CITY OF CHARLES TOWN
CHARLES TOWN TREE BOARD
AGENDA • JUNE 11, 2025

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

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2025-618:** Tree Board Meeting Minutes - May 8, 2025
Tree Board Meeting Minutes - May 8, 2025.pdf

3. UNFINISHED BUSINESS

: **2025-619:** Tree Canopy/Inventory Update

: **2025-620:** Pollinator Garden

: **2025-621:** Identification of Open Planting Areas for Trees Installations in the City

: **2025-622:** Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

: **2025-623:** Development of Watering, Care and Maintenance Plan for New Trees and Assessment of Equipment Needed

: **2025-624:** Discussion of Revisions to Tree Ordinance

: **2025-625:** Chestnut Tree Saplings

: **2025-626:** Clearing Brush and Invasive Species Along Willingham Knolls.

: **2025-627:** Recruitment List/Volunteers for Tree Related Projects

: **2025-628:** Arbor Day Foundation Software

: **2025-629:** Assessment of Native Species for Inclusion in Planning and Zoning Ordinances

: **2025-630:** Tree Nursery at Evitts Run Park Proposal
Plan simple.jpg
planters.pdf

4. NEW BUSINESS

: **2025-631:** Fall BMP Community Tree Purchase Program with Cacapon

: **2025-632:** Fall Cacapon Planting

5. ADJOURNMENT

6. **NOTICE: The Public May View the Meeting Live by Clicking:**

https://us02web.zoom.us/j/81846354913?

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

Meeting: 06/11/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-618: Tree Board Meeting Minutes - May 8, 2025

ATTACHMENTS:
- Tree Board Meeting Minutes - May 8, 2025.pdf

CITY OF CHARLES TOWN
Tree Board
May 8, 2025

Regular Meeting **Zoom Meeting** 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	Absent
Scott Updike	Present
Elizabeth Ricketts	Present
Cindy Rezmer	Present

1. APPROVAL OF MINUTES

COMMENTS: none
RESULT: approved
MOVER: Katie Coon
SECONDER: Scott Updike
AYES: all

2. UNFINISHED BUSINESS

2025-532: Tree Canopy/Inventory Update

- Aaron and Scott need to get together.
- Scott met with James and we have credentials to log into the shared account.
    - We can upload and change data.
    - We need more knowledge of the GIS software.
    - We need to figure out next phases and what we want to use it for.
- Scott suggested contacting the county GIS coordinator to see if she can offer any help.

2025-534: Pollinator Garden

- There were a lot of weeds and hemlock but maintenance cleaned it up.
- We need a plan for upkeep and weeding because there's more work to be done there.

2025-535: Identification of Open Planting Areas for Trees Installations in the City

- Wait and see on map development.
- We have Cacapon with 25 trees and we have stretches at Willingham Knolls and Craighill Estates.
- Aaron wants to get on the agenda with parks and rec.

2025-536: Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

- A lot of trees have been tagged and brush has been cleared but there's still more to be done.

2025-537: Spring at Craig Hill Estates Report

- We had a successful planting thanks to tree board members.
- We need to get more volunteers.
- Mulch on the hillside needs to be checked on.

2025-538: Development of Watering, Care and Maintenance Plan for New Trees and Assessment of Equipment Needed

- Aaron talked to Travis but we still need a plan and need to figure out what equipment is needed.

2025-539: Discussion of Revisions to Tree Ordinance

- Aaron attached communication with the Arbor Day Foundation.
- They're working on info for smaller places since most looked at larger places (we don't have that scale).
- They sent info on a book to refer to.
- We need a knowledge base of what's out there.
- We need to find a municipality close in size to ours.
- Discussion of things to consider: maintaining trees, ban on cutting down healthy trees, must replace trees, maintain tree canopy, fine/regulations, ban on invasives, etc.
- We need to come up with topics.
- The city has someone looking at zoning and ordinances.
    - List of approved trees.
    - Looking at where to plant.
    - Pair tree ordinance with planning.

2025-540: WV Chapter of the American Chestnut Foundation Grant WV-TACF Grant Application 2025.pdf

- We have 30 chestnut saplings with 3 different varieties.
- These hybridized American chestnuts are genetically modified to be blight resistant.
- They've been repotted and are in Aaron's garage.
- There will be a fall planting at the land around Happy Retreat.
- Squirrels and deer are a concern.
- We have $1,000 for promotion/education.
    - We can spotlight how important they were historically and re-introduce

them to the community.
- Plant in groups of 3.
- The board looked at the attached planting guide.

2025-541: Clearing Brush and Invasive Species Along Willingham Knolls.
- Aaron needs to talk to parks and rec.
- We need to delay in cutting the grass for hay because birds are nesting there, hold off until July 1st so that the birds can grow and the milkweed can grow for the monarchs.
- Aaron will contact Jim about mowing to preserve the meadow area and cut down on mowing.

2025-542: Recruitment List/Volunteers for Tree-Related Projects
- Scott is maintaining the list and added names from Blooms and Blossoms.

2025-543: Arbor Day Foundation Software
- We're still waiting on this.

3. NEW BUSINESS

2025-544: Assessment of Native Species for Inclusion in Planning and Zoning Ordinance
- See 539

2025-545: Tree Nursery at Evitts Run Park Proposal Plan simple.jpg planters.pdf
- We can get free trees from First Energy, saplings that need to be grown out.
- We used to have a micro nursery at the skate park but it didn't work out.
- The board looked at the attached proposal and potential location alongside the back of the building in the maintenance yard.
  - Good sun location.
  - Provides shades.
- We would need some guttering that would go from the roof to a tank with a solar water pump with a smart watering pump ($100-$300 estimated).
- Planters are plastic IBC totes ($20-$50 estimated).
  - We could paint design on them and make it into a community project.
- We can cut in half and fill with wood mulch.
  - Woodchips retain moisture, similar to Missouri gravel bed.
  - Renewable and free.
  - Easy to transport.
- We can use drain valves and metal coops to protect from wildlife.
- We can move them with a forklift.
- Scott suggested that we might need to fence that area in to prevent damage from deer and people.
- Liz suggested that the next step would be to take it to city council and parks and rec.
  - We haven't priced out a fence.
  - The 5k run proceeds could go towards this project.

ADJOURNMENT
Motion to adjourn at 7:52 PM
MOVER: Katie Coon
SECOND: Scott Updike
AYES: All

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2025-619: Tree Canopy/Inventory Update

Review of goals, software data, etc. Plan to update and undertake new inventory.

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2025-620: Pollinator Garden

Need volunteers for weeding.

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2025-621: Identification of Open Planting Areas for Trees Installations in the City

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2025-622: Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

Plan to identify and map trees for removal.

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2025-623: Development of Watering, Care and Maintenance Plan for New Trees and Assessment of Equipment Needed

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2025-624: Discussion of Revisions to Tree Ordinance

Protecting and Retaining Trees: A Guide for Municipalities and Counties in North Carolina - Protecting and Retaining Trees: A Guide for Municipalities and Counties in North Carolina | NC State Extension Publications

NC State Extension Publications 21st Century Ordinance Builder for Tree Protection Entry-Level Components - 21st Century Ordinance Builder for Tree Protection Entry-Level Components | The Morton Arboretum

The Morton Arboretum Book – U.S. Landscape Ordinances, Buck Abbey - U.S. Landscape Ordinances, Buck Abbey

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2025-625: Chestnut Tree Saplings

Growing and next steps.

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2025-626: Clearing Brush and Invasive Species Along Willingham Knolls.

Bushhogging along water way to keep vines in check.

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2025-627: Recruitment List/Volunteers for Tree Related Projects

How do we get more people involved, especially young people and families, for City projects.

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2025-628: Arbor Day Foundation Software

Software to manage and track these types of events, including a map with real time data to show public and private plantings as well as robust information about the trees and best planting areas on property to maximize energy savings.

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2025-629: Assessment of Native Species for Inclusion in Planning and Zoning Ordinances

Instead of a prohibitive list we need to come up with an approved list of trees and shrubs. Anything else must be requested and approved by way of waiver.

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2025-630: Tree Nursery at Evitts Run Park Proposal

Purchase of 4 IBC totes, estimated cost $50 each total $200. Use of existing water tanks owned by City, left over ones in Maintenance yard. Installation of gutter along roof (hangers already present) and downspout to the tank which would be elevated above the planters. Use of flexible piping that runs into planters along with solar pump will provide water to beds. IBC totes will be cut in half to doble planting capacity and will be filled with wood-mulch. Pump and solar panel costs $100-200. Tubing costs $100-150.

The use of land consists of drainage area along back-side of maintenance shed coming out about 10 feet. Will need fencing to run along the planting area and box in at the end with a gate to secure from vandalism. We will want gates or access if we need to move planters (they are designed to be lifted by a forklift which the City Bobcat can do) if necessary or to transplant trees. We will need to request use of the land from Parks and Recreation. The choice of this location is outside of the Maintenance yard so as to not interfere with Maintenance operations, permit ease of access by Tree Board members and volunteers after hours and to use the building's roof to catch water and store it conveniently without additional use of water resources. See design picture and Planter picture.

Use of woodchips (can get for free from Inwood tree company) is renewable, cheap, retains moisture, degrades into nutrients for trees and provides for a bare root structure for the trees. This makes removal and transplanting much easier as there is no root ball and soil to create weight and size of the root system. See link below:

https://auf.isa-arbor.com/content/45/6/328

IBC totes can be painted on the outside. We can seek student designs and painting projects for community ownership.

ATTACHMENTS:

- Plan simple.jpg
- planters.pdf





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2025-631: Fall BMP Community Tree Purchase Program with Cacapon

Order period begins August to early September. Media push, discussion of logistics and steps for program.

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2025-632: Fall Cacapon Planting

Site determination

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