



TOWN OF DOVER SHADE TREE COMMISSION

November 13, 2025

GOAL-SETTING & STRATEGIC PLANNING FOR CY2026 WORKSHOP MEETING

MINUTES

CALL MEETING TO ORDER and PLEDGE OF ALLEGIANCE

Commissioner Adams called the meeting to order at 6:00PM 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 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>[Members appear in 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

October 9, 2025 Regular Meeting

Commissioner Philips moved to approve the October 9, 2025 Regular Meeting minutes. 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 Maribel Garland	X			
Commissioner Daniella Mendez			X	
Commissioner Kim Philips	X			
Commissioner Susan Savoy	X			
Commissioner Travis Savoy, Vice Chair	X			

The October 9, 2025 minutes were approved.

PUBLIC COMMENTS

None

STRATEGIC PLANNING AND GOAL SETTING FOR CALENDAR YEAR 2026

PART 1 - PLANNING FOR 2026

BOARD OF SHADE TREE COMMISSIONERS & TERMS OF OFFICE

Secretary Kline informed the board that Commissioner Garland's term expires at the end of the year. She has expressed interest in re-appointment.

Members on the Shade Tree Commission are appointed by the mayor.

Maribel Garland	Term ending:	Dec. 31, 2025
Antonio Acosta	Term ending:	Dec. 31, 2026
Travis Savoy	Term ending:	Dec. 31, 2027
Craig Adams	Term ending:	Dec. 31, 2027 (Alt. 2)
Susan Savoy	Term ending:	Dec. 31, 2028
Daniella Mendez	Term ending:	Dec. 31, 2029
Kim Philips	Term ending:	Dec. 31, 2029 (Alt. 1)

APPROVE 2026 MEETING SCHEDULE

Secretary Kline informed that meetings would continue to be held on the second Thursday of each month at 7:00PM in the Town Hall.

The following 2026 Shade Tree Commission Meeting Schedule was presented:

Thursday, January 8 (Reorganization and Regular meeting)
Thursday, February 12
Thursday, March 12
Thursday, April 9
Thursday, May 14
Thursday, June 11
Thursday, July 9
Thursday, August 13
Thursday, September 10
Thursday, October 8
Thursday, November 12, 6:00PM (Strategic Planning & Goal Setting for CY2027)
Thursday, December 10

Commissioner Acosta made a motion to approve the 2026 Shade Tree Commission Meeting Schedule. Commissioner Adams seconded the motion. 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 2026 Shade Tree Commission Meeting Schedule was approved.

MISSION STATEMENT

Our mission is to create, promote, enrich, preserve and protect the natural beauty, and ecological vitality of our community's shade trees and urban forest canopy. As stewards of our community's natural resources and heritage, the Dover Shade Tree Commission is dedicated to nurturing a thriving urban forest that embodies our commitment to environmental stewardship, community well-being, and a more beautiful and resilient future.

There was consensus that the Shade Tree Commission's mission statement remains true, and no changes are needed. The five core standards would continue to accompany and complement the mission statement.

Commissioner Acosta made a motion to approve the mission statement as stated with no changes. Commissioner Mendez seconded the motion. 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 mission statement was approved.

PROFESSIONAL MEMBERSHIPS

Secretary Kline informed the board that there are no membership dues to paid for affiliation with New Jersey Shade Tree Federation and the Arbor Day Foundation Tree City USA®, however, there are requirements that the Shade Tree Commission must commit to and meet in continuing membership in both organizations.

There was consensus that the completion of both 2026 membership renewals would be the responsibility of the chair and vice chair, with assistance from the secretary and public works department administrative assistant for submission.

Commissioner Travis Savoy made a motion to continue annual memberships in 2026 with New Jersey Shade Tree Federation and the Arbor Day Foundation Tree City USA®. Commissioner Mendez seconded the motion. 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			

Renewal of memberships in 2026 with New Jersey Shade Tree Federation and the Arbor Day Foundation Tree City USA® was approved.

NEW JERSEY URBAN COMMUNITY FORESTRY (NJUCF) ACCREDITATION

The following six (6) requirements were discussed to maintain NJUCF accreditation:

- ✓ Completion of the Fourth 5-Year Community Forestry Management Plan
- ✓ Completion of Tree Inventory
- ✓ Annual Community Arbor Day Program
- ✓ Minimum 2 CORE Trained Commissioners and/or Municipal Employees
- ✓ Completion of 15 Continuing Education Units
- ✓ Submission of NJUCF Annual Accomplishment Report

There was unanimous consensus to maintain NJUCF accreditation and agreement that participation from all Shade Tree Commission members would be required in completion of the requirements.

COMMITTEES

Commissioner Mendez made the motion to table. Commissioner Acosta seconded the motion. 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			

Discussion of the structure and operation of committees was tabled to the next meeting.

PART 2 – GOAL SETTING

GOAL SETTING ACTIVITIES FOR CALENDAR YEAR 2026

The following goals were proposed for 2026:

Commissioner Antonio Acosta:

1. Careful Review of Tree Ordinance #2025-01
2. Review Tree Replacement Fees and Propose Realistic Fees
3. Mapping of Street Tree Planting Opportunities

Commissioner Susan Savoy:

1. Organize 250th Army and Marine Armed Forces Anniversary Tree Planting & Dedication
2. Organize Tree Dedication for Jon Sperry & Family’s Tree Donation at JFK Commons
3. Organize Arbor Day Program and Educational Program

Commissioner Daniella Mendez:

1. Recruit and Engage Community Volunteers in Shade Tree Programs and Activities
2. Organize an Open House Program with DPW and Shade Tree Commission
3. Launch Tree Donation Program

Commissioner Craig Adams:

1. Shade Tree Commission Members “Adopt-a-Park” and Propose Tree Planting Opportunities
2. Launch Tree Donation Program
3. Review Tree Ordinance #2025-01 and Tree Replacement Fees

Commissioner Kim Philips:

1. Partner with Dover School District to Secure Tree Planting Grants on School Grounds
2. Increase Community Engagement by Participating in School and Town Events
3. Website Enhancements for the Shade Tree Commission’s Webpages
4. Strengthen Collaboration with 3-5 Other Shade Tree Commissions and Establish Point of Contacts

Commissioner Travis Savoy:

1. Review Tree Ordinance #2025-01 and Tree Replacement Fees
2. Establish Relationship with Town Attorney
3. Establish Stronger Enforcement Protocols Regarding Tree Ordinances and Town Codes

Public Works Superintendent Jeff Guevara:

1. Collaboration in Annual Budget Process
2. Mapping a Townwide Tree Inventory
3. Educate Community in DPW’s Role & Responsibility in Tree Removals (Website & Social Media)
4. Retain an Arborist Consultant
5. Purchase a Shade Tree Tent with Logo for Events

OTHER ITEMS FOR DISCUSSION

Commissioners Mendez and Philips reported on their attendance at the NJUCF Conference and CORE Training and provided a few key take-aways and recommendations presented at the training. Recommendations included avoiding the use of personal email for shade tree commission business; following Roberts Rules of Order when conducting meetings; and establishing property files for properties involving shade tree matters.

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 8:02 PM.

Respectfully submitted,

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