CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD
AGENDA • DECEMBER 7, 2023

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

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

21. : **2023-1057 -** October 12, 2023, Meeting Minutes
Tree Board Meeting Minutes - Oct. 12.docx

3. UNFINISHED BUSINESS

: **2023-1125:** Tree Board Vacancy
* One Vacancy and status of appointment
* End of term for Aaron Amore -application pending

: **2023-1126:** Tree Planting Replacement Program with Cacapon Institute and Status of Assessment of Trees for Replacement

: **2023-1127:** Tree Canopy/Inventory Update - Review of goals, software data, etc. Search of Ashe Trees in City for Removal.

: **2023-1128:** Grant Approval and Consideration of Next Steps, Preparation of Time/Expense Tracking for Tree Related Activities for In-Kind Reduction of Grant Proceeds

: **2023-1129:** Pollinator Garden Funds from Potomac Edison for Planting

: **2023-1135:** Tree Planting Bare Root Seedlings for WV Water-ways Coordination with Parks and Recreation

: **2023-1136:** Coordination of Purchasing PPE for Maintenance for Tree Related Activities

: **2023-1137:** Creation of Tracking System/Method for Tree Related Activities Across City Staff/Departments for In-Kind Grant Application

: **2023-1138:** Pollinator Garden Status

4. NEW BUSINESS

: **2023-1139:** Discussion of Potential Future Nursery Located at Maintenance Yard or Other Location

: **2023-1140:** New Grant Funds Available

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: 12/07/23
Department: Charles Town Tree Board
Category: Information Only
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-1057 - October 12, 2023, Meeting Minutes

ATTACHMENTS:

- Tree Board Meeting Minutes - Oct. 12.docx

CITY OF CHARLES TOWN
Tree Board
October 12, 2023

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

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Status
Aaron Amore	Present
Jane King	Present
Scott Updike	Present
Katie Coon	Present
Elizabeth Ricketts	Present
John Nissel	Present

1. APPROVAL OF MINUTES

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

2. UNFINISHED BUSINESS

Liz brought up volunteering for the cheer booth downtown. She confirmed that the tree board would qualify so we just need volunteers to sign up.

Aaron also mentioned Jobs and Hope WV maybe getting involved too.

2023-905: Tree Board Vacancy

- Aaron mentioned a prospective member who is still considering joining.
- Katie mentioned advertising for the vacancy at the cheer booth.
- Katie will reach out to Liz Cook, find a slot and see who can do it (she will do the google sign-up sheet).

2023-906: Tree Planting Replacement Program with Cacapon Institute and Status of Assessment of Trees for Replacement

2023-907: Tree Canopy/Inventory Update - Review of goals, software data, etc.

- Aaron and Scott met with Rebecca Westbrook at the county GIS office.
- More Bradford pear trees were identified that need to be replaced.
- We need to figure out how to best use the files, in the meantime Rebecca will update some data into the public space.
- There's a cloud option but it's not available for individual use (monthly bill) and there's a client model where you get a license and store all data locally for $100/yr.
- With a full license we can update the data, etc.
- Scott will put together a prospectus with the different options.
- The mapping we have now was done in 2019 by interns and is now 4 years out of date but the software does allow you to search for different data points like areas that would benefit from future plantings.

2023-908: Grant request through Department of Forestry for tree maintenance and repair funds.

- There's not a lot of information available on the process.
- We can match $15,000 from our tree board funds on hand but we can also match with in kind service for all tree work (including volunteer meetings/hours and hourly work of maintenance workers).
- We don't have robust tree removal equipment like a stump grinder (which we would have to rent).
- We need to clarify what maintenance wants to do.
- Aaron got an estimate from Viking Tree Removal in Shepherdstown for removal/stump grinding for the Bradford Pear trees at various locations downtown.
- We would have 1 year to use the funds so we can do phases.
- We can include the amount in the grant and advertise for bids.
- John wanted to know how many stumps we would remove in a year.

- We need to make sure if we purchase equipment that it will be used and won't sit around.

- We also need to time the removal of trees with the sidewalk replacement at Zion church.

2023-909: Ordering trees from Potomac Edison for planting or placement in nursery for future use.

- We anticipate getting more trees from FirstEnergy.

2023-910: Update on Addiction Awareness Tree Planting completed September 25, 2023, at Evitts Run Park.

- We already covered the planting last month.

3. NEW BUSINESS

2023-911: Assessment of Damaged Trees and Possible Removal and Replacement through Potomac Edison

- FirstEnergy won't remove trees but they will pay to replace trees if we remove them (which would be $250-$350 for 1.5-2 in trees).

2023-912: Request for Additional Equipment for Maintenance as part of Unmatched Grant Proposal

- Aaron brought up the Forestry $50,000 unmatched grant.
    - John will get together with maintenance and see what they need (PPE, a bucket truck with more reach, etc) and inventory what they have.

- We also need to look at more maintenance plans and more training.

2023-913: Discussion of Potential Future Nursery Located at the Maintenance Yard or Other Location.

- John is the utility board chair for CTUB so Aaron brought up the potential for a tree nursery (which could be part of the grant proposal). There is potential for a tree nursery at the maintenance yard or near CTUB where we could also possibly partner with them to use water from them.

- John agrees it would be a good pay off.

- MD is kicking off a large tree planting program so there might not be much inventory available, so having a nursery of trees would be helpful for us.

2023-914: Discussion of the Free Bare-Rott Seedlings for West Virginia Communities, Watershed Groups and Other Public Organizations Available Through a Partnership with Diversified Energy

- There are some trees leftover from the reforesting around the pipeline and they're looking for projects.
- They could have about 100 trees that are for planting near creeks and streams.
- There's a stretch of Evitts Run that goes through Willingham Knolls that doesn't have any shade and an unnamed tributary along there that would be good locations for tree plantings.

MOTION: Motion to approach parks and rec about the possibility of some tree planting along either Evitts Run at Willingham Knolls or that tributary which runs along it.
RESULT: approved
MOVER: Katie Coon
SECONDER: Scott Updike
AYES: all

- Liz updated the board that parks and rec has tabled indefinitely the master plan due to the company they hired coming back much higher than budgeted.
    - We can discuss more tree planting options with them now.
    - Aaron brought up doing the pollinator garden with funds/volunteers from FirstEnergy.
- John brought up a concern about Ash trees.
    - Scott can ask Rebecca to search the database for Ash trees.
    - The Cacapon institute has a cost share tree program that may help with Ash trees on private property.
- Liz brought up the yarn bombing project for Community Ministries which will happen Jan. 13 until the end of Feb.
- Last year maintenance did trimming/pruning on the trees after the installation.
- We need to make sure there's more coordination this year.
- It will only be on trees on Washington st.

4. ADJOURNMENT
7:57 PM

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

Meeting: 12/07/23
Department: Charles Town Tree Board
Category: Appointment
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-1125: Tree Board Vacancy
* One Vacancy and status of appointment
* End of term for Aaron Amore -application pending

ATTACHMENTS:

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

Meeting: 12/07/23
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-1126: Tree Planting Replacement Program with Cacapon Institute and Status of Assessment of Trees for Replacement

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

Meeting: 12/07/23
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-1127: Tree Canopy/Inventory Update - Review of goals, software data, etc. Search of Ashe Trees in City for Removal.

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

Meeting: 12/07/23
Department: Charles Town Tree Board
Category: Report
Initiator:

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AGENDA ITEM (ID #)

2023-1128: Grant Approval and Consideration of Next Steps, Preparation of Time/Expense Tracking for Tree Related Activities for In-Kind Reduction of Grant Proceeds

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Category: Report
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2023-1129: Pollinator Garden Funds from Potomac Edison for Planting

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2023-1135: Tree Planting Bare Root Seedlings for WV Water-ways Coordination with Parks and Recreation

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2023-1136: Coordination of Purchasing PPE for Maintenance for Tree Related Activities

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2023-1137: Creation of Tracking System/Method for Tree Related Activities Across City Staff/Departments for In-Kind Grant Application

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2023-1138: Pollinator Garden Status

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2023-1139: Discussion of Potential Future Nursery Located at Maintenance Yard or Other Location

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2023-1140: New Grant Funds Available

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