CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD

AGENDA • OCTOBER 10, 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

: **2024-1011:** Charles Town Tree Board Meeting Minutes - September 5, 2024
Tree Board Meeting Minutes - Sept. 5.pdf

3. UNFINISHED BUSINESS

: **2024-1012:** Tree Canopy/Inventory Update

: **2024-1014:** Grant Funds Extension Request to End December 2024

: **2024-1016:** Tree Planting of Bare Root Seedlings for WV Water-Ways

: **2024-1017:** Discussion of Potential Future Nursery Located at Maintenance Yard or Other Location

: **2024-1018:** New Grant Funds Available and Consideration of Tree Related Projects

: **2024-1019:** Identification of Open Planting Areas for Tree Installations in the City

: **2024-1020:** Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

: **2024-1021:** Creation of Tree Board Brochure and Public Outreach Ideas

: **2024-1022:** Cacapon Institute Best Practice Management Tree Sale Update
YouBMP Trees 2024-07-17.xlsx - Cacapon-Institute-Fall-2024-DRAFT.pdf

: **2024-1023:** Fall Cacapon Planting at Willingham Knolls

: **2024-1034:** Pollinator Garden

4. NEW BUSINESS

: **2024-1024:** Planting Buffer at Evitts Run along Liberty Street

: **2024-1025:** Meeting with Colton Aaron of Bartlett Tree

: **2024-1026:** Meeting with Travis Kable on Plan of Action for Tree Care, Trimming, Maintenance, and Planting

: **2024-1027:** Trout Unlimited Program, Ryan Cooper

: **2024-1028:** Community Outreach and Clearing Event

: **2024-1029:** Skate Park Hillside Below Utility Lines

: **2024-1030:** Status of Meeting with School Board Members for City Tree Plantings/Education Program

: **2024-1031:** Chestnut Tree Society and Membership

: **2024-1032:** Completion of Pollinator Garden at Skate Park

: **2024-1033:** Earth Grounds Street Festival November 9, 2024

5. ADJOURNMENT

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

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

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

Meeting: 10/10/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1011: Charles Town Tree Board Meeting Minutes - September 5, 2024

ATTACHMENTS:

- Tree Board Meeting Minutes - Sept. 5.pdf

CITY OF CHARLES TOWN
Tree Board
September 5, 2024

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
John Nissel	Present

1. APPROVAL OF MINUTES

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

2. UNFINISHED BUSINESS

2024-914: Tree Canopy/Inventory Update

- Aaron met with Colton Aaron from Bartlett Tree Experts out of Shepherdstown.
  - Shepherdstown spends about $1,800 on tree data maintenance per year.
  - We have more trees that we want inventoried.
- Bartlett got our tree data and they have an IT department that will give an analysis of cost for tree inventory.
- We might want to inventory trees near trails so if they are diseased, they won't fall on people.
- Grant proposal to fund the tree inventory (need to update).

2024-915: Grant Funds Extension Request to End December 2024

- Aaron never heard back from Bob Hannah.
- We need to get the Bradford pears removed downtown.
- Estimate from Bartlett was around $10,000.
- We need an updated estimate from Viking.

- We need to use the money to clear out invasives.

2024-916: Pollinator Garden Funds from Potomac Edison for Planting

- Aaron will reach out about a Fall planting.
- We could get wild pollinator seed and 5 loads of topsoil and see what comes up.
- Plants have to be watered and many haven't made it.
- Carlo added that the wildflower mix needs to be all native and we need to make sure there aren't any exotics mixed in.
- Aaron will reach out to parks and rec.
- We can make it a community event.
- Planting under the utility lines, need to clear it out and rough the ground.
    - Might be able to plant sunflowers or grass for phytoremediation.

2024-917: Tree Planting of Bare Root Seedlings for WV Water-Ways

- N/A

2024-918: Discussion of Potential Future Nursery Location

- Going to go into our grant.
- Will go in the corner of the maintenance yard in the shade area.

2024-919: New Grant Funds Available and Consideration of Tree Related Projects

- Aaron is working on getting the application in.
- He is working on it with Tanner and our liaison.
- Aaron will send it out to the group for feedback.

2024-920: Identification of Open Planting Areas for Tree Installations in the City

- N/A

2024-921: Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

- N/A

2024-922: Creation of Tree Board Brochure and Public Outreach Ideas

- Riley was going to work on it, Aaron will reach out to him.
- We need to pick a date in Oct. to do outreach.
- Aaron will talk to John about social media which seems to work best.
- Cleaning out vines, etc. might be too much liability for community members to help with.

2024-923: Inventory of Assets, Tools and Equipment used for Tree-Related Activities

- We have matched grant money leftover we need to use by the end of the year.
    - We could use the money to hire a tree trimming company.

2024-924: Department of Forestry Unmatched Grant

2024-925: Cacapon Institute Best Practice Management Tree Sale

- We did 2 rounds on social media.
- 20 people inquired; they need to order by Sept. 6 and only 5 people placed orders. About 20 trees total.
- We pick a date; they get delivered to Inwood and Aaron will pick them up and Cacapon will come and show how to plant.
- End of Sept. or beginning of Oct. plant.

2024-926: Fall Cacapon Planting Request

3. NEW BUSINESS

2024-927: Coordination with Parks and Recreation Commission on its Plan Development and Projects.

2024-808: Cacapon Institute Discount Program for Property Owners

2024-928: Assessment/Meeting with John Nissel on City Time Tracking for Offsetting Match and Reporting to Department of Forestry on Volunteer Hours

2024-929: Meeting with Colton Aaron of Bartlett Tree

- Tree inventory and remove Bradford Pears.
- Tree pruning of hybrid poplars, they grow fast and are starting to hit buildings.
- Aaron asked for an estimate for clearing out the invasives at Evitt's Run.
    - Colton suggested leaving the Tree of Heavens because they're a trap for spotted lanternflies.

2024-930: Meeting with Travis Kable on Plan of Action for Tree Care, Trimming, Maintenance, and Planting

- Travis doesn't have his final certification yet and is lacking specific equipment (need to add to the grant fund).

2024-931: Trout Unlimited Program, Ryan Cooper

2024-932: Community Outreach and Clearing Event

- We need to pick a date in Oct. to do outreach.
- Aaron will talk to John about social media which seems to work best.
- Cleaning out vines, etc. might be too much liability for community members to help with.

2024-933: Skate Park Hillside Below Utility Lines

- We need to get with parks and rec.

2024-934: Status of Meeting with School Board Members for City Tree Plantings/Education Program

- Rikki Twyford is very interested in why it wasn't pursued but Aaron hasn't heard back from her yet.

2024-935: Chestnut Tree Society and Membership

- The VA arboretum experimental tree farm has a WV extension.
- We can get free trees but the membership is $40/year for 5-20 free trees.
- Trees available May 2025.
    - We could put them in our nursery.
- Saplings normally range $10-$20 each.

MOTION: Motion to fund joining The American Chestnut Society.
RESULT: approved
MOVER: Katie Coon
SECONDER: Carlo Oliveras
AYES: all

*Tree City USA application needs to be done; it will be sent to Katie.

4. ADJOURNMENT

MOTION: Motion to adjourn at 7:39PM
MOVER: Katie Coon
SECOND: Jane King
AYES: All

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

Meeting: 10/10/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1012: Tree Canopy/Inventory Update

Review of goals, software data, etc. Meeting with Colton Aaron from Bartlett Tree Service about inventory and tree removal projects.

ATTACHMENTS:

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

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AGENDA ITEM (ID #)

2024-1014: Grant Funds Extension Request to End December 2024

Advancing removal of Bradford Pear Trees on 200 block of W. Washington Street

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

Meeting: 10/10/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1016: Tree Planting of Bare Root Seedlings for WV Water-Ways

Trees have been delivered and need plan for temporary location. Coordinate with Parks and Recreation for next steps.

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AGENDA ITEM (ID #)

2024-1017: Discussion of Potential Future Nursery Located at Maintenance Yard or Other Location

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

Meeting: 10/10/24
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AGENDA ITEM (ID #)

2024-1018: New Grant Funds Available and Consideration of Tree Related Projects

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

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AGENDA ITEM (ID #)

2024-1019: Identification of Open Planting Areas for Tree Installations in the City

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

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AGENDA ITEM (ID #)

2024-1020: Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

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Charles Town Tree Board
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Charles Town, WV 25414

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AGENDA ITEM (ID #)

2024-1021: Creation of Tree Board Brochure and Public Outreach Ideas

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AGENDA ITEM (ID #)

2024-1022: Cacapon Institute Best Practice Management Tree Sale Update

The Tree Board has been approved for the Best Practice Management Tree Sale which provides for a 50% reduction in the cost of trees ordered through this program via our link application (final revisions being made). Link is below and list is attached to agenda.

https://www.cacaponinstitute.org/wp-content/uploads/2024/07/Cacapon-Institute-Fall-2024-DRAFT.pdf

ATTACHMENTS:

- YouBMP Trees 2024-07-17.xlsx - Cacapon-Institute-Fall-2024-DRAFT.pdf

Cacapon Institute Fall 2024
Subject to change. Final list August 26, 2024

Species	Common Name	Size	*Cost-share*
Acer rubrum	Red Maple	7-gal., 5-7', .75-1"cal.	$ 30
Acer rubrum	Red Maple	5-gal., 4-6', .5-.75"cal.	$ 25
Acer rubrum 'October Glory'	Red Maple	7-gal., 6-8', .75-1"cal.	$ 25
Acer rubrum Red Sunset	Red Maple	7-gal., 6-7', .75-1"cal.	$ 25
Acer saccharinum	Silver Maple	5-gal., 5-6', .25-.5"cal.	$ 20
Aesculus parviflora	Bottlebush Buckeye MS	5-gal., 18-24"	$ 20
Alnus serrulata	Tag Alder	3-gal., 2-3'	$ 15
Amelanchier canadensis	Serviceberry	7-gal., 8-9', .5-.75"cal.	$ 30
Amelanchier laevis	Allegany Serviceberry	5-gal., 3-5', .25-.5"cal.	$ 20
Amelanchier x grandiflora	'Autumn Brilliance'	7-gal., 8-9', 1"cal.	$ 25
Aronia arbutifolia	'Briliantissima' Red Chokeberry	3-gal., 2-3'	$ 15
Aronia melanocarps	Black Chokeberry	3-gal., 2-3'	$ 15
Betula nigra	River Birch	5-gal., 5-6', .5-.75"cal.	$ 20
Carpinus caroliniana	American Hornbeam	7-gal., 7-8', 1"cal.	$ 25
Carpinus caroliniana	American Hornbeam	5-gal., 6-7', .75-1"cal.	$ 20
Celtis occidentalis	Hackberry	7-gal., 6-7', .75-1"cal.	$ 30
Celtis occidentalis	Hackberry	5-gal., 5-6', .25-.5"cal.	$ 20
Cephalanthus occidentalis	Buttonbush	3-gal., 3-4'	$ 15
Cercis canadensis	Eastern Redbud	7-gal., 7-8', .75-1"cal.	$ 30
Cercis canadensis	Eastern Redbud	5-gal., 4-5', .25-.5"cal.	$ 25
Cornus amomum	Silky Dogwood	3-gal., 2-3'	$ 15
Cornus florida	Flowering Dogwood	7-gal., 6-7', .75-1"cal.	$ 40
Cornus florida	Flowering Dogwood	5-gal., 5-6', .5-.75"cal.	$ 20
Cornus sericea	Redosier Dogwood	3-gal., 2-3'	$ 15
Diospyros virginiana	Common Persimmon	7-gal., 7-8', .75-1"cal.	$ 30
Diospyros virginiana	Common Persimmon	5-gal. 3-5', .5"cal.	$ 20
Fagus grandifolia	American Beech	7-gal., 6-7', .5-.75"cal.	$ 30
Hamamelis virginiana	Witch Hazel	3-gal., 18-24''	$ 15
Juniperus virginiana	Eastern Red-Cedar	7-gal., 2-3'	$ 30
Juniperus virginiana	Eastern Red-Cedar	5-gal., 18-24"	$ 20
Lindera benzion	Spicebush	5-gal., 3-4'	$ 15
Liriodendron tulipifera	Tulip Poplar	7-gal., 6-7', .75-1"cal.	$ 25
Liriodendron tulipifera	Tulip Poplar	5-gal., 4-5', .5-.75"cal.	$ 20
Magnolia virginiana	Sweetbay Magnolia (multi-stem)	7-gal., 2-3', .5-.75"cal.	$ 30

Cacapon Institute Fall 2024
Subject to change. Final list August 26, 2024

Species	Common Name	Size	*Cost-share*
Magnolia virginiana	Sweetbay Magnolia (single-stem)	7-gal., 4-5', .5-.75"cal.	$ 30
Magnolia virginiana	Sweetbay Magnolia (single-stem)	5-gal., 2-3', .25"cal.	$ 25
Nyssa sylvatica	Black Gum	7-gal., 6-7', .75-1"cal.	$ 30
Nyssa sylvatica	Black Gum	5-gal., 5-6', .5-.75"cal.	$ 20
Platanus occidentalis	Sycamore	7-gal., 8-9', .75-1"cal.	$ 25
Platanus occidentalis	Sycamore	5-gal., 5-7', .5-.75"cal.	$ 20
Platanus x acerfolia	London Planetree	7-gal., 6-7', .75-1"cal.	$ 30
Prunus serotina	Black Cherry	5-gal., 3-4', .25-.5"cal.	$ 20
Quercus alba	White Oak	7-gal., 6-7', .75-1"cal.	$ 30
Quercus alba	White Oak	5-gal., 3-4', .25-.5"cal.	$ 20
Quercus bicolor	Swamp White Oak	5-gal., 4-6', .25-.5"cal.	$ 20
Quercus bicolor	Swamp White Oak	7-gal., 7-8', .75-1"cal.	$ 25
Quercus palustris	Pin Oak	7-gal., 6-7', .75-1"cal.	$ 25
Quercus palustris	Pin Oak	5-gal., 5-6', .25-.5"cal.	$ 20
Quercus phellos	Willow Oak	7-gal., 7-8', .75-1"cal.	$ 30
Quercus phellos	Willow Oak	5-gal., 5-6', .5-.75"cal.	$ 20
Quercus rubra	Northern Red Oak	5-gal., 5-6', .25-.5"cal.	$ 20
Quercus rubra	Northern Red Oak	7-gal., 7-8', .75-1"cal.	$ 25
Robinia psuedoacacia	Black Locust	5-gal., 4-5', .25-.5"cal.	$ 20
Salix nigra	Black Willow	7-gal., 5-6', .5-.75"cal.	$ 25
Salix nigra	Black Willow	5-gal., 4-5', .25-.5"cal.	$ 20
Sambucus canadensis	Elderberry	3-gal., 3-4'	$ 15
Taxodium distichum	Bald Cypress	5-gal., 3-4', .25-.5"cal.	$ 20
Thuja standishii x plicata 'Green Giant'	Arborvitae	5-gal.	$ 20
Viburnum dentatum	Arrowwood Viburnum	3-gal., 2-3'	$ 15
Viburnum prunifolium	Blackhaw Viburnum	3-gal., 2-3'	$ 15

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2024-1023: Fall Cacapon Planting at Willingham Knolls

Planting date set for October 19, 2024, at 10:00AM. Alternative date is October 26, 2024. Tree Board needs to promote volunteers and auger holes for planting.

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AGENDA ITEM (ID #)

2024-1034: Pollinator Garden

Finish planting spaces with wildflower seeds and purchase of topsoil. Community outreach for weeding prep and seeding. Possibly November?

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AGENDA ITEM (ID #)

2024-1024: Planting Buffer at Evitts Run along Liberty Street

Need design ideas, plants, and estimate of cost.

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AGENDA ITEM (ID #)

2024-1025: Meeting with Colton Aaron of Bartlett Tree

Meeting discussed tree work and inventory management.

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Charles Town Tree Board
101 East Washington Street
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AGENDA ITEM (ID #)

2024-1026: Meeting with Travis Kable on Plan of Action for Tree Care, Trimming, Maintenance, and Planting

Assessment of equipment request in grant application.

Felco hand pruners

https://www.treestuff.com/felco-f2-pruners/

- Pole Saws

https://www.treestuff.com/notch-18-fiberglass-pole-saw-set/

- Pole Saw Blade

https://www.treestuff.com/ars-13-turbocut-saw-blade-with-hook/

- Pole saw scabbard

https://www.treestuff.com/weaver-pole-saw-scabbard/

- Pole pruner

https://www.treestuff.com/pole-pruner-marvin-pruner-w-two-8-yellow-poles/

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AGENDA ITEM (ID #)

2024-1027: Trout Unlimited Program, Ryan Cooper

Trout Unlimited is working in conjunction with the Potomac Conservancy which has a grant to plant riparian buffers in Berkeley and Jefferson Counties along various waterways. Looking at November planting. Need to clear stream in October using community and hired firms.

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AGENDA ITEM (ID #)

2024-1028: Community Outreach and Clearing Event

Tree Board needs to plan to clear brush from planting areas along Evitts Run stream in anticipation of the riparian planting. Maintenance (or contractor hired) will have to do some heavy cutting of trees. We will need to do a community promotion and seek volunteers in September/October to prepare the planting areas. Look for October 19th in the morning before Cacapon planting or October 26th as an alternative date. Water, supplies, planning advertising, etc.

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2024-1029: Skate Park Hillside Below Utility Lines

Consideration of a large-scale planting of sunflowers, Indian Grass (Sorghastrum Nutans) and/or other flowers as means of ground cover, pollinator site and beatification of area. Coordination with maintenance to scrape down brush to prep for Fall planting.

https://www.wildflower.org/plants/result.php?id_plant=sonu2

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AGENDA ITEM (ID #)

2024-1030: Status of Meeting with School Board Members for City Tree Plantings/Education Program

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AGENDA ITEM (ID #)

2024-1031: Chestnut Tree Society and Membership

Membership is $40 a year with free saplings.

ATTACHMENTS:

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101 East Washington Street
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AGENDA ITEM (ID #)

2024-1032: Completion of Pollinator Garden at Skate Park

Community event in November to weed and prep area. Need to order soil and seed for delivery.

ATTACHMENTS:

Charles Town Tree Board
101 East Washington Street
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AGENDA ITEM (ID #)

2024-1033: Earth Grounds Street Festival November 9, 2024

The festival runs from 2:00-7:00PM. The Tree Board has a booth/table and will need to come up with Tree Board related fun. Thoughts on staffing, comments, and suggestions needed.

ATTACHMENTS: