



TOWN OF DOVER SHADE TREE COMMISSION

October 9, 2025, 7:00PM

MINUTES



CALL MEETING TO ORDER and PLEDGE OF ALLEGIANCE

Commissioner Travis Savoy 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 [Alt. 2]	X		
Commissioner Maribel Garland	X		
Commissioner Daniella Mendez		X	
Commissioner Kim Philips [Alt. 1]	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

August 14, 2025 Regular Meeting

Commissioner Acosta moved to approve the August 14, 2025 Regular Meeting minutes. Motion seconded by Commissioner Garland. 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				X
Commissioner Kim Philips	X			
Commissioner Susan Savoy	X			
Commissioner Travis Savoy, Vice Chair			X	

The minutes were approved.

PUBLIC COMMENTS

None.

OLD BUSINESS

- Network with Other Shade Tree Commissions** – Secretary Kline requested from Commissioner Travis Savoy a listing of shade tree commissions be provided for future reference by the Shade Tree Commission.
- Girl Scout Dictionary Project (Fall 2025)** – Commissioner Philips reported on the Girl Scouts' September 29th presentation of their completed work on the *Trees in Dover* at the Dover Free Public Library. The book referenced the many tree species found in the Town of Dover and included photographs, drawings and information on each tree. The book will be available in the Dover Free Public Library for the public's review for a limited time. Commissioner Philips applauded the work and mentioned that an application has been submitted to the Girl Scout Council for the Girl Scout Silver Award, one of the highest honors a Girl Scout Cadette can earn. The award recognizes leadership, organization and dedication to community improvement.

3. **Co-host an Open House with DPW** – It was decided to schedule the Open House in Spring 2026. Public Works Superintendent Guevara agreed.
4. **Dover Preschool Classroom Presentation: The Benefits of Trees** – Commissioner Susan Savoy and Secretary Kline agreed to do the presentation once a date and time has been established by Valerie Kuglin and Susan Grobleski, teachers at the Dover Early Learning Center I, 154 Mt. Pleasant Avenue, Rockaway.

COMMITTEE REPORTS

Grants Committee

1. **Leafing Out Education Grant** – Grant funds have been requisitioned for 2025 CORE training for five attendees.
2. **Green Communities Grant** – Commissioner Philips reported that the Davey Resource Group is interested in preparing a town tree inventory and helping to prepare the Shade Tree Commission's 4th Community Forestry and Management Plan (CFMP). The Shade Tree Commission is waiting to receive an executed grant agreement between the NJDEP and the Town of Dover before executing a contract with Davey Resource Group. *[This matter remains pending]*

Arbor Day Program & Shade Tree Plantings Committee

1. **Tree Replacement, Bassett Highway** – DPW Superintendent Guevara reported Gardens of the World replaced the street tree on Basset Highway. He further reported that ten trees that were planted last year in the downtown have died and will be replaced at no cost because the trees were purchased with a guarantee for replacement in the event one or more would not survive. A fall planting will be scheduled. *[This matter remains pending]*
2. **Hurd Park Tree Dedication Commemorating the U.S. Army 250th Anniversary** – Commissioner Susan Savoy report a Kwansan cherry tree will be planted in Hurd Park in the spring next year. The National Guard Armory on Clinton Street and the Dover American Legion Post 27 will be invited to attend the tree dedication commemorating the U.S. Army 250th Anniversary. *[This matter remains pending]*
3. **JFK Commons Park Tree Dedication** – Commissioner Susan Savoy reported she will be organizing the tree dedication ceremony for the large evergreen tree Jon Sperry had donated at JFK Commons Park. The date and time of the tree dedication remain to be finalized. *[This matter remains pending]*

Public Outreach & Code Enforcement Committee

1. **Public Education re: Tree Protection and Preservation Ordinance & Tree Removal Permit** - Commissioner Acosta reported that six (6) Tree Removal Permits were submitted during the month of September.
2. **Tree Donation Program** – Awaiting confirmation from Ed Ramírez that a dedicated account has been established for the Tree Donation Program.
3. **Shade Tree Commission Social Media** – Commissioner Philips reported that she continues to actively post weekly content on the shade tree commission's social media accounts. Posts have been scheduled through November 1st.
4. **135 Munson Avenue [B1706, L24] Re: M. Acevedo's removal of town trees on 50' x 100' lot** – Commissioner Acosta reported that he brought to Bill Isselin's attention that all trees and shrubs planted on lot 24 have died. Commissioner Philips reported she sent a letter to Mr. Acevedo via FedEx stating he agreed to plant eight (8) trees on town-owned Lot 24 in accordance with the landscaping plan he submitted and was approved by the Shade Tree Commission. The eight (8) trees have not been planted. The letter requested a written response on how Mr. Acevedo intends to bring Lot 24 into compliance with the approved landscaping plan. To date, no response has been received. *[This matter remains pending]*

SITE PLANS FOR REVIEW

1. **P25-06: 86 Millbrook Avenue [Block 1708, Lot 1]** The Commissioner's noted that the applicant must comply with Ordinance #01-2025, Tree Protection and Preservation, which requires a property owner to replant trees removed or contribute a payment in lieu of replanting a tree or trees on their property. Commissioner Philips agreed to forward a letter to the Planning Board Secretary memorializing the Shade Tree Commission's comments concerning its site plan review.

2. **P25-07: 58 N. Sussex Street** [Block 1325, Lot 16] Expansion of existing downtown building. The Commissioners noted that the site plan did not include a landscaping plan. The incorporation of planters, street trees, or other types of greenery should be part of the site plan to continue to enhance and beautify the downtown area. Commissioner Philips agreed to forward a letter to the Planning Board Secretary memorializing the Shade Tree Commission's comments concerning its site plan review.
3. **P25-08: 1 Wayside Avenue** [Block 1708, Lot 6] Minor Subdivision. The Commissioner's noted that the applicant must comply with Ordinance #01-2025, Tree Protection and Preservation, which requires a property owner to replant trees removed or contribute a payment in lieu of replanting a tree or trees on their property. Commissioner Philips agreed to forward a letter to the Planning Board Secretary memorializing the Shade Tree Commission's comments concerning its site plan review.

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 on the following matters:
 - a. One hazardous tree was removed adjacent to 41 Brook Drive.
 - b. An arborist will be preparing a hazardous tree assessment in the Town of Dover.
 - c. Preparation of the 2026 budget requests has begun. The DPW and Shade Tree budgets will be presented to the administration. Commissioner Acosta agreed to prepare the 2026 Shade Tree Commission budget request.
 - d. Seven Ginko trees have been replaced in the downtown area. Ten additional require replacement and will be included in the DPW Capital Budget request.

NEW BUSINESS

None.

ADJOURNMENT

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

The regular meeting was adjourned at 8:45 PM.

The Goal Setting Workshop meeting of the Dover Shade Tree Commission will be held on Thursday, November 14, 2025 at 6:00PM.

Respectfully submitted,

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