



TOWN OF DOVER SHADE TREE COMMISSION

December 11, 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]

November 13, 2025 Goal-setting Workshop

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. Networking with other Shade Tree Commissions
2. Dover Preschool Classroom Presentation: The Benefits of Trees
3. Discussion to revisit structure and operation of committees. Tabled from November's Goal-setting Workshop meeting.
 1. Are the committees relevant? Any changes? Additions?
 2. Is there equal participation from all members of the Shade Tree Commission on the committees?
 3. Actions that can be taken by committees versus the Board as a Whole
 4. Adoption of Robert's Rules of Order to be added on the reorganization meeting agenda

8. **COMMITTEE REPORTS**

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

- 1) **Leafing Out Education Grant** - Grant funds requisitioned for 2025 CORE training.
- 2) **Green Communities Grant** –Awarded \$20,000 grant to conduct a comprehensive tree inventory and to prepare Dover's 4th Community Forestry Management Plan.

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

- 1) **JFK Commons Tree Dedication for Jon Sperry & Family**

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

- 1) **Tree Removal Permits**
- 2) **Tree Donation Program Public Outreach Campaign**
- 3) **Social Media & Website**
- 4) **135 Munson Avenue [B1706, L24]**

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

Application P25-09, 69-75 W. Blackwell Street, Redevelopment

Scheduled for the December 18, 2025 Planning Board meeting

Application P25-10, 1 W. Blackwell Street, Richards Building

Scheduled for the December 18, 2025 Planning Board meeting

11. NEW BUSINESS

12. ADJOURNMENT

Next meeting to be held on Thursday, January 8, 2026 (Reorganization and Regular Meeting)

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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/urbanandcommuity/>

-  **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



2026 SHADE TREE COMMISSION MEETING SCHEDULE

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



DOVER SHADE TREE COMMISSION COMMITTEES

Arbor Day & Shade Tree Plantings Committee

This committee is responsible for 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 to maintain NJ Urban and Community Forestry accreditation, and qualify for Tree City, USA® designation.

This committee further identifies 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 Committee

This committee applies for and oversees the administration of grant funding opportunities to further the Shade Tree Commission's mission.

This committee 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 Committee

This committee 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.

The committee 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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