



TOWN OF DOVER SHADE TREE COMMISSION

November 13, 2025, 6:00PM



STRATEGIC PLANNING AND GOAL SETTING WORKSHOP MEETING FOR CY2026

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]

October 9, 2025 Regular Meeting

6. **PUBLIC COMMENTS**

Public Comments are an opportunity for the public to comment on any matter or concern. Upon being recognized by the presiding commissioner, please state your name and address for the record before speaking. Public Comments do not follow a question-and-answer format; however, the Shade Tree Commissioners may offer a brief response when it is helpful to do so.

7. **STRATEGIC PLANNING AND GOAL SETTING FOR CALENDAR YEAR 2026**

PART 1 - PLANNING FOR 2026

MEMBERS, BOARD OF SHADE TREE COMMISSIONERS & TERMS OF OFFICE

1. Discussion of terms expiring December 31st
2. Members interested in reappointment

Maribel Garland	Term ending:	Dec. 31, 2025
Kim Philips	Term ending:	Dec. 31, 2025 (Alt. 1)
Antonio Acosta	Term ending:	Dec. 31, 2026
Travis Savoy	Term ending:	Dec. 31, 2027
Craig Adams	Term ending:	Dec. 31, 2027 (Alt. 2)
Susan Savoy	Term ending:	Dec. 31, 2028
Daniella Mendez	Term ending:	Dec. 31, 2029

APPROVE 2026 MEETING SCHEDULE

**** Review proposed 2026 meeting schedule (attached)****

1. Discussion of the proposed 2026 meeting schedule
2. Motion to approve 2026 meeting schedule

VISION & MISSION STATEMENT

**** Review Vision & Mission Statement (attached) ****

1. Are we true to our vision & mission statement?
2. Should the vision & mission statement be amended or abridged?

PROFESSIONAL MEMBERSHIPS

1. Is there interest in continuing professional memberships?
 - a. New Jersey Shade Tree Federation
 - b. Arbor Day Foundation Tree City USA Membership
2. Should a committee or individual responsible for membership renewals? If so, who?

NEW JERSEY URBAN COMMUNITY FORESTRY (NJUCF) ACCREDITATION

1. Requirements to maintain NJUCF accreditation:
 - ☐ Completion of the Fourth 5-Year Community Forestry Management Plan
 - ☐ Completion of Tree Inventory
 - ☐ Annual Community Arbor Day Program
 - ☐ Minimum 2 CORE Trained Commissioners and/or Municipal Employees
 - ☐ Completion of 15 Continuing Education Units
 - ☐ Submission of NJUCF Annual Accomplishment Report
2. Is there equal participation from all members of the Shade Tree Commission in meeting all requirements?

SUBCOMMITTEES

1. Are the Subcommittees relevant? Any changes? Additions?
2. Is there equal participation from all members of the Shade Tree Commission on the subcommittees?
3. Roles of Subcommittees versus the Board as a Whole?

PART 2 – GOAL SETTING

A. GOAL SETTING ACTIVITIES FOR CALENDAR YEAR 2026

**** Prior to the Workshop Meeting all members should complete the attached Goal Setting Worksheet ****

1. Review and discussion of proposed goals for calendar year 2026
2. Goals to be completed in 1st quarter, 2nd quarter, 3rd quarter, 4th quarter 2026
3. Motion to establish a list of goals to be achieved in calendar year 2026

8. OTHER ITEMS FOR DISCUSSION

1. 2025 CORE Training - Comments & feedback from members who attended NJUCF CORE Training

9. ADJOURNMENT

The next meeting will be held on Thursday, December 11, 2025, 7:00PM

PROPOSED 2026 ANNUAL MEETING SCHEDULE

1. Discussion of the proposed 2026 meeting schedule



TOWN OF DOVER SHADE TREE COMMISSION 2026 ANNUAL MEETING SCHEDULE

The Town of Dover Shade Tree Commission meets on the second Thursday of each month at 7:00PM unless otherwise noticed in the Town Hall Courtroom, 37 N. Sussex Street, Dover NJ. The monthly meeting dates are:

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	

PLANNING EXERCISE

1. Are we true to our vision & mission statement and the 5 Standards?
2. Should the vision & mission statement be amended or abridged?



TOWN OF DOVER SHADE TREE COMMISSION VISION/MISSION STATEMENT

Our mission is to create, promote, enrich, preserve and protect the natural beauty, and ecological vitality of our community's shade trees and urban forest canopy. As stewards of our community's natural resources and heritage, the Dover Shade Tree Commission is dedicated to nurturing a thriving urban forest that embodies our commitment to environmental stewardship, community well-being, and a more beautiful and resilient future.

We are dedicated to these 5 standards:

1. **Enhancing Urban Greenery**

We strive to create a resilient and sustainable urban canopy that contributes to the health and aesthetic appeal of our community. By strategically planting and nurturing shade trees, we aim to combat urban heat islands, improve air quality, prevent erosion, mitigate flooding and foster a more comfortable and enjoyable environment for all residents.

2. **Ecological Stewardship**

We are committed to fostering a harmonious coexistence between the urban ecosystem and its inhabitants. Through careful selection of tree species, responsible maintenance practices, and collaborative engagement with local stakeholders, we seek to promote biodiversity, support native wildlife, and preserve the delicate balance of nature within our community.

3. **Educational Empowerment**

We believe that an informed community is essential to the success of our mission. We are dedicated to providing educational resources, workshops, and outreach programs that empower residents to become advocates for shade trees and active participants in their care. By nurturing a sense of environmental stewardship, we aim to inspire a new generation of tree enthusiasts and environmental champions.

4. **Collaborative Partnerships**

We recognize that the health and vitality of our urban forest depend on collaborative efforts. We actively engage with government agencies, local businesses, non-profit organizations, and community groups to leverage resources, share expertise, and collectively address the challenges and opportunities associated with urban tree management.

5. **Long-Term Sustainability**

Our commitment extends beyond the present to ensure a vibrant and shaded future for generations to come. Through the establishment of tree planting and maintenance initiatives, data-driven decision-making, and continuous research into best practices, we strive to create a legacy of sustainable shade tree management that enriches our community for years to come.

PLANNING EXERCISE

2. Are the Subcommittees relevant? Any changes?
3. Is there equal participation of all members of the Shade Tree Commission?



DOVER SHADE TREE COMMISSION SUBCOMMITTEES

Arbor Day & Shade Tree Plantings 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.

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.

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*.

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

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Grant Funding Subcommittee

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.

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

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Public Outreach & Shade Tree Code Enforcement Subcommittee

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 directly 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.

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

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GOAL SETTING EXERCISE

1. Complete the following GOAL SETTING WORKSHEET FOR CY2026

List 3 goals you want the Shade Tree Commission to achieve next year?	1. _____ 2. _____ 3. _____
How will the goal be completed?	1. _____ 2. _____ 3. _____
What will the goal accomplish?	1. _____ 2. _____ 3. _____
What resources, if any, will be required? (e.g. STC Commissioners doing the work; community volunteers; retain outside service; funding source)	1. _____ 2. _____ 3. _____