CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD

AGENDA • SEPTEMBER 4, 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

: **2025-968:** Tree Board Meeting Minutes - August 7, 2025
Tree Board Meeting Minutes - August 7, 2025.pdf

3. UNFINISHED BUSINESS

: **2025-945:** Tree Canopy/Inventory Update

: **2025-946:** Pollinator Garden

: **2025-947:** Identification of Open Planting Areas for Trees Installations in the City

: **2025-948:** Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

: **2025-949:** Development of Watering, Care and Maintenance Plan for New Trees and Assessment of Equipment Needed

: **2025-951:** Discussion of Revisions to Tree Ordinance
revised model ordinance rev 9.2.25.pdf

: **2025-952:** Chestnut Tree Saplings

: **2025-953:** Clearing Brush and Invasive Species Along Willingham Knolls and Evitts Run

: **2025-954:** Recruitment List/Volunteers for Tree Related Projects

: **2025-955:** Arbor Day Foundation Software

: **2025-957:** Tree Nursery at Evitts Run Park Proposal

: **2025-958:** Fall BMP Community Tree Purchase Program with Cacapon

: **2025-959:** Memorial Bench and Tree for Alana Williams at Jefferson Memorial Park - Chosen Tree Forest Pansy Redbud

: **2025-960:** Tree Trimming Washington Street, Estimate from Viking Tree
Proposal 1072356 07-14-2025.pdf

: **2025-961:** Assessment of Trees in City Parks
Proposal Jefferson Memorial Park 1112042 08-29-2025 - Viking.pdf

4. NEW BUSINESS

: **2025-962:** Discussion with City Manager on City Expenditure to Cover Cost of Tree Trimming on W. Washington Street and Tree Trimming/Removal at Jefferson Memorial Park

: **2025-963:** Stump Grinding at Happy Retreat and Various Other Locations

: **2025-964:** Review of Cutting at Willingham Knolls

: **2025-965:** Assessment of Dead Trees and Removal of Tree Tubes and Dead Trees at all Parks

: **2025-966:** Review of Viking Map of Jefferson Memorial Park

: **2025-967:** Creation of Group Email for Volunteer Events

5. ADJOURNMENT

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

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

Meeting: 09/04/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-968: Tree Board Meeting Minutes - August 7, 2025

ATTACHMENTS:

- Tree Board Meeting Minutes - August 7, 2025.pdf

CITY OF CHARLES TOWN
Tree Board
August 7, 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	Absent
Elizabeth Ricketts	Present
Cindy Rezmer	Present

1. APPROVAL OF MINUTES

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

2. UNFINISHED BUSINESS

2025-848: Tree Canopy/Inventory Update

- Scott is working on this.
- Aaron will put it on the next agenda.

2025-849: Pollinator Garden

- It needs weeding and trimming.
- We need to get a connection to a local garden club and put feelers out.

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

- We will pass on this one until we get the map.

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

- Passing on this agenda item.

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

- We need to upgrade the system with better watering equipment.
- Aaron will talk to Jim.

2025-853: Discussion of Revisions to Tree Ordinance

- Modeling of the ordinance is from one in NJ that Aaron re-crafted.
- We need to define trees and have code enforcement.
- Who's going enforce? We have 1 enforcement officer.
- What violations and penalties would be appropriate.
- No action tonight but board members will look over the ordinance.
- We need an ordinance designed for a small municipality.

2025-854: Chestnut Tree Saplings

- The saplings are hanging on.

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

- The brush has been cleared and we can remove this agenda item.

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

-

2025-857: Arbor Day Foundation Software

- We will table this until Spring.

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

- We need to work with an arborist on this.

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

- We have provisional approval to use the back side of the maintenance building.
- We will need fencing of some sort, maybe just a small buffer.
- We need to get on the parks and rec agenda for the end of September to run the fencing by them.

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

- This has gone to the wayside for now.

2025-861: Fall Cacapon Planting at Willingham Knolls

- We can replace trees there.
- We're not sure yet if they're doing fall plantings.
- More trees on the walkway.

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

- Liz updated the board that the bench is in and a red bud tree was proposed.

- Need to go back and look at spots for installation.
- The landscapers will install.

3. NEW BUSINESS

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

- Aaron met with Jim and Travis about pruning trees but they don't have the equipment or manpower.
- Viking did an estimate.

MOTION: Motion to forward the estimate from Viking to the city council.
COMMENTS: none
RESULT: Approved
MOVER: Katie Coon
SECONDER: Carlo Olivares
AYES: all

2025-864: Assessment of Trees in City Parks

- Aaron asked for Viking to look at Jefferson Memorial.
- Tanner will walk the park with Aaron and loop in Liz and Jim.
- Will see what trees need to be taken down.

2025-865: Purchase of Tree Trimming Equipment

- The maintenance staff needs chainsaws and pruning equipment.
- They could do more trimming with proper tools.
- Our maintenance team doesn't have much equipment.

ADJOURNMENT
MOTION: Motion to adjourn at 7:27 PM
MOVER:
SECOND:
AYES: All

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

Meeting: 09/04/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-945: 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: 09/04/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-946: Pollinator Garden

Need for volunteers to weed and trim this Fall. Additional seeding? Day of Caring?

ATTACHMENTS:

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

Meeting: 09/04/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-947: 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: 09/04/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-948: 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: 09/04/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-949: 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: 09/04/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-951: Discussion of Revisions to Tree Ordinance

Meeting with James Newman on planning issues and revisions to other ordinances. See attached Model Tree Ordinance.

ATTACHMENTS:

- revised model ordinance rev 9.2.25.pdf

Ordinance # [ ]- Tree Removal-Replacement-Planting 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.

L. INVASIVE PLANT SPECIES AND TREES shall mean (i) all native and non-native vines and vegetation that grow out of place and are competitive, persistent and pernicious, or (ii) trees which are native or non-native to this country or region of the country, whose vines produce chemicals that prevent the growth of other plants and serve as a primary food source to an invasive species of insects. These plants and trees may damage other trees, vegetation or structures. Examples include, but are not limited to, bamboo (spreading or running type), ragweed, multi flora rose, kudzu-vine, poison ivy

or oak, Ash trees and the Ailanthus Altissima tree (a/k/a the "Tree of Heaven").

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.

H. Invasive Trees, shrubs or plants 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 VII. 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. Invasive Species:

A. *Plantings of Invasive Plant or Tree Species*. All new in-ground plantings of invasive plant or tree species are strictly prohibited. All existing plantings or trees must be contained by appropriate physical barriers to prevent the growth or spread of existing invasive plant or tree species beyond the boundaries of a resident's property.

B. *Control of Growth*. All persons must control the growth of invasive plant species and trees. Failure to control the spread of such vegetation and trees beyond the boundaries of a resident's property is a violation of this chapter.

C. *Inspections*. All places and premises in the City of Charles Town shall be subject to inspection by the enforcing officer. For purposes of this Ordinance, the enforcing officer shall be the Code Enforcement Officer. Such inspections shall be performed by the Code Enforcement Officer or his or her designated municipal employee. Such inspection shall be made if the Code Enforcement Officer has reason to believe that any section of this chapter is being violated.

1. Enforcement of Invasive Species Section

A. Whenever an invasive plant or tree species (as defined by this chapter) is found on any plot of land, lot or any other premises or place, and is found to lack appropriate physical barriers to prevent the spread or growth of the species, or is found to have spread beyond the boundaries of a property, a violation, in writing, shall be given by the Code Enforcement Officer to the owner of the property from which the invasive plant or tree species has spread, directing the owner to remove or abate the same within such time as shall be specified therein. The violation shall be served upon the property owner of record by regular and certified mail or by personal service.

B. In the event a property owner fails to correct a notice of violation within the time specified in the notice of violation, the Town (by and through those municipal personnel deemed necessary and appropriate by the Code Enforcement Officer) may thereafter enter upon the property and remove or abate the invasive plant species or trees. The property owner shall be responsible for all costs incurred by the City in correcting the violation and bringing the property into compliance. The City may also place a municipal lien against the property for all costs incurred by the Town in bringing the property into compliance. The amount of the lien shall be authorized by Resolution adopted by the City Council, and shall be added to and become a part of the taxes next to be assessed and levied upon the property, shall bear interest at the same rate as taxes, and

shall be collected and enforced by the same officer and in the same manner as taxes. Costs shall be in addition to any penalties imposed for any violation of this section.

2. Violations and Penalties.

A. Any person violating the provisions of this section shall be subject to the violations and penalties set forth herein.
B. Any person violating the provisions of this chapter shall, upon conviction, be punishable by a fine of not more than $1,000.00 or community service as determined by the Municipal Court. The continuation of such violation for each successive day shall constitute a separate offense.
C. In addition to the penalties set forth herein, any person who violates the provisions of this section shall be liable for any damages caused to any adjoining property, including, but not limited to, the cost of removal of the invasive plant or tree species extending onto the adjoining property, as well as the repair and replacement of any property damaged by the invasive plant or tree species.

City Property. This Ordinance shall not apply to City owned property or City conservation easements.

SECTION IX. 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)

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

Meeting: 09/04/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-952: Chestnut Tree Saplings

Growing and next steps and location to plant this Fall. Need cages and tubes.

ATTACHMENTS:

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

Meeting: 09/04/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-953: Clearing Brush and Invasive Species Along Willingham Knolls and Evitts Run

ATTACHMENTS:

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

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Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-954: 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

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SCHEDULED

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2025-955: 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: 09/04/25
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Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-957: Tree Nursery at Evitts Run Park Proposal

Approved for temporary use of space. Need to coordinate with Parks on design, fence and esthetics.

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.

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2025-958: Fall BMP Community Tree Purchase Program with Cacapon

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

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2025-959: Memorial Bench and Tree for Alana Williams at Jefferson Memorial Park - Chosen Tree Forest Pansy Redbud

ATTACHMENTS:

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AGENDA ITEM (ID #)

2025-960: 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

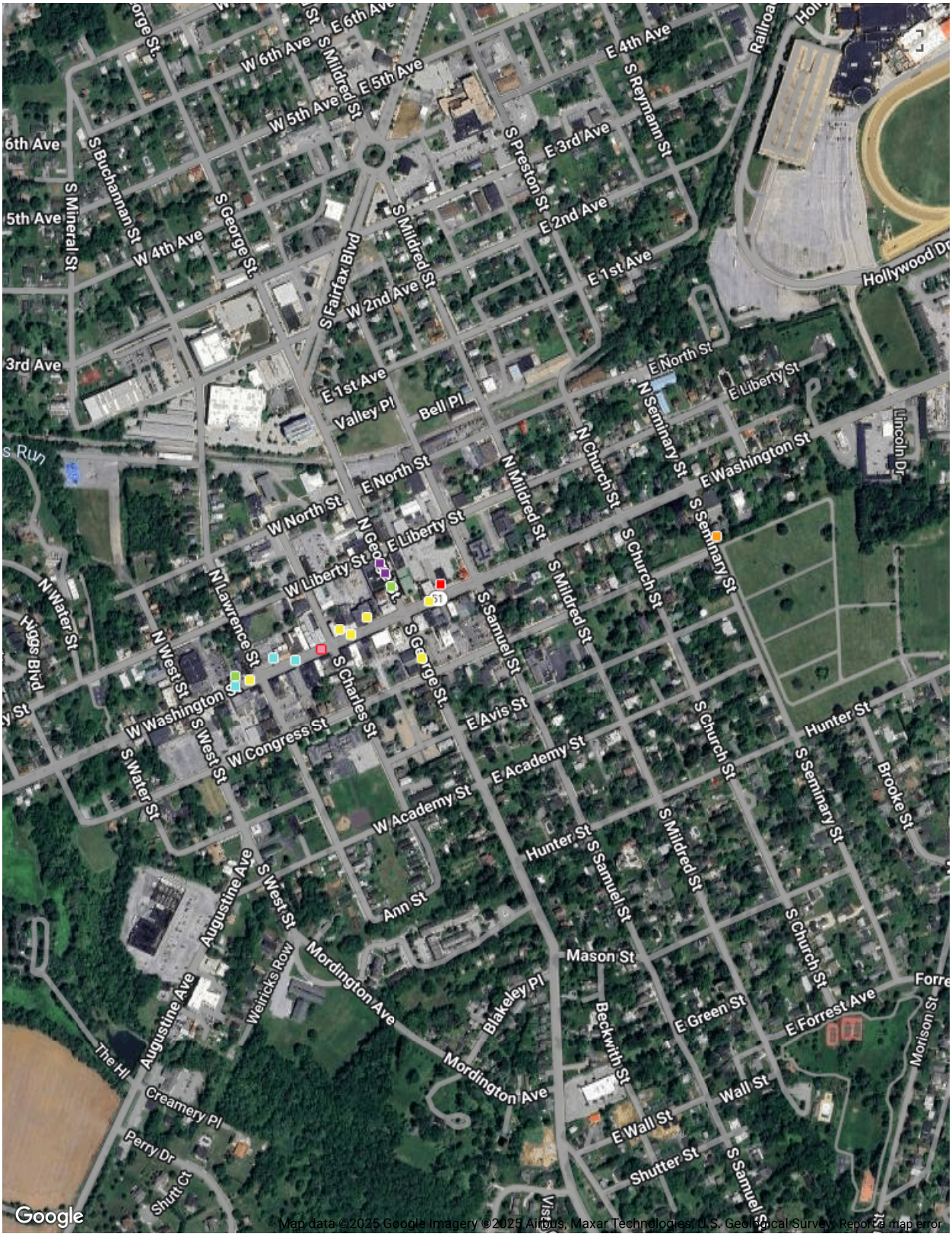
Crown Clean

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



June 24, 2025

Ulmus americana ID# 2

American Elm

Height: 16'-30' DBH: 7"-…

Health: 80% - Good



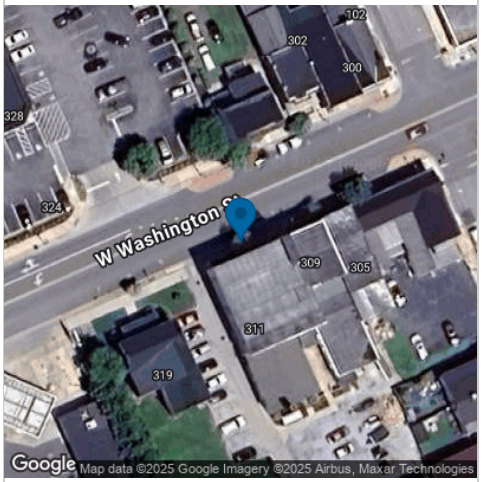
June 24, 2025

Zelkova serrata ID# 3

Japanese Zelkova

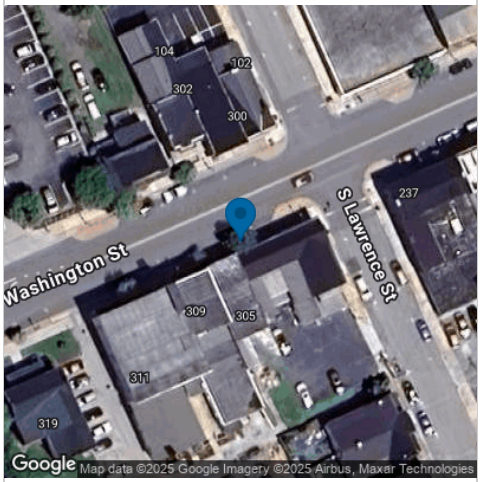
Height: 16'-30' DBH: 7"-…

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



Clearance Pruning / Crown Clean

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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.

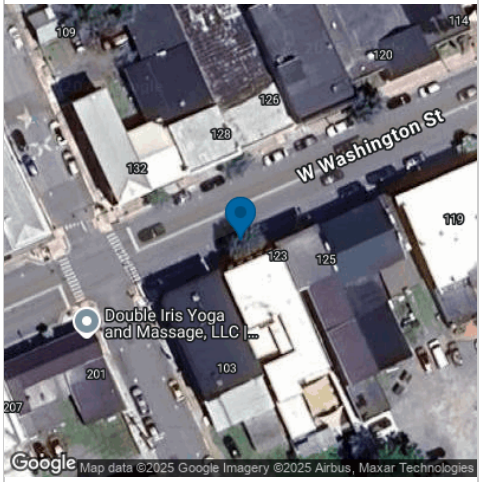
W. Washington St - sidewalk tree clearance pruning

Proposal #1072356 07-09-2025



June 24, 2025

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



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



June 24, 2025

Ulmus americana ID# 5
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



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

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

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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

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



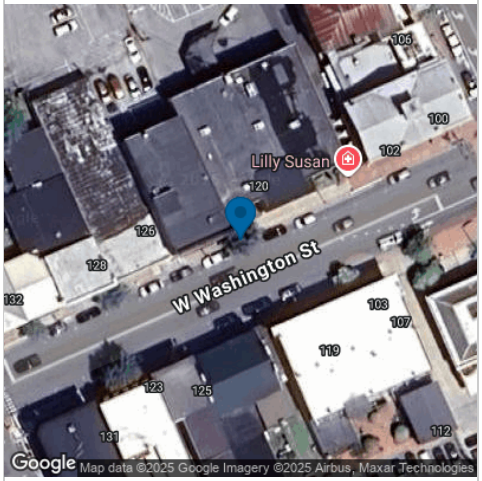
June 24, 2025

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



June 24, 2025

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



Clearance Pruning / Crown Clean
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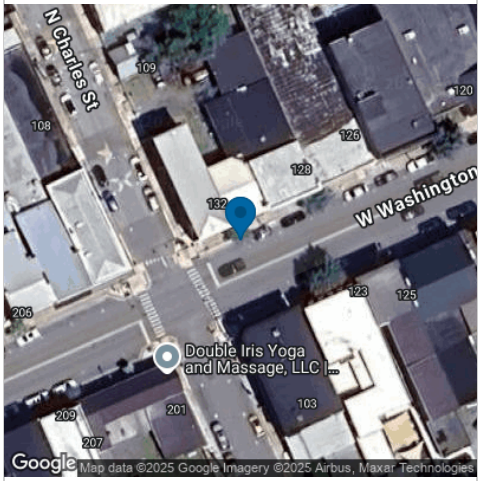

Clearance Pruning / Crown Clean
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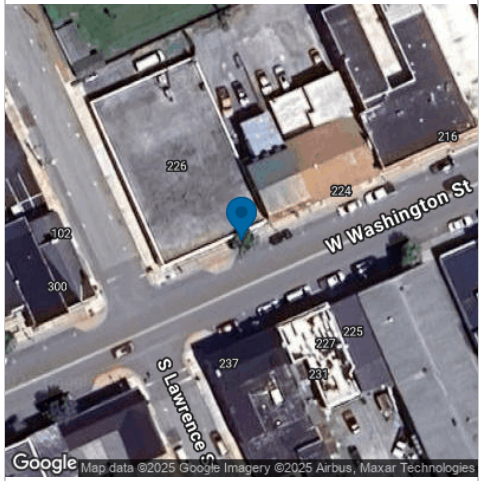

Clearance Pruning / Crown Clean
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Removal of live foliage shall be limited to 25% of the overall crown volume, per ANSO A300 Pruning Standards.	Removal of live foliage shall be limited to 25% of the overall crown volume, per ANSO A300 Pruning Standards.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

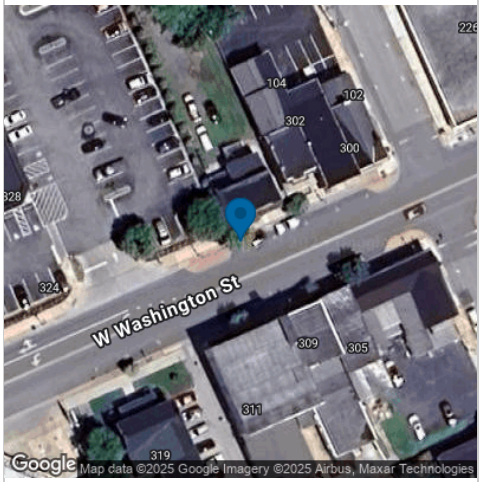
W. Washington St - sidewalk tree clearance pruning

Proposal #1072356 07-09-2025



June 24, 2025

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

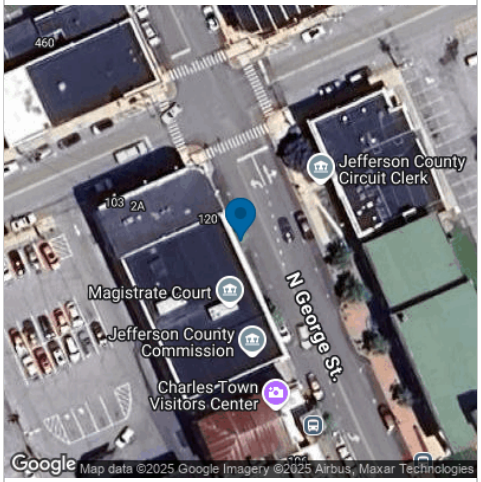


Clearance Pruning / Crown Clean
Establish a minimum of 2' of clearance from structures; establish a minimum of 7'of clearance above the sidewalk. Pruning of dead, diseased, and conflicting branches back to proper laterals at least 1/3 the



June 24, 2025

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

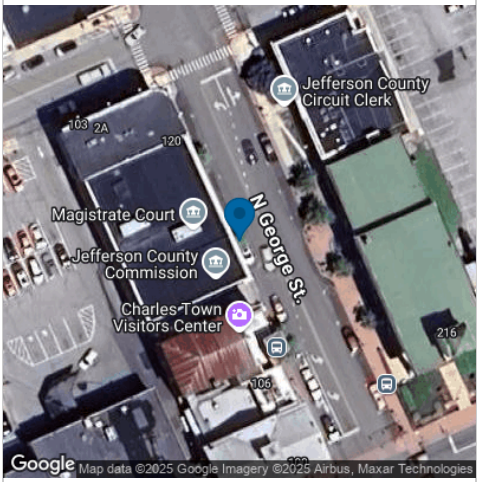


Clearance Pruning / Crown Clean
Establish a minimum of 2' of clearance from structures; establish a minimum of 7'of clearance above the sidewalk. Pruning of dead, diseased, and conflicting branches back to proper laterals at least 1/3 the



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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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



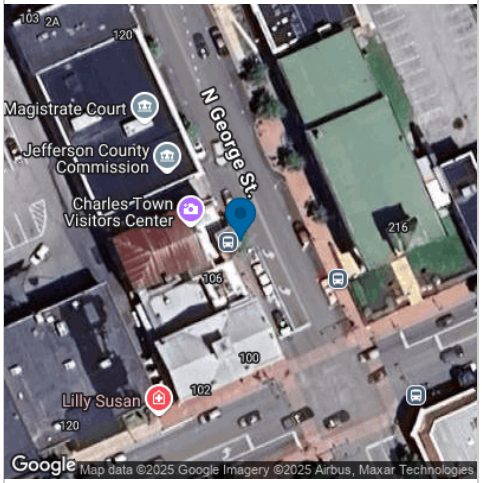
June 24, 2025

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

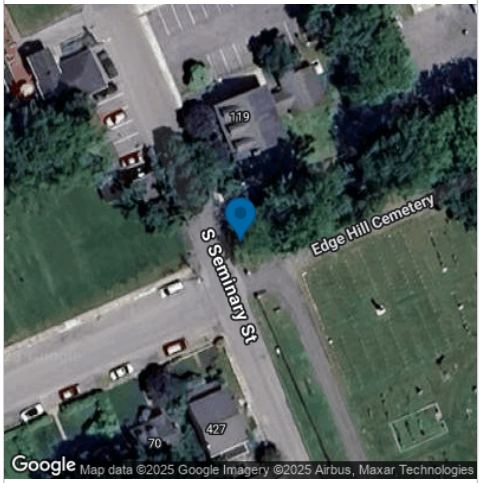


July 3, 2025

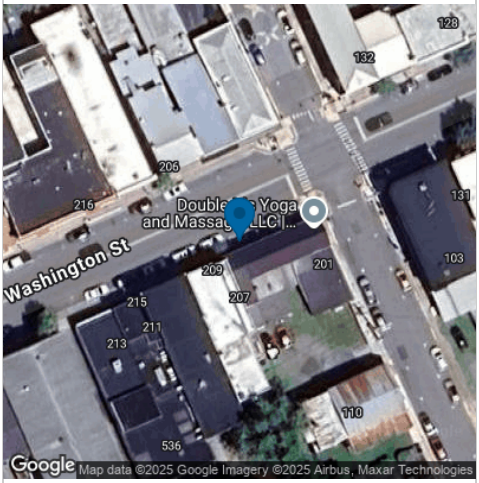
Crabapple ID# 16
Crabapple
Height: 31'-45' DBH: 19"…
Health: 80% - Good



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: 09/04/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-961: 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:

- Proposal Jefferson Memorial Park 1112042 08-29-2025 - Viking.pdf

Proposed Tree Care Services

Tree Quantity: 20

Proposal Value: $15,075

August 25, 2025

Proposal #: 1112042

Tree Care Service Address/Location
Jefferson Memorial Park - hazard tree mitigation
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
#2	Siberian Elm	1	31'-45'	25"-30"	Deadwood Removal / End Weight Reduction	$1,350
#3	Silver Maple	1	31'-45'	43"-48"	End Weight Reduction / Deadwood Pruning / Vine Segmentation	$900
#4	Siberian Elm	1	31'-45'	31"-36"	Deadwood Pruning / End Weight Reduction	$450
#5	Siberian Elm	1	31'-45'	31"-36"	Removal and Flush Cut	$675
#6	Box Elder	1	31'-45'	31"-36"	Deadwood Pruning / End Weight Reduction	$450
#7	Siberian Elm	1	31'-45'	25"-30"	Deadwood Pruning / End Weight Reduction	$450
#8	Silver Maple	1	31'-45'	25"-30"	Tree Removal - flush cut	$1,350
#9	Norway Maple	1	16'-30'	25"-30"	Removal and Flush Cut	$450
#10	White Oak	1	46'-60'	43"-48"	Supplemental Support System - Basic / Supplemental Support System - Bracing	$1,125
#11	Norway Maple	1	31'-45'	31"-36"	Deadwood Pruning	$450
#12	Norway Maple	1	31'-45'	19"-24"	Deadwood Pruning	$450
#13	Norway Maple	1	31'-45'	25"-30"	Removal and Flush Cut	$450
#14	Siberian Elm	1	31'-45'	25"-30"	Removal and Flush Cut	$450
#15	Siberian Elm	1	31'-45'	31"-36"	Deadwood Pruning	$450
#16	Eastern Black Walnut	1	31'-45'	25"-30"	Removal and Flush Cut	$675

August 25, 2025

Proposal #: 1112042

	Species	Qty	Height	DBH	Service	Price
#17	Siberian Elm	1	31'-45'	31"-36"	Removal and Flush Cut	$1,800
#18	Norway Maple	1	46'-60'	43"-48"	Deadwood Pruning / Supplemental Support System - Basic / End Weight Reduction	$1,350
#19	Black Cherry	1	46'-60'	31"-36"	Removal and Flush Cut	$900
#20	Northern Red Oak	1	46'-60'	25"-30"	Deadwood Pruning	$450
#21	Northern Red Oak	1	46'-60'	25"-30"	Deadwood Pruning	$450
					Total	**$15,075**

General Tree Care Objective Definitions

Deadwood Removal

Deadwood removal refers to the practice of selectively removing dead, dying, or diseased branches in excess of 2" in diameter from a tree. This process is essential for several reasons:Tree Health: Removing deadwood helps prevent the spread of disease and pests that can affect the overall health of the tree.Safety: Dead branches can pose safety hazards, especially if they are at risk of falling. Removing them reduces the risk of injury to people or damage to property.Aesthetic Improvement: Clearing away deadwood can enhance the appearance of a tree, promoting a healthier and more vibrant look.Encouraging Growth: By removing dead branches, the tree can redirect its energy towards healthy growth and new foliage.Deadwood removal is typically performed by trained arborists who assess the tree's condition and determine the appropriate branches to remove, ensuring the tree's health and structural integrity are maintained.

End Weight Reduction

End weight reduction pruning is a technique used in arboriculture to reduce the weight of the ends of tree branches. This method involves selectively removing portions of the branch tips to decrease their overall weight, which can help minimize the risk of branch failure, especially in trees with heavy, elongated branches.Key objectives of end weight reduction pruning include:Safety: Reducing the likelihood of branches breaking under their own weight, particularly during storms or high winds.Tree Health: Encouraging healthier growth patterns by redistributing the tree's resources and reducing stress on weak branches.Aesthetic Appeal: Maintaining the tree's shape and visual appeal while ensuring its structural integrity.This pruning method is typically performed by trained professionals who consider the species of the tree, its growth habit, and the specific needs of the tree to ensure a balanced and healthy outcome.

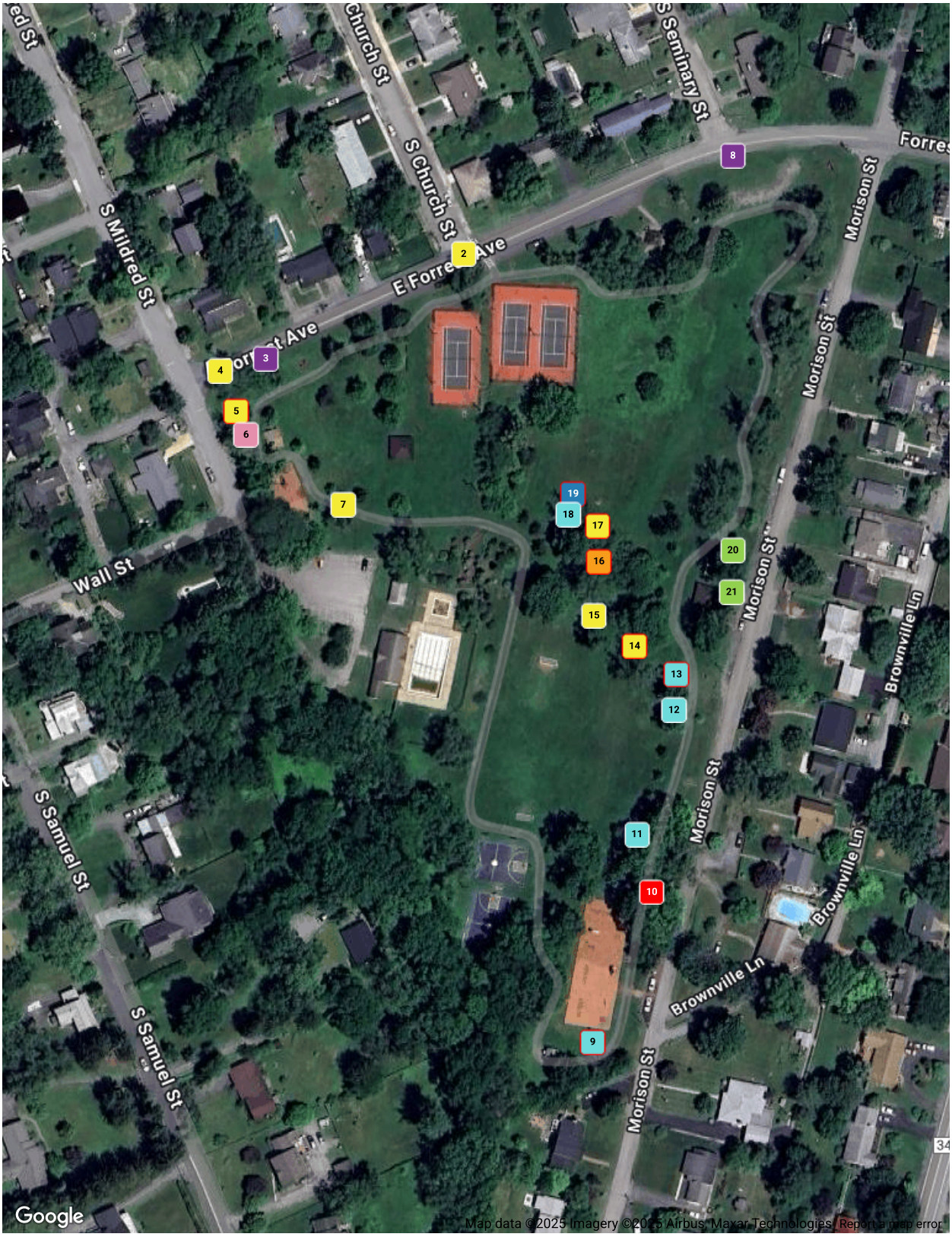
Removal and Flush Cut

Removal/Flush Cut

Supplemental Support System - Basic

Installation of a static Supplemental Support System in accordance with ANSI A300 Part 3, and corresponding ISA Best Management Practices.

Jefferson Memorial Park - hazard tree mitigation



Legend (20)

- Siberian Elm (7)
- Norway Maple (5)
- Silver Maple (2)
- Northern Red Oak (2)
- White Oak (1)
- Eastern Black Wa... (1)
- Box Elder (1)
- Black Cherry (1)

Jefferson Memorial Park - hazard tree mitigation

Proposal #1112042 08-25-2025



July 3, 2025

Ulmus pumila ID# 2
Siberian Elm
Height: 31'-45' DBH: 25"…
Health: 60% - Fair



Deadwood Removal / End Weight Reduction
End-weight reduction of over-extended limbs back to proper laterals; pruning of dead wood in excess of 2" in diameter



July 3, 2025

Acer saccharinum ID# 3
Silver Maple
Height: 31'-45' DBH: 43"…
Health: 20% - Critical

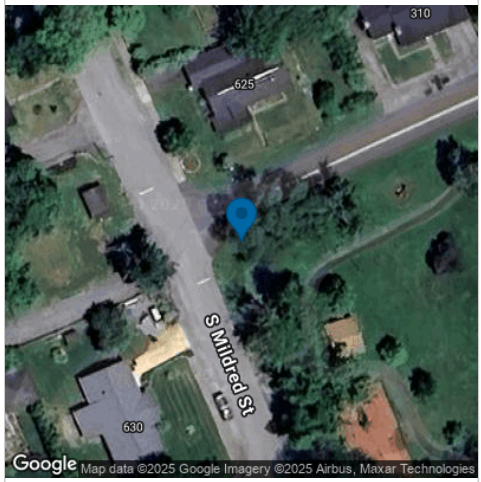


End Weight Reduction / Deadwood Pruning / Vine Segmentation
End-weight reduction of over-extended limbs back to proper laterals; pruning of dead wood in excess of 2" in diameter Vines will be circumscribed in two locations on the stem 2-3' apart; vine stems will be completely removed from this section in order to break the vascular supply to the vine foliage in the upper crown.



July 3, 2025

Ulmus pumila ID# 4
Siberian Elm
Height: 31'-45' DBH: 31"…
Health: 60% - Fair



Deadwood Pruning / End Weight Reduction
End-weight reduction of over-extended limbs back to proper laterals; pruning of dead wood in excess of 2" in diameter

Vines in the tree will be left to die and slough off on their own.

Jefferson Memorial Park - hazard tree mitigation

Proposal #1112042 08-25-2025



July 3, 2025

Ulmus pumila ID# 5
Siberian Elm
Height: 31'-45' DBH: 31"…
Health: 20% - Critical



July 3, 2025

Acer negundo ID# 6
Box Elder
Height: 31'-45' DBH: 31"…
Health: 60% - Fair



July 3, 2025

Ulmus pumila ID# 7
Siberian Elm
Height: 31'-45' DBH: 25"…
Health: 60% - Fair



Removal and Flush Cut
Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.



Deadwood Pruning / End Weight Reduction
End-weight reduction of over-extended limbs back to proper laterals; pruning of dead wood in excess of 2" in diameter



Deadwood Pruning / End Weight Reduction

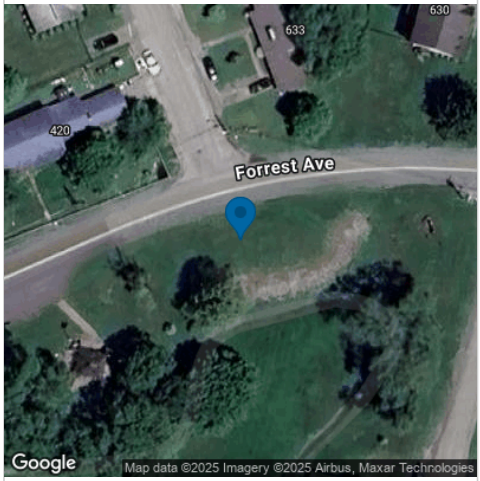
Jefferson Memorial Park - hazard tree mitigation

Proposal #1112042 08-25-2025



August 25, 2025

Acer saccharinum ID# 8
Silver Maple
Height: 31'-45' DBH: 25"…
Health: 40% - Poor



Tree Removal - flush cut
Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.



July 3, 2025

Acer platanoides ID# 9
Norway Maple
Height: 16'-30' DBH: 25"…
Health: 1



Removal and Flush Cut
Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.



July 3, 2025

Quercus alba ID# 10
White Oak
Height: 46'-60' DBH: 43"…
Health: 80% - Good



Supplemental Support System - Basic / Supplemental Support System - Bracing
This mature white oak has a major structural split at the main u ion, and is at risk of catastrophic failure onto the play structure. It is currently being supported by a non-standard and insufficient cable system. Recommend cabling and bracing this

tree in accordance with ANSI A300 standards for supplemental tree support. Materials cost: $250

Jefferson Memorial Park - hazard tree mitigation

Proposal #1112042 08-25-2025



July 3, 2025

Quercus alba ID# 10
White Oak
Height: 46'-60' DBH: 43"…
Health: 80% - Good



July 3, 2025

Acer platanoides ID# 11
Norway Maple
Height: 31'-45' DBH: 31"…
Health: 60% - Fair



July 3, 2025

Acer platanoides ID# 12
Norway Maple
Height: 31'-45' DBH: 19"…
Health: 60% - Fair



Supplemental Support System - Basic / Supplemental Support System - Bracing
This mature white oak has a major structural split at the main u ion, and is at risk of catastrophic failure onto the play structure. It is currently being supported by a non-standard and



Deadwood Pruning
Pruning of dead wood in excess of 2" in diameter.



Deadwood Pruning
Pruning of dead wood in excess of 2" in diameter.

insufficient cable system. Recommend cabling and bracing this tree in accordance with ANSI A300 standards for supplemental tree support. Materials cost: $250

Jefferson Memorial Park - hazard tree mitigation

Proposal #1112042 08-25-2025



July 3, 2025

Acer platanoides ID# 13
Norway Maple
Height: 31'-45' DBH: 25"…
Health: 60% - Fair

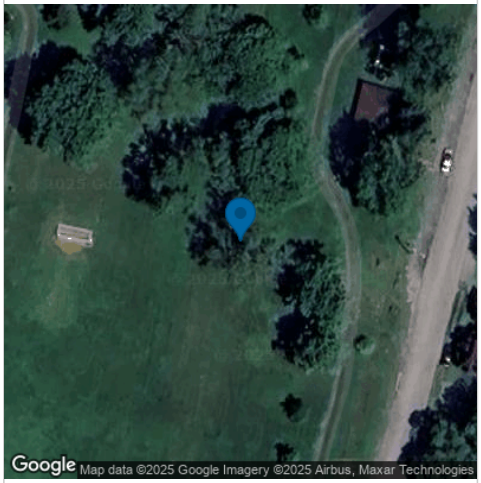


Removal and Flush Cut
This tree has evident too-dieback commonly associated with root rotting fungus, and has a poor co-dominant structure with a bark inclusion which should be cabled if kept. Recommend



July 3, 2025

Ulmus pumila ID# 14
Siberian Elm
Height: 31'-45' DBH: 25"…
Health: 40% - Poor



Removal and Flush Cut
Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.



July 3, 2025

Ulmus pumila ID# 15
Siberian Elm
Height: 31'-45' DBH: 31"…
Health: 60% - Fair



Deadwood Pruning
Pruning of dead wood in excess of 2" in diameter.

full removal. Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.

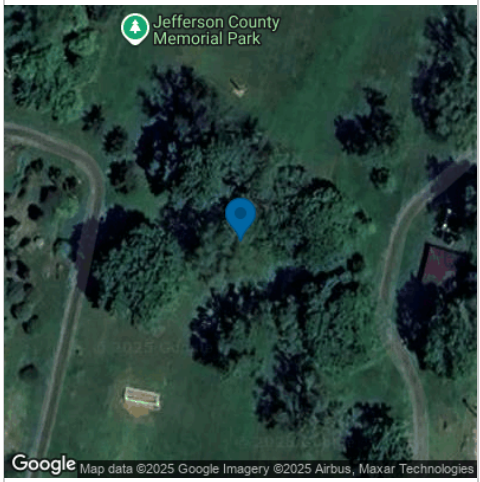
Jefferson Memorial Park - hazard tree mitigation

Proposal #1112042 08-25-2025



July 3, 2025

Juglans nigra ID# 16
Eastern Black Walnut
Height: 31'-45' DBH: 25"…
Health: 80% - Good

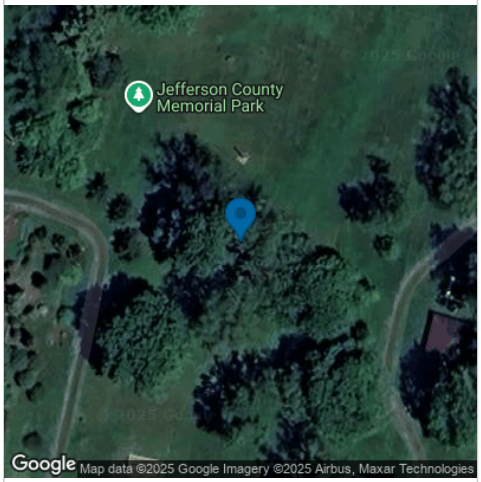


Removal and Flush Cut
Walnut with poor anchorage 45 degree lean, and high probably of uprooting. Recommend removal. Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.



July 3, 2025

Ulmus pumila ID# 17
Siberian Elm
Height: 31'-45' DBH: 31"…
Health: 40% - Poor

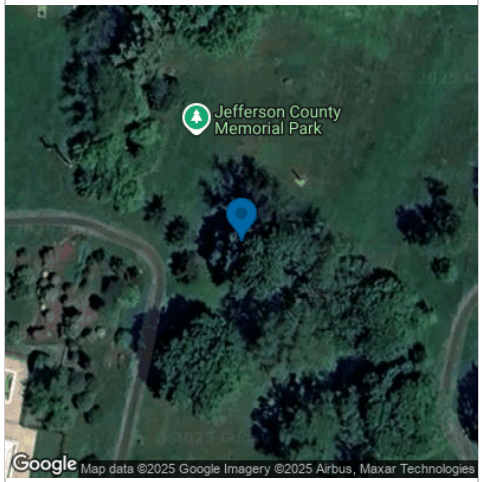


Removal and Flush Cut
Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.



July 3, 2025

Acer platanoides ID# 18
Norway Maple
Height: 46'-60' DBH: 43"…
Health: 60% - Fair



Deadwood Pruning / Supplemental Support System - Basic / End Weight Reduction
End-weight reduction of over-extended limbs back to proper laterals; pruning of dead wood in excess of 2" in diameter. Installation

of a single supplemental support cable in order to protect the main union from failure. Materials cost: $125.

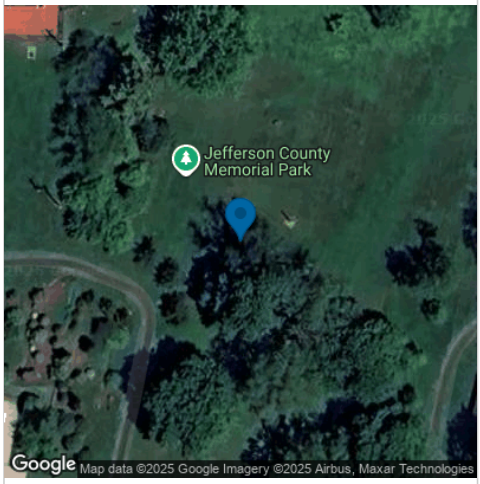
Jefferson Memorial Park - hazard tree mitigation

Proposal #1112042 08-25-2025



July 3, 2025

Prunus serotina ID# 19
Black Cherry
Height: 46'-60' DBH: 31"…
Health: 40% - Poor



Removal and Flush Cut
Removal of wood, brush, and debris from the site. Stump will be cut as close to the grade as practical.



July 3, 2025

Quercus rubra ID# 20
Northern Red Oak
Height: 46'-60' DBH: 25"…
Health: 80% - Good



Deadwood Pruning
Pruning of dead wood in excess of 2" in diameter.



August 25, 2025

Quercus rubra ID# 21
Northern Red Oak
Height: 46'-60' DBH: 25"…
Health: 80% - Good



Deadwood Pruning
Pruning of dead wood in excess of 2" in diameter.

Customer

Signature	Title
Printed Name	Date

Viking Tree Service, LLC

Erik Berndt

Signature	
Erik Berndt	August 25, 2025
Printed Name	Date

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

Meeting: 09/04/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-962: Discussion with City Manager on City Expenditure to Cover Cost of Tree Trimming on W. Washington Street and Tree Trimming/Removal at Jefferson Memorial Park

ATTACHMENTS:

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

Meeting: 09/04/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-963: Stump Grinding at Happy Retreat and Various Other Locations

Flores Tree Services provided estimate at $200 per stump. They counted 26 at Happy Retreat alone. However, some of these were older stumps which were rotted and could be removed with a backhoe. A large stump grinder is $299 a day at Jefferson Rentals or $999 for a week. Time to retrieve and City staff's time is considerate but appears that would save money to rent for a week and resolve many stumps that require removal.

ATTACHMENTS:

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

Meeting: 09/04/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-964: Review of Cutting at Willingham Knolls

Consideration of Milkweed and fostering seeding in areas not actively mowed.

ATTACHMENTS:

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

Meeting: 09/04/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-965: Assessment of Dead Trees and Removal of Tree Tubes and Dead Trees at all Parks

ATTACHMENTS:

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

Meeting: 09/04/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-966: Review of Viking Map of Jefferson Memorial Park

Consideration of City staff trimming certain trees to foster proper growth and structure. Discussion of meeting with Tanner Haid.

ATTACHMENTS:

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

Meeting: 09/04/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-967: Creation of Group Email for Volunteer Events

ATTACHMENTS: