CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD

AGENDA • APRIL 6, 2023

Committee Meeting **COUNCIL CHAMBERS** **7:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

Approval of Minutes

2.1 : Approval of Minutes
Approval of Minutes
Tree Board minutes March 2023.docx

3. UNFINISHED BUSINESS

3.1 : Tree Board Vacancy

3.2 : Tree Planting Program with Cacapon Institute for Fall 2023

3.3 : Arbor Day Event - April 29, 2023 100 Block of North Charles Street 1-4PM

3.4 : Arbor Day Tree Planting - Location determined. Establish coordination with Mayor and staff on timing and Declaration at Skate Park.

3.5 : Assessment and Coordination of Funds Re: Tree City USA Requirement

3.6 : Tree Canopy/Inventory Update

4. NEW BUSINESS

5. ADJOURNMENT

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

https://www.charlestownwv.us/government/agendas-and-minutes/

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

Meeting: 04/06/23
Department: Charles Town Tree Board
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Approval of Minutes

Approval of Minutes

ATTACHMENTS:

- Tree Board minutes March 2023.docx

MINUTES- March 2, 2023 7:04 PM

Members Attending:
Aaron Amore
Jane King
Katie Coon
Elizabeth Ricketts
Scott Updike
(Betsy Wells)

Members not Attending:
none

2. Approval of minutes
COMMENTS: none
RESULT: approved
MOVER: Katie Coon
SECONDER: Jane King
AYES: all

AGENDA ITEMS
3. UNFINISHED BUSINESS
3.1 : Tree Board Vacancy

- Still 1 vacancy, there may be an application, Alissa will check.

3.2 : Tree Planting program with Cacapon Institute

- Aaron and Katie both reached out to Frank at the Cacapon Institute but haven't heard back.
- Huntfield (Jess Derr and Chelsie Throckmorton) submitted an application for tree planting with an MOU.
- Tanner suggested Cacapon as a good resource for the tree canopy as well.

3.3 : Master Plan 2023

- Katie went to the last city council meeting and went over the master plan and Arbor Day.
- The Master Plan was officially approved at the February meeting.

3.4 : Assessment and Coordination of funds re: Tree City USA Requirement

- We have to have a $2 per capita budget (around $12,000)
- Aaron put in a call to meet with the city planner and Jim Wysong with the maintenance dept. but hasn’t heard back so he will try and go into city hall.

    - James Newman is the city planner and Alissa can set up a meeting to go over ordinances.
- The board needs to look at what happens to the money in relation to the comprehensive plan (city ordinances and green space planning, etc).
    - The most recent comprehensive plan proposed a tree planting nursery surprisingly.

3.5 : Tree Canopy/Inventory Update

- Bob Hannah from Forestry recommended some software companies that have been used by Shepherdstown and Morgantown for tree canopy and inventories.
- Tree canopy is a great idea to figure out where green space is and where it's missing.
    - Can be free.
- Tree inventory
    - Companies can only do inventory on public property and many of our trees are on private property.
- There are software programs that could be used by citizens who could map and show the condition of trees.
- There was previous tree inventory done and Aaron emailed Seth Rivard for details.
    - The intern used i-tree to map trees in the city in the public right of way (many in Huntfield, the city and parks)
    - It was done in 2019
    - Aaron will contact Jessica Gormont of the Jefferson county GIS to see what data she has.
- Tree canopy includes private property but no kind or type of tree.
- For the tree inventory we need citizens to help map everything using the software.
- We need more info from the Cacapon Institute.

3.7 : Arbor Day Celebration

- No email response yet from Bob Hannah with Forestry about what kind of tree, who’s coming or when they’re coming.
    - It will be a maple tree but not sure what kind.
    - Aaron will call and follow up.
- Parks and Rec
    - Liz said they discussed the skate park for the arbor day tree planting and all agreed that would be fine but we need to make sure the planting location wouldn’t be too hot (near asphalt) so mayne in a green space.
- Aaron submitted an activity permit for 1pm-4pm and we will have a booth at the farmer’s market the weekend before advertising it.

    - The date requested on the permit is March 3rd and needs to be changed to April 29th.
- Aaron will reach out to Austin Huff (landscaping business), parks and rec mobile van and The Succulent Garden.
- Janie will reach out to the art teacher at Page Jackson about doing an arbor day art contest.
- Scott has a contact for Kiwanis club he can reach out to for kids art project.
    - Also Liz Cook's sister is another contact for K kids.
- We will do the planting at the skatepark in the morning and then have the celebration downtown during the afternoon.

4. NEW BUSINESS

- Betsy's term has expired as of Dec. so she needs to submit an application.
- Scott has an arborist in Shepherdstown, Jamie Byron, who he can contact to see if he's interested in doing any community outreach.
    - We would like to see if he would be interested in doing a workshop for Arbor Day.

MOTION
Motion to approve the application for the special activity permit with changes.
RESULT: approved
MOVER: Katie
SECONDER: Janie
AYES: All

ADJOURNMENT
Motion to adjourn at 7:52 PM
MOVER: Aaron Amore

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Meeting: 04/06/23
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Category: Information Only
Initiator:

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AGENDA ITEM (ID #)

Tree Board Vacancy

Tree Board Vacancy - 1 opened vacancy and status of appointment/applications.

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Charles Town Tree Board
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Meeting: 04/06/23
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AGENDA ITEM (ID #)

Tree Planting Program with Cacapon Institute for Fall 2023

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Charles Town Tree Board
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Meeting: 04/06/23
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AGENDA ITEM (ID #)

Arbor Day Event - April 29, 2023 100 Block of North Charles Street 1-4PM

1. Status of vendors, sponsors and events
2. Artwork/poster project review and update
3. Discussion about advertising, signage, social media, attendance at Farmer's Market
4. Sponsorships and donation of goods/supplies
5. Projected activities and numbers of attendees
6. Coordination with K-Kids and other civic groups
7. Other thoughts, suggestions and logistics including volunteers and assignment of tasks

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Charles Town Tree Board
101 East Washington Street
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Meeting: 04/06/23
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Category: Proclamation
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AGENDA ITEM (ID #)

Arbor Day Tree Planting - Location determined. Establish coordination with Mayor and staff on timing and Declaration at Skate Park.

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Meeting: 04/06/23
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Initiator:

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AGENDA ITEM (ID #)

Assessment and Coordination of Funds Re: Tree City USA Requirement

Discussion with City Staff about the use of funds and coordinating with other departments that use or are assigned these funds.

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Meeting: 04/06/23
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AGENDA ITEM (ID #)

Tree Canopy/Inventory Update

Review of goals, software, data, etc.

ATTACHMENTS: