



TOWN OF DOVER SHADE TREE COMMISSION

March 12, 2026 7:00PM

MINUTES



CALL MEETING TO ORDER and PLEDGE OF ALLEGIANCE

Commissioner Phillips opened the March 12, 2026 Regular meeting at 7:09 PM and led everyone in attendance in the Pledge of Allegiance.

STATEMENT OF ADEQUATE NOTICE [Sunshine Law Compliance]

Notice of this meeting of the Shade Tree Commission of the Town of Dover was sent to the Daily Record and the Citizen newspapers on December 16, 2025 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.

<u>ROLL CALL</u> <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		

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

January 8, 2026 Reorganization meeting

January 8, 2026 Regular meeting

[February 8, 2026 meeting was cancelled]

Commissioner T. Savoy moved to approve the January 8, 2026 Reorganization meeting and January 8, 2026 Regular 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 January 8, 2026 Reorganization meeting and January 8, 2026 Regular meeting minutes were approved.

PUBLIC COMMENTS

There were no public comments.

OLD BUSINESS

- 1. 2026 Proposed Operating Budget Request** – There was no report.
- 2. New Jersey Shade Tree Federation (NJSTF) 2026 Membership Renewal** – Secretary Kline reported the 2026 NJSTF membership renewal is being processed. A requisition and purchase order has been requested for payment of membership dues.

3. **New Jersey Urban & Community Forestry (NJUCF) 2025 Annual Accomplishment Report** - Secretary Kline reported she received confirmation from NJUCF of their receipt of the 2026 NJUCF Annual Accomplishment Report submitted in January.
4. **2026 Arbor Day Foundation's Tree City USA® Renewal, 39th Year** - Commissioner Philips reported she submitted the Tree City USA ® renewal application on February 27th.

COMMITTEE REPORTS

Shade Tree Grants Committee

- a) **Leafing Out Education Grant** – Secretary Kline reported the grant amount is \$10,225.00. Grant funds can be used for training and education.
- b) **Green Communities Grant** – Commissioner Phillips reported that county and local streets were provided to the consultant who will begin a street tree inventory in conjunction with drafting the 4th Community Forestry and Management Plan (CFMP).
- c) **The Davey Tree Expert Company Arboricultural Education Grant** – Commissioner Philips reported that Davey Tree awards grant funding support for education and training in tree care and urban forestry up to \$5,000. A Letter of Intent has been submitted and approved.

Arbor Day Program & Shade Tree Plantings Committee – Commissioner Susan Savoy, committee chair, provided the following report and updates:

- a) **Arbor Day 2026** – The annual Arbor Day event is scheduled for Friday, April 24, 3:00PM at JFK Commons Park. Children and staff from the Dover Childcare Center have been invited to take part in the Arbor Day program and planting of a magnolia tree. Commissioner Philips offered to invite the Mayor and Town Council.
- b) **Tree Dedication Events** - Commissioner S. Savoy reported on the following tree dedication events:
 - i. Sperry Family Tree Donation – Tree dedication event is planned to take place at JFK Commons Park in the month of May. Date & time to be finalized.
 - ii. Dover Area Historical Society Tree Planting – Tree dedication event is planned to take place on Saturday, May 16, 10:00AM at Hurd Park.
 - iii. Tree Planting & Dedication for DPW employee Chris Barrett – Tree dedication event is planned to take place at the DPW facility on Saturday, June 20 or June 27, 11:00AM-1:00PM in conjunction with the DPW/Shade Tree Commission Open House event. The Dover Area Historical Society, Dover Recreation, and the Dover Health Department will join the DPW/Shade Tree Commission Open House event.
 - iv. Nation's 250th Anniversary Tree Planting – Tree dedication event is planned to take place at Hurd Park in the month of September. Date & time to be finalized.

Public Outreach & Code Enforcement Committee

- a) **Shade Tree Commission Social Media and Website** – Commissioner Phillips reported social media content continues to be posted. She further reported she would be working with Recreation Director Jordan Rameriz to update content on the Shade Tree Commission webpages and include information regarding the Tree Removal Permit Application. She will also request metrics on the shade tree webpages to track the number of visits.
- b) **Shade Tree Commission Short Video** – Commissioner Philips reported the Town administration would like to produce a video highlighting the Shade Tree Commission and its work. Commissioner Acosta offered to follow up with the Town's administration for more information. Topics the commissioners would like to feature in the video include: Tree Donation Program; Tree Removal Permits; and, the Dos and Don'ts when visiting Hurd Park during cherry tree blossoming.
- c) **135 Munson Avenue [B1706, L24] Re: M. Acevedo's removal of town trees on 50' x 100' lot** – Commissioner Philips and Commissioner Acosta provided the following update: Bill Issilin sent a final Notice of Violation to Mr. Acevedo requiring that he restore and plant eight (8) trees on town-owned Lot 24 in accordance with the landscaping plan approved by the Shade Tree Commission no later than May 2026 otherwise fines will be issued. A copy of the Notice of Violation will be requested for the Shade Tree Commission's file.

- d) **Tree Removal Permits Issued** – Commissioner Acosta provided the following statistics:
2025: 25 tree permits issued (May-December); 50 trees removed (49 reported hazardous); 21 trees planted.
2026: To date, 2 tree permits issued; 8 trees removed; 7 trees planted.

 **Site Plan Review Committee** – Commissioner Phillips, committee chair, reported on the following:

- A checklist is being prepared and will be shared with the Planning Board and Zoning Board of Adjustment.
- A request has been made for all public hearing dates scheduled before the Planning Board and Zoning Board of Adjustment concerning site plan applications. Public Hearing dates will be shared with the Shade Tree Commission who are encouraged to attend.
- Commissioner Travis Savoy confirmed that members of the Planning Board and Zoning Board of Adjustment have been receiving the Shade Tree Commission memos with its site plan recommendations.

Site Plan(s) Presented For Review - None

REPORTS OF COUNCIL LIAISON AND PUBLIC WORKS SUPERINTENDENT

- 1) **Council Member Danilla Mendez, STC Liaison** – Ms. Mendez reported Mayor Dodd appointed two members to the Shade Tree Commission at the March 10th Mayor and Council meeting. Tracy Roberts and Maria Rosario were appointed to fill the two vacant seats.
- 2) **Public Works Superintendent Jeff Guevara** – Mr. Guevara was absent. There was no report.

NEW BUSINESS

Q1 2026 Goals

- Purchase Shade Tree Tent with Logo for Events – Commissioners reviewed the proposed specifications presented for the Shade Tree Commission tent and table covering. With some modifications to the tent canopy, the tent and table covering will be ordered.
- Launch Tree Donation Program – In process.
- Shade Tree Commission webpage enhancements – In process. See Public Outreach & Code Enforcement Committee
- Collaboration in Annual Budget Process – In process.
- Partner with Dover School District to Secure Tree Planting Grants on School Grounds - This item was moved to the second quarter.

Identify Q2 2026 Goals

There was consensus to schedule the following goals for completion in the months of April, May, June:

- Partner with Dover School District to Secure Tree Planting Grants on School Grounds (Shade Tree Grants Committee)
- Organize Open House in collaboration with DPW (Arbor Day Program & Shade Tree Plantings Committee)
- Educational Outreach: DPW's role & responsibilities in tree removals via website and social media (Public Outreach & Code Enforcement Committee)
- Organize Tree Dedication Events (Arbor Day Program & Shade Tree Plantings Committee)
 - Jon Sperry & Family
 - Dover Area Historical Society
 - Memorial Tree Dedication for former DPW employee Chris Barrett

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, May 14, 2026, at 7:00PM.

Respectfully submitted,

Robin R. Kline, Secretary

TOWN OF DOVER SHADE TREE COMMISSION