CITY OF CHARLES TOWN
CHARLES TOWN TREE BOARD
AGENDA • JUNE 6, 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

: **2024-553:** Tree Board Meeting Minutes - May 2, 2024, Meeting
Tree Board Meeting Minutes - May 2.pdf

3. UNFINISHED BUSINESS

: **2024-580:** Grant Funds Extension Request to End December 2024

: **2024-581:** Tree Canopy/Inventory Update

: **2024-582:** Pollinator Garden Funds from Potomac Edison for Planting

: **2024-583:** Tree Planting of Bare Root Seedlings for WV Water-Ways

: **2024-584:** Discussion of Potential Future Nursery Location

: **2024-585:** New Grant Funds Available and Consideration of Tree Related Projects

: **2024-586:** Charles Town Middle School Education Project Update

: **2024-587:** Identification of Open Planting Areas for Tree Installations in the City

: **2024-588:** Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

: **2024-589:** Creation of Tree Board Brochure and Public Outreach Ideas

: **2024-590:** Inventory of Assests, Tools and Equipment used for Tree-Related Activities

4. NEW BUSINESS

: **2024-591:** Coordination with Parks and Recreation Commission on its Plan Development and Projects.

: **2024-592:** Fall Cacapon Planting Request

: **2024-593:** Cacapon Institute Discount Program for Property Owners

: **2024-594:** Acceptance and Plan for Receipt of Potomac Energy Trees in the Fall for Planting in Projected Nursery.

: **2024-595:** Meeting with Travis Kable on Plan of Action for Tree Care, Trimming, Maintenance, and Planting

5. ADJOURNMENT

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

https://www.charlestownwv.us/government/agendas-and-minutes/

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

Meeting: 06/06/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-553: Tree Board Meeting Minutes - May 2, 2024, Meeting

ATTACHMENTS:

- Tree Board Meeting Minutes - May 2.pdf

CITY OF CHARLES TOWN
Tree Board
May 2, 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
Cindy Rezmer	Present

1. APPROVAL OF MINUTES

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

2. UNFINISHED BUSINESS

2024-455: Tree Planting Replacement Program with Cacapon Institute

- Tree planting went well for Arbor Day
  - Holes were pre-dug and worked well.
  - Now we know we have to pick up the trees from Inwood.
  - Scott suggested that next year we bring a bigger variety of tools/equipment and more tools for volunteers.
- August 1st Cacapon does another planting.
- There have been questions regarding the cost share tree planting in the fall.
- Liz has our tree city USA stickers and flag.
- Liz suggested having a designated tree board member to be in charge of contact with the Cacapon Inst.
  - Aaron pointed out though that there are different people at Cacapon who do different things so it's not just a singular contact.

2024-456: Tree Canopy/Inventory Update

- Scott hasn't heard back from James.

- Liz says that staff is very busy at the moment.
- Aaron suggested that AI might be able to help to identify where to plant trees etc. and help jumpstart it.

2024-457: Grant Funds

- The 12-13k is approved to remove the Bradford pears, would be good to start with Washington St. but they're not ready.
- We need to identify Bradford pears around Evitt's Run and the skatepark and get trees to plant in the fall.
- What do we do with the Bradford pear trees?
- We need to use the funds by June.
    - If we buy $5k worth of trees we need to match that with time
- Aaron marked some Bradfords for Jim.
- John suggested we should come with something telling people why the Bradford pear trees are getting removed and that they'll be replaced.
    - We need a PR piece about the trees.
    - Scott and Carlo will write up a little paragraph.
- Katie asked if the trees will be out before fall.
    - Aaron brought up that the trees are providing much needed shade during the summer but we should do them sooner rather than later.
- We want to use the grant money to buy sizable trees.
- Liz brought up constraints with staff time for PR and maintenance since there will be major construction happening and the pool needs to be opened.
    - We need to push the deadline if possible, maybe to August.
    - Maybe during construction some trees can be removed.
    - Aaron will reach out to Bob Hannah about pushing the date back.

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

- Looking for donations of topsoil or fill soil, we do have leftover mulch.
- Chokeberries are doing well. All the plants are doing well except the mint.
- Would be a good scout project to expand the garden.
- Katie suggested contacting The Boys and Girls Club.

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

- May 31 is the deadline.
- Within a month there will be another round of grants.
- We were looking at those grants funds for
    - 1) Establishing a nursery.
    - 2) Getting much needed equipment for maintenance.
- May 13 at the 2pm meeting we can discuss these things.
- Estimate from Viking was $6k for tree removal of Bradford pears along Zion parish house.
- We have to spend money to get money.
    - Doesn't tie up city staff to hire out but we have to match those funds.

2024-463: Review of Blooms and Blossoms Event

- Katie mentioned the wind being an issue but our project was a hit.
  - Maybe in the future we can add on and have kids decorate a pot and plant a tree.
- Not a lot of foot traffic due to wind.
- Scott mentioned needing a sign to identify ourselves or some sort of branding.
- We could use a logo for the tree board to put on stuff.
  - Riley offered to help make a tree board logo.
- John mentioned we can hang our Tree City USA flag.
  - Liz suggested presenting the flag at a city council meeting, she will get it on the agenda.
- John suggested a mascot.
- We could use a tree city USA banner too.
- We can expand on the event next year.

2024-464: Charles Town Middle School Education Project Update

- Carlo said the school is on board and they do a plant nursery sale and maybe we can collaborate.
- Scott said Ms. Reed the principal couldn't make the meeting.
  - They're trying to figure out if the FFA teacher or someone else with interest may be willing to take on the responsibility of any type of nursery or the educational component tied to that.
- They're aware of the timing and that we (the tree board) would be the ones making the pitch to the school board and we want to do that over the summer.
- Cacapon wants the trees to be taken care of.
- Cacapon has been to CTMS in the past to help with flooding issues.
- We just need to keep on it.

2024-465: Summer Intern

- Aaron doesn't have any update.

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

- Any critical needs/wishlist to include in the grant.

3. NEW BUSINESS

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

- Meeting is on for May 13 at 2 pm at the skatepark/Evitt's Run.
- James has a lot of thoughts about the nursery.
- Whoever from the board that can be there would be helpful.

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

- Look at AI options for that.
- Places where trees used to be and there's just stumps and open spaces beyond parks and rec.
- If we see places out and about we should note it.

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

- James is going to give us info about how to do that, not just the Bradford pears but Chinese elms as well.
- Part of our plan of maintaining trees is making sure invasives dont take over and root out the other ones.

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

- Discussed earlier about doing some more branding and logo.

Liz mentioned that there's a follow up Parks and Rec meeting May 29th at 6pm at the skatepark.

4. ADJOURNMENT

MOTION: Motion to adjourn at 8:03PM
MOVER: Katie Coon
SECOND: Scott Updike
AYES: All

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2024-580: Grant Funds Extension Request to End December 2024

Waiting for confirmation of request on extension. Need to develop plan for use.

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2024-581: 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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2024-582: Pollinator Garden Funds from Potomac Edison for Planting

Plans to build out balance of space.

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2024-583: Tree Planting of Bare Root Seedlings for WV Water-Ways

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

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2024-584: Discussion of Potential Future Nursery Location

Need to set up a new meeting with Nature Works. consider the available dates of Tree Board and staff.

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2024-585: New Grant Funds Available and Consideration of Tree Related Projects

Extension of RFP and need to get plan in place form application.

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2024-586: Charles Town Middle School Education Project Update

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2024-587: Identification of Open Planting Areas for Tree Installations in the City

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2024-588: Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

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2024-589: Creation of Tree Board Brochure and Public Outreach Ideas

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2024-590: 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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2024-591: Coordination with Parks and Recreation Commission on its Plan Development and Projects.

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2024-592: Fall Cacapon Planting Request

Deadline for request is August 1, 2024. Discuss appropriate sites for planting.

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2024-593: Cacapon Institute Discount Program for Property Owners

Assess private property owners for tree placement/replacement.

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2024-594: Acceptance and Plan for Receipt of Potomac Energy Trees in the Fall for Planting in Projected Nursery.

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2024-595: Meeting with Travis Kable on Plan of Action for Tree Care, Trimming, Maintenance, and Planting

ATTACHMENTS: