CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD
AGENDA • APRIL 9, 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

: **2024-384:** Tree Board Meeting Minutes - March 14, 2024
Tree Board Meeting Minutes - March 14 .pdf

3. UNFINISHED BUSINESS

: **2024-385:** Tree Planting Replacement Program with Cacapon Institute

: **2024-386:** Tree Canopy/Inventory Update

: **2024-387:** Grant Fund Update

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

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

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

: **2024-391:** Discussion of Potential Future Nursey Location

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

: **2024-393:** Review of City Ordinances

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

: **2024-395:** Charles Town Middle School Education Project

: **2024-396:** Summer Intern

4. NEW BUSINESS

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

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

: **2024-399:** Assessment of Pollinator Garden

: **2024-400:** Arbor Day Tree Planting

5. ADJOURNMENT

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

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

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

Meeting: 04/09/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-384: Tree Board Meeting Minutes - March 14, 2024

ATTACHMENTS:

- Tree Board Meeting Minutes - March 14 .pdf

CITY OF CHARLES TOWN
Tree Board
March 14, 2024

Regular Meeting **Council Chambers** 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

2024-282: Tree Planting Replacement Program with Cacapon Institute

- Aaron hasn't received any time yet for tree location planning so city can do a utility sweep.
- There will be a bridge coming at Evitt's Run so we need to make sure to not plant there.
    - John informed the board that the bridge will be where the old fence was so Jim can show the exact spot.
    - Jim has some areas where he needs to have room to mow.
    - Next week parks and rec is going to do a visualization for different parks at City Hall and tree board members are encouraged to attend.

2024-283: Tree Canopy/Inventory Update

- No new info.
- James the city manager has software on his computer.
- Scott says we can view data via county but we can't update and maintain it ourselves right now.
- Scott will email and coordinate with James so we can move data over and update it.

2024-284: Grant Approval and Consideration of Next Steps.

- Request for proposal from dept of forestry for tree related grants in socioeconomic depressed areas, most of downtown Charles Town is in that district.
    - Deadline was April 1st but an issue arose that required other protocols to be met before applications could be processed, so the info/application the dept of forestry provided was wrong and they need to re-do it.
    - Other issues is that any entity applying had to be registered in the SAM system which is a laborious process but Carolyn confirmed that the city is registered.
- Will have a site visit and talk about the grant proposal.
    - No chainsaw or stump grinder in the grant.
    - Will work on a list of equipment that will apply.
    - Aaron wants to get an inventory of what we already have.
- New deadline is likely late summer so we have more time for the proposal.
- Aaron talked to Tanner Haid.
    - They look for funding for arborists, training, interns, etc.
    - Educational components and job opportunities are things they look for in proposals.
- John mentioned the capital budget for the city and tree related stuff that we need to see what the grant can offer.

2024-285: Pollinator Garden Funds from Potomac Edison for Planting

- Conversation with 1st Energy.
- 2nd week of April to install.
    - 1st Energy provides plants and labor.
    - We need to prep the area (maintenance).
    - 10 x 30 area around the maple tree from last arbor day.
- Cacapon planting next weekend.
- They have more money, Spring and Fall.

2024-286: Tree Planting Bare Root Seedlings for WV Water-ways

- Aaron received 100-150 bare root trees, small saplings 6”- 8” a few months ago.
  - Swamp oaks are sprouting.
  - We will want to grow them out.
- No locations planned yet, looking at Willingham Knolls and Evitt’s Run where there’s no shade along the water.

2024-287: Creation of Tracking System/Method for Tree Related Activities Across City Staff/Departments for In-Kind Grant Application

- Maintenance has tickets but we need to track volunteer time.
- Do we keep track by project or by each volunteer?
- Katie suggested a google drive.
- Scott made a sample spread and showed the board.
- Jane needs to send Scott the meeting time totals (back to June 14, 2023 or from January).

MOTION : Motion to approve the use of Scott’s spreadsheet to track our volunteer time which will be maintained individually until we decide to broaden the scope of that.

RESULT: approved

MOVER: Katie Coon

SECONDER: Jane King

AYES: all

2024-288: Discussion of Potential Future Nursery Located at Maintenance Yard or Other Location

- John, Aaron and Jim need to go out and look.
- Micro nursery with gravel bed.
- Maintenance yard is the best place and we can move if needed.
- Application is in summer.
- There’s a spot in the yard that would work.

2024-289: New Grant Funds Available and Consideration of Tree Related Projects.

- Already covered,

2024-291: Update on Arborist Certification/Training for City Staff Person

- John updated the board that Travis completed his training and he’s working on studying before the test.

- He will be a good staff person/caretaker for the future nursery.

2024-292: Review of City Ordinances/Planning for Inclusion of Treescapes in New Communities

- Aaron wants to look closer at ordinances and get together with James and John.
  - We need some level of control of what these new developments are planting.
  - Make sure trees planted are native species and not invasive.
- Contractors just put in what's cheapest.
- We need something in the ordinance with instructions.

2024-293: Blooms & Blossoms Booth/Table

- We have a table on April 11th.
- We need a brochure.
- John will cut about 75 cedar wood slices.
- Carlo suggested doing some different bark rubbings for a tactile activity.

2024-294: Wright Denny Education Project

- They don't want any trees but would be happy to have the education component.
- Charles Town Middle School may have some good places for a planting.
  - Scott will get some teacher names.
- Fall project but we need to get organized now.

2024-295: African American Cemetery

- Aaron talked to Priscilla Rodd and they aren't there yet, they need to do more planning.
- Maybe a tree buffer when ready.
- We will have to wait and see.

2024-296: Review and Update Tree Maintenance Procedures

- Need to sit down with Travis to go over maintenance protocols for tree care.

2024-297: Summer Intern

- We are still waiting to hear back from Blue Ridge.

3. NEW BUSINESS

2024-298: Inventory of Assets, Tools, and Equipment Used for Tree-Related Activities

- John will provide a list and ask what tools/equipment is needed.

2024-299: Sale of Saplings by Ranson Community Garden for Its Spring Fundraiser

- Jean King wants to see if we want to donate our saplings from last arbor day for a fundraiser (25-26 sugar pines).

MOTION: Motion to approve the donation of the sugar pine trees to the Ranson Community Gardens for its spring fundraiser.

RESULT: approved

MOVER: Katie Coon

SECONDER: Scott Updike

AYES: all

2024-300: Meeting with Travis Cable, Jim Wysong, and Other Staff

- Aaron will get a meeting on the agenda.

4. ADJOURNMENT

Motion to adjourn at 8:11 PM

MOVER: Katie Coon

SECOND: Jane King

AYES: All

Charles Town Tree Board
101 East Washington Street
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SCHEDULED

AGENDA ITEM (ID #)

2024-385: Tree Planting Replacement Program with Cacapon Institute

Assessment of trees for replacement and update on status, location of trees, need for volunteers (+15) and date for planting. Date has been set for April 20, 2024, at 10:00AM. The trees will be in 7-gallong containers which are usually 12-14" deep. The holes should be no deeper than 16". Optimal width is 24".

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2024-386: 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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2024-387: Grant Fund Update

Funds need to be used by June 2024. Removal and replacement of trees subject to matching.

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

Projected date of April 8, 2024, for installation to be completed.

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

Trees have been delivered and we need a plan for temporary location. Tree Board will coordinate with Parks and Recreation for planting.

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

A spreadsheet has been created by Scott.

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2024-391: Discussion of Potential Future Nursey Location

Possible location is the maintenance yard. Aaron will update the board on his meeting with Nature Works.

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

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2024-393: Review of City Ordinances

Planning for inclusion of treescapes in new communities, types of trees, locations and preservation of existing trees in lieu of removal.

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

Discussion of what is needed, some events planned, and information on the Tree Board.

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2024-395: Charles Town Middle School Education Project

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Charles Town Tree Board
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2024-396: Summer Intern

A request has been sent to Matt Pennington of Downstream Initiatives who works with Blue Ridge Community and Technical College.

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

Upcoming grant funds can be used for purchasing some equipment. The Chairman is coordinating with Chris Bodkin who is the Community Equitree liaison who is and will assist the Tree Board with the application for these grants.

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

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2024-399: Assessment of Pollinator Garden

Discussion of garden install, issues, concerns and applying for additional grants in 2023. Spring and Fall plantings available and no one applied in 2023. Location assessments.

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2024-400: Arbor Day Tree Planting

Proposed Date is April 20, 2024, at 9:30AM. This is before the Cacapon Planting at 10:00AM.

ATTACHMENTS: