



TOWN OF DOVER SHADE TREE COMMISSION

February 13, 2025, 7:00PM

MINUTES



CALL MEETING TO ORDER and PLEDGE OF ALLEGIANCE

Commissioner Adams called the meeting to order at 7:00PM and led everyone in attendance to 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 OATH OF OFFICE

The administration of the oath of office for Commissioner Daniella Mendez was tabled to the next meeting due to Commissioner Mendez's excused absence at tonight's meeting.

ROLL CALL <i>[alphabetical order]</i>	Present	Excused Absence	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		

Also present were Jeff Guevara, Public Works Superintendent and Robin Kline, Shade Tree Commission Secretary. Council Liaison Veronica Velez was absent.

APPROVAL OF MINUTES

January 9 Reorganization and Regular Meeting

Commissioner Travis Savoy moved to approve the January 9 Reorganization and Regular Meeting minutes. Motion was seconded by Commissioner Antonio Acosta. 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			

The January 9 Reorganization and Regular Meeting minutes were approved.

PUBLIC COMMENTS

There were no public comments.

OLD BUSINESS

- a.) **2025 Operating Budget** –Commissioner Antonio Acosta reported he requested a meeting with the town's administrator and chief financial officer to discuss the Shade Tree Commission's submitted 2025 operating budget request. He will follow up in setting up a meeting.

[This matter remains pending].

- b.) **Arbor Day Foundation's Tree City USA® Membership** – Commissioner Travis Savoy reported the 2025 Tree City USA® membership application was electronically filed on behalf of the Commission on February 13th.
[Matter completed.]
- c.) **New Jersey Shade Tree Federation Membership** – Secretary Kline reported the 2025 NJSTF membership application was electronically filed on January 28th. A requisition in the amount of \$95 for payment of the annual membership dues has been processed.
[Matter completed.]
- d.) **New Jersey Urban & Community Forestry (NJUCF) Annual Accomplishment Report** – Secretary Kline reported the NJUCF Annual Accomplishment Report for calendar year 2024 had been submitted electronically on January 30th. A hard copy was distributed to all members of the Shade Tree Commission. Submission of the Annual Accomplishment Report is required to maintain New Jersey Urban & Community Forestry Accreditation.
[Matter completed.]

SUBCOMMITTEE REPORTS

Grants Subcommittee

- a.) **Leafing Out Education Grant** – Secretary Kline reported there is currently a grant balance of \$3,125.00.
- b.) **Rooting Justice: Justice Outside Grant Opportunity** (See Email dated January 17, 2025) – Secretary Kline reported information about this grant opportunity has been forwarded to town administration.

Arbor Day Program & Shade Tree Plantings Subcommittee

- a.) **Tree City USA® membership and designation** – Commissioner Travis Savoy reported the application had been electronically submitted on February 13th.
[Matter completed.]
- b.) **Arbor Day Celebration** – Commissioner Susan Savoy reported that the subcommittee is planning an Arbor Day program to be held at Hurd Park. More information is to be presented at the next meeting.
[This matter remains pending.]
- c.) **Tree Succession Planting Plan for Hurd Park** – There was no report.
Motion: Commissioner Acosta made a motion to forward this matter to Alex Dougherty, Supervising Planner, Planning, Zoning and Economic Department to help Develop a Tree Succession Planting Pan. Motion seconded by Commissioner Adams. A voice vote was taken with all Commissioners present voting in favor.
[This matter remains pending.]
- d.) **Replanting two street trees on N. Sussex Street** (Chase Bank & Peer's Moving Company) - Public Works Superintendent Guevara informed that sidewalk openings will be relocated before trees can be replanted.
[This matter remains pending.]

Public Outreach & Code Enforcement Subcommittee

- a.) **Shade Tree Commission social media & Webpages** – Secretary Kline reported updates have been made to the webpage. Commissioner Philips reported the subcommittee would be exploring new content for posting on the Facebook and IG accounts.
[This is an ongoing matter]
- b.) **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. Only a limited row of arborvitae along the back perimeter of the town property has been planted, not the full landscaping plan that was approved by the Shade Tree Commission.
[This matter remains pending.]
- c.) **2 White Street Re: removal of town trees & encroachment on unimproved section of Bowlby Street** – There was no report.
[This matter remains pending.]

1ST QUARTER 2025 GOALS & OBJECTIVES

Commissioner Antonio Acosta:

1. **Welcoming signage for Hurd Park.** Commissioner Acosta reported that he is working on prototype signage that can be temporarily posted in Hurd Park during the cherry blossoming season. Prototypes will be ready for review and comments at the March meeting.
[This matter remains pending.]

Commissioner Kim Philips:

1. **Dover School District “Tree Appreciation” Art Project.** Commissioner Philips reported that she spoke with Schools Superintendent Jaime, who expressed his enthusiasm for the “Tree Appreciation” Art Project showcasing student artwork and photography in grades K-12 to be coordinated in celebration of Arbor Day on April 25th.
2. **Dover High School Hydroponic Program.** Commissioner Philips reported that Dover High School science program received a 3-year grant to start a hydroponic science program. The first year will be its kickoff. More information to follow.
3. **Girl Scout Troop Tree/Forestry Silver Award project.** Commissioner Philips reported that there are 13 girls in the local Girl Scout Troop that are interested in participating in the Arbor Day program. They will also be working on a “tree dictionary” project to earn their Silver Award. The Dover Shade Tree Commission looks forward to collaborating and sponsoring their efforts.

Commissioner Travis Savoy:

1. **Contact other shade tree commissions for networking and “best practices” opportunities.** Commissioner Savoy had no report. More information to come.

SITE PLAN FOR REVIEW AND CONSIDERATION

Water Works Park Splash Pad Concept Plan – The Commissioners reviewed the *Waterworks Park Conceptual Plan* for the Green Acres Dover Splash Park Grant Project (Block 601, Lot 2) prepared by Colliers Engineering & Design and discussed the conceptual site plan’s proposal to remove three trees to make way for a community splash pad. It was noted that the three trees targeted for removal are aging and nearing the end of their natural lifespan. They are showing signs of decline, including brittle branches and declining foliage. Removing the three trees would open up an opportunity to reimagine the site’s greenery with new trees and shrub plantings. A site assessment will take place should the town be awarded the grant funding for the splash pad project.

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/Tree work completed - No report was given.

NEW BUSINESS

Commissioner Acosta expressed his encouragement for the Shade Tree Commission to prepare a town-wide Tree Planting Plan, which will be an important tool once the Tree Protection and Preservation Ordinance is adopted. For every tree that is removed, one must be planted.

ADJOURNMENT

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

The regular meeting was adjourned at 8:30PM.

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

Respectfully submitted,

Robin R. Kline, Secretary
TOWN OF DOVER SHADE TREE COMMISSION