CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD
AGENDA • MARCH 14, 2024

Commission/Board Meeting **COUNCIL CHAMBERS** **7:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2024-270:** February 1, 2024, Tree Board Meeting Minutes
Tree Board Meeting Minutes - Feb. 1 .docx

3. UNFINISHED BUSINESS

: **2024-282:** Tree Planting Replacement Program with Cacapon Institute

: **2024-283:** Tree Canopy/Inventory Update

: **2024-284:** Grant Approval and Consideration of Next Steps.

: **2024-285:** Pollinator Garden Funds from Potomac Edison for Planting

: **2024-286:** Tree Planting Bare Root Seedlings for WV Water-ways

: **2024-287:** Creation of Tracking System/Method for Tree Related Activities Across City Staff/Departments for In-Kind Grant Application
Treeboard Project Timesheet_v2.pdf

: **2024-288:** Discussion of Potential Future Nursery Located at Maintenance Yard or Other Location

: **2024-289:** New Grant Funds Available and Consideration of Tree Related Projects.

: **2024-290:** Tracking Tree Related Time and Tickets Via City Staff, Maintenance, and Volunteers

: **2024-291:** Update on Arborist Certification/Training for City Staff Person

: **2024-292:** Review of City Ordinances/Planning for Inclusion of Treescapes in New Communities

: **2024-293:** Blooms & Blossoms Booth/Table

: **2024-294:** Wright Denny Education Project

: **2024-295:** African American Cemetery

: **2024-296:** Review and Update Tree Maintenance Procedures

: **2024-297:** Summer Intern

4. NEW BUSINESS

: **2024-298:** Inventory of Assets, Tools, and Equipment Used for Tree-Related Activities

: **2024-299:** Sale of Saplings by Ranson Community Garden for Its Spring Fundraiser

: **2024-300:** Meeting with Travis Cable, Jim Wysong, and Other Staff

5. ADJOURNMENT

6. NOTICE: The Public May View the Meeting Live by Clicking on the Zoom Link:

https://us02web.zoom.us/j/81846354913?pwd=dExNQ2lXQUxzZExLN3dXRFhZZ2lKUT09

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/14/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-270: February 1, 2024, Tree Board Meeting Minutes

ATTACHMENTS:

- Tree Board Meeting Minutes - Feb. 1 .docx

CITY OF CHARLES TOWN
Tree Board
February 1, 2024

Regular Meeting **Council Chambers** 7:00 PM

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Status
Aaron Amore	Present
Katie Coon	Present
Jane King	Present
Carlo Olivares	Present
Scott Updike	Present
Elizabeth Ricketts	Present
Cindy Rezmer	Present

1. APPROVAL OF MINUTES

COMMENTS: none
RESULT: approved
MOVER: Jane King
SECONDER: Scott Updike
AYES: all

2. UNFINISHED BUSINESS

2024-84: Tree Board Vacancy Filled - Welcome Carlo Olivares

- Carlo was sworn in at the last city council meeting.
- Carlo met up with Aaron to get caught up on tree board activities.

2024-85: Tree Planting Replacement with Cacapon Institute Spring 2024 Community Tree Planting Project proposed locations.png

- We get first dibs on the community tree program with Cacapon.
- Aaron met with Jeff and they walked Evittt's Run park and made a diagram of where trees could be planted.
- We will call miss utility to make sure of planting areas.
- First area of tree planting will be where some died previously.
- Fill in gaps along the stream and create a shade buffer.
- Suggested planting areas on the skate park side.

- Replace trees that have died or been cut down.
- Community tree program needs a date in April to schedule planting, need 15 volunteers.

MOTION: Motion to pass the maps and planting locations onto the Parks and Rec board for approval for placement of trees.
RESULT: approved
MOVER: Scott Updike
SECONDER: Carlo Olivares
AYES: all

2024-86: Tree Canopy/Inventory Update

- Carlo wants to assist.
- Looking at getting an intern from blue ridge community technical.
- John updated the board that the city purchased some programming but they're short staffed at the moment.
    - Scott will contact James (city planner).
    - Scott connected with Jessica and Rebecca and they uploaded the data to their space and the data loaded fine but we need to maintain it.

2024-87: Grant Approval and Consideration of Next Steps

- Forestry has a request for proposal and the deadline is April 1st.
- $50,000 unmatched grant that we have discussed using for a nursery.
- The former nursery project was a micro tree nursery that was mobile (section 8 had the money and put out the request for proposal but only had 1 bid).
    - They were going to swap soil with Missouri gravel to quickly grow trees.
    - Aaron will call James who came up with the micro nursery and get more info and contact some other firms.
    - John asked about the footprint of the micro nursery. Started as a 4' x 4' but there were issues having it by the skatepark because of the heat from the blacktop.
    - We can start small and add on, John suggested starting in the maintenance yard.
- This spring we will get 200 trees from 1st Energy (1.5-2ft) and 100 from WV extension.
- We can do community tree plantings 2x/year.
- Potential planting at the African American burial grounds if we get input from the African American community.
- Aaron will reach out to Elkins because they've done 2 rounds of tree nurseries.

MOTION: Motion to work with city staff to investigate an application for the grant proposal with the idea of looking at a micro nursery.
RESULT: approved
MOVER: Katie Coon
SECONDER: Scott Updike
AYES: all

2024-88: Pollinator Garden Funds from Potomac Edison for Planting.

- Looking at Spring planting, have the site picked out by the skate park entrance.

2024-89: Tree Planting Bare Root Seedlings for WV Water-Ways

- We have 200 of those, 100 per 5 gallon buckets.
- Wil look at fostering those for a future planting.

2024-90: Update on Purchase of PPE for Maintenance for Tree Related Activities

- John got the order from Jim for everything for a total of $1,612 (anything grant can't cover will be covered through city budget).
- John is wondering where they access the grant money from.
  - Aaron will check on the status of the funds.

2024-91: Creation of Tracking System/Method for Tree Related Activities Across City Staff/Departments for In-Kind Grant Application

- It's $31/hour for volunteer time.
- We need some sort of spreadsheet to track.
- Attending seminars also counts as volunteer time.

2024-92: Discussion of Potential Future Nursery Located at the Maintenance Yard or other location.

- See 2024-87

2024-93: New Grant Funds Available and Consideration of Tree Related Projects

- See 2024-87

2024-94: Tracking Tree Related Time and Tickets via City Staff, Maintenance and Volunteers.

- See 2024-91

2024-95: Update on Arborist Certification/Training for City Staff Person

- Travis Kable will do arborist training Feb. 20th.
- There's not a lot of arborists in WV.

- We need to take care of trees after planting and have a maintenance plan.

3. NEW BUSINESS

2024-96: Review of the Tree Board City Code Ord. 2020.011 - Article 1104 Trees.pdf

- Aaron went over key points of the ordinance.
- We haven't worked much with streets and we need to coordinate with them and other city boards.
- Definitions of shrubs and trees.
- Liz is the chair of the streets committee which is now the infrastructure committee.
- John mentioned an asphalt paving plan.
- John asked if we get involved in green space with development.
  - Discussed in the past, developers aren't bound to anything tree related.
  - Maybe we can look into this with planning (make sure the types of trees are appropriate for where they're being planted and setting aside green spaces).
  - Liz mentioned there is a list of trees that aren't allowed.
  - Aaron will reach out to James to look at it and see if we can make any modifications.

2024-97: Review of Procedure of Tree Board

- Liz wanted to check and see if we are due for officer elections since it's a new year.
- Katie was sworn in for a 4 year term by John. She still needs to go in and sign the paper.

2024-98: Wright Denny Elementary School Tree Planting Project

- Aaron got in contact with someone but then never heard back.
- Cacapon has an educational program that they can do the morning before the tree program and next day plant the trees.
- Carlo is interested in helping.
- Carlo and Aaron have a zoom meeting with Cacapon to get more information about the program.
- Need to get it on the school board agenda and do a presentation (we would need to coordinate with Cacapon and be a facilitator to promote the event).

2024-99: Booth at Blooms and Blossoms in Lieu of Arbor Day Street Event - $35.00 cost

- We can consolidate with Blooms and Blossoms.
- The $35 fee can be waived since we're a city board.
- Janie and Katie can be in charge of crafts.

MOTION: Motion to get a booth at Blooms and Blossoms in April for our Arbor Day kick off.
RESULT: approved
MOVER: Katie Coon
SECONDER: Scott Updike
AYES: all

2024-100: Coordination with City and Community on the African American Cemetery on S. Seminary and E. Avis Street

- Who do we contact?
  - Liz notified the board that there's a special committee working on the best way to honor and use the space. Liz brought up trees at the last meeting.
  - Cindy is the liaison on the project and John will talk to her about it.

2024-101: Discussion About Intern, Sharing/Funding and Outreach to Local Schools for Potential Candidates

- Looking at getting an intern from blue ridge community technical.

2024-102: Review and Update Tree Maintenance Procedures

4. ADJOURNMENT

Motion to adjourn at 7:31 PM
MOVER: Katie Coon
SECOND: Jane King
AYES: All

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/14/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-282: Tree Planting Replacement Program with Cacapon Institute

Status of assessment of trees for replacement. Update on status, location of trees, need for volunteers (15+) and date for planting. Date has been set for April 20, 2024, at 10:00AM.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/14/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-283: Tree Canopy/Inventory Update

Review of goals, software data, etc. Search of Ash trees in City for removal. Best method to start mapping trees.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/14/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-284: Grant Approval and Consideration of Next Steps.

Preparation of time/expense tracking for trees related activities for in-kind reduction of grant proceeds. Moving forward on expending funds with next steps for tree purchase/replacement by June 2024.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/14/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-285: Pollinator Garden Funds from Potomac Edison for Planting

Projected dates April 8th, 9th or 10th. Ranson Community Gardens is co-sponsoring the event.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/14/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-286: Tree Planting Bare Root Seedlings for WV Water-ways

Coordination with Parks and Recreation. Trees have been delivered and need to be held in a temporary location.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/14/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-287: Creation of Tracking System/Method for Tree Related Activities Across City Staff/Departments for In-Kind Grant Application

See attached spreadsheet.

ATTACHMENTS:
- Treeboard Project Timesheet_v2.pdf

Project Name:	
Date:	
General Notes	

Charge Code	Rate
Volunteer	12.5
City Employee	15.3

Name	Activty Description	Charge Code	Hours	Total Rate
Scott U		Volunteer	3	$37.50
Aaron A		City Employee	2	$30.60
		Volunteer	0	$0.00
		Volunteer	0	$0.00
		Volunteer	0	$0.00
		Volunteer	0	$0.00
		Volunteer	0	$0.00
		Volunteer	0	$0.00
		Volunteer	0	$0.00
		Volunteer	0	$0.00
		Volunteer	0	$0.00
		Volunteer	0	$0.00
		Volunteer	0	$0.00
		Volunteer	0	$0.00
		Totals	**5**	**$68.10**

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/14/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-288: Discussion of Potential Future Nursery Located at Maintenance Yard or Other Location

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/14/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-289: New Grant Funds Available and Consideration of Tree Related Projects.

Status update. Application process with applicants registered in the SAMs system. The City is registered.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/14/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-290: Tracking Tree Related Time and Tickets Via City Staff, Maintenance, and Volunteers

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/14/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-291: Update on Arborist Certification/Training for City Staff Person

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/14/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-292: Review of City Ordinances/Planning for Inclusion of Treescapes in New Communities

Review of type of trees, locations and preservation of existing trees in lieu of removal.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/14/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-293: Blooms & Blossoms Booth/Table

Discussion on what is needed, some events planned, and information about the Tree Board.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/14/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-294: Wright Denny Education Project

Educational component by the Cacapon Institute and explore a joint education and planting at the Charles Town Middle School.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/14/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-295: African American Cemetery

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/14/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-296: Review and Update Tree Maintenance Procedures

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/14/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-297: Summer Intern

Request out to Matt Pennington of Downstream Initiatives. He will reach out to Blue Ridge Community and Technical College.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/14/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-298: Inventory of Assets, Tools, and Equipment Used for Tree-Related Activities

Need inventory for upcoming grant funds. Chris Bodkin, Community Equitree liaison, will assist in the application process.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/14/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-299: Sale of Saplings by Ranson Community Garden for Its Spring Fundraiser

Discussion on the small bare root saplings that were planted last Arbor Day and have been housed at Ranson Community Gardens.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
Charles Town, WV 25414

Meeting: 03/14/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-300: Meeting with Travis Cable, Jim Wysong, and Other Staff

Discuss plan on maintenance, care, and future tree related activities post arborist certification.

ATTACHMENTS: