestry/forest/urbanandcommunity/>

 **New Jersey Shade Tree Federation [NJSTF]**
Free online courses visit <https://njstf.teachable.com>

 **Arbor Day Foundation & Tree City USA**
Educational materials and programs <https://arborday.org>

 **New Jersey Tree Foundation**
Training resources visit www.njtrees.org/resourceseducation

FW: Missing Tree on Bassett Hwy

From Evelyn Santiago <esantiago@Dover.NJ.US>

Date Wed 04/06/2025 12:38

To Susan Savoy <savoysusan808@gmail.com>; Shadetree <rkline858@gmail.com>; Antonio Acosta (kingsmason79@gmail.com) <kingsmason79@gmail.com>

Cc Jeff Guevara <jguevara@Dover.NJ.US>

📎 1 attachment (3 MB)

IMG_7469.HEIC;

Good afternoon,

Please see the email below regarding a request from the business owner on Bassett Highway. They would like to know if a tree will be replanted in front of their property as the previous tree was knocked down due to a car accident.

Attached is photo for reference.

Kindly advise if there are any plans to replace the tree.

Thank you

Evelyn Santiago

Confidential Assistant to Mayor & Town Administrator
Town of Dover Administrative Office





DOVER SHADE TREE COMMISSION COMMITTEES

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.

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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.

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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.

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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

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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 [2026]~~
3. ~~Collaborate with the new Hydroponics program at Dover High School~~
4. ~~Girl Scouts Silver Award Program – Arbor Day and "Tree Dictionary"~~
5. Partner and network with other shade tree commissions to learn "best-practices" and programs

CY 2025 2nd, 3rd & 4th Quarter Goals

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 Tree Preservation and Protection Ordinance FAQs~~

CY 2026 Goals

1. "Tree Art" program with the Dover Elementary Schools and/or Dover Free Public Library [2026]
2. 39th Year Tree City USA® Designation renewal
3. Update Community Forestry Management Plan
4. Complete Tree Inventory