



TOWN OF DOVER SHADE TREE COMMISSION

August 13, 2026 7:00PM

MINUTES



CALL MEETING TO ORDER and PLEDGE OF ALLEGIANCE

Commissioner Travis Savoy opened the August 13, 2026 meeting at 7:00 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 has been posted in the municipal building and filed in the Office of the Municipal Clerk in accordance with the Open Public Meetings Act.

<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] – Chair	X		
Commissioner Susan Savoy		X	
Commissioner Travis Savoy – Vice Chair		X	
Tracy Roberts	X		
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]*

July 9 2026 meeting

Commissioner Acosta moved to approve the April 9, 2026 meeting minutes.

Motion seconded by Commissioner Roberts.

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
Commissioner Tracy Roberts	X			

July 9, 2026 meeting minutes were approved.

PUBLIC COMMENTS

None

REPORTS OF COUNCIL LIAISON AND PUBLIC WORKS SUPERINTENDENT

- 1) **Council Member Daniella Mendez, STC Liaison** – Council Member Mendez stated she had nothing new to report.
- 2) **Public Works Superintendent Jeff Guevara** – Mr. Guevara was absent. There was no report.

OLD BUSINESS

1. **2026 Proposed Operating Budget Request** – Commissioner Acosta had no update.
2. **Shade Tree Commission Short Video** – Commissioner Philips had nothing new to report and further reported she would follow up with the Director of Recreation regarding finalization of the video production featuring the Shade Tree Commission. AI will be used for the voice over on the video.

3. **William J. Porter Community Tree Project Grant** – Commissioner Philips reported she will be preparing a grant application, which is due August 31st. The Dover Shade Tree Commission proposes to partner with the Dover Cemetery Association and the Orchard Street Gatehouse Historical Association on a tree planting project at the historic Orchard Street Cemetery.
4. **Planting 13 Trees to Commemorate our Nation's 250th Anniversary** – This matter was referred to the Arbor Day and Tree Planting Committee.
5. **Open House Event** – Commissioner Philips reported that the Recreation Director confirmed the Recreation Department is not involved in organizing an Open House event with municipal departments, boards and commissions. Commissioner Roberts expressed interest in helping to organize the event. Secretary Kline offered to follow up with Mr. Guevara on the original proposal for his DPW and the Shade Tree Commission to host an Open House event and will report back to the Commission.

COMMITTEE REPORTS

-  **Shade Tree Grants Committee** - Commissioner Philips, Committee Chair, provided the following updates:
 - a) **Leafing Out Education Grant** – Grant funding is available for anyone interested in attending training related to shade tree.
 - b) **Green Communities Grant** – The first draft of Dover's 4th Community Forestry and Management Plan has been received from the consultant and is currently in review. Commissioner Philips distributed copies of the Planning Guide summarizing the town's tree inventory and identifies ten streets with the greatest number of vacant planting sites where opportunities for future tree plantings may be sited. The tree inventory covered 1,00 inventoried sites; 32 trees were recommended for removal; 231 trees require priority pruning.
 - c) **Partner with the Dover School District to Secure Tree Planting Grants on School Grounds** – The Dover School District submitted a grant application for the planting of trees on school grounds. Announcement of grant awards is anticipated in the month of August. Commissioner Philips further reported that the 6-7 trees removed at the East Dover Elementary School two years ago will be replanted. Date to be determined.
-  **Arbor Day Program & Shade Tree Plantings Committee:**
 - a) **Tree Dedication Events** – There are no upcoming tree dedication events.
 - b) **250th Anniversary Tree Planting** – There was no update to report. Commissioner Adams, a member of the committee, offered to follow up with Commissioner S. Savoy.
-  **Public Outreach & Code Enforcement Committee** - Commissioner Philips, Committee Chair, provided the following updates:
 - a) **Shade Tree Commission Social Media and Website** – Social media content continues to be posted on Facebook and IG platforms. The Shade Tree Commission's webpages have been updated and refreshed. Agendas, minutes, and information regarding Tree Removal Permits have been added.
 - b) **Tree Removal Permits Issued for the Month and 2026 Y-T-D** – Commissioner Acosta reported 10 tree removal permits were issued in the month of July. A recent application indicated the property owner was willing to pay the Shade Tree Restoration Trust Fund \$1,200. Commissioner Acosta will follow up with Mr. Isselin to confirm monies were received and appropriately deposited.

The RVRSA (Rockaway Valley Regional Sewage Authority), which has a pump station at the corner of Mercer Street and Route 46E, submitted a tree removal application to take down three trees located on town property. This matter is to be referred to the Shade Tree Commission for determination because Tree Removal Permits apply only to private property. The Shade Tree Commission has jurisdiction and authority over public property. Commissioner Acosta will inform Mr. Isselin.
 - c) **Resolution Requiring Action Re 135 Munson Avenue [B1706, L24]** - At the July 10th meeting, the Commissioners unanimously agreed that the row of dead arborvitae in the rear of the properties must be replaced and recommended that a fine also be imposed due to Mr. Acevedo's failure to comply with the approved landscaping plan. A resolution formally authorizing restoration and replanting of trees on 135 Munson Avenue and the affected town-owned property was presented for action.

Motion:

Commissioner Adams move to approve the Resolution entitled, “RESOLUTION REGARDING UNAUTHORIZED TREE REMOVAL AND REPLACEMENT PLANTINGS ASSOCIATED WITH 137 MUNSON AVENUE.”

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
Commissioner Tracy Roberts	X			

The motion passed unanimously with two members absent. Commissioner Acosta will hand-deliver the fully executed Resolution to the Town Clerk’s office, requesting a copy be forwarded to the Code Enforcement Department.



Site Plan Review Committee - Commissioner Philips, Committee Chair, provided the following updates:

- a) **Planning Board Meeting, August 20th at 7:30PM** - Notification of public hearing dates for the Planning Board is posted on the Town website calendar. Shade Tree Commissioners are encouraged to attend.
- b) **Site Plan(s) Presented For Review** - None

NEW BUSINESS

- 1) **Status of Commissioners Continuing Education Units for CY2026 (Mandatory to retain NJUCF Accreditation)** – Secretary Kline reminded the Commissioners that each member committed to obtaining 2 CEUs in order to maintain NJUCF accreditation. To date, no CEUs have been credited to the Shade Tree Commission.
- 2) **Third/Fourth Quarter Goals – The following goals were selected to be completed before the end of the year:**
 - Review Tree Protection and Preservation Ordinance #01-2025
 - “Adopt-A-Park” and Propose Tree Planting Opportunities
 - Recruit and Engage Community Volunteers in Shade Tree Programs and Activities
 - Increase Community Engagement by Participating in School and Town Events
 - Educate Community in DPW’s Role & Responsibility in Tree Removals (Website & Social Media)
- 3) **NJ Shade Tree Federation 101st Annual Conference** – Secretary Kline informed the Commissioners that in-person NJ Urban & Community Forestry (NJUCF) Program Training will be held Thursday, Oct 22 & Friday, Oct 23. CORE Training will be held on Thursday, Oct 22 only. Grant funding is available for registration costs. Commissioners should notify Secretary Kline before August 31st if they wish to attend the conference.

ADJOURNMENT

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

The regular meeting was adjourned at 9:30PM.

The next regular meeting of the Dover Shade Tree Commission will be held on Thursday, September 10, 2026, at 8:00PM.

Respectfully submitted,

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