



REGULAR MEETING
August 13, 2026, 8:00PM

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 was posted on the Town of Dover's website under "Legal Notices – Town of Dover" on July 13, 2026 and such notice was posted in the municipal building and 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]
Commissioner Kim Philips [Alt. 1] - Chair
Commissioner Tracy Roberts
Commissioner Susan Savoy
Commissioner Travis Savoy – Vice Chair

Daniella Mendez, Town Council Liaison,
Jeff Guevara, Public Works Superintendent
Robin Kline, Shade Tree Commission Secretary

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

July 9, 2026 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 and keep your comments to 5 minutes. 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

1. 2026 Proposed Operating Budget Request – Commissioner Acosta
2. Recreation Department's Video Highlighting the Shade Tree Commission – Commissioner Acosta
3. Wm. Porter Grant Application, due August 31, 2026 – Commissioner Philips
4. Shade Tree Commission Planting a Liberty Tree Commemorating our Nation's 250th Anniversary – Commissioner Philips
5. Open House Event

10. COMMITTEE REPORTS

** Grants Committee**

- a.) Leafing Out Education Grant
- b.) Green Communities Grant – First draft 5-Year Community Forestry Management Plan in review
- c.) Partner with Dover School District to Secure Tree Planting Grants on School Grounds

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

- a.) Tree Dedications
- b.) 250th Anniversary Tree Planting

** Public Outreach & Code Enforcement Committee**

- a.) Social media & webpage updates
- b.) Tree Permits issued for the month and 2026 Y-T-D
- c.) Resolution Requiring Action re 135 Munson Avenue [B1706, L24]

** Site Plan Review Committee**

- a.) Planning Board Meeting, August 20th at 7:30PM
- b.) Site Plan(s) reviewed and recommendations

11. NEW BUSINESS

- 1) Status of Commissioners Continuing Education Units for CY2026 (Mandatory to retain NJUCF Accreditation)
- 2) Third Quarter Goals
- 3) NJ Shade Tree Federation 101st Annual Conference
 - a. In-person CORE Training – Thursday, Oct 22
 - b. In-person NJ Urban & Community Forestry (NJUCF Program) – Thursday, Oct 22 & Friday, Oct 23

12. ADJOURNMENT

ANNUAL MEETING SCHEDULE FOR CALENDAR YEAR 2026

Meetings are held on the second Thursday of each month in 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 8:00PM

Thursday, September 10 8:00PM

Thursday, October 8 8:00PM

Thursday, November 12 6:00PM (Strategic Planning & Goal Setting for CY2027)

Thursday, December 10 8:00PM



2026 Goals & Objectives - At the November 14, 2025 Goal-setting Workshop Meeting, the following 2026 goals were established by members of the Shade Tree Commission:

Commissioner Antonio Acosta:

1. Careful Review of Tree Ordinance #2025-01
2. Review Tree Replacement Fees and Propose Realistic Fees
3. Mapping of Street Tree Planting Opportunities

Commissioner Susan Savoy:

1. Organize 250th Armed Forces Anniversary Tree Planting & Dedication – Event Funding to be explored
2. ~~Organize Tree Dedication for Jon Sperry & Family's Tree Donation at JFK Commons~~
3. ~~Organize Arbor Day Program and Educational Program~~

Commissioner Daniella Mendez:

1. Recruit and Engage Community Volunteers in Shade Tree Programs and Activities
2. ~~Organize an Open House Program with DPW and Shade Tree Commission – Pending~~
3. ~~Launch Tree Donation Program~~

Commissioner Craig Adams:

1. Shade Tree Commission Members “Adopt-a-Park” and Propose Tree Planting Opportunities
2. ~~Launch Tree Donation Program~~
3. Review Tree Ordinance #2025-01 and Tree Replacement Fees

Commissioner Kim Philips:

1. ~~Partner with Dover School District to Secure Tree Planting Grants on School Grounds - Ongoing~~
2. Increase Community Engagement by Participating in School and Town Events
3. ~~Website Enhancements for the Shade Tree Commission's Webpages~~

Commissioner Travis Savoy:

1. Review Tree Ordinance #2025-01 and Tree Replacement Fees
2. Establish Relationship with Town Attorney
3. Establish Stronger Enforcement Protocols Regarding Tree Ordinances and Town Codes

Public Works Superintendent Jeff Guevara:

1. ~~Collaboration in Annual Budget Process~~
2. ~~Mapping a Townwide Tree Inventory – 4th CFMP in progress~~
3. Educate Community in DPW's Role & Responsibility in Tree Removals (Website & Social Media)
4. Retain an Arborist Consultant
5. ~~Purchase a Shade Tree Tent with Logo for Events~~

SHADE TREE RESOURCES & TRAINING

- 🌳 **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