CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD
AGENDA • JANUARY 16, 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

: Tree Board Meeting Minutes - December 7, 2024
Tree Board Meeting Minutes - Dec. 7.pdf

3. UNFINISHED BUSINESS

: **2025-34:** Tree Canopy/Inventory Update

: **2025-35:** Grant Funds Extension Request to End December 2024

: **2025-36:** Pollinator Garden

: **2025-37:** Identification of Open Planting Areas for Trees Installations in the City

: **2025-38:** Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

: **2025-39:** Skate Park Hillside Below Utility Lines

: **2025-40:** Trout Unlimited Program, Ryan Cooper

: **2025-41:** Development of Watering, Care and Maintenance Plan for New Trees and Assessment of Equipment Needed

: **2025-42:** Evitts Run Planting Buffer Along Liberty Street

: **2025-43:** Spring at Craig Hill Estates

: **2025-44:** Discussion of Revisions to Tree Ordinance

4. NEW BUSINESS

: **2025-45:** Cacapon Best Practice Management Tree Sale

: **2025-46:** Clearing Brush and Invasive Species Along Willingham Knolls.

: **2025-47:** Recruitment List/Volunteers for Tree Related Projects

: **2025-48:** WV Chapter of the American Chestnut Foundation Grant
WV-TACF Grant Application 2025.pdf

: **2025-49:** Spring BMP Planting

: **2025-50:** Willingham Knolls Park

: **2025-51:** Disc Golf at Willingham Knolls

: **2025-52:** Invasive Species at Willingham Knolls

: **2025-53:** Arbor Day Tree Planting Planning

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: 01/16/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

Tree Board Meeting Minutes - December 7, 2024

ATTACHMENTS:

- Tree Board Meeting Minutes - Dec. 7.pdf

CITY OF CHARLES TOWN
Tree Board
December 7, 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	Absent
Elizabeth Ricketts	Present
John Nissel	Present

1. APPROVAL OF MINUTES

COMMENTS: none
RESULT: approved
MOVER: Katie Coon
SECONDER: Carlos Olivares
AYES: all

2. UNFINISHED BUSINESS

2024-1207: Tree Canopy/Inventory Update

- Proposal from Bartlett Tree, options were $35,000 or more for the tree inventory.
- More money than we were planning.
- The board decided to table it and wait and see if we get grant money.

2024-1208: Grant Funds Extension Request to End December 2024

- Got the extension, chopped down Bradfords and ground them down.
- They will get the roots soon.
- We got the bill from Viking.
- No bill from Moore and Dorsey for trees yet.
- It needs to go to the Dept. of Forestry and we will offset it with our volunteer hours.
- John approves all bills.

2024-1209: Pollinator Garden

2024-1210: Tree Planting of Bare Root Seedlings for WV Water-Ways

- Trout Unlimited delivered stakes at Evitts Run
- Looking to do them next week.
- Need to clear space at Willingham Knolls with bush hog in advance of planting.
- Put down weed mats.
- We're supposed to get rain next week.

2024-1211: Discussion of Potential Future Nursery Located at Maintenance Yard or Other Location

2024-1212: New Grant Funds Available and Consideration of Tree Related Projects

- Cacapon institute emailed and we need to start looking at deadlines coming up for the spring plantings and the spring BMP program for the private property purchases.
- In the past the city has always picked up and delivered the trees.
- We need to decide whether to have people pick up the trees or charge a delivery fee since it takes the city half a day delivering trees.
- Suggestion of having volunteers deliver (donation based) and take it off of the city staff.
    - Liz brought up that there could be a liability issue and maybe we could have people pick up at an arbor day event or something.

2024-1213: Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

- We've been working on that.

2024-1214: Creation of Tree Board Brochure and Public Outreach Ideas

- Everyone needs to take a look at the brochure.

2024-1215: Earth Grounds Street Festival November 9, 2024

- Event went well and we had a lot of people stop and paint wood slices and ask questions.
- Wood slices were a hit.

2024-1216: Chestnut Tree Society and Membership Update

- We can take this off the agenda.
- We're going to get 20-25 trees so maybe we can do a spring event.
    - Make it part of the arbor day event?
    - Maybe plant them at Happy Retreat or another historic place.

2024-1217: Skate Park Hillside Below Utility Lines

- We need to wait for maintenance and put down the road when there's time.
- Sunflower/wildflower seeds.

2024-1218: Trout Unlimited Program, Ryan Cooper

2024-1219: Evitts Run Planting Buffer Along Liberty Street

2024-1220: Completion of Clearing Brush and Invasive Species Along Evitts Run

- We're working on it.

2024-1221: Completion of Brush Hogging at Willingham Knolls Park

- Working on it.

2024-1222: Status of Meeting with School Board Members: Re: City Tree Plantings/Education Program

- Scott and Aaron will be doing a presentation for the school board.
  - We would like Charles Town Middle School and Wright Denny involved in the Cacapon education program..
- 2 schools in the county are participating in this program already.
- In Berkeley county many of the schools are participating .
  - One of the schools has a nursery and they're selling the trees to Trout Unlimited which will be using them on the riparian buffer.

2024-1223: Development of Watering, Care and Maintenance Plan for New Trees and Assessment of Equipment Needed

- Aaron talked to Travis.
- We need a plan and community days to get volunteers out.
- We have trees downtown that are hitting the sides of buildings.
- Not only planting but care and maintenance too.
- Liz suggested pricing out professional help so volunteers could feel like they know what they're doing.
- Monthly planned project days at different locations.
- Work early on the trees and stay on top of them.
- We have a small watering tank with a hose but no robust plan for watering, we need a better plan for watering mechanisms.
- John pointed out the self watering planters downtown how much maintenance time it has saved.

2024-1224: Cacapon Best Practice Management Tree Sale

- Set up something for spring and set up a pick up day.

2024-1225: Spring at Craig Hill Estates

- We discussed the last meeting.

2024-1227: Identification of Open Planting Areas for Trees Installations in the City

- Aaron will get with James and look at what to areas to plant.

3. NEW BUSINESS

2024-1226: Discussion of Revisions to Tree Ordinance

- The City of Atlanta has a good ordinance to reference and give us some good ideas.
- Liz suggested bolstering more landscaping requirements.
  - More strict rules and guidance.
  - How we hold land developers accountable.
- Look at options.

4. ADJOURNMENT

MOTION: Motion to adjourn at 7:40PM
MOVER: Katie Coon
SECOND: Jane King
AYES: All

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

Meeting: 01/16/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-34: 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
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AGENDA ITEM (ID #)

2025-35: Grant Funds Extension Request to End December 2024

Trees have been removed with five (5) replacement trees ordered and to be delivered in early November for 200 block of W. Washington Street. Use of grant funds to pay and off-set with volunteer time. Confirm billed State paid on grant.

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AGENDA ITEM (ID #)

2025-36: Pollinator Garden

Finish planting spaces with wildflower seeds and purchase of topsoil. Community outreach for weeding, prep and seeding. Spring. Outreach with garden clubs, boy scouts, girl scouts, etc.

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AGENDA ITEM (ID #)

2025-37: Identification of Open Planting Areas for Trees Installations in the City

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AGENDA ITEM (ID #)

2025-38: 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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2025-39: 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. Steps toward completion.

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

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2025-40: 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. Assess planting, consideration of care, maintenance and removal of remaining invasives.

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2025-41: Development of Watering, Care and Maintenance Plan for New Trees and Assessment of Equipment Needed

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AGENDA ITEM (ID #)

2025-42: Evitts Run Planting Buffer Along Liberty Street

Design ideas, plants, and estimate for costs.

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AGENDA ITEM (ID #)

2025-43: Spring at Craig Hill Estates

Discussion about site options. Schedule application deadline.

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Charles Town Tree Board
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Charles Town, WV 25414

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Department: Charles Town Tree Board
Category: Report
Initiator:

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AGENDA ITEM (ID #)

2025-44: Discussion of Revisions to Tree Ordinance

Meeting with James on planting issues and revisions to other ordinances.

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

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Department: Charles Town Tree Board
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Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-45: Cacapon Best Practice Management Tree Sale

We have been approved for the Best Practice Management Tree Sale which provides for a 50% reduction in the cost of trees ordered through this program. Schedule application for Spring.

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SCHEDULED

AGENDA ITEM (ID #)

2025-46: Clearing Brush and Invasive Species Along Willingham Knolls.

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

Meeting: 01/16/25
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Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-47: Recruitment List/Volunteers for Tree Related Projects

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

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Initiator:

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AGENDA ITEM (ID #)

2025-48: WV Chapter of the American Chestnut Foundation Grant

Grant is due by January 31, 2025. Grant is up to $2,000. We are supposed to receive Chestnut Trees saplings this spring as part of our membership in the organization. We will be able to buy larger trees with the grant funds.

ATTACHMENTS:

- WV-TACF Grant Application 2025.pdf

West Virginia Chapter of The American Chestnut Foundation

Due: 31 Jan 2025

We invite members of the West Virginia chapter of The American Chestnut Foundation and other interested parties to apply for grants up to a maximum of $2,000 to support education, outreach and scholarly activities related to American chestnut in the State of West Virginia.

Purpose

Grants are available to assist individuals with active restoration projects in the State, outreach activities, as well as with their scholarly activities. Funding may be requested for supporting a range of ideas and projects, including but not limited to: chestnut demonstration plantings; signage for new or existing planting; travel and supplies for maintenance of existing plantings; educational outreach; research and scholarship related to chestnut restoration in West Virginia. Funding for completed work is not allowed unless the project has had prior approval by the WV chapter Board of Directors. Travel funds for conferences are not available unless you/your group will be representing the West Virginia Chapter.

Rules and Responsibilities

Recipients must be a current member in good standing with the West Virginia Chapter of The American Chestnut Foundation, WV-TACF (see tacf.org to join). Each recipient is expected to present a summary of the results of the funded project to the West Virginia Chapter at a chapter meeting within two years of the award. Publications, public and private presentations, and other products derived from work funded by the WV-TACF must include acknowledgment of the funding received from the Chapter. Information and products of the funded work are required to be freely disseminated by the American Chestnut Foundation unless protected by copyright.

Proposal Guidelines and submission

Proposal ideas should be discussed with the President of the West Virginia Chapter and/or members of the Board of Directors prior to submitting the written proposal. Proposals should be submitted electronically to WV board member, Dr. Melissa Thomas-Van Gundy (melissa.thomasvangundy@usda.gov) and include page 2 of this document (with completed information) as a cover. The proposal should be three pages maximum (including the cover page), single-spaced, in Times New Roman (minimum 12 pt), minimum 1" margins. Proposals over the page limit will not be considered.

Research Grant Guidelines:

- Brief project overview, including goals, expected impact and relevance to chestnut restoration
- Proposed activities and connections to project goals, including a project timeline
- Plans for dissemination (e.g., publications and presentations) and subsequent funding proposals (if applicable)

Attach a list of references cited, a line-item budget, evidence of cost-sharing (e.g., proposal, letter of award), and a description of special technology or infrastructure considerations (if applicable).

Education and Outreach Grant Guidelines

- Brief project overview, including goals, target audience and participants
- Proposed activities, including a project timeline and detailed budget (including shared costs)
- Plans for maintaining trees (if project involves tree planting)

Proposals will be evaluated by a subcommittee of the WV-TACF Board of Directors. Proposal reviewers will not necessarily be experts in any specific field, and therefore proposals should be written clearly for the educated layperson.

WV-TACF GRANT APPLICATION COVER SHEET

Deadline: 31 Jan 2025

Award announcement date: 01 March 2025

Submit electronically to: Dr. Melissa Thomas-Van Gundy (melissa.thomasvangundy@usda.gov)

Name(s):

E-mail(s):

Phone number(s):

Project Title:

Amount Requested:

Previous Grant Awardee? ____ Yes ____ No

Year of Last Award (N/A if not applicable) ____

Amount awarded (will be completed by subcommittee):

Charles Town Tree Board
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Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-49: Spring BMP Planting

Community outreach for participants.

ATTACHMENTS:

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

Meeting: 01/16/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-50: Willingham Knolls Park

Assessment for retaining areas of wildflower, grasses, and pollinator plants to support insects and animals.

ATTACHMENTS:

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

2025-51: Disc Golf at Willingham Knolls

Review of planned disc golf course and planting of trees, removal of existing invasive trees.

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

Meeting: 01/16/25
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SCHEDULED

AGENDA ITEM (ID #)

2025-52: Invasive Species at Willingham Knolls

Review of options for removal of invasive species. Burn and/or chemical treatment to remove and seeding/planting options. Potential grant opportunities?

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101 East Washington Street
Charles Town, WV 25414

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Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-53: Arbor Day Tree Planting Planning

Arbor Day is Friday, April 25, 2025.

ATTACHMENTS: