CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD

AGENDA • MAY 2, 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

: **2024-454:** Approval of Minutes - April 9, 2024, Meeting
Tree Board Meeting Minutes - April 9.pdf

3. UNFINISHED BUSINESS

: **2024-455:** Tree Planting Replacement Program with Cacapon Institute

: **2024-456:** Tree Canopy/Inventory Update

: **2024-457:** Grant Funds

: **2024-458:** Pollinator Garden Funds from Potomac Edison for Planting

: **2024-459:** Tree Planting of Bare Root Seedlings for WV Water-Ways

: **2024-460:** Creation of Tracking System/Method for Tree Related Activities

: **2024-161:** Discussion of Potential Future Nursery Location

: **2024-462:** New Grant Funds Available

: **2024-463:** Review of Blooms and Blossoms Event

: **2024-464:** Charles Town Middle School Education Project Update

: **2024-465:** Summer Intern

: **2024-466:** Inventory of Assests, Tools and Equipment used for Tree-Related Activities

4. NEW BUSINESS

: **2024-467:** Meeting with Nature Works Staff on Grant Funds, Tree Nursery, and Plans for Parks.

: **2024-468:** Identification of Open Planting Areas for Tree Installations in the City

: **2024-469:** Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

: **2024-470:** Creation of Tree Board Brochure and Public Outreach Ideas

5. ADJOURNMENT

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

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

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

Meeting: 05/02/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-454: Approval of Minutes - April 9, 2024, Meeting

ATTACHMENTS:

- Tree Board Meeting Minutes - April 9.pdf

CITY OF CHARLES TOWN
Tree Board
April 9, 2024

Regular Meeting **Zoom Meeting** 7:00 PM

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Status
Aaron Amore	Present
Katie Coon	Present
Jane King	Present
Carlo Olivares	Present
Scott Updike	Present
Elizabeth Ricketts	Present
John Nissel	Present

1. APPROVAL OF MINUTES

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

2. UNFINISHED BUSINESS

2024-385: Tree Planting with Cacapon Institute

- Jeff and Travis marked the places to plant the trees on the 20th, some flags have become misplaced, but they have a map.
- All looks good for the 20th.

2024-386: Tree Canopy/Inventory Update

- Scott reached out to John and will email with James.
- Once everything is in place, we will look at collecting data.

2024-387: Grant Fund Update

- Aaron doesn't have any new info from the dept of forestry.
  - He will reach out and schedule a time for a certified arborist to help frame the grant.

2024-388: Pollinator Garden Funds from Potomac Edison for Planting

- The garden was just installed on Monday.

- The ground was so littered by debris, so it was hard to dig which created problems for some of the plants.
- Behind the maple is a little softer.
- They needed more topsoil, but they did a 10x20 instead of 10x30, there's still a hole next to it.
- We can apply for a fall planting.
- We have extra mulch.
- There were only 4 volunteers from 1st energy, next time we need more volunteers.
- Learned some lessons about what we need to do for next time.

2024-389: Tree Planting of Bare Root Seedlings for WV Waterways.

- The seedlings are sprouting, the 5-gallon buckets are doing better than the 3 gallons.
- They won't be ready for a while.
- Charles Town is becoming a flood area that might be a good space for planting.

2024-390: Creation of Tracking System/Method for Tree Related Activities for In-Kind Grant Application

- No update.

2024-391: Discussion of Potential Future Nursery Location

- We need somewhere that has access to water and that's secure.
- James from Nature Works made the initial bid for the 1st nursery.
    - He has lots of knowledge about Charles Town.
- We need plans for maintenance.
- He suggested gravel is more labor intensive and more maintenance, but trees grow faster.
- The ball root system is another option.
    - Roots are in a bag which makes removal/transport easier.
    - Less labor intensive.
- What trees are we going to grow and where they will go affects what kind of system we want.
- James is happy to meet with the board and or staff.
- We can use historical knowledge and learn from other communities.
- We have access to free small trees from 1st Energy, but we need somewhere to put them when they get big.

2024-392: New Grant Funds Available and Consideration of Tree Related Projects - Status Update

- Already covered.

2024-393: Review of City Ordinances

- No update.

2024-394: Review of Blooms and Blossoms Booth/Table

- Street closes at 10am to start setup.
- Event time is 12pm-5pm.
- Our tent will be next to the CT Now tent right in front of the mosaic.
- We need weights for the tent.

2024-395: Charles Town Middle School Education Project

- Aaron got contact info for CT Middle School principal and she's excited about trees/shade.
- There's a good place for trees by the fence and around the track.
- Aaron emailed info about the program, but he hasn't heard back.
- Amanda (PTO) is going to reach out for us too.
- Cacapon can do a zoom meeting w/ the principal.
- Ms. Reed wants buy-in from the school board and we would need to go to them.
- We need to get something in place before the end of the year and bring it to the school board over the summer and do a fall planting.
- Liz brought up the Safe Streets Grant for the city and 2-3" diameter trees.

2024-396: Summer Intern

- No update.

3. NEW BUSINESS

2024-397: Inventory of Assets, Tools, and Equipment Used for Tree-Related Activities

- Still waiting to hear back.

2024-398: Meeting with Nature Works Staff on Grant Funds, Tree Nursery and Plans for Parks.

- Grant funds expire in June, so we need to decide what to do.
- The sidewalk replacement at Zion isn't happening anytime soon.
- Carlo brought up using the money to remove Bradford pear trees at Evitt's Run where we're planting new trees.
- John brought up getting in writing that new developers can't plant Bradford pears.
- Liz asked if we could hire out and match the amount of money we spend with hours.
- Maintenance can take out small trees, but we have to pay to grind the trees (maybe we need a chipper).

2024-399: Assessment of Pollinator Garden

- See 2024-388

2024-400: Arbor Day Tree Planting

- We will plant a redbud tree April 20th at 9:30am.
- The resolution was passed by the council.
- We can plant the tree by the maintenance yard to replace the dead one.
- Aaron will contact the mayor.

MOTION: Motion to set our Arbor Day tree planting for April the 20th at 9:30am.
MOVER: Katie Coon
SECONDER: Scott Updike
AYES: All
RESULT: Approved

4. ADJOURNMENT

MOTION: Motion to adjourn at 8:22 PM
MOVER: Jane King
SECOND: Katie Coon
AYES: All

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AGENDA ITEM (ID #)

2024-455: Tree Planting Replacement Program with Cacapon Institute

Status of assessment of trees for replacement. Review of planting and considerations for future sites and improvements to event.

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2024-456: Tree Canopy/Inventory Update

Review of goals, software data, etc. Search of Ash trees in City for removal. Best method to start mapping trees.

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2024-457: Grant Funds

Removal and replacement of trees subject to matching. Proposal of total hours for in-kind match, removal of Bradford Pears in Evitts Run and Skate Park, and purchase of trees with funds to be held at nursery until ready for planting in the Fall. Grant funds need to be used by June 2024.

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2024-458: Pollinator Garden Funds from Potomac Edison for Planting

Plans to build out balance of space.

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2024-459: Tree Planting of Bare Root Seedlings for WV Water-Ways

Trees have been delivered and need plan for temporary location.

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2024-460: Creation of Tracking System/Method for Tree Related Activities

Spreadsheet for tree related activities across city staff/departments for in-kind grant application.

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2024-161: Discussion of Potential Future Nursery Location

Update from Aaron about meeting with Nature Works.

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2024-462: New Grant Funds Available

Consideration of tree related projects. Deadline is the end of May. Discussion and review of next steps.

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2024-463: Review of Blooms and Blossoms Event

Assessment and thoughts for future participation.

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2024-464: Charles Town Middle School Education Project Update

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2024-465: Summer Intern

Request out to Matt Pennington of Downstream Initiatives who works with Blue Ridge Community and Technical College to locate and place such interns.

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2024-466: Inventory of Assests, Tools and Equipment used for Tree-Related Activities

Discussion of equipment that can be used for part of the upcoming grant. Chainsaws, stump grinders and other such equipment will not likely be approved. An auger used to dig holes for trees, a rake to prepare ground and other such equipment used primarily for trees can be included in grants.

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2024-467: Meeting with Nature Works Staff on Grant Funds, Tree Nursery, and Plans for Parks.

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2024-468: Identification of Open Planting Areas for Tree Installations in the City

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2024-469: Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

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2024-470: Creation of Tree Board Brochure and Public Outreach Ideas

ATTACHMENTS: