CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD

AGENDA • AUGUST 7, 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

: **2025-847:** Charles Town Tree Board Minutes - June 11, 2025
Tree Board Meeting Minutes - June 11, 2025.pdf

3. UNFINISHED BUSINESS

: **2025-848:** Tree Canopy/Inventory Update

: **2025-849:** Pollinator Garden

: **2025-850:** Identification of Open Planting Areas for Trees Installations in the City

: **2025-851:** Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

: **2025-852:** Development of Watering, Care and Maintenance Plan for New Trees and Assessment of Equipment Needed

: **2025-853:** Discussion of Revisions to Tree Ordinance
revised model ordinance 7.10.25.pdf

: **2025-854:** Chestnut Tree Saplings

: **2025-855:** Clearing Brush and Invasive Species Along Willingham Knolls and Evitts Run

: **2025-856:** Recruitment List/Volunteers for Tree Related Projects

: **2025-857:** Arbor Day Foundation Software

: **2025-858:** Assessment of Native Species for Inclusion in Planning and Zoning Ordinances

: **2025-859:** Tree Nursery at Evitts Run Park Proposal
Plan simple.jpg
planters.pdf

: **2025-860:** Fall BMP Community Tree Purchase Program with Cacapon

: **2025-861:** Fall Cacapon Planting at Willingham Knolls

: **2025-862:** Memorial Bench and Tree for Alana Williams at Jefferson Memorial Park - Chosen Tree Forest Pansy Redbud

4. NEW BUSINESS

: **2025-863:** Tree Trimming Washington Street, Estimate from Viking Tree Proposal 1072356 07-14-2025.pdf

: **2025-864:** Assessment of Trees in City Parks

: **2025-865:** Purchase of Tree Trimming Equipment

5. ADJOURNMENT

6. NOTICE: The Public May View the Meeting Live by Clicking https://us02web.zoom.us/j/81846354913?pwd=dExNQ2lXQUxzZExLN3dXRFhZZ2lKUT09

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

Meeting: 08/07/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-847: Charles Town Tree Board Minutes - June 11, 2025

ATTACHMENTS:
- Tree Board Meeting Minutes - June 11, 2025.pdf

CITY OF CHARLES TOWN
Tree Board
June 11, 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	Present
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

2025-619: Tree Canopy/Inventory Update

- Scott sent an email to the county GIS but hasn't heard back yet.
- The goal is for us to own our own maps and be able to add, edit and delete.
- Scott has tinkered with it and he will update us when he hears.

2025-620: Pollinator Garden

- We need to look at dates for a community clean up event.
- Katie suggested tag teaming with weed and waste Wednesdays.
- We just need some help getting the work out.
- Aaron got an email from 2 people wanting to volunteer for the tree board.
- We can make it open for people to do anytime.
- Liz suggested putting together a 1-page document of what the weeds are and what we want gone, etc. with pics for people to reference.

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

- Aaron suggested having a social media thing where people can submit photos and location pins.
- Liz mentioned a town where they gave all the trees a street address to submit issues (people also wrote to the trees).
- Liz said parks and rec will have volunteer team captains for specific parks, so people have ownership. We could do something similar.

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

- Aaron is going to meet with Travis.
- The poplar hybrids need to be trimmed.
- He will report on it next week.
- Liz can make it a formal agenda item.

2025-624: Discussion of Revisions to Tree Ordinance

- Aaron doesn't have any updates yet.
- Liz suggested that there are a lot of resources to check out and make it a running agenda item.
- We could prohibit invasives, only take down trees that are diseased, etc.
- Discussion of the city having enforcement/fines.
- Would need ordinance discretion.

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 Ordinance

-

2025-630: Tree Nursery at Evitts Run Park Proposal Plan

- Discussion of the tree nursery at Evitt's Run.
- Aaron can possibly get some big totes for free.
- The 5k fundraiser raised $200 that will be donated to the tree board.

MOTION:
Motion to ask City Council for an agenda item to present the nursery concept with location, etc.
COMMENTS: none
RESULT: Approved
MOVER: Katie Coon
SECONDER: Scott Updike
AYES: all

3. NEW BUSINESS

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

- Aaron has signed us up again, order will be August/September
- Arbor Day software program would be helpful; Scott will help with that.

2025-632: Fall Cacapon Planting

- Late October we will get another 25 trees.
- We just need to figure out where they will go.
- Maybe at Willingham Knolls. We can get rid of shrubs and then plant trees.
- Aaron will meet up with Jim to follow up about mowing at Willingham Knolls.

ADJOURNMENT
Motion to adjourn at 7:38 PM
MOVER: Katie Coon
SECOND: Scott Updike
AYES: All

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

Meeting: 08/07/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-848: Tree Canopy/Inventory Update

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

ATTACHMENTS:

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

Meeting: 08/07/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-849: Pollinator Garden

Need for volunteers, spaces with wildflower seeds and purchase of topsoil.

ATTACHMENTS:

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

Meeting: 08/07/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-850: Identification of Open Planting Areas for Trees Installations in the City

ATTACHMENTS:

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

Meeting: 08/07/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-851: 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.

ATTACHMENTS:

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

Meeting: 08/07/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-852: Development of Watering, Care and Maintenance Plan for New Trees and Assessment of Equipment Needed

ATTACHMENTS:

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

Meeting: 08/07/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-853: 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

ATTACHMENTS:

- revised model ordinance 7.10.25.pdf

Ordinance # [ ]- Tree Removal-Replacement Ordinance

Trees play a critical, often overlooked, role in the water cycle and in the mitigation of stormwater runoff issues such as soil erosion, pollutant reduction, infiltration, quantity reduction, and thermal effects. This ordinance is intended to ensure that permittees are considering these undervalued assets in their stormwater management efforts.

SECTION I. Purpose:

An ordinance to establish requirements for tree removal and replacement in the City of Charles Town to reduce soil erosion and pollutant runoff, promote infiltration of rainwater into the soil, and protect the environment, public health, safety, and welfare.

SECTION II. Definitions:

For the purpose of this ordinance, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this ordinance clearly demonstrates a different meaning. When consistent with the context, words used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural

number. The use of the word "shall" means the requirement is always mandatory and not merely directory.

A. "Applicant" means any "person", as defined below, who applies for approval to remove trees regulated under this ordinance.

B. "Critical Root Radius (CRR)" – means the zone around the base of a tree where the majority of the root system is found. This zone is calculated by multiplying the diameter at breast height (DBH) of the tree by 1.5 feet. For example: a tree with a 6" DBH would have a CRR = 6"x1.5' = 9'.

C. "Diameter at Breast Height (DBH)" means the diameter of the trunk of a mature tree generally measured at a point four and a half feet above ground level from the uphill side of the tree. For species of trees where the main trunk divides below the 4 ½ foot height, the DBH shall be measured at the highest point before any division.

D. "Hazard Tree" means a tree or limbs thereof that meet one or more of the criteria below. Trees that do not meet any of the criteria below and are proposed to be removed solely for development purposes are not hazard trees. [Municipalities may choose to require a Licensed Tree Expect to make all Hazard tree determination]

    1. Has an infectious disease or insect infestation;

    2. Is dead or dying;

3. Obstructs the view of traffic signs or the free passage of pedestrians or vehicles, where pruning attempts have not been effective;
4. Is causing obvious damage to structures (such as building foundations, sidewalks, etc.); or
5. Is determined to be a threat to public health, safety, and/or welfare by a certified arborist or Licensed Tree Expert (LTE).

E. "Person" means any individual, resident, corporation, utility, company, partnership, firm, or association.

F. "Planting strip" means the part of a street right-of-way between the public right-of-way and the portion of the street reserved for vehicular traffic or between the abutting property line and the curb or traveled portion of the street, exclusive of any sidewalk.

G. "Resident" means an individual who resides on the residential property or contractor hired by the individual who resides on the residential property where a tree(s) regulated by this ordinance is removed or proposed to be removed.

H. "Street Tree" means a tree planted in the sidewalk, planting strip, and/or in the public right-of-way adjacent to (or specified distance from) the portion of the street reserved for vehicular traffic. This also includes trees planted in planting strips within the roadway right-of-way, i.e., islands, medians, pedestrian refuges.

I. "Tree" means a woody perennial plant, typically having a single stem or trunk growing to a considerable height and bearing lateral branches at some distance from the ground.

J. "Tree Caliper" means the diameter of the trunk of a young tree, measured six (6) inches from the soil line. For young trees whose caliper exceeds four (4) inches, the measurement is taken twelve (12) inches above the soil line.

K. "Tree removal" means to kill or to cause irreparable damage that leads to the decline and/or death of a tree. This includes, but is not limited to, excessive pruning, application of substances that are toxic to the tree, over-mulching or improper mulching, and improper grading and/or soil compaction within the critical root radius around the base of the tree that leads to the decline and/or death of a tree. Removal does not include responsible pruning and maintenance of a tree, or the application of treatments intended to manage invasive species.

SECTION III. Regulated Activities:

[Application review and approval can be conducted along with existing business practices and permit application review such as, but not limited to, site plan approvals, building permit approvals, planning board application approval, etc. A separate application process is not required, but the Department has included sample language below for municipalities that prefer to do so.]

A. Optional Application Process:

1. Any person planning to remove a street tree, as defined as Tree removal, with DBH of 2.5" or more or any non-street tree with DBH of 6" or more on their property shall submit a Tree Removal Application to ***[Municipal Officials].*** No tree shall be removed until municipal officials have reviewed and approved the removal. **[For larger scale clearing projects, municipalities may choose to require a tree survey be submitted as part of the application to determine number, sizes, and exemptions of trees for the assessment of fees]**

[The municipality may choose to impose application fees. If so, the following language may be used, with revisions as deemed appropriate.]

[Optional for municipalities: Applicants will be subject to an application fee as per the Table below.]

B. Tree Replacement Requirements

1. Any person who removes one or more street tree(s) with a DBH of 2.5" or more, unless exempt under Section IV, shall be subject to the requirements of the Tree Replacement Requirements Table below.
2. Any person, who removes one or more tree(s), as defined as Tree removal, with a DBH of 6" or more per acre, unless otherwise detailed under Section IV, shall be subject to the requirements of the Tree Replacement Requirements Table.

The species type and diversity of replacement trees shall be in accordance with Appendix A (**insert municipality provided tree list as Appendix A of this ordinance**). **[The municipality shall provide a list of approved trees that are acceptable to be planted as replacement trees, or at a minimum develop a list of trees that shall <u>not</u> be used as replacement trees. This list will be included as "Appendix A". It is permissible for a municipality to include a procedure for approval of a tree not on the approved list. The list shall also contain approved planting times/seasons and proper planting standard procedures or a reference to available literature containing this information.]**

Replacement tree(s) shall:

1. Be replaced in kind with a tree that has an equal or greater DBH than tree removed

<u>or</u> meet the Tree Replacement Criteria in the table below;

2. Be planted within twelve (12) months of the date of removal of the original tree(s) or at an alternative date specified by the municipality;
3. Be monitored by the applicant for a period of two (2) years to ensure their survival and shall be replaced as needed within twelve (12) months; and
4. Shall not be planted in temporary containers or pots, as these do not count towards tree replacement requirements.

Tree Replacement Requirements Table:

Category	**Tree Removed (DBH)**	**Tree Replacement Criteria (See Appendix A)**	**Application Fee** *[Municipality may choose to include and determine appropriate fees.]*
1	DBH of 2.5" (for street trees) or 6" (for non-street trees) to 12.99"	Replant 1 tree with a minimum tree caliper of 1.5" for each tree removed	*TBD by town*
2	DBH of 13" to 22.99"	Replant 2 trees with minimum tree calipers of 1.5" for each tree removed	*TBD by town*
3	DBH of 23" to 32.99"	Replant 3 trees with minimum tree calipers of 1.5" for each tree removed	*TBD by town*
4	DBH of 33" or greater	Replant 4 trees with minimum tree calipers of 1.5" for each tree removed	*TBD by town*

C. Replacement Alternatives:

1. If the municipality determines that some or all required replacement trees cannot be planted on the property where the tree removal activity occurred, then the applicant shall do one of the following:
    a. Plant replacement trees in a separate area(s) approved by the municipality.
    b. Pay a fee of (amount to be set by municipality) per tree removed. This fee shall be placed into a fund dedicated to tree planting and continued maintenance of the trees.

SECTION IV. Exemptions:

All persons shall comply with the tree replacement standard outlined above, except in the cases detailed below. Proper justification shall be provided, in writing, to the municipality by all persons claiming an exemption **[the municipality shall define what "proper justification" is such as photos or statements from WV licensed tree expert as per WV reg (?) or arborist.]:**

A. Residents who remove less than four (4) trees per acre that fall into category 1, 2, or 3 of the Tree Replacement Requirements Table within a five-year period. [The number of trees removed is a rolling count across a five-year period. For example, if 3 trees from category 1 are removed in July 2023, the 'count' resets to zero in July 2028. However, if 1 tree from category 1 is removed in July 2023 and another in July of 2025 the first tree will come off the count in July 2028 and the second in July 2030.]

B. Tree farms in active operation, nurseries, fruit orchards, and garden centers;

C. Properties used for the practice of silviculture under an approved forest stewardship or woodland management plan that is active and on file with the municipality;

D. Any trees removed as part of a municipal or state decommissioning plan. This exemption only includes trees planted as part of the construction and predetermined to be removed in the decommissioning plan.

E. Any trees removed pursuant to a West Virginia Department of Environmental Protection (WVDEP) or U.S. Environmental Protection Agency (EPA) approved environmental clean-up, or WVDEP approved habitat enhancement plan;

F. Approved game management practices, as recommended by the State of West Virginia Department of Environmental Protection, Division of Fish, Game and Wildlife;

G. Hazard trees may be removed with no fee or replacement requirement.

SECTION V. Enforcement:

This ordinance shall be enforced by the **[Police Department and/or other Municipal Officials of insert name of municipality]** during the course of ordinary enforcement duties.

SECTION VI. Violations and Penalties:

Any person(s) who is found to be in violation of the provisions of this ordinance shall be subject to a fine of $ [amount per tree to be established by municipality but shall not be less than the amount of the required replacement tree(s) and cost of planting] [Municipalities may require the planting of additional trees in lieu of a fine].

SECTION VIII. Severability:

Each section, subsection, sentence, clause, and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause, and phrase, and finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause or reason shall not affect any other portion of this Ordinance.

SECTION VIII. Effective Date:

This Ordinance shall be in full force and effect from and after its adoption and any publication as may be required by law.

Adoption Date:

Approved By:

Appendix A

Approved list of Replacement tree Species and Planting Standards for

City of Charles Town, West Virginia

[The municipality shall provide a list of approved trees that are acceptable to be planted as replacement trees, or at a minimum develop a list of trees that shall not be used as replacement trees. The list shall include approved planting times/seasons and proper planting standard procedures or a reference to available literature containing this information.]

Tree Species	Planting Season	Planting Procedure (soil type, watering, pruning, staking, wrapping, exposure, depth, mulching, etc)

2025-854: Chestnut Tree Saplings

Growing and next steps.

ATTACHMENTS:

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

Meeting: 08/07/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-855: Clearing Brush and Invasive Species Along Willingham Knolls and Evitts Run

Bushhogging along water way to keep vines in check.

ATTACHMENTS:

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

Meeting: 08/07/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-856: Recruitment List/Volunteers for Tree Related Projects

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

ATTACHMENTS:

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

Meeting: 08/07/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-857: 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.

ATTACHMENTS:

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

Meeting: 08/07/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-858: 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.

ATTACHMENTS:

2025-859: Tree Nursery at Evitts Run Park Proposal

Slated for proposal to City Council on July 21, 2025.

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





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

Meeting: 08/07/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-860: Fall BMP Community Tree Purchase Program with Cacapon

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

ATTACHMENTS:

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

Meeting: 08/07/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-861: Fall Cacapon Planting at Willingham Knolls

Assessment of trees for removal and replacement along walkway.

ATTACHMENTS:

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

Meeting: 08/07/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-862: Memorial Bench and Tree for Alana Williams at Jefferson Memorial Park - Chosen Tree Forest Pansy Redbud

ATTACHMENTS:

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

Meeting: 08/07/25
Department: Charles Town Tree Board
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Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-863: Tree Trimming Washington Street, Estimate from Viking Tree

ATTACHMENTS:

- Proposal 1072356 07-14-2025.pdf

Proposed Tree Care Services

Tree Quantity: 16

Proposal Value: $5,400

July 9, 2025

Proposal #: 1072356

Tree Care Service Address/Location
W. Washington St - sidewalk tree clearance pruning
Charles Town, WV 25414
Aaron Amore

Tree Care Service Billing Address
City of Charles Town
101 E Washington St.
Charles Town, West Virginia 25414
Aaron Amore
cttreeboard@gmail.com
tel: (304) 724-3251

Viking Tree Service, LLC
Erik Berndt
Erik@vikingtreewv.com
tel:304-988-5557

	Species	Qty	Height	DBH	Service	Price
	American Elm	6	16'-30'	7"-12"	Clearance Pruning / Crown Clean	$2,100
	Japanese Zelkova	3	16'-30'	7"-12"	Clearance Pruning / Crown Clean	$950
	American Sycamore	2	16'-30'	7"-12"	Clearance Pruning / Crown Clean	$700
	Red Maple	2	16'-30'	7"-12"	Clearance Pruning / Crown Clean	$700
	Eastern Black Walnut	1	31'-45'	19"-24"	Clearance Pruning	$450
	Crabapple	1	31'-45'	19"-24"	Tree Removal and Stump Grinding	$250
	Sweet Birch	1	16'-30'	7"-12"	Clearance Pruning / Crown Clean	$250
					Total	**$5,400**

General Tree Care Objective Definitions

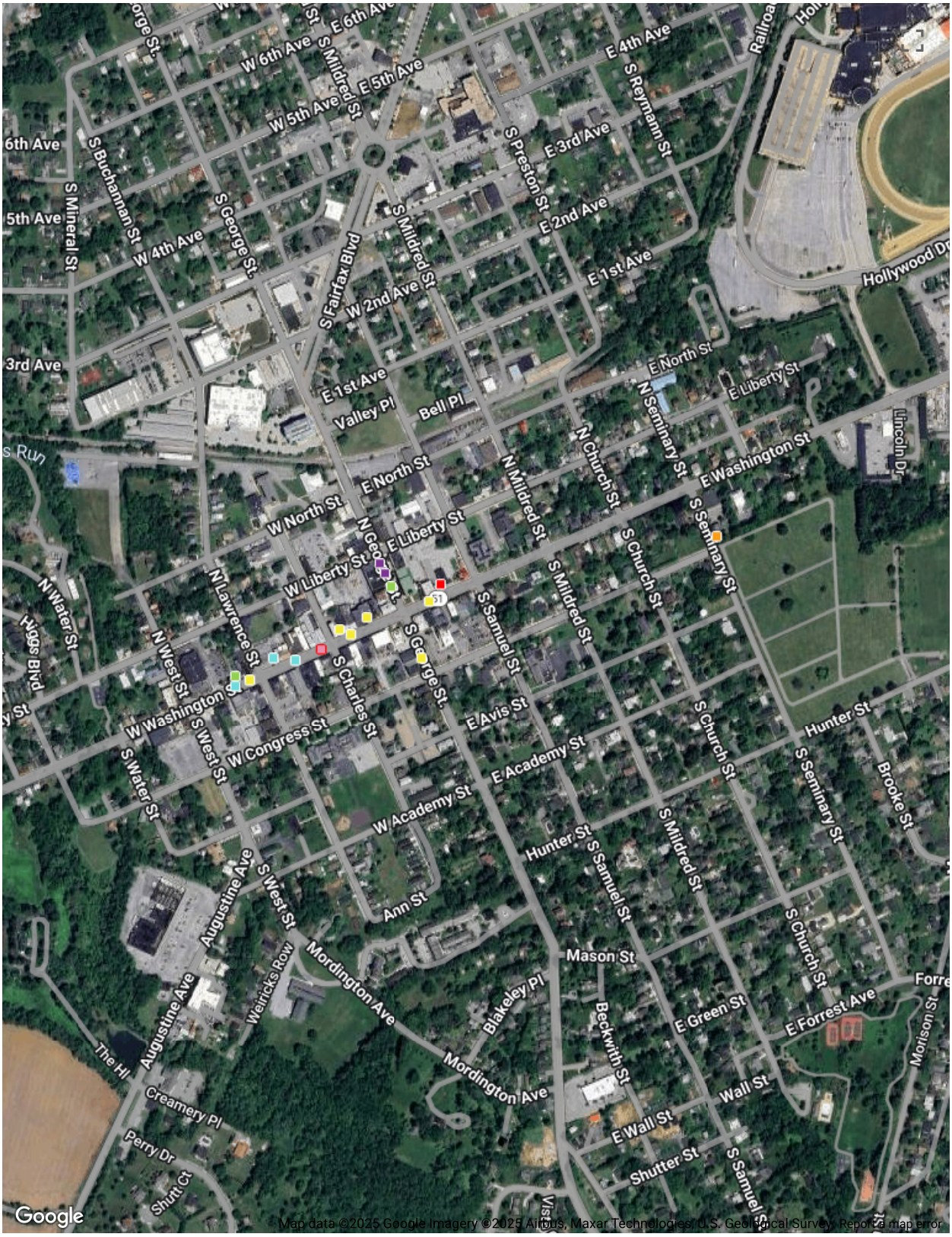
Crown Clean

Crown cleaning is a tree maintenance practice focused on enhancing the health and appearance of a tree's crown, which is the upper part of the tree formed by the branches and foliage. This process involves the selective removal of dead, damaged, or diseased branches as well as any crossing or rubbing limbs that may hinder healthy growth.Key aspects of crown cleaning include:Health Improvement: By removing unhealthy or dead branches, crown cleaning helps prevent the spread of pests and diseases, promoting better overall tree health. It allows for improved airflow and sunlight penetration, which are essential for the tree's vitality.Aesthetic Enhancement: This practice improves the visual appeal of the tree, creating a cleaner, more open crown. It can help maintain the natural shape and structure of the tree, enhancing its presence in the landscape.Safety Considerations: Removing potentially hazardous branches reduces the risk of falling limbs, particularly in high winds or storms, thus ensuring the safety of people and property nearby.Encouraging Growth: Crown cleaning can stimulate new growth by redirecting the tree's energy towards healthy branches, allowing for a more vigorous and balanced crown.Overall, crown cleaning is a vital aspect of tree care that supports both the health of the tree and the safety and aesthetics of the surrounding environment. Regular maintenance through crown cleaning contributes to the longevity and beauty of trees in various landscapes.

Tree Removal and Stump Grinding

Tree RemovalTree removal shall be conducted by a qualified arborist or tree worker in accordance with ANSI A300 (Part 1) standards and ISA Best Management Practices. All work shall be performed in a manner that ensures the safety of persons, property, and surrounding vegetation.The tree stump shall be cut as low to the grade as practical, unless otherwise specified.Removal includes all above-ground portions of the tree, including trunk, branches, and major limbs.Rigging and lowering techniques shall be employed when necessary to prevent damage to surrounding structures, utilities, or landscape.All debris generated from the removal shall be removed from the site unless otherwise agreed upon.Stump GrindingStump grinding shall be performed after tree removal using a mechanical stump grinder capable of grinding to a minimum depth of 6 to 12 inches below grade, or to a depth specified in the contract.Surface roots within 12 inches of the stump shall also be ground unless otherwise directed.Grindings and wood chips shall be left onsite neatly raked unless removal is specified.Site Protection and CleanupAll work shall be carried out with minimal disturbance to adjacent trees, turf, soil, and structures.Equipment access routes shall be planned to avoid compaction or damage to sensitive areas.The site shall be left clean, with all work-related debris removed and the area raked smooth.

W. Washington St - sidewalk tree clearance pruning



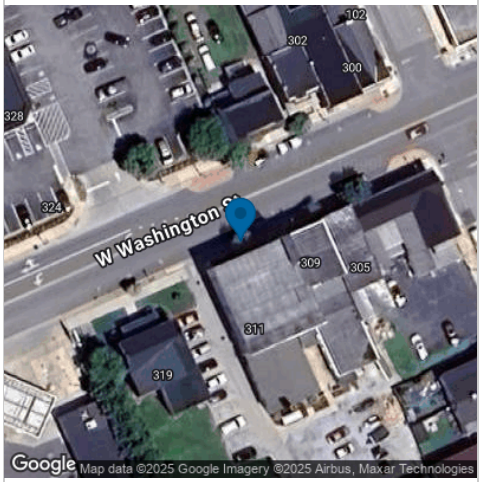
W. Washington St - sidewalk tree clearance pruning

Proposal #1072356 07-09-2025



June 24, 2025

Zelkova serrata ID# 1
Japanese Zelkova
Height: 16'-30' DBH: 7"-…
Health: 80% - Good

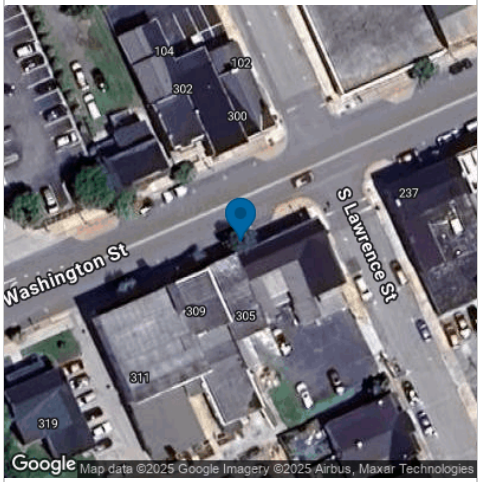


Clearance Pruning / Crown Clean
Establish a minimum of 2' of clearance from structures; establish a minimum of 7'of clearance above the sidewalk. Pruning of dead, diseased, and conflicting branches back to proper laterals at least 1/3 the diameter of the pruned branch. Removal of live foliage shall be limited to 25% of the overall crown



June 24, 2025

Ulmus americana ID# 2
American Elm
Height: 16'-30' DBH: 7"-…
Health: 80% - Good



Clearance Pruning / Crown Clean
Establish a minimum of 2' of clearance from structures; establish a minimum of 7'of clearance above the sidewalk. Pruning of dead, diseased, and conflicting branches back to proper laterals at least 1/3 the diameter of the pruned branch. Removal of live foliage shall be limited to 25% of the overall crown



June 24, 2025

Zelkova serrata ID# 3
Japanese Zelkova
Height: 16'-30' DBH: 7"-…
Health: 80% - Good



Clearance Pruning / Crown Clean
Establish a minimum of 2' of clearance from structures; establish a minimum of 7'of clearance above the sidewalk. Pruning of dead, diseased, and conflicting branches back to proper laterals at least 1/3 the diameter of the pruned branch. Removal of live foliage shall be limited to 25% of the overall crown

volume, per ANSO A300 Pruning Standards.

volume, per ANSO A300 Pruning Standards.

volume, per ANSO A300 Pruning Standards.

W. Washington St - sidewalk tree clearance pruning

Proposal #1072356 07-09-2025



June 24, 2025

Ulmus americana ID# 4
American Elm
Height: 16'-30' DBH: 7"-…
Health: 80% - Good



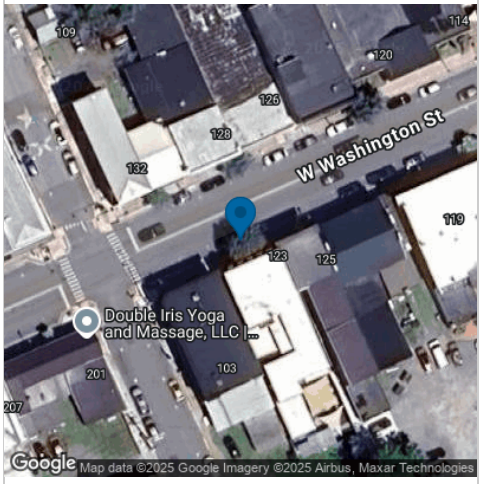
June 24, 2025

Ulmus americana ID# 5
American Elm
Height: 16'-30' DBH: 7"-…
Health: 80% - Good



June 24, 2025

Betula lenta ID# 6
Sweet Birch
Height: 16'-30' DBH: 7"-…
Health: 80% - Good



Clearance Pruning / Crown Clean
Establish a minimum of 2' of clearance from structures; establish a minimum of 7'of clearance above the sidewalk. Pruning of dead, diseased, and conflicting branches back to proper laterals at least 1/3 the diameter of the pruned branch. Removal of live foliage shall be



Clearance Pruning / Crown Clean
Establish a minimum of 2' of clearance from structures; establish a minimum of 7'of clearance above the sidewalk. Pruning of dead, diseased, and conflicting branches back to proper laterals at least 1/3 the diameter of the pruned branch. Removal of live foliage shall be



Clearance Pruning / Crown Clean
Establish a minimum of 2' of clearance from structures; establish a minimum of 7'of clearance above the sidewalk. Pruning of dead, diseased, and conflicting branches back to proper laterals at least 1/3 the diameter of the pruned branch. Removal of live foliage shall be

limited to 25% of the overall crown volume, per ANSO A300 Pruning Standards.

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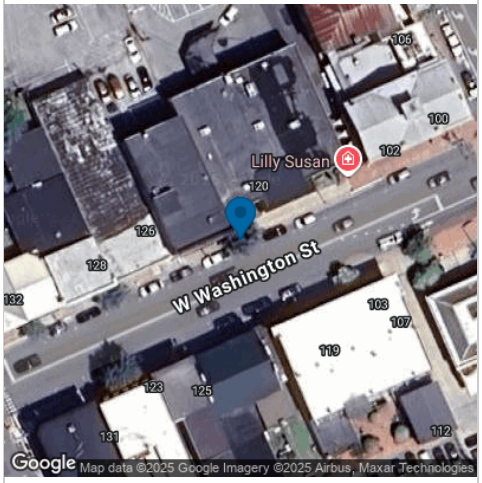
W. Washington St - sidewalk tree clearance pruning

Proposal #1072356 07-09-2025



June 24, 2025

Ulmus americana ID# 7
American Elm
Height: 16'-30' DBH: 7"-…
Health: 80% - Good

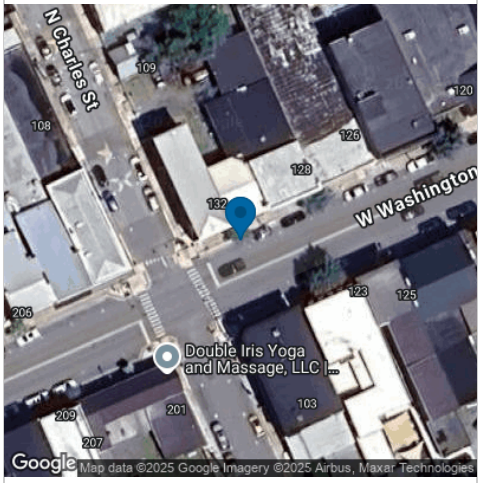


Clearance Pruning / Crown Clean
Establish a minimum of 2' of clearance from structures; establish a minimum of 7'of clearance above the sidewalk. Pruning of dead, diseased, and conflicting branches back to proper laterals at least 1/3 the diameter of the pruned branch.



June 24, 2025

Ulmus americana ID# 8
American Elm
Height: 16'-30' DBH: 7"-…
Health: 80% - Good



Clearance Pruning / Crown Clean
Establish a minimum of 2' of clearance from structures; establish a minimum of 7'of clearance above the sidewalk. Pruning of dead, diseased, and conflicting branches back to proper laterals at least 1/3 the diameter of the pruned branch.



June 24, 2025

Zelkova serrata ID# 9
Japanese Zelkova
Height: 16'-30' DBH: 7"-…
Health: 80% - Good



Clearance Pruning / Crown Clean
Establish a minimum of 2' of clearance from structures; establish a minimum of 7'of clearance above the sidewalk. Pruning of dead, diseased, and conflicting branches back to proper laterals at least 1/3 the diameter of the pruned branch.

Removal of live foliage shall be limited to 25% of the overall crown volume, per ANSO A300 Pruning Standards.

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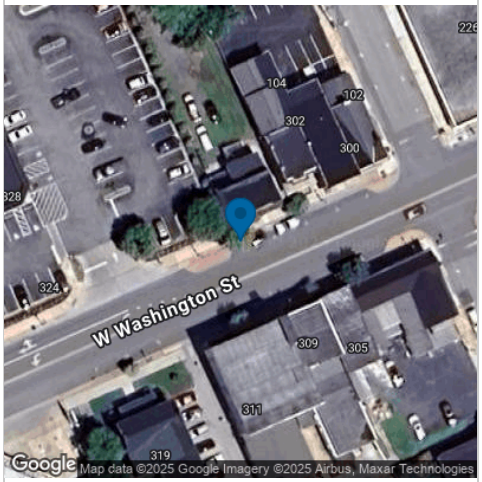
W. Washington St - sidewalk tree clearance pruning

Proposal #1072356 07-09-2025



June 24, 2025

Platanus occidentalis ID# 10
American Sycamore
Height: 16'-30' DBH: 7"-…
Health: 80% - Good

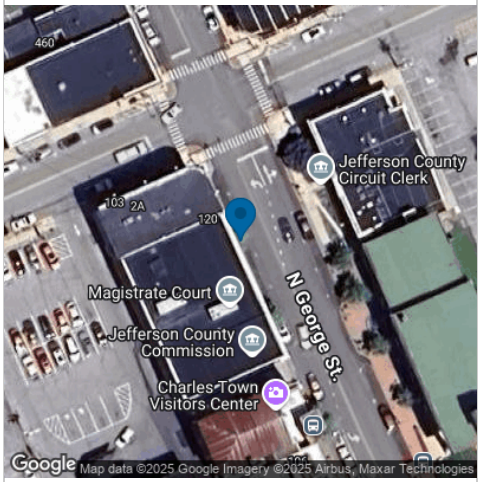


Clearance Pruning / Crown Clean
Establish a minimum of 2' of clearance from structures; establish a minimum of 7'of clearance above the sidewalk. Pruning of dead, diseased, and conflicting branches back to proper laterals at least 1/3 the



June 24, 2025

Acer rubrum ID# 12
Red Maple
Height: 16'-30' DBH: 7"-…
Health: 80% - Good

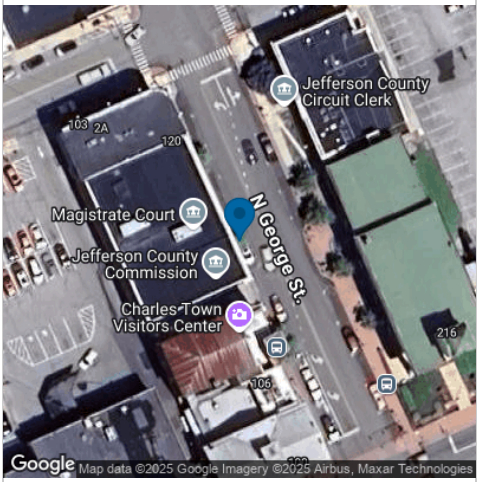


Clearance Pruning / Crown Clean
Establish a minimum of 2' of clearance from structures; establish a minimum of 7'of clearance above the sidewalk. Pruning of dead, diseased, and conflicting branches back to proper laterals at least 1/3 the



June 24, 2025

Acer rubrum ID# 13
Red Maple
Height: 16'-30' DBH: 7"-…
Health: 80% - Good



Clearance Pruning / Crown Clean
Establish a minimum of 2' of clearance from structures; establish a minimum of 7'of clearance above the sidewalk. Pruning of dead, diseased, and conflicting branches back to proper laterals at least 1/3 the

diameter of the pruned branch. Removal of live foliage shall be limited to 25% of the overall crown volume, per ANSO A300 Pruning Standards.

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diameter of the pruned branch. Removal of live foliage shall be limited to 25% of the overall crown volume, per ANSO A300 Pruning Standards.

W. Washington St - sidewalk tree clearance pruning

Proposal #1072356 07-09-2025



June 24, 2025

Platanus occidentalis ID# 14
American Sycamore
Height: 16'-30' DBH: 7"-…
Health: 80% - Good



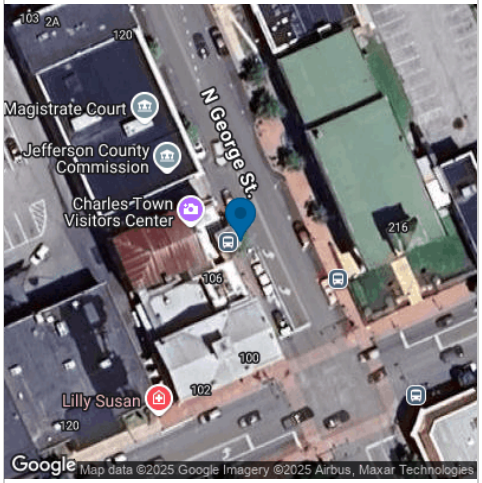
June 24, 2025

Juglans nigra ID# 15
Eastern Black Walnut
Height: 31'-45' DBH: 19"…
Health: 80% - Good

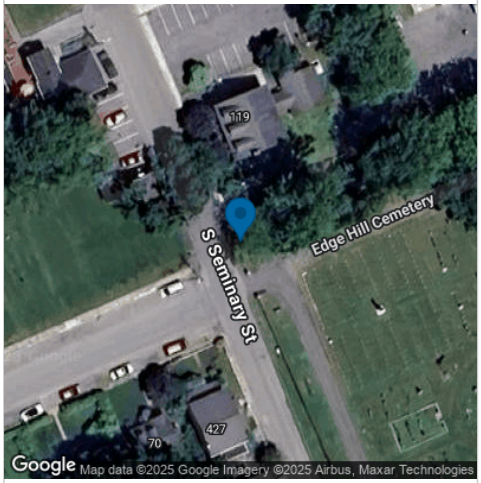


July 3, 2025

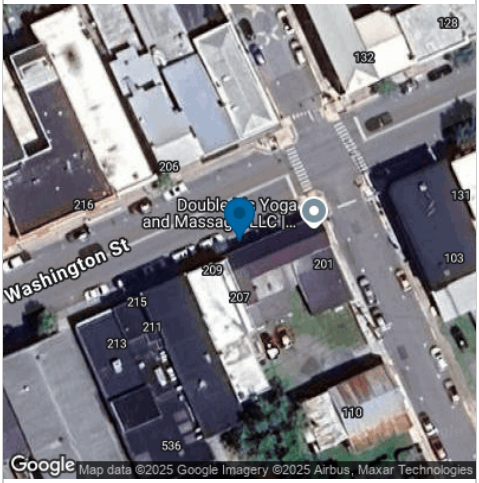
Crabapple ID# 16
Crabapple
Height: 31'-45' DBH: 19"…
Health: 80% - Good



Clearance Pruning / Crown Clean
Establish a minimum of 2' of clearance from structures; establish a minimum of 7'of clearance above the sidewalk. Pruning of dead, diseased, and conflicting branches back to



Clearance Pruning
Establish a minimum of 8' of clearance from roadway and fences.



Tree Removal and Stump Grinding
Removal of wood, brush, and debris from the site; stump will be ground to below grade, and excess stump grindings will be removed from the site.

proper laterals at least 1/3 the diameter of the pruned branch. Removal of live foliage shall be limited to 25% of the overall crown volume, per ANSO A300 Pruning Standards.

Terms and Conditions for Tree Care Services

1. **Performance by Company:**

   Work crews shall arrive at the job site unannounced unless otherwise noted herein. The Company shall attempt to meet all performance dates, but shall not be liable for damages due to delays from inclement weather or other causes beyond our control.

2. **Workmanship:**

   All work will be performed in a professional manner by experienced personnel outfitted with the appropriate tools and equipment to complete the job properly. Unless otherwise indicated herein, The Company will remove wood, brush and debris incidental to the work.

3. **Insurance:**

   The Company is insured for liability resulting from injury to persons or property, and all its employees are covered by Workers Compensation Insurance.

4. **Ownership:**

   The customer warrants that all trees, plant material and property upon which work is to be performed are either owned by him/her or that permission for the work has been obtained from the owner.

   The Company is to be held harmless from all claims for damages resulting from the customer's failure to obtain such permission.

5. **Limitations:**

   The customer must identify all non- public utilities. The Company assumes no responsibility for the location of or damage to underground utilities not clearly marked by the customer prior to commencement of site services. Stump grinding and removals as proposed will occur where public utilities allow.

6. **Terms of Payment:**

   All accounts are net payable upon receipt of invoice. A service charge of 1.5% will be added to accounts not fully paid 30 days subsequent to the invoice date. If outside assistance is used to collect the account, the customer is responsible for all costs associated with the collection, including, but not limited to, attorney fees and court costs.

Customer

July 9, 2025

Signature — Date

Aaron Amore — July 9, 2025

Printed Name — Date

Tree Care Service Provider

Erik Berndt — July 9, 2025

Signature — Date

Erik Berndt — July 9, 2025

Printed Name — Date

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

Meeting: 08/07/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-864: Assessment of Trees in City Parks

Jefferson Memorial Park has several large trees with dead limbs that need trimmed, or the trees removed. Some of these trees are Siberian Elms (invasive) and others may constitute a hazard. Evitts Run has two large trees along the run, in an area not used, but may be a hazard if limbs were to fall. Tanner Haid has offered to walk the park to perform a review. I will post the date and time when I know so anyone who desires to join may do so.

ATTACHMENTS:

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

Meeting: 08/07/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-865: Purchase of Tree Trimming Equipment

Electric pruner $100

Electric trimmer saw (or gas) $130

Chainsaw 24” blade Estimated $500

Chainsaw 18” blade Estimated $350

Hand pruners $20 x 4 $80

Loppers heavy duty $50-75 x 2 $150.

Discussion of large equipment purchase:

Shredder $8-10k, Brush cutter $3k-4k, auger attachment $2500 or stand alone $1500, other.

ATTACHMENTS: