



TOWN OF DOVER SHADE TREE COMMISSION

December 8, 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 in 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

November 13, 2025 2026 Goal Setting Workshop Meeting

Commissioner Adams moved to approve the November 13, 2025 meeting minutes. Motion seconded by Commissioner Philips. 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

- 1. Network with Other Shade Tree Commissions** – Secretary Kline reported she would follow up with Commissioner Travis Savoy on obtaining his listing of New Jersey shade tree commissions.
- 2. Scheduling Dover Preschool Classroom Presentation: The Benefits of Trees** – There was no further action taken by the Shade Tree Commission.
- 3. Committees to be established in 2026** –The Commissioners agreed to keep the current three committees in effect and further agreed that each committee would schedule regular working meetings to carry out their work in a proactive rather than reactive manner. The Commissioners further agreed that each of the committees must be evenly balanced amongst all Commissioners throughout the year.

COMMITTEE REPORTS

Grants Committee

1. **Leafing Out Education Grant** – Grant funds were requisitioned for 2025 CORE training for five attendees.
2. **Green Communities Grant** – Commissioner Philips reported that grant agreement has been fully executed. A grant kickoff meeting will be planned for the February 2026 meeting. Commissioner Philips further reported she requested that the forester consultant provide a sample Community Forestry and Management Plan (CFMP) to help facilitate the Shade Tree Commission's drafting of its 4th CFMP. *[This matter is ongoing]*

Arbor Day Program & Shade Tree Plantings Committee

1. **Hurd Park Tree Dedication Commemorating the U.S. Army 250th Anniversary** – Commissioner Susan Savoy informed that the Shade Tree Commission will be partnering with the National Guard Armory, the Dover American Legion Post 27, and the Dover Area Historical Society in the tree dedication ceremony planned for spring 2026. *[This matter remains pending]*
2. **JFK Commons Park Tree Dedication** – Commissioner Susan Savoy reported she will be organizing the tree dedication ceremony for Jon Sperry & family. The Sperry's the donated large evergreen tree planted in JFK Commons Park. Date and time of the tree dedication remains to be finalized. *[This matter remains pending]*

Public Outreach & Code Enforcement Committee

1. **Tree Removal Permits** - Commissioner Acosta reported that six (6) Tree Removal Permits were issued in the month of September; four (4) in October; and two (2) in November. All 12 trees taken down were listed as hazardous trees by the chief enforcement officer. Four trees and seven forsythia shrubs were planted.
2. **Tree Donation Program** – Awaiting confirmation from the town's finance office that a Tree Donation Program account has been established.
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.
4. **135 Munson Avenue [B1706, L24] Re: M. Acevedo's removal of town trees on 50' x 100' lot** – Commissioner Acosta reported that he called Bill Isselin's office to inform him that all trees and shrubs planted on town-owned lot 24 have died and that the Shade Tree Commission wishes to follow up with enforcement options. He has not heard back from Mr. Isselin. Commissioner Acosta will reach out to Mayor Dodd.

Commissioner Philips had sent a letter to Mr. Acevedo via FedEx reminding him that he agreed to plant eight (8) trees on town-owned Lot 24 in accordance with the landscaping plan that 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. **P25-09: 69-75 W. Blackwell Street Redevelopment** - The Shade Tree Commission requires the three street trees be preserved or replaced.
2. **P25-10: 1 W. Blackwell Street, Richards Building** - The Shade Tree Commission requires that street trees be planted as provided in the zoning code.

REPORTS OF COUNCIL LIAISON AND PUBLIC WORKS SUPERINTENDENT

1. **Council Member STC Liaison** – No report. Council Member Velez was absent.
2. **Public Works Superintendent Jeff Guevara** – No report. Superintendent Guevara was absent.

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 8:25 PM.

The next meeting of the Dover Shade Tree Commission will be held on Thursday, December 8, 2025 at 7:00PM.

Respectfully submitted,

Robin R. Kline, Secretary

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