



TOWN OF DOVER SHADE TREE COMMISSION

January 8, 2026 7:00PM

REORGANIZATION MEETING MINUTES



CALL MEETING TO ORDER and PLEDGE OF ALLEGIANCE

The Reorganization meeting was called to order at 7:30PM. 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 16, 2026 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

None

ROLL CALL <i>[alphabetical order]</i>	Present	Excused Absence	Absent
Commissioner Antonio Acosta	X		
Commissioner Craig Adams [Alt. 2]	X		
Commissioner Kim Philips [Alt. 1]	X		
Commissioner Susan Savoy	X		
Commissioner Travis Savoy	X		
Vacant [unexpired term ending 12/3/2029]			
Vacant [full 5-year term ending 12/31/2030]			
Non-Voting Members:			
Daniella Mendez, Town Council Liaison	X		
Jeff Guevara, Department of Public Works Superintendent	X		
Robin Kline, Secretary	X		

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

Secretary Kline called for nominations for Shade Tree Commission Chair.

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

Secretary Kline called for any other nominations for Shade Tree Commission Chair. There were no other nominations. The following roll call vote was taken on the motion nominating Commissioner Phillips for Shade Tree Commission Chair:

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

Commissioner Phillips was selected as Shade Tree Commission Chair and proceeded to preside over the meeting at this time.

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

Commissioner Phillips called for nominations for Shade Tree Commission Vice Chair.

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

Commissioner Phillips called for any other nominations for Shade Tree Commission Vice Chair. There were no further nominations.

The following 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 Kim Philips [Alt. 2]	X			
Commissioner Susan Savoy	X			
Commissioner Travis Savoy, Vice Chair	X			

Commissioner Travis Savoy was selected as Shade Tree Commission Vice Chair.

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

Commissioner Phillips called for nominations for Shade Tree Commission Secretary.

Commissioner Phillips made a motion to nominate Robin Kline for Shade Tree Commission Secretary. Motion seconded by Commissioner Acosta.

Robin Kline accepted the nomination but reminded the Commissioners that, if desired, any member of the Shade Tree Commission may take on the role of Secretary. She further mentioned that as a volunteer she would continue to not accept any stipend or compensation as Shade Tree Commission Secretary.

Commissioner Phillips called for 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 Kim Philips [Alt. 2]	X			
Commissioner Susan Savoy	X			
Commissioner Travis Savoy, Vice Chair	X			

Secretary Kline was selected as Secretary.

ESTABLISH WORKING COMMITTEES *[Requires Motion, Second and Roll Call]*

- 1) Arbor Day Program & Shade Tree Planting Committee
- 2) Public Outreach & Code Enforcement Committee
- 3) Shade Tree Grants Committee
- 4) Site Plan Review Committee

Commissioner Phillips made a motion to approve the establishment of the four (4) working committees. Motion seconded by Commissioner Travis Savoy. There was no discussion.

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

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

- 1) Arbor Day Program & Shade Tree Planting Committee: Susan Savoy, Craig Adams, Travis Savoy
- 2) Public Outreach & Code Enforcement Committee: Kim Philips, Antonio Acosta, _____
- 3) Shade Tree Grants Committee: Kim Philips, Craig Adams, _____
- 4) Site Plan Review Committee: Kim Phillips, Craig Adams, _____

ADOPTION OF ROBERTS RULES OF ORDER

Commissioner Adams provided a summary of the procedural benefits of running a meeting following Robert's Rules of Order and encouraged its adoption.

Commissioner Phillips made a motion to approve Robert's Rules of Order. Motion seconded by Commissioner Adams.

The following roll call vote was taken:

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

Motion passed. Robert's Rules of Order will be followed in the running of meetings.

ADJOURN REORGANIZATION MEETING & COMMENCE REGULAR MEETING BUSINESS

Having no further business to conduct at the reorganization meeting, a motion to adjourn was made by Commissioner Phillips. Motion seconded by Commissioner Adams. A voice vote was taken with all Commissioners voting in favor.

The Reorganization meeting was adjourned at 8:00PM.

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TOWN OF DOVER SHADE TREE COMMISSION January 8, 2026 7:00PM REGULAR MEETING MINUTES



Commission Phillips opened the January 8, 2026 Regular meeting at 8:00 PM.

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

December 8, 2025 Regular Meeting

Commissioner Phillips moved to approve the December 8, 2025 meeting minutes. Motion seconded by Commissioner Acosta.

The following roll call vote was taken.

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

The December 8, 2025 meeting minutes were approved.

PUBLIC COMMENTS

There were no public comments.

OLD BUSINESS

Establish First Quarter [January, February, March] 2026 Goals & Objectives to be accomplished.

There was concurrence among members to establish the following five (5) first quarter goals & objectives:

- Kick-off Tree Donation Program
 - Partner with the Dover School District in the submission of shade tree planting grants
 - Website enhancements
 - Purchase a Shade Tree Commission tent with logo
 - Establish a "seat at the table" with town officials in establishing a Shade Tree Commission 2026 budget
- Town Council Liaison Mendez confirmed that \$500 for salary & wages and \$9,500 for operating/expenses had been approved by governing body in the temporary 2026 budget for shade tree.

COMMITTEE REPORTS

Shade Tree Grants Committee

- a) **Leafing Out Education Grant** – Secretary Kline reported the Shade Tree Commission has been awarded additional grant funding in the amount of \$10,225.00 for CY2026. Funding is to be used for training and education.
- b) **Green Communities Grant** – Commissioner Phillips reported that the date for grant kickoff is to be scheduled. The forester consultant will begin preparation of a street tree inventory at the end of February and early March in conjunction with drafting the 4th Community Forestry and Management Plan (CFMP).

[This matter is ongoing]

Arbor Day Program & Shade Tree Plantings Committee

- a) **39th Year Tree City USA® Designation and Membership Renewal** – Commissioner Travis Savoy will complete and submit the Tree City USA® renewal application prior to the February meeting.

Public Outreach & Code Enforcement Committee

- a) **Shade Tree Commission Social Media and Website** – Commissioner Phillips reported social media content continues to be posted, and new content and updates will be made to the Shade Tree Commission's webpages.
- b) **135 Munson Avenue [B1706, L24] Re: M. Acevedo's removal of town trees on 50' x 100' lot** – Commissioner Acosta reported that he spoke with Mayor Dodd and informed him that Mr. Acevedo agreed to plant eight (8) trees on town-owned Lot 24 in accordance with the landscaping plan approved by the Shade Tree Commission. The eight (8) trees have not been planted. Mayor Dodd referred the matter to chief Code Enforcement Officer Bill Isslin to follow up with how Mr. Acevedo intends to bring Lot 24 into compliance with the approved landscaping plan. To date, no response has been received. *[This matter remains pending]*
- c) **Tree Permits Issued** – Commissioner Acosta reported 25 tree permits have been issued in 2025. All tree removals were reportedly for hazardous trees.

-  Site Plan Review Committee** – Commissioner Phillips reported the committee will be drafting procedures for reviewing site plans/landscaping plans that are forwarded to the Shade Tree Commission for its recommendations.

SITE PLAN(S) FOR REVIEW AND CONSIDERATION

None

REPORTS OF COUNCIL LIAISON AND PUBLIC WORKS SUPERINTENDENT

- 1) **Council Member STC Liaison** – Town Council Member Mendez reported she looks forward to being the liaison to the Shade Tree Commission and point of contact to the town's administration and governing body, advocating on behalf of the Shade Tree Commission and its programs.
- 2) **Public Works Superintendent Jeff Guevara** reported that certificates of insurance have been confirmed for all tree services utilized by the town and are up to date.
 - a) Hazardous trees reported - None.
 - b) Trees to be planted – 7-10 trees will be planted in the downtown in spring. Mr. Guevara further requested that a tree and bench be dedicated to former DPW employee Chris Barret who passed away following a long illness. He will recommend a location for the tree and bench.

NEW BUSINESS

- 1. **Davey Tree Expert Company Arboricultural Education Grant** – Commissioner Philips reported that Davey Tree will be awarding grants up to \$5,000 to provide funding support for education and training in tree care and urban forestry. The grant application cycle takes place from January 15 to March 15. *[This matter remains pending]*
- 2. **2025 Operating Budget** – Town Council Liaison and Superintendent Guevara will meet with the town's administrator and chief financial officer to discuss the Shade Tree Commission's 2026 operating budget request. *[This matter remains pending.]*

3. **New Jersey Shade Tree Federation Membership** – Secretary Kline reported she would be renewing the Shade Tree Commission’s 2026 NJSTF membership.
4. **New Jersey Urban & Community Forestry (NJUCF) Annual Accomplishment Report** – Secretary Kline reported she will be preparing the NJUCF 2025 Annual Accomplishment Report. Submission of the Annual Accomplishment Report is required to maintain New Jersey Urban & Community Forestry Accreditation.

ADJOURNMENT

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

The regular meeting was adjourned at 9:10PM.

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