



TOWN OF DOVER SHADE TREE COMMISSION

October 9, 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]

August 14, 2025 Regular Meeting
There was no meeting in September

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** (Status Updates)

1. **Networking with other Shade Tree Commissions** - Commissioner Travis Savoy
2. **Girl Scout Tree Dictionary Project (Fall 2025)** - Commissioner Kim Philips
3. **Co-host Open House with DPW** –Plan and organize event
4. **Dover Preschool Classroom Presentation: The Benefits of Trees** – Volunteers needed

8. **COMMITTEE REPORTS**

🌳 **Grants Committee - Craig Adams, Kim Philips, Robin Kline**

1) **Leafing Out Education Grant** - Grant funds requisitioned for 2025 CORE training.

Good news! As of this year, all current STC members will complete New Jersey Urban Community Forest CORE training. Additionally, two DPW employees will be attending CORE training.

- 2) **Green Communities Grant** –\$20,000 grant was awarded to conduct a comprehensive tree inventory and to prepare Dover’s 4th Community Forestry Management Plan. Next steps include:
- a) Resolution accepting grant was adopted by the Mayor and Council and sent to the NJ DEP Grant Administrator
 - b) Required Risk Assessment Worksheet for the grant was completed and sent to the NJ DEP Grant Administrator
 - c) Execution of grant agreement by the town
 - d) Retention of Arborist/LTE to conduct a tree inventory & mapping
 - e) Volunteer hours must be tracked for 25% in-kind contribution for grant

 Arbor Day Program & Shade Tree Plantings Committee - Susan Savoy, Travis Savoy, Maribel Garland

- 1) **Hurd Park Tree Dedication Commemorating the U.S. Army’s 250th Anniversary**
- 2) **JFK Commons Tree Dedication for Jon Sperry & Family**

 Public Outreach & Code Enforcement Committee - Kim Philips, Antonio Acosta, Daniella Mendez

- 1) **Public Education - Tree Protection & Preservation Ordinance and Required Tree Removal Permit**
 - a. Has a dedicated budget account been created pursuant to the Tree Protection & Preservation Ordinance?
 - b. Number of Tree Removal Permits issued by Code Enforcement
- 2) **Tree Donation Program Public Outreach Campaign**
 - a. Has a dedicated budget account been created?
- 3) **Shade Tree Commission Social Media Calendar & Website**
- 4) **135 Munson Avenue [B1706, L24]- Removal of trees & encroachment on town owned 50’ x 100’ lot**

9. **PUBLIC WORKS SUPERINTENDENT REPORT**

Public Works Superintendent Jeff Guevara

- a) Hazardous trees reported
- b) Hazardous tree work completed
- c) New tree plantings scheduled and/or completed

10. **SITE PLANS FOR REVIEW**

- 1) **P25-06: 86 Millbrook Avenue** [Block 1708, Lot 1] Trees to be removed for proposed new dwelling? Trees to be planted?
- 2) **P25-07: 58 N. Sussex Street** [Block 1325, Lot 16] Expansion of existing downtown building.
- 3) **P25-08: 1 Wayside Avenue** [Block 1708, Lot 6] Minor Subdivision. Trees to be removed for proposed new dwelling? Trees to be planted?

11. **NEW BUSINESS**

- 1) Preparation for 2026 Goal Setting Workshop

12. **ADJOURNMENT**

Goal Setting Workshop meeting to be held on Thursday, November 13 at 6:00PM

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SHADE TREE TRAINING & RESOURCES

-  **New Jersey Urban and Community Forestry [NJUCF]** - –Provides grants, Shade Tree Accreditation, CORE Training & more. All Shade Tree Commissioners should be subscribing to receive NJUCF emails for News & Updates
<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



STANDING 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, Robin Kline

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

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 tree planting opportunities | public places, parks and streets;
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 (Carryover from 2025)

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