CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD

AGENDA • NOVEMBER 7, 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

: **2024-1099:** Charles Town Tree Board Minutes - October 10, 2024
Tree Board Meeting Minutes - Oct. 10.pdf

3. UNFINISHED BUSINESS

: **2024-1102:** Tree Canopy/Inventory Update

: **2024-1103:** Grant Funds Extension Request to End December 2024

: **2024-1104:** Pollinator Garden

: **2024-1105:** Tree Planting of Bare Root Seedlings for WV Water-Ways

: **2024-1106:** Discussion of Potential Future Nursery Located at Maintenance Yard or Other Location

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

: **2024-1108:** Identification of Open Planting Areas for Tree Installations in the City

: **2024-1109:** Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

: **2024-1110:** Creation of Tree Board Brochure and Public Outreach Ideas

: **2024-1111:** Earth Grounds Street Festival November 9, 2024

: **2024-1112:** Meeting with Colton Aaron of Bartlett Tree

: **2024-1113:** Meeting with Travis Kable on Plan of Action for Tree Care, Trimming, Maintenance, and Planting

: **2024-1115:** Chestnut Tree Society and Membership Update

: **2024-1116:** Skate Park Hillside Below Utility Lines

: **2024-1117:** Trout Unlimited Program, Ryan Cooper

4. NEW BUSINESS

: **2024-1118:** Evitts Run Planting Buffer Along Liberty Street

: **2024-1119:** Completion of Clearing Brush and Invasive Species Along Evitts Run

: **2024-1120:** Completion of Brush Hogging at Willingham Knolls Park

: **2024-1121:** Status of Meeting with School Board Members: Re: City Tree Plantings/Education Program

: **2024-1122:** Development of Watering, Care and Maintenance Plan for New Trees and Assessment of Equipment Needed

: **2024-1123:** Cacapon Best Practice Management Tree Sale

: **2024-1124:** Spring at Craig Hill Estates

: **2024-1125:** Charles Town Tree Master Plan - 2024
Master Tree Board Plan Final Draft 12.27.24.pdf

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

SCHEDULED

AGENDA ITEM (ID #)

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

2024-1099: Charles Town Tree Board Minutes - October 10, 2024

ATTACHMENTS:
- Tree Board Meeting Minutes - Oct. 10.pdf

CITY OF CHARLES TOWN
Tree Board
October 10, 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	Absent
Jane King	Present
Carlo Olivares	Present
Scott Updike	Present
Elizabeth Ricketts	Present
John Nissel	Present

1. APPROVAL OF MINUTES

COMMENTS: none
RESULT: approved
MOVER: Scott Updike
SECONDER: Carlo Olivares
AYES: all

2. UNFINISHED BUSINESS

2024-1012: Tree Canopy/Inventory Update

- Aaron met with Colton Aaron from Bartlett Tree Experts out of Shepherdstown and they now have our data.
- We need to decide what we want inventoried and where.
- Trying to map out the inventory area.
- Maybe do the Happy Retreat area later.

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

- Aaron confirmed that the funds are still available until the end of the year.
- We have a quote from Viking to remove trees.
    - 60ft easement that encompasses trees.

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

- We are going to let them winter over and plant next year.

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

- Aaron talked to Jim and they found a spot along the fence where we can put the nursery.
    - Water from gutters into the tank to water trees.
- Spring '25 timeline is when we can get trees from Potomac Edison.
- Start small with a few hundred trees.
- $50,000 for grant money.
- John brought up soil testing.
    - Missouri gravel doesn't use the soil.
- Missouri gravel is moveable.
- It will take 2 - 2 ½ years for the trees to grow in the nursery before being ready to plant.

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

- We have data from Jefferson county.
- We don't have a lot of places to plant in town.
- We do have a lot of areas where trees have died and need to be replaced.
- Stuff around the city pool will have to come out because the new pool will have a bigger footprint so we could use replacement trees there in the future.

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

- Aaron walked around with Chris Bodkin and Chris suggested doing a phased grant to remove invasives.
- The murals at Evitts Run are almost done.
- The bridge is being installed in a few weeks.
- We could plant trees going down to the bridge.
- John brought up adding a natural tree buffer at the park where the road is.

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

- Aaron will reach out to Riley.
- Carlo expressed interest in helping.

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

- We had 58 trees purchased that went to 14 addresses.
- Tanner coordinated with Jim to pick up and deliver the trees.
- We had 30 people inquire about trees.
- We will look at doing it again in the Spring.
- John suggested adding a delivery charge or option to pick up.
    - We need to set a date with advance notice.

2024-1023: Fall Cacapon Planting at Willingham Knolls

- Aaron marked the spots for the trees.
- Jim will rent an auger to dig holes.
- Planting will be Oct. 19th and a social media post is out.
- The holes will already be dug out.

2024-1034: Pollinator Garden

- We need to get seeds, weed and put some soil on top.
- Sunflower seeds.
- Looking at doing that in Nov.
- 1st Energy had $1,000 for pollinator garden so Aaron will contact her.
- John suggested raking.
- Carlo suggested throwing in native grass.
    - We need to check what the seeds need to grow.
- We could have the boy scouts or another community group come out.

3. NEW BUSINESS

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

- Trout Unlimited coming in Nov. probably, depending on weather, to do the buffer but we need to clean stuff out first.
    - Should we set a date? Oct. 26th?
- John said we have a volunteer release form to help with liability issues.
- Maintenance will be getting some of the large chinese elms.

2024-1025: Meeting with Colton Aaron of Bartlett Tree

- Aaron is working on getting an estimate.
- $2k more than Viking for tree removal.
- Estimate for trimming downtown for hybrid poplar trees.

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

- Travis hasn't taken the test yet.
- Charles Town bought the Ranson bucket truck and we have a new one coming.
- John noticed some dead trees, future agenda item.

2024-1027: Trout Unlimited Program, Ryan Cooper

2024-1028: Community Outreach and Clearing Event

- We need to set a date, Oct. 26th was discussed as the potential date.

2024-1029: Skate Park Hillside Below Utility Lines

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

- We haven't heard back from Rikki Twyford.

- They can apply for it themselves too.
- Scott and Aaron will look at getting on their agenda, maybe in the Spring.

2024-1031: Chestnut Tree Society and Membership

- Aaron applied and we're now part of the Chestnut Society.
- We will get 20-30 blight resistant trees for the spring.

2024-1032: Completion of Pollinator Garden at Skate Park

- See 2024-1034

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

- We will have a table/booth.
- Aaron still has the tree biscuits.
- Maybe have some saplings and demonstrations on how to plant and a brochure.
- It will be Nov. 9th 2pm-7pm.

Other

- Scott brought up the tree inventory data.
- We can't maintain the data ourselves but got it loaded onto Charles Town.
- Colton at Bartlett also loaded the data.
- We need to figure out how to access the data so that we can manage it.
- The data is now 5 years old.

4. ADJOURNMENT
MOTION: Motion to adjourn at 8:08PM
MOVER: Jane King
SECOND: Scott Updike
AYES: All

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

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1102: 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

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1103: 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.

ATTACHMENTS:

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

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1104: Pollinator Garden

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

ATTACHMENTS:

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

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1105: Tree Planting of Bare Root Seedlings for WV Water-Ways

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

ATTACHMENTS:

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

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1106: Discussion of Potential Future Nursery Located at Maintenance Yard or Other Location

ATTACHMENTS:

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

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

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

ATTACHMENTS:

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

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1108: Identification of Open Planting Areas for Tree Installations in the City

ATTACHMENTS:

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

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1109: Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

ATTACHMENTS:

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

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1110: Creation of Tree Board Brochure and Public Outreach Ideas

ATTACHMENTS:

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

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1111: 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:

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

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1112: Meeting with Colton Aaron of Bartlett Tree

Meeting discussed tree work and inventory management.

ATTACHMENTS:

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

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1113: 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/

ATTACHMENTS:

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

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1115: Chestnut Tree Society and Membership Update

Membership is $40 a year with free saplings.

ATTACHMENTS:

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

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1116: 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

ATTACHMENTS:

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

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1117: 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.

ATTACHMENTS:

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

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1118: Evitts Run Planting Buffer Along Liberty Street

Design ideas, plants, and estimate for costs.

ATTACHMENTS:

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

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1119: Completion of Clearing Brush and Invasive Species Along Evitts Run

ATTACHMENTS:

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

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1120: Completion of Brush Hogging at Willingham Knolls Park

ATTACHMENTS:

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

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1121: Status of Meeting with School Board Members: Re: City Tree Plantings/Education Program

ATTACHMENTS:

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

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1122: 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: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1123: Cacapon Best Practice Management Tree Sale

The Tree Board has been approved for a 50% reduction in the cost of trees ordered through this program. Schedule application for Spring 2025.

ATTACHMENTS:

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

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1124: Spring at Craig Hill Estates

Discussion about site options. Schedule application deadline.

ATTACHMENTS:

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

Meeting: 11/07/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-1125: Charles Town Tree Master Plan - 2024

Discussion with draft for review at December meeting.

ATTACHMENTS:

- Master Tree Board Plan Final Draft 12.27.24.pdf

Charles Town Tree Master Plan

Priority administrative tasks & projects for 2024

January 4th, 2024

Mayor and City Council,

We would like to start with thanking you for the opportunity to serve on the City of Charles Town Tree Board. It is our honor to assist our community with the critical tasks of planting, protecting, and maintaining our City's trees.

Our 2023 Master Plan was overwhelmingly successful. Here are just a few of our successes from this year:

- Maintained our Tree City USA status for the 11th year and received national recognition.
- Hosted a community Arbor Day event on N. Charles St and planted an Arbor Day Tree at the City's Skate Park.
- Held out First Annual Arbor Day Celebration for the Community and planted 50 saplings.
- Secured funding of over $14,000 for invasive tree removal and replacement in City Rights-of-ways from the West Virginia Department of Forestry
- Secured funding for a pollinator garden to be installed at the City's Skate Park.
- Secured over 200 tree saplings for use in future City plantings.
- Obtained saplings through the WVU Agricultural Extension for planting along City streams and tributaries.
- Planted a tree at Evitt's Run for addiction awareness month.
- Investigated the creation of a City tree nursery and potential funding for such an endeavor.
- Coordinated with City Staff and Maintenance to identify deficiencies in PPE items for workers engaged in tree related activities and provided for such purchases as part of the City's match for the $14,000 grant through the West Virginnia Department of Forestry.

We seek to build on these successes in 2024 and continue addressing our community's tree-related concerns and interests; create a healthier, more vibrant community through community forestry; provide educational and volunteer opportunities for our citizens; and increase tree canopy throughout our City.

As per our City's Ordinance Article 1104 Trees, one of our duties as a board is *"to prepare and update, annually, a written City-wide "Tree Master Plan" that guides the care, preservation, pruning, planting, replanting, removal, or disposition of trees on public lands; such plan shall consider existing and future utility locations and environmental factors in relation to existing and future tree species on public or private lands, as provided in this article or other ordinances; such plan shall also provide a status report of "Landmark Trees" within the City; such plan shall be recommended to the Mayor and Council and, upon their acceptance and approval, shall be implemented as the "Tree Master Plan."*

The recommended priority actions on the following pages reflect the conversations we've had as a board, as well as conversations that our community has had with us as friends and neighbors. However, at this moment, they are only that – recommendations.

We have grouped our recommended priority actions into two categories – "Administrative", which will need to be addressed within the Board itself or at the staff or Council level, and "Projects", which are implementable projects throughout our community. Each has a priority ranking; estimated timeframe for completion; a generalized, estimated cost; and a Tree Board member lead.

This list conveys our values and what we want to achieve moving forward, but they can only be achieved with your input, acceptance, and ultimate approval.

We respectfully submit the following Charles Town Tree Master Plan and sincerely look forward to working with you on implementing these recommended priority actions.

Charles Town Tree Board,
Aaron Amore, Chair
Katie Coon
Jane King
Scott Updike
Elizabeth Ricketts

Administrative

Maintain Tree City USA Status

There are 4 Standards that must be met prior to re-applying for Tree City USA designation:

1. **City must have a Tree Board or a Forestry Department**
2. **City must have a tree care ordinance**
3. **City must have a community forestry program with a budget of at least $2 per capita**
4. **City must have an annual Arbor Day observance and proclamation**

In 2023, The City of Charles Town attained Tree City USA for the 12th time in the City's history. We received national recognition for reaching this milestone. The Tree Board will work with staff and City Council and WV Division of Forestry on reapplying to maintain this status with the Arbor Day Foundation. Visit the Arbor Day Foundation[1] website for more details.

- **Priority: High**
- **Estimated Time Frame: January 2024**
- **Estimated Cost: No costs beyond the $2/capita that is already budgeted for contracted tree costs**
- **Tree Board Lead: Katie Coon**

Tree Canopy Survey

Seek to build upon the tree inventory done in 2019 and to update the data now housed at the Jefferson County GIS Office. We plan to work cooperatively with the County to update this data and maintain it such that City staff can access this data while avoiding the costs of software purchase and maintaining said data. The purpose of such of update inventory would assist in the following areas:

- **assessing defensible space around buildings to reduce wildfire risk**
- **mapping risks to utility infrastructure like powerlines**
- **modeling of tree services like air and water pollution mitigation**
- **measuring carbon storage and sequestration**
- **wildfire modeling**
- **assessing tree risks to residential properties**
- **creating and analyzing forest inventory**
- **Measuring agroforestry resources in rural landscapes**

Benefits come in many forms, such as energy conservation and the improved physical and psychological health of the people within these urban environments. The CTTB is in the process of seeking appropriate measures to assess and update the data. We will work with City staff to coordinate an appropriate and cost-effective approach for updating the data. The use of a City Intern has been the past practice and this may provide a ready avenue to accomplish this goal in 2024.

- **Priority: High**
- **Estimated Time Frame: by end of 2024**
- **Estimated Cost: Unknown**
- **Tree Board Lead: Scott Updike**

Landmark Trees Program

We have researched and drawn upon the expertise of the many Landmark Tree programs across the country and tailored it to our community. We have created an online form and a printable brochure for citizens to apply.

- **Priority: Medium**
- **Estimated Time Frame: January 2024**
- **Estimated Cost: None**
- **Tree Board Lead: Katie**

Projects

Initiation of Grant Award

CTTB secured a grant from the West Virginia Department of Forestry of over $14,000 to remove and replace Bradford Pear Trees in several City rights-of ways. The grant is a matching grant where the City match can be in money or time/labor of City staff and volunteers related to tree activities. CTTB is working with City staff and maintenance to actively track all such time. We will also work with the City's Maintenance Department to assure it has proper protective equipment for its tree related activities. We will coordinate with any outside vendors who may be needed to perform certain tasks as outlined in the grant proposal. The funds must be used by June 2024 so a Spring initiation is considered the best start time at this juncture.

- **Priority: High**
- **Estimated Time Frame: Spring 2024**
- **Estimated Cost: Unknown**
- **Tree Board Lead: Aaron C. Amore**

Tree Inventory/Mapping

There are three main types of inventories: sample, partial, and complete.

1. **A sample inventory is conducted on a random sample of street segments, blocks, road miles, or area to provide an estimate for the urban forest. Typically, the sample is 3-10%. The sample can also be stratified.**
2. **Identify invasive species and/or diseased trees (including Ash trees vulnerable to the Ash Borer Beetle) for removal.**
3. **A partial inventory is conducted on a specific non-random area. It may be a geographic area, such as a downtown. It may be a phased inventory where different areas are collected at different times, with the goal of each phase eventually comprising a complete inventory. A survey collects a few attributes over a large area, even the entire municipality. Surveys are often conducted by vehicle.**
4. **A complete inventory includes all street trees, sometimes all park trees and trees on municipal properties, and often includes available planting locations and stumps.**

CTTB seeks to create a complete tree inventory to the greatest extent possible. An example of such a tree inventory is seen in the following link which shows a complete tree inventory for the WVU Campus in Charleston, WV.
https://pg-cloud.com/WVSU/https://pg-cloud.com/WVSU/
Such an inventory would require the services of one or more companies in combination with several tools by which data is retrieved. Applications designed to be used with smartphones can be used by multiple persons to obtain and gather real time information about trees in our community. CTTB sees this as an opportunity for direct outreach to its citizens and to incorporate this as an educational component for our school aged residents. City employees can also participate as they access all areas of the City, many on a routine basis. A cell phone application can gather an image of the tree, determine its genus and species and accurately locate the tree

using the phone's GPS coordinates. Appropriate waivers/consents would need to be required for those under 18 years to participate.
Purpose: Identification of the City's tree inventory will not only identify the type of trees in the community but will assess the overall health of the trees. This will enable City maintenance to be aware of diseased or dying trees that might create a hazardous condition or situation. It can also identify invasive species which can be removed to prevent further spread of such trees to the detriment of native trees.

- **Priority: High**
- **Estimated Time Frame: by end of 2024**
- **Estimated Cost: Unknown**
- **Tree Board Lead: Scott Updike & Aaron C. Amore**

Arbor Day Celebration

CTTB seeks to promote its Arbor Day Celebration through the following means:

1. **Planting of a Tree**
2. **Session/class with an Arborist on planting, care and pruning trees growing in their yards for Charles Town Citizens. This workshop may be facilitated by certified ISA Arborists with WV Division of Forestry.**
3. **Educational program for young persons, including a nature walk, artistic activities and possibly a sponsored event by a local business or businesses.**

In order to maintain our Tree City USA status we also need a Mayoral proclamation.

- **Priority: High**
- **Estimated Time Frame: April 2024**
- **Estimated Cost: None**
- **Tree Board Lead: TBD**

Cost-share Tree Planting Program for Private Residents

The Charles Town Tree Board plans to apply for Cacapon Institute's "Your Community BMP" program in Spring and or Fall 2024. Through this program, up to 18 residents can sign-up to purchase up to two trees each at the discounted rate of $25/tree. The trees will be in 5-7 gallon containers and approximately 6-8' tall. Each tree comes with two wooden stakes, a plastic bark protector, and a section of arbor tie.

City staff assistance will be needed to collect the payments and subsequently send those funds to Cacapon Institute. The City will incur no costs for participating in this program. The Tree Board has approximately $800 in the City's budget from conducting this project in fall 2021 that may be used to support a similar initiative in 2024.

Trees will be picked up by City maintenance personnel from the WV Division of Forestry office in Inwood and delivered to residents houses at a date TBD in October-November.

- **Priority: High**
- **Estimated Time Frame: October-November 2024**
- **Estimated Cost: None**
- **Tree Board Lead: Katie & Janie**

Tree Dedication Program

CTTB would like to work on creating a program, possibly in partnership with local mortuaries, for community members to be able to purchase a tree and have it planted in memory of a loved one.

- **Priority: Medium**
- **Estimated Time Frame:**
- **Estimated Cost: None**
- **Tree Board Lead: TBD**