



TOWN OF DOVER SHADE TREE COMMISSION

January 9, 2025, 7:00PM

REORGANIZATION & REGULAR MEETING MINUTES



CALL MEETING TO ORDER and PLEDGE OF ALLEGIANCE

The Reorganization meeting was called to order at 7:05PM. Everyone in attendance stood for the Pledge of Allegiance.

STATEMENT OF ADEQUATE NOTICE [Sunshine Law Compliance]

Notice of the Reorganization and Regular meetings of the Shade Tree Commission of the Town of Dover 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 in accordance with the Open Public Meetings Act. Formal action may be taken at this Meeting.

ADMINISTRATION OF OATHS OF OFFICE TO NEWLY APPOINTED COMMISSIONER

Kim Philips, appointed as the Alternate 1 Member, 5-year term to expire 12/31/2029.

Secretary Kline administered the oath of office to Commissioner Philips. Commissioner Philips was congratulated and welcomed by all members in attendance.

ROLL CALL <i>[alphabetical order]</i>	Present	Excused Absence	Absent
Commissioner Antonio Acosta	X	Arrived at 8:00pm	
Commissioner Craig Adams, Chair	X		
Commissioner Maribel Garland		X	
Commissioner Daniella Mendez [Alt. 1]		X	
Commissioner Kim Philips [Alt. 2]	X		
Commissioner Susan Savoy	X		
Commissioner Travis Savoy, Vice Chair	X		

Also present was Robin Kline, Shade Tree Commission Secretary

Secretary Kline noted that Commissioner Antonio Acosta was attending the Zoning Board of Adjustment's reorganization meeting as a member of that board, which had been concurrently scheduled on the same date and time as the Shade Tree Commission's reorganization meeting. If time allowed, Commissioner Acosta would also try to attend the Shade Tree Commission's meeting.

NOMINATION & APPOINTMENT OF SHADE TREE COMMISSION CHAIR *[Requires Motion, Second and Roll Call]*

Secretary Kline asked for nominations for Shade Tree Commission Chair.

Commissioner Adams made a motion to nominate Commissioner Mendez Chair. Motion seconded by Commissioner Philips. There was no discussion.

Secretary Kline asked if there were any other nominations for Shade Tree Commission Chair.

Commissioner S. Savoy nominated Commissioner Adams. Motion seconded by Commissioner T. Savoy. Commissioner Adams accepted the nomination. He stated that he has completed the New Jersey Shade Tree Federation's CORE training, which has helped him as a member of the Shade Tree Commission.

There were no further nominations.

A roll call vote was taken on the motion nominating Commissioner Mendez for Shade Tree Commission Chair.

	Yes	No	Abstain	Absent
Commissioner Antonio Acosta				X
Commissioner Craig Adams, Chair	X			
Commissioner Maribel Garland				X
Commissioner Daniella Mendez [Alt. 1]				
Commissioner Kim Philips [Alt. 2]	X			
Commissioner Susan Savoy		X		
Commissioner Travis Savoy, Vice Chair		X		

A roll call vote was taken on the motion nominating Commissioner Adams for Shade Tree Commission Chair.

	Yes	No	Abstain	Absent
Commissioner Antonio Acosta				X
Commissioner Craig Adams, Chair			X	
Commissioner Maribel Garland				X
Commissioner Daniella Mendez [Alt. 1]				X
Commissioner Kim Philips [Alt. 2]	X			
Commissioner Susan Savoy	X			
Commissioner Travis Savoy, Vice Chair	X			

Secretary Kline announced Commissioner Adams was selected Shade Tree Commission Chair.

Commissioner Craig Adams proceeded to preside over the meeting at this time.

NOMINATION & APPOINTMENT OF SHADE TREE COMMISSION VICE CHAIR *[Requires Motion, Second and Roll Call]*

Commissioner Craig Adams asked for nominations for Shade Tree Commission Vice Chair.

Commissioner Craig Adams made a motion to nominate Commissioner Travis Savoy Vice Chair. Motion seconded by Commissioner Susan Savoy. There was no discussion.

Commissioner Craig Adams asked if there were any other nominations for Shade Tree Commission Vice Chair.

There were no further nominations.

A roll call vote was taken on the motion nominating Commissioner Travis Savoy for Shade Tree Commission Vice Chair.

	Yes	No	Abstain	Absent
Commissioner Antonio Acosta				X
Commissioner Craig Adams, Chair	X			
Commissioner Maribel Garland				X
Commissioner Daniella Mendez [Alt. 1]				X
Commissioner Kim Philips [Alt. 2]	X			
Commissioner Susan Savoy	X			
Commissioner Travis Savoy, Vice Chair			X	

Secretary Kline announced Commissioner Travis Savoy was selected Shade Tree Commission Vice Chair.

NOMINATION & APPOINTMENT OF SHADE TREE COMMISSION SECRETARY *[Requires Motion, Second and Roll Call]*

Commissioner Craig Adams asked for nominations for Shade Tree Commission Secretary.

Commissioner Susan Savoy made a motion to nominate Robin Kline for Shade Tree Commission Secretary. Motion seconded by Commissioner Kim Philips. Robin Kline accepted the nomination but reminded the Commissioners that any member of the Shade Tree Commission may take on the role of secretary if desired. She further mentioned that she is a volunteer and has not, nor will in the future, accept any stipend or compensation as Shade Tree Commission Secretary.

Commissioner Craig Adams asked if there were any other nominations for Shade Tree Commission Secretary.

There were no further nominations.

A roll call vote was taken on the motion nominating Robin Kline for Shade Tree Commission Secretary.

	Yes	No	Abstain	Absent
Commissioner Antonio Acosta				X
Commissioner Craig Adams, Chair	X			
Commissioner Maribel Garland				X
Commissioner Daniella Mendez [Alt. 1]				X
Commissioner Kim Philips [Alt. 2]	X			
Commissioner Susan Savoy	X			
Commissioner Travis Savoy, Vice Chair			X	

Secretary Kline announced Commissioner Travis Savoy was selected Vice Chair.

ESTABLISHMENT OF SUBCOMMITTEES *[Requires Motion, Second and Roll Call]*

- 1) Arbor Day Program & Shade Tree Planting Subcommittee
- 2) Public Outreach & Code Enforcement Subcommittee
- 3) Shade Tree Grants Subcommittee

Secretary Kline reminded everyone that at November's strategic planning workshop meeting there was a unanimous consensus to combine five (5) subcommittees into three (3) committees referenced above for calendar year 2025.

Commissioner Craig Adams made a motion to approve the establishment of the three (3) herein referenced subcommittees. Motion seconded by Commissioner Travis Savoy. There was no discussion.

A roll call vote was taken on the motion to approve the establishment of the five herein referenced subcommittees.

	Yes	No	Abstain	Absent
Commissioner Antonio Acosta				X
Commissioner Craig Adams, Chair	X			
Commissioner Maribel Garland				X
Commissioner Daniella Mendez [Alt. 1]				X
Commissioner Kim Philips [Alt. 2]	X			
Commissioner Susan Savoy	X			
Commissioner Travis Savoy, Vice Chair	X			

Secretary Kline announced the motion carried.

APPOINTMENT OF MEMBERS TO SUBCOMMITTEES *[Limited to Three (3) Commissioners per Subcommittee]*

Secretary Kline suggested that Commissioners review the reference materials that were attached to the agenda, which briefly describe the role and purpose of each subcommittee. Subcommittees should meet as needed to research, plan and then propose a course of action for the approval of the full Shade Tree Commission.

Commissioners expressed their interest in serving on one or more of the f subcommittees as follows:

- 1) **Arbor Day Program & Shade Tree Planting Subcommittee:** Susan Savoy, Travis Savoy, Kim Philips
- 2) **Public Outreach & Code Enforcement Subcommittee:** Kim Philips, _____, _____
- 3) **Shade Tree Grants Subcommittee:** Craig Adams, Kim Philips, _____

NEW BUSINESS

There was no new business for discussion.

ADJOURN REORGANIZATION MEETING & COMMENCE REGULAR MEETING BUSINESS

Having no further business to conduct, a motion to adjourn was made by Commissioner Kim Philips. Motion seconded by Commissioner Travis Savoy. A voice vote was taken with all Commissioners voting in favor.

The Reorganization meeting was adjourned at 7:23PM.

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Commission Craig Adams opened the Regular meeting at 7:23PM.

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

December 12, 2024 Regular Meeting

Commissioner Travis Savoy moved to approve the December 12, 2024 meeting minutes. Motion seconded by Commissioner Craig Adams.

A roll call vote was taken.

	Yes	No	Abstain	Absent
Commissioner Antonio Acosta				X
Commissioner Craig Adams, Chair	X			
Commissioner Maribel Garland				X
Commissioner Daniella Mendez [Alt. 1]				X
Commissioner Kim Philips [Alt. 2]			X	
Commissioner Susan Savoy			X	
Commissioner Travis Savoy, Vice Chair	X			

Secretary Kline announced the motion carried. The December 12, 2024 meeting minutes were approved.

PUBLIC COMMENTS

There were no public comments.

OLD BUSINESS

- a.) **2025 Operating Budget** – Secretary Kline reported that Commissioner Antonio Acosta has requested a meeting with the town’s administrator and chief financial officer to discuss the Shade Tree Commission’s submitted 2025 operating budget request.
This matter remains pending.
- b.) **Arbor Day Foundation’s Tree City USA® Membership** – Commissioner Travis Savoy reported that he would be presenting the Tree City USA® membership application for review and approval at the February meeting.
This matter remains pending.
- c.) **New Jersey Shade Tree Federation Membership** – Secretary Kline reported that she would be renewing the Shade Tree Commission’s annual NJSTF membership before the end of the month.
- d.) **New Jersey Urban & Community Forestry (NJUCF) Annual Accomplishment Report** – Secretary Kline reported that she is preparing the NJUCF Annual Accomplishment Report for calendar year 2024. Submission of the Annual Accomplishment Report is required to maintain New Jersey Urban & Community Forestry Accreditation. Achieving accreditation.

[Commissioner Antonio Acosta arrived at the meeting at this time. 8:00pm.]

SUBCOMMITTEE REPORTS

Grants Subcommittee

- a.) Leafing Out Education Grant – Secretary Kline reported there is currently a balance of \$3,125.00 for CY2025.

Arbor Day Program & Shade Tree Plantings Subcommittee

- a.) Tree City USA® membership and designation – Commissioner Travis Savoy to present a completed application to the full board of Commissioners at the February meeting.
This matter remains pending.
- b.) Tree Succession Planting Plan for Hurd Park – There was no report.
This matter remains pending.
- c.) Status of street trees in the downtown business district – Secretary Kline reported that Public Works Superintendent Guevara arranged 10 new street trees to be planted in the downtown. 50-60 street trees throughout the downtown have been pruned, which will help reinvigorate their health and growth.
- d.) Replanting two street trees on N. Sussex Street (Chase Bank & Peer’s Moving Company) - Secretary Kline reported that Public Works Superintendent Guevara has informed that sidewalk openings will be relocated to before trees can be replanted.
This matter remains pending.

Public Outreach & Code Enforcement Subcommittee

- a.) Shade Tree Commission social media posts – Secretary Kline reported social media content continues to be posted.
- b.) Shade Tree Commission webpage – Secretary Kline reported that updates concerning the names of the current members serving on the Shade Tree Commission and the 2025 meeting schedule dates and times have been made on the webpage.
- c.) 135 Munson Avenue [B1706, L24] Re: M. Acevedo’s removal of town trees on 50’ x 100’ lot – Commissioner Antonio Acosta reported that he has sent follow up emails to Mr. Bill Isselin, chief code enforcement officer, but has not received a response and further reported that there has been only a limited replanting of a row of arborvitae along the back perimeter, not the full landscaping plan that was approved by the Shade Tree Commission. He will follow up with Mr. Isselin again. Commissioner Antonia Acosta also reported that town’s chief financial officer confirmed the \$500.00 payment had been received from Mr. Acevedo.
This matter remains pending.
- d.) 2 White Street Re: removal of town trees & encroachment on unimproved section of Bowlby Street – There was no report.
This matter remains pending.

SITE PLAN(S) FOR REVIEW AND CONSIDERATION

None

REPORTS OF COUNCIL LIAISON AND PUBLIC WORKS SUPERINTENDENT

1) Council Member STC Liaison

- a) Tree Preservation and Protection Ordinance - No report was given.

2) Public Works Superintendent Jeff Guevara

- a) Hazardous trees reported - No report was given.
- b) Tree work completed – See Shade Tree Plantings Subcommittee report.

NEW BUSINESS

1. First Quarter 2025 Goals & Objectives – Commissioners set the following goals & objectives that are to be accomplished in the first quarter of the year:

- Commissioner Craig Adams:
 - (i) Plan an Arbor Day program at Hurd Park.
- Commissioner Antonio Acosta:
 - (i) Design “welcoming signage” for Hurd Park. Draft signage to be presented at the February meeting for review.
- Commissioner Kim Philips:
 - (i) Reach out to the Dover School District art program to potentially partner with the Shade Tree Commission on a “Tree Appreciation” art project.
 - (ii) Reach out to the Dover High School Hydroponic Program to potentially partner with the Shade Tree Commission on a community-based project.
 - (iii) Reach out to the local Boy Scout Troop and local Girl Scout Troop to potentially partner in the Arbor Day program or other tree planting project.
- Commissioner Travis Savoy:
 - (i) Contact other shade tree commissions for networking opportunities.

ADJOURNMENT

Having no further business to conduct, a motion to adjourn was made by Commissioner Kim Philips. Motion seconded by Commissioner Antonio Acosta. A voice vote was taken with all Commissioners voting in favor.

The regular meeting was adjourned at 8:25PM.

The next regular meeting of the Dover Shade Tree Commission will be held on Thursday, February 13, 2025 at 7:00PM.

Respectfully submitted,

Robin R. Kline, Secretary

TOWN OF DOVER SHADE TREE COMMISSION