CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD

AGENDA • OCTOBER 15, 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

: **2026-2028:** Approval of Tree Board Meeting Minutes - September 3, 2026 meeting
Tree Board Meeting Minutes - September 2026.pdf

3. UNFINISHED BUSINESS

: **2026-2029:** BMP Tree Program for Fall of 2026 wrap up. Issues, better planning, recommendations?

: **2026-2030:** Fall Tree Planting Cacapon Institute- Planting at JMP Pool to address drainage areas and water run off along with natural planting. 20 Bottlebrush Buckeyes, 16 American Beautyberries, 2 Swamp white Oaks, 1 Redbud. This is a joint effort by the TB and P&R. We will seek to get a large volunteer turnout and make this a community event. City Council and Mayor invites are in order. Planting will occur on October 17, 2026, from 9am-11am. Request for Tree Board attendance.

: **2026-2031:** Events Earth Grounds Festival November 7, 2026. Events, activities, manning table?

: **2026-2032:** 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

: **2026-2033:** Identification of non-for profits that might benefit from Cacapon projects.

4. NEW BUSINESS

: **2026-2034:** Assessing new planting areas in town, both public spaces and private opportunities. Databases, maps and information that would be helpful in determining these areas. How best to leverage public and private projects.

: **2026-2035:** Arbor estimates. Sycamores on Liberty: See included estimate. White Oak at JMP. See included estimate. Assessment of other stressed trees and those impacting public areas. Recommendation to City Council to renew request for City-wide assessment and trimming. RFP never made it to public prior to resignation of City Manager. Request Tree Board take lead on this issue, work with Maintenance on items they can/could do and seek proposals or draft proposals for RFP for City to issue.

acorn & twigg est white oak at jmp 10.26.pdf
Estimate Acordn & Twigg Sycamores on Liberty St 10.26.pdf

: **2026-2036:** Discussion with Infrastructure on assessment of Liberty St planting areas and opportunity to increase plantings with appropriate shrubs & plants.

: **2026-2037:** Planting around pickleball courts. Request from Parks & Rec to seek funds and assume this project. Discussion of project and potential assistance we can provide.

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: 10/15/26
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2026-2028: Approval of Tree Board Meeting Minutes - September 3, 2026 meeting

ATTACHMENTS:

- Tree Board Meeting Minutes - September 2026.pdf

CITY OF CHARLES TOWN
Tree Board
September 3, 2026

Regular Meeting	Council Chambers	7:00 PM

101 East Washington Street, Charles Town, WV 25414

CALL TO ORDER

Attendee Name	Status
Aaron Amore	Present
Jane King	Present
Carlo Olivares	Present
Greg Vickers	Present
Ian Updike	Absent
Scott Updike	Absent
Elizabeth Ricketts	Present
Corey Lewis	Present

1. APPROVAL OF MINUTES

COMMENTS: None
RESULT: Approved
MOVER: Carlo Oilvares
SECONDER: Greg Vickers
AYES: All

2. UNFINISHED BUSINESS

2026-1860: WV Department of Forestry Community Grant 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 sketch out a grant proposal and put it on the agenda.
  - It's a matching grant.
- Sam Adams from the Dept. of Forestry is an urban forester and willing to come and do programs etc.
- Liz mentioned adding more specifics.
  - Aaron says there's a difference in size/scope, specifically for related stuff like equipment (but specific tools) any equipment $5k or below, can be software (CTUB has the info already with unlimited licenses).

- Travis has an arborist license but he's primarily maintenance.
- The big grant we applied for we were denied due to category.
- Phased project has a better chance.
    - What do we want to do and focus on?
    - Maybe we need to meet with Tanner and see what order we should do stuff.

3. NEW BUSINESS

2026-1855: Welcome to New Members Ian Updike and Greg Vickers - Introduction

- Aaron gave Greg a rundown of activities that the tree board is involved in.
- We can't do a lot right now since there isn't currently a city manager.
- Fall/Winter is our less busy time; we don't have too much to do except work on our master plan.

2026-1856: BMP Tree Program for Fall of 2026

- BMP is for homeowners to buy discounted subsidized trees.
- We have to sort orders/organize the trees after delivery.
- Will advertise on the website and social media.
    - Maybe we should look at other ways to advertise.
    - More community bulletin boards.
- Aaron will ask about the date but shooting for 9/19 because the Miss Will event is the 26th.
    - We could do a Friday evening sort.
- Fall planting this year and Willingham Knolls and shrub planting at Jefferson Memorial (48 trees and shrubs, 6 trees the rest shrubs).
    - Aaron discussed planting plans, parks approved the planting.
    - The pool stormwater planting doesn't have a date but will be Oct. 17 or 24, Aaron will check on dates.

2026-1857: Fall Tree Planting Cacapon Institute - Planting at JMP Pool to address drainage areas and water run off along with natural planting. 20 Bottlebrush Buckeyes, 16 American Beautyberries, 2 Swamp White Oaks, 2 Redbuds, 1 Sycamore. This is a joint effort by the Tree Board and Parks and Recreation. We will seek to get a

large volunteer turnout and make this a community event. City Council and Mayor invites are in order. Planting will occur in October of 2026.

2026-1858: Earth Grounds Festival Event November 7, 2026

- Earth Grounds is Sat. Nov. 7th and we will do that one if it's not full.
- We historically have a table at the Earth Grounds Festival put on by the landscaping company in Nov.
  - It has been well attended in the past.
  - Aaron will ask about a table, but we don't want to take spots from paying vendors.

2026-1859: Assessment of events the Tree Board wants to participate in. Arbor Day Spring and Fall BMP program Spring and Fall Cacapon Plantings Festivals (Blooms & Blossoms, Earth Grounds (Spring/Fall), Cheer Booth, other) Topics for Assessment

- We normally do the Earth Grounds Festival and 1 Spring event.
  - Also will do Arbor Day planting in Spring.
  - Cacapon plantings.
- Arbor Day planting was not well attended this year.
  - April 30th is the next Arbor Day.
- What events does the board want to attend?
- We will do the Cheer Booth around Christmas.
- Blooms and Blossoms?
  - We didn't fit into the theme as much this year.
  - Greg attended as a vendor but didn't have much foot traffic.
  - The board has decided to skip this one.
- We also have BMP tree sales.
- A lot is going on in the spring.

Other topics discussed:

Tree Canopy- Aaron will work with Travis at CTUB, he sent them the 2019 info, but it needs to be updated.

Pollinator gardens and plantings in town- even though we're a tree board we've

talked about putting plants where we removed the grates, green strips between sidewalk/street (sidewalk conditions not good in some areas making planting hard). Other areas in the city that we can impact without having to go to parks and rec. We can get Cacapon plants/shrubs in small areas. There aren't as many trees in less affluent areas, maybe we can reach out to churches and other non-profits to see if they want trees/shrubs.

Ordinance- Aaron put forth some applications (like heritage trees) but we don't know who would manage it (no staffing capacity). We just let it sit unless someone wants to take ownership. We need an RFP to go out for damaged trees. Aaron wants to work on solutions to vines strangling trees. Saving old trees we have is more valuable than planting new trees. Aaron and Greg will work on it.

Bee City USA- our last city manager was an advocate, you have to apply with a city staff person as a liaison. We need 4-5 members to serve on the committee. Right now we can table it but re-visit it later.

Washington High School- Aaron hasn't heard back from them about the green house, we wanted to partner with Cacapon, harvest seeds and get students to grow trees out and sell as a fundraiser (like they do in Berkeley County). Aaron will reach back out.

ADJOURNMENT :
MOTION: to adjourn at 8:15PM
MOVER: Greg Vickers
SECOND: Carlo Olivares
AYES: All

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- Estimate Acordn & Twigg Sycamores on Liberty St 10.26.pdf

QUOTE

941.400.5598 or 571.242.5512
AcornAndTwigArborists@gmail.com

Please Read

There will be at least one Certified Arborist (International Society of Arboriculture) and Tree Risk Assessment Qualified Arborist (International Society of Arboriculture) onsite at all times. All work will be performed following OSHA regulations and ANSI Z133 standards to the best of our knowledge and abilities, along with best practices of the ISA and TCIA.

There is usually some wear on the grass and some depressions/ruts/ tracks in the yard which is normal for tree work being completed due to the heavy equipment that will be used and the weight of the limbs and logs falling. We will do our best to mitigate yard damage, damage to the surrounding plant understory and surrounding trees, but some is usually inevitable with tree care. We can fix the yard if needed for an extra cost.

Client Name: Aaron Amore (Town Of Charles Town)
Client Address: Jefferson Memorial Park

Date: 09/28/26

Description	Quantity	Unit Price	Cost
Prune: White Oak, center of parking area and left of park with large defect. Prune to remove dead, broken, and crossing branches. Rend weight reduce large over extended branches and limbs at the origin of defect by up 20% to reduce lever on defect and likelihood of failure		$ 2,100.00	$ 2,100.00
Bracing and cabling: Install 1 inch through rods in to defect every 18 inches from point of origin to bottom of trunk to reduce likelihood of further failure. Install at least two 3/8 cables to support bracing and support loads above the defect to again reduce likelihood of further failure		$ 3,126.00	$ 3,126.00
Inspection: Inspect and remove (if possible) old outdated cabling system in an effort to stop the girdling of the parent stems it is installed around. Will ultimately leave if efforts to remove would cause more harm than good		$ 0.00	$ 0.00

Description	Quantity	Unit Price	Cost
		Subtotal	$ 5,226.00
	Tax	7.00%	$ 365.82
		Total	$ 5,591.82

Thank you for calling us! It was a pleasure meeting with you.

All the best,

Evan Bell ISA Certified Arborist MA-6555A and Steph Littenberg ISA Certified Arborist MA-6251A / Tree Risk Assessment Qualified — Acorn and Twig Arborists

I, _____ agree that Acorn and Twig Arborists, LLC will perform the work described above on my property at the price quoted on this form. It is important to note that this is an estimate, and due to unforeseen events, changes in availability, or structures being added to the work area—the prices on this form are subject to change.

Signature _____ ** Date _____

**By signing above, I indicate my understanding, that arborists cannot detect or anticipate every condition or event that could occur that would lead to the illness, structural failure or other defect that could lead to a future problem with a tree nor can an arborist guarantee the future health or safety of a tree in all circumstances. Payment is due no later than 30 days after the work has been completed. Late payments will add an additional 5% of the total to the final bill unless other options have been agreed

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Client Name: Aaron Amore (Town Of Charles Town)
Client Address:
Paddys Irish Pub

Date: 09/28/26

Description	Quantity	Unit Price	Cost
Prune: Very large sycamores over hanging building, street, and power lines. Remove dead, broken, and crossing branches. Provide ~3-6 feet of clearance to building. Gently prune around power lines. Reduce large over extended branches by up to 20%	2	$ 1,550.00	$ 3,100.00

Description	Quantity	Unit Price	Cost
		Subtotal	$ 3,100.00
	Tax	7.00%	$ 217.00
		Total	$ 3,317.00

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