



TOWN OF DOVER SHADE TREE COMMISSION

July 10, 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.

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		

APPROVAL OF MINUTES

May 8, 2025 Regular Meeting

Commissioner Acosta moved to approve the May 8 Regular Meeting minutes. Motion seconded by Commissioner Mendez. The following 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 May 8, 2025 Regular Meeting minutes were approved.

PUBLIC COMMENTS

There were no public comments.

OLD BUSINESS

- 2025 OPERATING BUDGET** –Commissioner Antonio Acosta reported that the municipal budget has not yet been adopted. He will follow up with the town’s administrator to discuss the Shade Tree Commission’s 2025 operating budget request.
[This matter remains pending]
- Tree Donation Program Policy & Application** – Commissioner Philips distributed copies of the finalized Tree Donation Program Policy & Application to each commissioner for their file. She reminded everyone that the donation fee varies based on the cost of the tree and planting (e.g. mulch, labor) and further noted that direct monetary donations can be made to the Dover Shade Tree Commission.

Commissioner Susan Savoy will confirm with the Finance Department that a dedicated account for tree donations has been established and will report back at the next meeting with the account number and current balance. Once the account number has been confirmed, the Public Outreach Committee will publicly advertise the Tree Donation program.

3. **2025 NJUCF Accreditation** – Secretary Kline reported 10.5 CEUs has been credited to the Dover Shade Tree Commission towards 2025 accreditation. A minimum of 15 CEUs is required to maintain NJ Urban and Community Forestry accreditation.

COMMITTEE REPORTS

Grants Committee

- a.) **Leafing Out Education Grant** – Grant funds will be requisitioned for 2025 CORE training.
- b.) **Green Communities Grant** – Commissioner Philips reported that the Green Communities Grant application was submitted in June. The maximum grant award is \$20,000 and will provide up to \$15,000 in financial assistance to update the Shade Tree Commission's 4th Community Forestry and Management Plan (CFMP) and up to \$5,000 in financial assistance to conduct a Tree Inventory.

Arbor Day Program & Shade Tree Plantings Committee

- a) **Arbor Day Celebration** – Commissioner Susan Savoy reported that thank you cards were delivered to everyone who donated towards the purchase of the five (5) Kwansan Cherry trees. Commissioner Savoy thanked Commissioner Philips for creating the Arbor Day program brochure.
- b) **Replacement of two street trees on N. Sussex Street** (Chase Bank & Peer's Moving Company) – This matter was tabled to the next meeting.

(At the March meeting, Public Works Superintendent Guevara confirmed there is no suitable area to relocate and replace the two trees that were removed from this block on N. Sussex Street. As an alternative, he recommended planting containers with shrubs and flowers could be considered.)

[This matter remains pending]

Public Outreach & Code Enforcement Committee

- a.) **Shade Tree Commission Social Media** – Commissioner Philip's reported that she has been actively posting content on the shade tree commission's social media accounts.
- b.) **Tree Removal Permit Applications** - She further reported that she will confirm that the Tree Removal Permit Application has been posted to the Department of Code Enforcement.

[This matter remains pending]

- c.) **135 Munson Avenue [B1706, L24] Re: M. Acevedo's removal of town trees on 50' x 100' lot** – Commissioner Acosta reported all trees and shrubs planted on lot 24 have died and brought this to Bill Isselin's attention, who informed him the town attorney will be preparing legal documents for public auction in August/September.

Commissioner Philips to send an email to the town administrator requesting a meeting with the town's attorney to discuss the next steps concerning this matter.

It was again brought up that Mr. Acevedo has not complied with the landscaping plan approved by the Shade Tree Commission following the outcome of the public hearing in this matter. Eight trees are to be planted and a fee of \$500 payable to the Dover Shade Tree Commission.

[This matter remains pending]

- c.) **White Street Re: removal of town trees & encroachment on unimproved section of Bowlby Street** – Background: The property owner at 2 White Street cut and removed town trees on an unapproved portion of Bowlby Street, expanding their lot front yard and enlarging their lot. In efforts to determine the extent of the loss of town trees, the Code Enforcement Committee last year requested a copy of the survey of Bowlby Street (width and length of the unapproved street) from the Engineering, Code Enforcement and Zoning Department, but none was received. She further reported that there was a consensus from the Commissioners at that time that this matter should be further investigated in an effort to obtain a fair and appropriate resolution on behalf of all Dover taxpayers.

Last year in August, Commission Acosta (Chair) sent a follow up email to Town Administrator Mr. Cruz, Town Clerk Ms. Pettoni, Chief Code Enforcement Officer Mr. Isselin, and Supervising Town Planner Alex Dougherty requesting a meeting with the Administration and Ward 1 elected officials to discuss next steps with respect to compliance and enforcement. No response had been received, and Commissioner Acosta did not follow up.

There was a consensus from the Commissioners to continue to follow up with town officials and the town attorney, seeking resolution to this matter. Commissioner Philips to send an email to the town administrator requesting a meeting with the town's attorney to discuss the next steps concerning this matter.

[This matter remains pending]

SITE PLANS FOR REVIEW

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 was absent.

NEW BUSINESS

- 1. 2nd/3rd Quarter 2025 Goals** – there was consensus of the Commissioners to move forward with the following goals for the 2nd/3rd quarter of the year:
 - 1) Network with other shade tree commissions to learn about what they do - Commissioner Travis Savoy
 - 2) Girl Scout Tree Dictionary Project (Fall 2025) - Commissioner Kim Philips
 - 3) Apply for Tree Inventory Grant (Green Communities Grant application submitted in June 2025) - Grants Committee
 - 4) Continue to educate the public about the new tree preservation and protection ordinance and Tree Removal Permit requirement - Public Outreach Committee
 - 5) Co-host an Open House for DPW and Shade Tree Commission – To be Assigned
- 2. Preparation of 4th Community Forestry and Management Plan** – Secretary Kline reported that Dover Shade Tree Commission's 3rd CFMP expires December 31, 2025. Preparation of the 4th CFMP was referred to the Grants Committee.
- 3. Request for Tree Replacement, Bassett Highway** – This matter was referred to Superintendent Guevara.

ADJOURNMENT

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

The regular meeting was adjourned at 8:20 PM.

The next regular meeting of the Dover Shade Tree Commission will be held on Thursday, August 14, 2025 at 7:00PM
Respectfully submitted,

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