



## TOWN OF DOVER SHADE TREE COMMISSION

September 10, 2026 7:00PM

### MINUTES



These meeting minutes memorialize business items reported and discussed, action(s) taken, and business items and/or action(s) to be considered at a future meeting

#### **CALL MEETING TO ORDER and PLEDGE OF ALLEGIANCE**

Commissioner Philips opened the September 10, 2026 meeting at 7:00 PM and led everyone in attendance in the Pledge of Allegiance.

#### **STATEMENT OF ADEQUATE NOTICE [Sunshine Law Compliance]**

In accordance with the Open Public Meetings Act, notice of this meeting was posted on the Town of Dover's website under "Legal Notices – Town of Dover" on July 13, 2026 and such notice was posted in the municipal building and filed in the Office of the Municipal Clerk. Formal action may be taken at this Meeting.

| <b>ROLL CALL</b> <i>[alphabetical order]</i>            | <b>Present</b> | <b>Excused<br/>Absence</b> | <b>Absent</b> |
|---------------------------------------------------------|----------------|----------------------------|---------------|
| 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]*

##### September 10, 2026 meeting

Commissioner Acosta moved to approve the September 10, 2026 meeting minutes.

Motion seconded by Commissioner Philips.

The following roll call vote was taken:

|                                       | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>Absent</b> |
|---------------------------------------|------------|-----------|----------------|---------------|
| Commissioner Antonio Acosta           | X          |           |                |               |
| Commissioner Kim Philips [Alt. 2]     | X          |           |                |               |
| Commissioner Susan Savoy              |            |           | X              |               |
| Commissioner Travis Savoy, Vice Chair |            |           | X              |               |
| Commissioner Tracy Roberts            |            |           |                | X             |

September 10, 2026 meeting minutes were approved.

#### **Motion**

Commissioner Travis Savoy made a motion to remove the 5-minute time limit a member of the public may speak during Public Comments. Commissioner Susan Savoy seconded the motion. There was no discussion. The following roll call vote was taken:

|                                   | <b>Yes</b> | <b>No</b> | <b>Abstain</b> | <b>Absent</b> |
|-----------------------------------|------------|-----------|----------------|---------------|
| Commissioner Antonio Acosta       | X          |           |                |               |
| Commissioner Kim Philips [Alt. 2] |            | X         |                |               |
| Commissioner Susan Savoy          | X          |           |                |               |
| Commissioner Travis Savoy         | X          |           |                |               |
| Commissioner Tracy Roberts        |            |           |                | X             |

The motion passed. The time limit a member of the public may speak during Public Comments has been removed.

## **PUBLIC COMMENTS**

None

## **REPORTS OF COUNCIL LIAISON AND PUBLIC WORKS SUPERINTENDENT**

- 1) **Council Member Daniella Mendez, STC Liaison** – There was no report.
- 2) **Public Works Superintendent Jeff Guevara** – Commissioner Philips reported that Mr. Guevara has informed her that because there is no funding available in the DPW's budget, he is waiting to hear if any additional funds have been approved by the mayor and town council for hazardous tree removal.

## **OLD BUSINESS**

1. **Recreation Department's Video Highlighting the Shade Tree Commission** - Commissioner Philips reported she would follow up with the Director of Recreation regarding finalization of the video production featuring the Shade Tree Commission.
2. **Open House Event** – Secretary Kline offered to follow up with Public Works Superintendent Guevara on whether his department is interested on holding an Open House with the Shade Tree Commission.
3. **NJ Shade Tree Federation 101<sup>st</sup> Annual Conference October 22** – Secretary Kline reported registrations have been submitted for two DPW employees and 2 shade tree members to attend the October 22<sup>nd</sup> conference. Funding from the Leafing Out Grant is being used for the registrations and attendees will earn 5 ½ CEUs for the attending the seminars or earn CORE training certification.

## **COMMITTEE REPORTS**

-  **Shade Tree Grants Committee** - Commissioner Philips, committee chair, provided the following report:
  - a) **Leafing Out Education Grant** – Grant funding is available for anyone interested in attending training related to shade tree matters.
  - b) **Green Communities Grant** – The first draft of Dover's 4<sup>th</sup> Community Forestry and Management Plan has been received from the consultant and reviewed. Edits have been made to the draft plan and will be submitted for DEP approval before the end of September. Required grant progress reporting has been submitted to the DEP.
  - c) **Wm. Porter Grant** - Commissioner Philips received confirmation that the grant application has been received.
  - d) **Partner with the Dover School District to Secure Tree Planting Grants on School Grounds** – The Dover School District received corporate funding to replant 5-6 trees that were removed at the East Dover Elementary School two years ago. The tree planting will be held on October 14<sup>th</sup>.
-  **Arbor Day Program & Shade Tree Plantings Committee**: Commissioner Susan Savoy, committee chair, provided the following updates:
  - a) **Tree Dedication Events** – There are no upcoming tree dedication events.
  - b) **250<sup>th</sup> Anniversary Tree Planting** – Commissioner Philips confirmed that \$1,250 has been collected in the Tree Restoration Trust Fund based on the number of healthy trees property owners removed from their properties. The committee was asked to prepare a recommendation for a site to plant a Liberty Tree and propose the species of tree and cost for presentation at the October meeting.
-  **Public Outreach & Code Enforcement Committee** - Commissioner Philips, committee chair, provided the following updates:
  - a) **Shade Tree Commission Social Media and Website** – Social media posts continue to be updated on Facebook and IG platforms. The Shade Tree Commission's webpages have been fully updated.
  - b) **Tree Removal Permits Issued for the Month and 2026 Y-T-D** – Commissioner Acosta provided the following report:
    - a. Tree removal permits issued in the previous month: 1
    - b. Shade Tree Restoration Trust Fund balance: \$1,200
    - c. The RVRSA (Rockaway Valley Regional Sewage Authority) submitted a tree removal application to take down three trees located on the Walgreens property. Secretary Kline mentioned that the trees were required to be part of the Walgreens site plan that was approved by the Zoning Board of Adjustment.

- c) **70 Baker Street** – The property owner is seeking to obtain a permit to remove healthy trees on their property for installation of solar panels and has agreed to pay the required fee into the Shade Tree Restoration Trust Fund.
- d) **Dover Trunk or Treat Event** – The committee proposed participating in this year's Trunk or Treat event to be held on October 17<sup>th</sup> (rain date: October 24<sup>th</sup>). There was a unanimous consent for the Shade Tree Commission to sponsor a vehicle. Commissioner Roberts offered to organize the Shade Tree Commission's participation, use of the STC tent and table cloth, as well as use of her vehicle. All members were encouraged to help.

#### **Site Plan Review Committee**

There were no site plans forwarded to the Shade Tree Commission for its review.

### **NEW BUSINESS**

#### **Third/Fourth Quarter Goals**

The following goals, selected to be completed before the end of the year, were assigned as follows:

- a. Commissioner Acosta and Commissioner Travis Savoy: Review Tree Protection and Preservation Ordinance #01-2025 and recommend amendments
- b. Public Outreach Committee: Recruit & Engage Community Volunteers in Shade Tree Programs/Activities
- c. Public Outreach Committee: Increase Community Engagement by Participating in School & Town Events
- d. Public Outreach Committee: Educate Community in DPW's Responsibility in Tree Removals via Website & Social Media

### **ADJOURNMENT**

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

The regular meeting was adjourned at 9:25PM.

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

Respectfully submitted,

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