# CITY OF CHARLES TOWN

**CHARLES TOWN TREE BOARD**
**AGENDA • APRIL 2, 2026**

**Commission/Board Meeting** **COUNCIL CHAMBERS** **7:00 PM**

**101 E Washington Street, Charles Town, WV 25414**

## 1. CALL TO ORDER

## 2. APPROVAL OF MINUTES

: **2026-1334:** Tree Board Meeting Minutes - March 5, 2026
Tree Board Meeting Minutes - March 2026.pdf

## 3. UNFINISHED BUSINESS

: **2026-1313:** Tree Canopy/Inventory Update- Review of goals, software data, etc. Plan to update and undertake new inventory.

: **2026-1314:** Pollinator Garden. Need for volunteers to weed and trim this Fall. Additional seeding?

: **2026-1315:** Clearing of brush and invasive species along Evitts Run Spring Clean Out

: **2026-1316:** Recruitment list/volunteers for tree related projects. How do we get more people involved, especially young people and families, for City projects. Creation of master volunteer list across City groups.

: **2026-1317**: Review of cutting at Willingham Knolls and consideration of Milkweed and fostering seeding in areas not actively mowed. Consideration to permanently pasture small parcel along walkway back to native grass and flowers with no mowing. Create a native habitat. Milkweed naturally grows along this area.

: **2026-1318**: Arbor Day planting set for April 25, 2026, at 2PM at Evitts Run. Need Social Media push

: **2026-1319:** Spring Cacapon planting at Craighill April 25, 2026, at 10AM. Recommendation to revise planting area to extend along walkway to Parks & Rec. for approval. Request granted planting all along the walkway to the end. Also request planting along walkway at Willingham Knolls up to the bridge for future plantings anticipated during the Fall.

: **2026-1320:** Tree grate issues downtown trees. Trees out-growing circle holes or roots raising grates. Request for removal and planting of native flowers & plants with small barriers to keep foot traffic out of areas. Consideration for Clover, Marigolds, Nasturtiums, Comfrey, Yarrow. Consideration of fencing to block off planting area. Cutting of grates to create fencing in correct size?
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: **2026-1321:** Bee City USA Application process. Update for resolution to City Council. Discussion about make-up of Bee Committee
Bee City USA Application Steps.pdf

: **2026-1322:** WV Department of Forestry Community Grants at $50,000. No longer focused on removal of invasive species, unless replace invasive with native 1 for 1. Funds are expended and reimbursed. Equipment can be purchased with a maximum of $5,000.
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: **2026-1323:** Consideration of development fees for Tree Board as part of subdivision ordinance. Ordinance consideration with planning to prescribe native trees, shrubs and plants as opposed to non-native species. Creation of water-garden for drainage ponds.

: **2026-1324:** Educational Program related to tree plantings and creation of natural environment with native trees, shrubs and plants.
Design a Native Plant Landscape - Homegrown National Park

: **2026-1325:** Consideration of Heritage Trees to enable certain protections.
https://americanheritagetrees.org/

: **2026-1326:** Blooms and Blossoms Table April 18, 2026

: **2026-1335:** Assessment of native species for inclusion in planning and zoning ordinances. Instead of a prohibited list (we cannot name all of the potential invasive species) we need to come up with an approved list of trees and shrubs. Anything else must be requested and approved by way of waiver. See Model Ordinance.

**4. NEW BUSINESS**

: **2026-1327:** Cooperative Agreement with Dr. Campany for Future Projects for Student Engagement on Charles Town Projects

: **2026-1328:** Proposal for Tree Board to receive and have access to the $12,000 more or less set aside for tree related activities. Request is that Tree Board needs access to funds to accomplish its goals. Tree funds have been exhausted from last year through use by maintenance. Consideration of broad use as opposed to specific budget as previously discussed.

: **2026-1329:** Two non-voting members including youth 17 years old or over.

: **2026-1330:** Tree delivery March 31, 2026, at 8am maintenance yard.

: **2026-1331:** Tree sorting April 2, 2026, at 5pm maintenance yard into orders for pick up April 4, 2026.

: **2026-1332:** Tree delivery April 4, 2026, at 9am maintenance yard.

: **2026-1333:** Plan to aerate and add mulch, plants and flowers to tree boxes.

**5. ADJOURNMENT**

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

**https://www.charlestownwv.us/government/agendas_minutes.php**

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

Meeting: 04/02/26
Department: Charles Town Tree Board
Category: Report
Initiator:

**SCHEDULED**

**AGENDA ITEM (ID # )**

## 2026-1334: Tree Board Meeting Minutes - March 5, 2026

**ATTACHMENTS:**

- Tree Board Meeting Minutes - March 2026.pdf

# CITY OF CHARLES TOWN
# Tree Board
# March 5, 2026

| | | |
|---|---|---|
| **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**

Blooms and Blossoms April 18th 12-5

- Info table and crafts.
- Aaron will put it on the April agenda.
- Aaron got us a table.

Cacapon tree purchase delivery will be March 31st and delivered to buyers on April 4th.

- We can hold our tree board meeting at Evitt's Run and organize trees.

2026-1222: Tree Canopy/Inventory Update- Review of goals, software data, etc. Plan to update and undertake new inventory.

- We applied for grant funds and the council has moved to support our application and would support Shepherd students helping to map.
- We want to access our own tree canopy with a mapping online program that we can get with grant funds.
- Tree inventory will wait and see how we do with grant funds.

- Dr. Campany from Shepherd wants students to do mapping work even if we don't get grant funding.
    - University gets mapping for free.
    - Could be a mutual benefit.

2026-1223: Pollinator Garden. Need for volunteers to weed and trim this Fall. Additional seeding?

- Skate park, Willingham Knolls and Evitt's Run all need a clean up.
- We need to organize a clean-up at one.
    - Skate park and Evitt's Run can be combined.
- Co-ordinate date/time.
- Skate park and maintenance yard might swap spaces.

2026-1224: Identification of open planting areas for tree installations in City.

- Goes with the tree canopy issues.

2026-1225: 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.

- Tied into the grant proposal.

2026-1226: Development of watering, care and maintenance plan for new trees and assessment of equipment needed.

- Aaron talked to Tanner and the GIS software can track it.
- With the tree grant we could add to our watering system.
    - Build into the grant to get a water trailer.
    - Add part time consulting via grant money.
    - Aaron hasn't heard back from Tanner yet about an urban forester.

2026-1227: Discussion of revisions to Tree Ordinance, meeting with James on planning issues and revisions to other ordinances. See attached Model Tree Ordinance. revised model ordinance rev 9.2.25.pdf

- The revised ordinance has gone to ordinance.
- Corey could cite people for things like bamboo.
- There are other higher priority items.
- We need to have a database of native species for developers rather than a ban list.
    - Get HOAs to not ban pollinator gardens.
- There are 2 non-voting board seats on ordinance.

2026-1228: Chestnut Tree Saplings, growing and next steps, location to plant this Fall. Need cages or tubes. Funds to be delivered. Educational material. Decision to plant Spring/Fall of 2026.

- Ready to plant in the fall at Happy Retreat but there's still a big plan for parking there.

2026-1229: Clearing of brush and invasive species along Willingham Knolls and Evitts Run. Phase II?

-

2026-1230: Recruitment list/volunteers for tree related projects. How do we get more people involved, especially young people and families, for City projects. Creation of master volunteer list across City groups.

- Blooms and Blossoms would be a good opportunity.
- We have 2 more non-voting seats on the tree board.
  - Maybe one could be a youth seat.

2026-1231: Arbor Day Foundation has 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.

- Component of grants.

2026-1232: Assessment of native species for inclusion in planning and zoning ordinances. Instead of a prohibited list (we cannot name all of the potential invasive species) we need to come up with an approved list of trees and shrubs. Anything else must be requested and approved by way of waiver. See Model Ordinance.

- Related to our mapping.

2026-1233: Review of cutting at Willingham Knolls and consideration of Milkweed and fostering seeding in areas not actively mowed. Consideration to permanently pasture small parcel along walkway back to native grass and flowers with no mowing. Create a native habitat. Milkweed naturally grows along this area.

- Carlo and Aaron will reach out to the farmer to let the grass grow until July.
  - Will reconnect with him.
  - Grass keeps invasives at bay.

2026-1234: Assessment of dead trees and removal of tree tubes and dead trees at all parks

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2026-1235: Tree grate issues downtown trees. Trees out-growing circle holes or roots raising grates. Request for removal and planting of native flowers & plants with small barriers to keep foot traffic out of areas. Consideration for Clover, Marigolds, Nasturtiums, Comfrey, Yarrow. Consideration of fencing to block off planting area. Cutting of grates to create fencing in correct size?

- Passed onto the city.
- Needs to be ADA compliant.
- Might not be able to get them all out right away.

2026-1236: Bee City USA Application process. Update for resolution to City Council. Discussion about make-up of Bee Committee

- The issue was bounced back and forth.
- Councilmember Hynes wanted to know what city staff would be involved etc.
- Aaron reached out to Gavin and he is interested but will be with parks and rec.
- City tabled it.
- Aaron has gone to several city council meetings.
- Katie suggested keeping it with parks and rec.
- Aaron talked to Shepherdstown Bee City USA and they utilize community involvement.
- Tree board and parks both have a lot on their plates so maybe we could find people from the community to run it.

2026-1237: Mid-Atlantic Community Forestry Fund. Track I: EJ Organization Capacity Building - To increase the ability of community-based organizations to advance urban forestry planning, planting, and maintenance efforts through training and technical assistance ($100,000 request maximum). Focused on obtaining permits and support from the landowners and neighbors of the properties where the trees will be planted. For new trees to survive and thrive, the people around them should welcome them and help ensure their sustainability. Eligible Expenses Supplies - Personnel- Outreach and Engagement Activities - Air Quality Monitoring Equipment. See attached RFP.

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2026-1238: WV Department of Forestry Community Grants at $50,000. No longer focused on removal of invasive species, unless replace invasive with native 1 for 1. Funds are expended and reimbursed. Equipment can be purchased with a maximum of $5,000. https://wvforestry.com/wp-content/uploads/2025/07/Community-Tree-Grant Instructions.pdf

- Aaron will put a draft together of the grant proposal by next agenda or after.
- We will have to spend money and then get reimbursed.

## 3. NEW BUSINESS

2026-1239: Consideration of development fees for Tree Board as part of subdivision ordinance.

- We are not there yet.

2026-1240: Ordinance consideration with planning to prescribe native trees, shrubs and plants as opposed to non-native species. Creation of water-gardens for drainage ponds.

- 

2026-1241: Citation for planting of invasive species.

- 

2026-1242: Consideration of Heritage Trees to enable certain protections. https://americanheritagetrees.org/

- We are not sure how to enforce it.
- Liz suggested that people nominate trees and find historical trees that are still standing that can be identified from old photos etc.
- Heritage trees outreach.
    - Witness trees (that were present during a battle etc).
    - Social media
- We need to talk to Tanner about how to define and research.

2026-1243: Educational Program related to tree plantings and creation of natural environment with native trees, shrubs and plants.

- Collect acorns/seeds from old trees to propagate.
- Get younger people engaged.
- Berkeley County schools have tree nurseries, but Wright Denny and Charles Town Middle don't want them.
- Washington High School has a greenhouse.
    - Aaron and Scott will work on it.
    - Find a youth board member or FFA advisor?
    - Pair with USDA and fruit trees.
    - Heritage tree program.
    - The school will connect to the city trail and we can add trees.

2026-1244: Meeting with nature Works re: Arc GIS, canopy and grants.

- 

**ADJOURNMENT :**
Motion to adjourn at 8:06PM
**MOVER:** Kaite Coon
**SECOND:** Scott Updike
**AYES:** All

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101 East Washington Street
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## 2026-1313: Tree Canopy/Inventory Update- Review of goals, software data, etc. Plan to update and undertake new inventory.

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## 2026-1321: Bee City USA Application process. Update for resolution to City Council. Discussion about make-up of Bee Committee

**ATTACHMENTS:**

- Bee City USA Application Steps.pdf

**1. Form a committee.**
Every committee will be different, but should include individuals with experience and interests that will help the committee complete the commitments. See the resolution for a full list of requirements associated with the committee.

**2. Assign facilitation to a local government body or non-profit organization.**
Assign facilitation of the Bee City USA effort to a new or existing committee. This committee may be based in a local government or with a non-profit organization and may be an existing committee or a newly formed subcommittee.

**3. Designate a local government department as a sponsor.**
Designate a local government department as the Bee City USA program and committee sponsor and an employee from that department as the Bee City USA committee liaison.

**4. Complete the online application.**
Log in and fill out the "About, Profile, and Application tabs. There is one login per Bee City. Your Application tab will be reviewed once you indicate that it is complete and ready for review.

**5. Complete the draft Bee City USA resolution.**
Complete the draft resolution by downloading the template and updating the areas highlighted in yellow. *Please note: we ask that you start an application and upload your draft resolution to your Application tab for our approval before it is passed*.

**6. Submit the application and resolution to your local government for approval.**
Present your Bee City USA application and resolution to your local government for formal approval and adoption.

**7. Submit your adopted resolution and pay the application fee.**
Submit a scanned copy of your signed, adopted resolution by uploading it to your online Application tab then pay the application fee on the Fee Payment tab. Our W9 and an invoice is available on that tab. Once the final application, adopted resolution, and fee payment have been submitted, Xerces will notify all contacts listed on the Profile and Application tabs of the approval of your application within a month
Application and renewal fees are based on population size.
100 (population <9,999)
200 (population 10,000 - 24,999)
300 (population 25,000 - 49,999)
400 (population 50,000 - 99,999)
500 (population >100,000)

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## 2026-1326: Blooms and Blossoms Table April 18, 2026

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## 2026-1330: Tree delivery March 31, 2026, at 8am maintenance yard.

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## 2026-1332: Tree delivery April 4, 2026, at 9am maintenance yard.

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**ATTACHMENTS:**