



TOWN OF DOVER SHADE TREE COMMISSION

March 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 oath of office was administered to Commissioner Daniella Mendez who was re-appointed as a Regular member to a 5-year term, with such term to expire 12/31/2029.

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		
Non-Voting Members:			
Council Liaison Veronica Velez			X
Jeff Guevara, Public Works Superintendent	X		
Robin Kline, Shade Tree Commission Secretary	X		

Commissioner Acosta led a brief discussion on the importance of having the town council's liaison to the Shade Tree Commission attend the monthly meetings. Upon discussion there was a unanimous consensus that the chair, Commissioner Adams, send an email to Council Member Velez with copy to Mayor Dodd and Secretary Kline requesting that she make all efforts to attend the shade tree commission meetings.

APPROVAL OF MINUTES

February 13 Regular Meeting

Commissioner Antonio Acosta moved to approve the February 13 Regular Meeting minutes. Motion was seconded by Commissioner Travis Savoy. 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 February 13 Regular Meeting minutes were approved.

PUBLIC COMMENTS

There were no public comments.

OLD BUSINESS

- a.) **2025 Operating Budget** –Commissioner Antonio Acosta reported he will follow up in setting up 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]

1ST QUARTER 2025 GOALS & OBJECTIVES

Commissioner Antonio Acosta:

1. **Welcoming signage for Hurd Park.** Commissioner Acosta presented an example of a two-sided yard sign he designed that would be temporarily posted in Hurd Park during the cherry blossoming season. Upon review and discussion, there was a consensus to approve the signage with some minor revisions to the wording. Commissioner Acosta was thanked for his efforts and generosity in underwriting the cost to have the 2-3 signs printed.

[This matter is complete]

Commissioner Kim Philips:

1. **Dover School District “Tree Appreciation” Art Project.** Commissioner Philips reported that she followed up with Schools Superintendent Jaime that school district will showcase “Seasons of a Tree” student artwork and photography in grades K-12 in celebration of Arbor Day.

[This matter remains pending]

2. **Girl Scout Troop Tree/Forestry Silver Award project.** Commissioner Philips reported that three girl scouts in the local Girl Scout Troop are reviewing materials to identify different species of trees in and around the Town of Dover in preparation of their “Tree Dictionary” project to earn their Silver Award. The Dover Shade Tree Commission offered its assistance in collaborating and sponsoring their efforts.

[This matter remains pending]

Commissioner Travis Savoy:

1. **Contact other shade tree commissions for networking and “best practices” opportunities.** Commissioner Savoy reported he has been identifying Morris County municipalities that have a shade tree commission or a shade tree committee and will present a listing at the next meeting.

[This matter remains pending]

SUBCOMMITTEE REPORTS

Finalize Subcommittee Assignments – The following committee assignments were finalized:

Grants Subcommittee: Commissioners Craig Adams and Kim Philips

Arbor Day Program & Shade Tree Plantings Subcommittee: Commissioners Susan Savoy, Travis Savoy, and Maribel Garland

Public Outreach & Code Enforcement Subcommittee: Commissioners Kim Philips, Antonio Acosta, and Daniella Mendez

Grants Subcommittee

- a.) **Leafing Out Education Grant** – Secretary Kline reported there is currently a grant balance of \$3,125.00, which can be used by the Public Works Department and the Shade Tree Commission to attend tree-related training.
- b.) **Rooting Justice: Justice Outside Grant Opportunity** – Secretary Kline reported that the town administration would be submitting an application for this grant.

Arbor Day Program & Shade Tree Plantings Subcommittee

- a.) **Arbor Day Celebration** – Commissioner Susan Savoy reported that she and Commissioner Travis Savoy have been soliciting donations from local businesses to be used to defray costs for the planting of five (5) Kwansan Cherry trees in Hurd Park for Arbor Day. To date, \$1,112.00 has been donated. There was a consensus that the monies should be deposited in the Public Works Department for such purposes.

The Arbor Day Committee proposed planting five (5) Kwansan cherry trees in Hurd park, the location of which will be determined by the Public Works Department. Superintendent Guevara confirmed he will place the order for the trees with Gardens of the World and will also arrange that the planting holes be dug and top soil is available on site in advance of Arbor Day.

The Arbor Day program and tree planting will take place at Hurd Park on Arbor Day, Friday, April 25th at 5:00PM. Of the five trees to be planted, three trees will be planted by Gardens of the World (during the Arbor Day event or in advance of Arbor Day); 1 tree will be planted by the girls scouts during the Arbor Day event and 1 tree will be planted by the boy scouts during the Arbor Day event. The Commissioners agreed that the Public Outreach & Code Enforcement Committee will prepare the Arbor Day program flyer.

[This matter remains pending]

- b.) **Replanting two street trees on N. Sussex Street** (Chase Bank & Peer's Moving Company) - Public Works Superintendent Guevara confirmed that there is no suitable area to relocate the two tree wells along this block of N. Sussex Street. As an alternative, he recommended that two planting containers with shrubs and flowers be considered. Superintendent Guevara will present some planter designs at the next meeting.

[This matter remains pending]

Public Outreach & Code Enforcement Subcommittee

- a.) **Shade Tree Commission social media & Webpages** – The committee will schedule a meeting for Monday, March 17th to discuss and plan new content for posting on the Shade Tree Commission's Facebook and IG accounts.
- 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 will follow up with chief code enforcement officer Bill Isselin to schedule a meeting to discuss this matter.
[This matter remains pending]
- c.) **2 White Street Re: removal of town trees & encroachment on unimproved section of Bowlby Street** – This matter will be discussed along with the above referenced 135 Munson Avenue matter at the scheduled meeting with chief code enforcement officer Bill Isselin.
[This matter remains pending]

SITE PLAN FOR REVIEW AND CONSIDERATION

None.

REPORTS OF COUNCIL LIAISON AND PUBLIC WORKS SUPERINTENDENT

1. **Council Member STC Liaison** – Council Member Velez was absent.
2. **Public Works Superintendent Jeff Guevara**
Superintendent Guevara reported that the DPW currently has a balance of \$7,088.00 in its O/E Shade Tree temporary budget. He further reported that two trees that have aged out were removed at the DPW yard. New replacement trees will be planted. One tree at Crescent Field and five trees at Overlook Park have been confirmed to be in a hazardous condition and arrangements will be made to remove them. Photographs were provided for the record.

NEW BUSINESS

1. Tree Protection and Preservation Ordinance

- a. Tree Removal Application – Secretary Kline distributed the Tree Removal Application, which was included in the agenda materials, for review and discussion. She advised that the form of application conforms to provisions §236-95, §236-96 and §236-99 in Ordinance #01-2025 entitled, "Tree Protection and Preservation to Regulate the Cutting of Trees." There is no fee when submitting the application.

Motion:

Commissioner Mendez made a motion to approve the Tree Removal Application as presented. The motion was seconded by Commissioner Adams. A roll call vote was taken with Commissioners unanimously in favor.

The Tree Removal Application will be provided to the Code Enforcement Department for their use pursuant to Ordinance #01-2025 entitled, "Tree Protection and Preservation to Regulate the Cutting of Trees."

- b. Shade Tree Commission Liaison to Code Enforcement - Role & Responsibility – Secretary Kline noted that there is no defined role or responsibilities for the Council Liaison position to the Shade Tree Commission and inquired whether the Commissioners wish to prepare a document providing some guidelines and guidance. There was a consensus among Commissioners that the Council Liaison to the Shade Tree Commission serves as a bridge between the municipal council (or governing body) and the Shade Tree Commission, which is

responsible for managing, maintaining, and planning a community's tree resources. Secretary Kline offered to prepare a draft document outlining some roles and responsibilities that might be assigned to a Council Liaison for discussion at the April meeting.

[This matter remains pending]

- c. Public Outreach – There was consensus to post the Tree Protection and Preservation FAQ on the Shade Tree Commission's webpage and post in to the Commission's social media accounts. Copies will be made available at Town Hall, the counter at the Water Works Office Building, and the library.

- 2. **Tree Donation Program** – Secretary Kline advised that because the Arbor Day and Tree Planting Committee has been soliciting donations for the planting of trees it is necessary for the Shade Tree Commission to adopt a tree donation program policy. Monies collected and deposited for use by governmental agencies must follow state laws and regulations.

Commissioner Philips offered to draft a tree donation program policy for review and discussion at the April meeting.

[This matter remains pending]

ADJOURNMENT

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

The regular meeting was adjourned at 9:19PM.

The next regular meeting of the Dover Shade Tree Commission will be held on Thursday, April 9, 2025 at 7:00PM.

Respectfully submitted,

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