



TOWN OF DOVER SHADE TREE COMMISSION

February 13, 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. **ADMINISTRATION OF OATH OF OFFICE**

Daniella Mendez re-appointment as a Regular member. 5-year term to expire 12/31/2029

5. **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 Members:

Council Member Jessica Velez, Council Liaison
Public Works Superintendent Jeff Guevara
Robin Kline, Commission Secretary

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

January 9, 2025 Reorganization and Regular Meeting

7. **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.

8. **OLD BUSINESS**

- a) **2025 Operating Budget** – Status. Commissioner Acosta
- b) **Arbor Day Foundation's Tree City USA® Membership** – Due by February 15, 2025. Commissioner Travis Savoy
- c) **New Jersey Shade Tree Federation Membership** – Completed. Secretary Kline
- d) **New Jersey Urban & Community Forestry (NJUCF) Annual Accomplishment Report** – Completed. Secretary Kline

9. **SUBCOMMITTEE REPORTS**

a) **Finalize Subcommittee Assignments**

b) **Subcommittee Reports**

🌳 **Grants Subcommittee**

- a.) Leafing Out Education Grant – CY2025 balance is \$3,125.00
- b.) Rooting Justice: Justice Outside Grant opportunity (See Email dated January 17, 2025)

Arbor Day Program & Shade Tree Plantings Subcommittee

- a.) Tree City USA® membership and designation
- b.) Arbor Day Celebration – Date, Time & Place and Planned Activities
- c.) Tree Succession Planting Plan for Hurd Park
- d.) Replanting two street trees on N. Sussex Street (Chase Bank & Peer’s Moving Company)

Public Outreach & Code Enforcement Subcommittee

- a.) Shade Tree Commission Social Media & Webpage
- b.) 135 Munson Avenue [B1706, L24] Re: M. Acevedo’s removal of town trees on 50’ x 100’ lot
- c.) 2 White Street Re: removal of town trees & encroachment on unimproved section of Bowlby Street

10. 1st Quarter 2025 Goals & Objectives

Commissioner Antonio Acosta:

- 1. Design “welcoming signage” for Hurd Park.

Commissioner Kim Philips:

- 1. Reach out to the Dover School District art program Re: partnering on a “Tree Appreciation” art project.
- 2. Reach out to the Dover High School Hydroponic Program Re: partnering on a community-based project.
- 3. Reach out to local Boy Scout and Girl Scout Troops Re: Tree/Forestry Merit Badge projects.

Commissioner Travis Savoy:

- 1. Contact other shade tree commissions for networking and “best practices” opportunities.

11. SITE PLAN FOR REVIEW AND CONSIDERATION

Water Works Park Splash Pad Concept Plan – Request to remove three (3) large trees

12. REPORTS OF COUNCIL LIAISON AND PUBLIC WORKS SUPERINTENDENT

1) Council Member STC Liaison

- a) Tree Preservation and Protection Ordinance

2) Public Works Superintendent Jeff Guevara

- a) Hazardous trees reported
- b) Tree work completed

13. NEW BUSINESS

14. ADJOURNMENT

Next meeting to be held on Thursday, March 13, 2025 at 7:00PM

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SHADE TREE TRAINING & RESOURCES

-  New Jersey Urban and Community Forestry –Provides grants, Shade Tree Accreditation, CORE Training
<https://www.nj.gov/dep/parksandforestry/forest/urbanandcommuity/>
-  New Jersey Shade Tree Federation [NJSTF] – No charge 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 - Training resources visit www.njtrees.org/resourceseducation

From: R Kline

Date: Fri, Jan 17, 2025, 11:46 AM

Subject: Fwd: 🌳 Funding Opportunity for Urban Forestry Projects

To: Susan Savoy, Maribel Garland, Antonio Acosta, Travis Savoy, Daniella Mendez, Craig Adams, Kim Philips

Cc: R Kline>

To All Members of the Shade Tree Commission

FYI ...

----- Forwarded message -----

From: R Kline

Date: Wed, Jan 15, 2025, 8:13 PM

Subject: 🌳 Funding Opportunity for Urban Forestry Projects

To: Alex Dougherty <adougherty@dover.nj.us>

Hi Alex,

Following is an email announcing a new grant opportunity for tree planting projects aimed at disadvantaged communities. This might be a good opportunity for Dover to fund a tree succession planting plan to replace the aging & dying cherry trees in Hurd Park, as well as complete the unfinished tree line along Rt. 46. There may be other tree planting projects you have in mind.

Can you speak with the administrator and see if the town can get its grant writer involved in submitting a grant proposal or two? Deadlines are March 15 and August 15.

I'll gladly assist in any way needed.

Thanks,

Robin

----- Forwarded message -----

From: NJ Department of Environmental Protection <NJDEP@public.govdelivery.com>

Date: Wed, Jan 15, 2025, 1:45 PM



Funding Opportunity



Rooting Justice: Justice Outside Grants Opportunity*

Justice Outside is accepting applications for urban forestry work requesting between \$50,000 and \$100,00 through their Liberated Paths grantmaking program. This grantmaking program is currently funded by the USDA Forest Service Urban and Community Forestry National Program for up to two-year projects.

New Jersey is a priority state for this grant opportunity!

Eligible Applicants:

All municipal/county-level jurisdictions, Tribes, and community-based nonprofit organizations are eligible. All work must directly impact disadvantaged communities as defined by the [EPA's Environmental Justice Screening Tool](#) (through [EPA IRA Disadvantaged Communities Map](#) and/or the [Climate and Economic Justice Screening Tool Map](#)).

Eligible projects include:

- Tree planting and maintenance programs
- Community engagement in urban forest planning
- Workforce development in urban forestry
- Programs addressing nature deprivation
- Green jobs training and apprenticeships
- Urban heat mitigation efforts
- Forest health monitoring and maintenance

A Grant Overview & General Information webinar will be offered on 2/5 and 2/20.

Applications will be accepted on a rolling basis throughout 2025 *until all funds have been awarded*, with priority application deadlines of March 15 and August 15, 2025.

Get the full details and register for the webinars [here](#).



DOVER SHADE TREE COMMISSION SUBCOMMITTEES

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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Arbor Day & Shade Tree Plantings Subcommittee

Member Commissioners: Susan Savoy, Travis Savoy, Kim Philips

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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Public Outreach & Shade Tree Code Enforcement Subcommittee

Member Commissioners: Kim Philips, _____, _____

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.



ANNUAL MEETING SCHEDULE FOR CALENDAR YEAR 2025

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 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
3. Collaborate with the new Hydroponics program at Dover High School
4. Merit badge program with local Boy Scout troop as part of Arbor Day activities
5. Partner and network with other shade tree commissions to learn "best-practices" and programs;

2nd, 3rd & 4th Quarter Goals & Objectives

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 the Tree Preservation and Protection Ordinance FAQ