CITY OF CHARLES TOWN
CHARLES TOWN TREE BOARD
AGENDA • AUGUST 1, 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

3. UNFINISHED BUSINESS

: **2024-795:** Tree Canopy/Inventory Update

: **2024-796:** Grant Funds Extension Request to End December 2024

: **2024-797:** Pollinator Garden Funds from Potomac Edison for Planting

: **2024-798:** Tree Planting of Bare Root Seedlings for WV Water-Ways

: **2024-799:** Discussion of Potential Future Nursery Location

: **2024-800:** New Grant Funds Available and Consideration of Tree Related Projects

: **2024-801:** Identification of Open Planting Areas for Tree Installations in the City

: **2024-802:** Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

: **2024-803:** Creation of Tree Board Brochure and Public Outreach Ideas

: **2024-804:** Inventory of Assests, Tools and Equipment used for Tree-Related Activities

: **2024-805:** Department of Forestry Unmatched Grant

4. NEW BUSINESS

: **2024-806:** Coordination with Parks and Recreation Commission on its Plan Development and Projects.

: **2024-807:** Fall Cacapon Planting Request

: **2024-808:** Cacapon Institute Discount Program for Property Owners

: **2024-809:** Meeting with Travis Kable on Plan of Action for Tree Care, Trimming, Maintenance, and Planting

: **2024-810:** Trout Unlimited Program, Ryan Cooper
june24 buffer brochure.pdf

: **2024-811:** Community Outreach and Clearing Event

: **2024-812:** Skate Park Hillside Below Utility Lines

: **2024-813:** Cacapon Institute Best Practice Management Tree Sale
YouBMP Trees 2024-07-17.xlsx - Cacapon-Institute-Fall-2024-DRAFT.pdf

5. ADJOURNMENT

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

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

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

Meeting: 08/01/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-795: 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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2024-796: 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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2024-797: Pollinator Garden Funds from Potomac Edison for Planting

Plans to build out balance of space.

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2024-798: 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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2024-799: 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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2024-800: 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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2024-801: Identification of Open Planting Areas for Tree Installations in the City

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2024-802: Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

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2024-803: Creation of Tree Board Brochure and Public Outreach Ideas

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2024-804: 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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2024-805: Department of Forestry Unmatched Grant

RFP is now open, and we are working with Chris Bodkin who is our Equi-Tree Grant coordinator. Aaron Amore met with Chris Bodkin and walked several sites in town as well as the maintenance yard as a potential nursery location. Mr. Bodkin met with and discussed some of the equipment with Jim Wysong and will make specific recommendations. The new deadline will be the end of September or beginning of October.

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2024-806: Coordination with Parks and Recreation Commission on its Plan Development and Projects.

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2024-807: Fall Cacapon Planting Request

Deadline for request is August 1, 2024. Discuss appropriate sites for planting. Aaron Amore presented at the Parks and Recreation meeting on July 25, 2024, and a motion was passed authorizing the planting of trees along the walkway in Willingham Knolls Park continuing the pre-existing plantings.

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2024-808: Cacapon Institute Discount Program for Property Owners

Assess private property owners for tree placement/replacement.

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2024-809: Meeting with Travis Kable on Plan of Action for Tree Care, Trimming, Maintenance, and Planting

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2024-810: Trout Unlimited Program, Ryan Cooper

Trout Unlimited is working in conjunction with the Potomac Conservancy which has a grant to plant riparian buffers in Berkeley and Jefferson Counties along various waterways. This program will encompass both public and private property and will pay for the trees and provide labor to achieve the goals.

Aaron Amore presented this plan at the Parks and Recreation meeting on July 25, 2024, and a motion was passed authorizing the City Manager to sign an MOU with Trout Unlimited to permit the planting as proposed. We will need another community planting outreach for this planting as well.

ATTACHMENTS:
- june24 buffer brochure.pdf



SWCC'S STREAMSIDE TREE PLANTING PROGRAM

SWCC was awarded a grant from NFWF to plant riparian buffers (streamside trees) in Jefferson & Berkeley County, WV until Dec. 2024. We work with landowners to design a planting plan and offer support to ensure maintenance for a period following installation, **all at no cost to the landowner!**

WHAT ARE RIPARIAN BUFFERS AND WHY ARE THEY IMPORTANT?

Riparian buffers are trees and other vegetation along streams, rivers, and other bodies of water that help protect water quality by filtering pollutants and sediment from runoff before it enters the water. They have other benefits too, such as:

- Stabilizing stream banks
- Reducing erosion and flooding
- Providing habitat for a variety of plants and animals

Safe Water
CONSERVATION COLLABORATIVE

ABOUT US

The Safe Water Conservation Collaborative is a network of 25+ water utilities, land conservation organizations, and community partners working together to protect safe, clean drinking water in the Eastern Panhandle of West Virginia.

CONTACT US

Check out our website, **SafeWaterCollaborative.org** for more info and ways to get involved!

SWCC Coordinator:
Alyssa Murray
Murray@Potomac.org

Safe Water
CONSERVATION COLLABORATIVE



2024

FREE STREAMSIDE TREE PLANTINGS

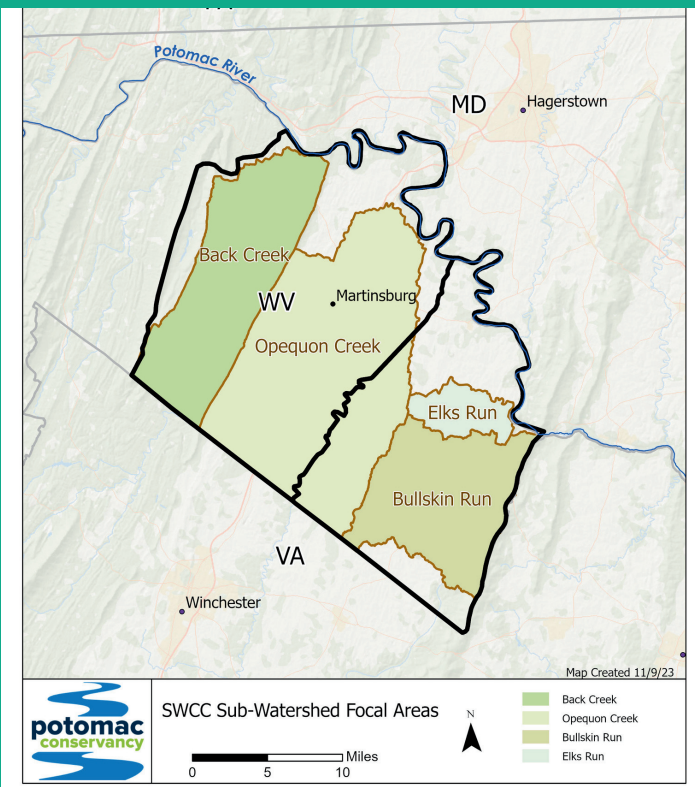
19

AM I ELIGIBLE?

1. Is your property located in either Jefferson or Berkeley County, WV?
2. Do you have water on your property that may be in need of a riparian buffer?
3. Do you want to do your part to help improve the water quality in your community?

If you answered "**yes**" to these questions, please reach out via email or on our website for more info!

We focus on the 4 sub-watersheds below, but can plant buffers anywhere in these two counties that would benefit from a free streamside tree planting!



HOW DOES THE PROCESS WORK?



Step 1

Determine if you may be eligible for a **free** tree planting! (If you're not sure, please reach out and we're happy to help determine if your land is eligible for this program!)



Step 2

Reach out on our website **SafeWaterCollaborative.org** to let us know you're interested in hearing more about a **free** streamside tree planting on your property!



Step 3

An SWCC partner will get in touch to schedule a site visit to your property to inspect the land and discuss your priorities. Then, a planting plan will be created and shared with you for your review and approval before installation.



Step 4

Our partner, Trout Unlimited, will come to your property and plant the trees. Planting will occur in Fall 2024.



Step 5

We will monitor the trees we planted through Dec. 2024 and provide maintenance as needed. Thank you for helping us protect our watershed!

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2024-811: Community Outreach and Clearing Event

Brush that has grown from panting areas along Evitts Run stream needs to be cleared in anticipation of the riparian planting. Maintenance (or contractor hired) will have to do some heavy cutting of trees. We will need to do a community promotion and seek volunteers in September/October to prepare the planting areas.

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2024-812: Skate Park Hillside Below Utility Lines

Consideration of a large-scale planting of sunflowers, Indian Grass (Sorghastrum Nutans) and/or other flowers as means of ground cover, pollinator site and beatification of area.

https://www.wildflower.org/plants/result.php?id_plant=sonu2

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2024-813: Cacapon Institute Best Practice Management Tree Sale

The Tree Board has been approved for the Best Practice Management Tree Sale which provides for a 50% reduction in the cost of trees ordered through this program via our link application (final revisions being made). Link is below and list is attached to agenda.

https://www.cacaponinstitute.org/wp-content/uploads/2024/07/Cacapon-Institute-Fall-2024-DRAFT.pdf

ATTACHMENTS:

- YouBMP Trees 2024-07-17.xlsx - Cacapon-Institute-Fall-2024-DRAFT.pdf

Cacapon Institute Fall 2024
Subject to change. Final list August 26, 2024

Species	Common Name	Size	*Cost-share*
Acer rubrum	Red Maple	7-gal., 5-7', .75-1"cal.	$ 30
Acer rubrum	Red Maple	5-gal., 4-6', .5-.75"cal.	$ 25
Acer rubrum 'October Glory'	Red Maple	7-gal., 6-8', .75-1"cal.	$ 25
Acer rubrum Red Sunset	Red Maple	7-gal., 6-7', .75-1"cal.	$ 25
Acer saccharinum	Silver Maple	5-gal., 5-6', .25-.5"cal.	$ 20
Aesculus parviflora	Bottlebush Buckeye MS	5-gal., 18-24"	$ 20
Alnus serrulata	Tag Alder	3-gal., 2-3'	$ 15
Amelanchier canadensis	Serviceberry	7-gal., 8-9', .5-.75"cal.	$ 30
Amelanchier laevis	Allegany Serviceberry	5-gal., 3-5', .25-.5"cal.	$ 20
Amelanchier x grandiflora	'Autumn Brilliance'	7-gal., 8-9', 1"cal.	$ 25
Aronia arbutifolia	'Briliantissima' Red Chokeberry	3-gal., 2-3'	$ 15
Aronia melanocarps	Black Chokeberry	3-gal., 2-3'	$ 15
Betula nigra	River Birch	5-gal., 5-6', .5-.75"cal.	$ 20
Carpinus caroliniana	American Hornbeam	7-gal., 7-8', 1"cal.	$ 25
Carpinus caroliniana	American Hornbeam	5-gal., 6-7', .75-1"cal.	$ 20
Celtis occidentalis	Hackberry	7-gal., 6-7', .75-1"cal.	$ 30
Celtis occidentalis	Hackberry	5-gal., 5-6', .25-.5"cal.	$ 20
Cephalanthus occidentalis	Buttonbush	3-gal., 3-4'	$ 15
Cercis canadensis	Eastern Redbud	7-gal., 7-8', .75-1"cal.	$ 30
Cercis canadensis	Eastern Redbud	5-gal., 4-5', .25-.5"cal.	$ 25
Cornus amomum	Silky Dogwood	3-gal., 2-3'	$ 15
Cornus florida	Flowering Dogwood	7-gal., 6-7', .75-1"cal.	$ 40
Cornus florida	Flowering Dogwood	5-gal., 5-6', .5-.75"cal.	$ 20
Cornus sericea	Redosier Dogwood	3-gal., 2-3'	$ 15
Diospyros virginiana	Common Persimmon	7-gal., 7-8', .75-1"cal.	$ 30
Diospyros virginiana	Common Persimmon	5-gal. 3-5', .5"cal.	$ 20
Fagus grandifolia	American Beech	7-gal., 6-7', .5-.75"cal.	$ 30
Hamamelis virginiana	Witch Hazel	3-gal., 18-24''	$ 15
Juniperus virginiana	Eastern Red-Cedar	7-gal., 2-3'	$ 30
Juniperus virginiana	Eastern Red-Cedar	5-gal., 18-24"	$ 20
Lindera benzion	Spicebush	5-gal., 3-4'	$ 15
Liriodendron tulipifera	Tulip Poplar	7-gal., 6-7', .75-1"cal.	$ 25
Liriodendron tulipifera	Tulip Poplar	5-gal., 4-5', .5-.75"cal.	$ 20
Magnolia virginiana	Sweetbay Magnolia (multi-stem)	7-gal., 2-3', .5-.75"cal.	$ 30

Cacapon Institute Fall 2024
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Species	Common Name	Size	*Cost-share*
Magnolia virginiana	Sweetbay Magnolia (single-stem)	7-gal., 4-5', .5-.75"cal.	$ 30
Magnolia virginiana	Sweetbay Magnolia (single-stem)	5-gal., 2-3', .25"cal.	$ 25
Nyssa sylvatica	Black Gum	7-gal., 6-7', .75-1"cal.	$ 30
Nyssa sylvatica	Black Gum	5-gal., 5-6', .5-.75"cal.	$ 20
Platanus occidentalis	Sycamore	7-gal., 8-9', .75-1"cal.	$ 25
Platanus occidentalis	Sycamore	5-gal., 5-7', .5-.75"cal.	$ 20
Platanus x acerfolia	London Planetree	7-gal., 6-7', .75-1"cal.	$ 30
Prunus serotina	Black Cherry	5-gal., 3-4', .25-.5"cal.	$ 20
Quercus alba	White Oak	7-gal., 6-7', .75-1"cal.	$ 30
Quercus alba	White Oak	5-gal., 3-4', .25-.5"cal.	$ 20
Quercus bicolor	Swamp White Oak	5-gal., 4-6', .25-.5"cal.	$ 20
Quercus bicolor	Swamp White Oak	7-gal., 7-8', .75-1"cal.	$ 25
Quercus palustris	Pin Oak	7-gal., 6-7', .75-1"cal.	$ 25
Quercus palustris	Pin Oak	5-gal., 5-6', .25-.5"cal.	$ 20
Quercus phellos	Willow Oak	7-gal., 7-8', .75-1"cal.	$ 30
Quercus phellos	Willow Oak	5-gal., 5-6', .5-.75"cal.	$ 20
Quercus rubra	Northern Red Oak	5-gal., 5-6', .25-.5"cal.	$ 20
Quercus rubra	Northern Red Oak	7-gal., 7-8', .75-1"cal.	$ 25
Robinia psuedoacacia	Black Locust	5-gal., 4-5', .25-.5"cal.	$ 20
Salix nigra	Black Willow	7-gal., 5-6', .5-.75"cal.	$ 25
Salix nigra	Black Willow	5-gal., 4-5', .25-.5"cal.	$ 20
Sambucus canadensis	Elderberry	3-gal., 3-4'	$ 15
Taxodium distichum	Bald Cypress	5-gal., 3-4', .25-.5"cal.	$ 20
Thuja standishii x plicata 'Green Giant'	Arborvitae	5-gal.	$ 20
Viburnum dentatum	Arrowwood Viburnum	3-gal., 2-3'	$ 15
Viburnum prunifolium	Blackhaw Viburnum	3-gal., 2-3'	$ 15