CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD
AGENDA • FEBRUARY 6, 2025

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

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2025-156:** Charles Town Tree Board Meeting Minutes - January 16, 2025
Tree Board Meeting Minutes - January 16, 2025 .pdf

3. UNFINISHED BUSINESS

: **2025-155:** Tree Canopy/Inventory Update

: **2025-157:** Grant Funds Extension Request to End December 2024

: **2025-158:** Pollinator Garden

: **2025-159:** Identification of Open Planting Areas for Trees Installations in the City

: **2025-160:** Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

: **2025-161:** Skate Park Hillside Below Utility Lines

: **2025-162:** Development of Watering, Care and Maintenance Plan for New Trees and Assessment of Equipment Needed

: **2025-163:** Evitts Run Planting Buffer Along Liberty Street

: **2025-164:** Spring at Craig Hill Estates

: **2025-165:** Discussion of Revisions to Tree Ordinance

: **2025-166:** WV Chapter of the American Chestnut Foundation Grant
WV-TACF Grant Application 2025.pdf

: **2025-167:** Blooms and Blossoms - Saturday, April 12, 2025, 10:00AM-5:00PM

: **2025-168:** Tree Ordinance

: **2025-169:** WV Department of Forestry Grant

: **2025-170:** Cacapon Best Practice Management Tree Sale

: **2025-171:** Retaining Area at Willingham Knolls Park

: **2025-172:** Clearing Brush and Invasive Species Along Willingham Knolls.

: **2025-173:** Recruitment List/Volunteers for Tree Related Projects

: **2025-174:** Spring BMP Planting

: **2025-175:** Disc Golf at Willingham Knolls

: **2025-176:** Arbor Day Tree Planting Event Planning

4. NEW BUSINESS

: **2025-177:** Presentation at Happy Retreat

: **2025-178:** Removal of Invasive Species at Willingham Knolls Park

: **2025-179:** Arbor Day Foundation Software

5. ADJOURNMENT

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

https://us02web.zoom.us/j/81846354913?

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

SCHEDULED

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

AGENDA ITEM (ID #)

2025-156: Charles Town Tree Board Meeting Minutes - January 16, 2025

ATTACHMENTS:

- Tree Board Meeting Minutes - January 16, 2025 .pdf

CITY OF CHARLES TOWN
Tree Board
January 16, 2025

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	Absent
Jane King	Present
Carlo Olivares	Present
Scott Updike	Present
Elizabeth Ricketts	Present
Cindy Rezmer	Present

1. APPROVAL OF MINUTES

COMMENTS: none
RESULT: approved
MOVER: Scott Updike
SECONDER: Jane King
AYES: all

2. UNFINISHED BUSINESS

2025-34: Tree Canopy/Inventory Update

- Aaron and Scott will try and meet up with James and figure out how to access the data.

2025-35: Grant Funds Extension Request to End December 2024

- We used the money to clear tree on Washington St. and paid Viking.
- We need to send a letter to the dept. Of forestry.
  - Aaron tried to coordinate with John to send it but forestry says they didn't receive it.
- Liz said John mentioned an invoice issue.
- Aaron is going to send info to Cindy.
  - There's a form letter; it just needs city letter head.
- Aaron sent John a total for volunteer hours but we still need city staff hours for tree related stuff.

2025-36: Pollinator Garden

- ⅔ done, we still have space.
- Aaron will reach out to Potomac Edison so see about finishing up.

2025-37: Identification of Open Planting Areas for Trees Installations in the City

- We need to identify spots in town.
- Carlo can look around for spots.
- Liz mentioned that the city is going to purchase the vacant APUS land for a park so there will be an opportunity for more planting.

2025-38: Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

- We wanted to do this in the fall but didn't, city staff was busy and not available.
- We can try and work with maintenance to do it in the spring.
- Maybe we can do this at the same time as the pollinator garden.

2025-39: Skate Park Hillside Below Utility Lines

-

2025-40: Trout Unlimited Program, Ryan Cooper

- These are smaller trees.
- They put in 510 trees in 2 days.
- Carlo saw them at Willingham Knolls and they look good.

2025-41: Development of Watering, Care and Maintenance Plan for New Trees and Assessment of Equipment Needed

- We need to do care and maintenance too.
- We need to access Willingham Knolls and see what we need to do and get a care plan.
- When the weather is nicer we can get invasives out.

2025-42: Evitts Run Planting Buffer Along Liberty Street

- Tree/Shrub buffer but we need a sense of size and placement of benches and bike rack.
- Aaron wants to know if there's a plan.
- Liz will bring it to the parks board at their Feb. meeting and get back to us in March.
- April/May planting.

2025-43: Spring at Craig Hill Estates

- Aaron applied for the Cacapon tree planting.
- 20-30 trees and we also requested shrubs/small trees.
- There's a bridge planned near gravesites to Happy retreat and on the hillside, we could use shrubs to protect the trail.

2025-44: Discussion of Revisions to Tree Ordinance

- We aren't there yet.
- Aaron needs to meet with John and James to talk about what to do for future development and ordinances but it's very involved.
- We can at least start the process.
- Liz said a company is coming in to help the city redo zoning ordinances.
    - Maybe we can have an opportunity to put in more tree protective language.

3. NEW BUSINESS

2025-45: Cacapon Best Practice Management Tree Sale

- Community members can buy discount trees.
- We talked about a delivery fee.
- Schedule date/time to pick up but offer delivery for a fee.
- We're going to do it in the spring.
- If we have a table at blooms and blossoms maybe we could have trees there for pick up.
- Liz brought up what we want to do about people ordering trees outside of the municipality.
- It should be a March/April pick up but we don't have a firm date.
    - We can pick up and hold the trees until whenever.
- Most people get 2-3 trees but depends on how many people participate what the limit is.
- The board discussed a $25 delivery fee.
- We can reimburse the city out of the tree budget.

MOTION: Motion to approve the concept of charging $25 per tree delivery.
RESULT: approved
MOVER: Scott Updike
SECONDER: Carlo Olivares
AYES: all

2025-46: Clearing Brush and Invasive Species Along Willingham Knolls

- Aaron will do another volunteer day when it's warmer, maybe March.

2025-47: Recruitment List/Volunteers for Tree Related Projects

- We had a sign-up list.
- We need to get more word out there.
- Maybe we can connect with garden clubs, get more community volunteers.
- Scott will work on creating a master list/spreadsheets of volunteers so we can send out to all when we need volunteers.
  - Scott asked Cindy if there are any city tools to make documents sharable so everyone can access them, she will look into it.

2025-48: WV Chapter of the American Chestnut Foundation Grant WV-TACF Grant Application 2025.pdf

- Aaron received the grant application which offers up to $2,000.
- We can apply for grant funds to buy chestnut tree saplings.
  - It's almost impossible to buy big chestnuts, all saplings.
- We have ground at Happy Retreat, the city owns land around it where we could plant.
- We can get trees and get promotional materials.
- Happy Retreat could work with us to give out information about the chestnuts.
- We're already getting saplings and can use the money for care and maintenance.
- We joined the foundation and requested chestnuts and there might be 20-30 saplings.
  - They're not American chestnuts because they would die.
- We can buy 60-70 trees, reserve money for maintenance and care and promotional material and work with Happy Retreat.
- Application is due Jan. 31st.
- Liz suggested having an ongoing agenda item with parks to find spots for trees.

MOTION: Motion to approve the application for the grant with the WV Chapter of the American Chestnut Foundation.
RESULT: approved
MOVER: Scott Updike
SECONDER: Carlo Olivares
AYES: all

2025-49: Spring BMP Planting

- We can do it in conjunction with arbor day or blooms and blossoms.
- We pick up trees and can hang on to them if needed.

2025-50: Willingham Knolls Park

-

2025-51: Disc Golf at Willingham Knolls

- John showed Aaron a plan for the disc golf but there's nothing critical at this point but we need to make sure trees aren't in the way.

2025-52: Invasive Species at Willingham Knolls

- Two areas that have a lot of invasives.
- Aaron asked Carlo for info about clearing with controlled burn and then re-seeding.
- Carlo will help look for options and look for resources to clear invasives.
- Aaron brought up money that was dedicated to the city for planting trees at Willingham Knolls so we want to see if that money still exits and if it's available sill.

2025-53: Arbor Day Tree Planting Planning

- Friday the 25th of April is Arbor Day and the Blooms and Blossoms is the 12th of April.
- We could do a planting on Saturday the 26th of April.
- We need to check with Katie and see if she got the email with tree options.
- We can put it on the agenda for next time.

4. ADJOURNMENT

MOTION: Motion to adjourn at 8:01PM
MOVER: Scott Updike
SECOND: Carlo Olivares
AYES: All

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-155: Tree Canopy/Inventory Update

Review of goals, software data, etc. Plan to update and undertake new inventory.

ATTACHMENTS:

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-157: Grant Funds Extension Request to End December 2024

Trees have been removed with five (5) replacement trees ordered and to be delivered in early November for 200 block of W. Washington Street. Use of grant funds to pay and off-set with volunteer time. Confirm billed State paid on grant.

ATTACHMENTS:

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-158: Pollinator Garden

Finish planting spaces with wildflower seeds and purchase of topsoil. Community outreach for weeding, prep and seeding. Spring. Outreach with garden clubs, boy scouts, girl scouts, and other community groups about planned effort. Request made to First Energy for potential funds.

ATTACHMENTS:

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-159: Identification of Open Planting Areas for Trees Installations in the City

ATTACHMENTS:

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-160: 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.

ATTACHMENTS:

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-161: 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. Coordination with maintenance to scrape down brush to prep for Fall planting. Steps toward completion.

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

ATTACHMENTS:

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-162: Development of Watering, Care and Maintenance Plan for New Trees and Assessment of Equipment Needed

ATTACHMENTS:

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-163: Evitts Run Planting Buffer Along Liberty Street

Design ideas, plants, and estimate for costs.

ATTACHMENTS:

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-164: Spring at Craig Hill Estates

Discussion about site options. Schedule application deadline. Community outreach.

ATTACHMENTS:

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-165: Discussion of Revisions to Tree Ordinance

Meeting with James on planting issues and revisions to other ordinances.

ATTACHMENTS:

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-166: WV Chapter of the American Chestnut Foundation Grant

Grant is due by January 31, 2025. Grant is up to $2,000. We are supposed to receive Chestnut Trees saplings this spring as part of our membership in the organization. We will be able to buy larger trees with the grant funds. Application was submitted.

ATTACHMENTS:

- WV-TACF Grant Application 2025.pdf

West Virginia Chapter of The American Chestnut Foundation

Due: 31 Jan 2025

We invite members of the West Virginia chapter of The American Chestnut Foundation and other interested parties to apply for grants up to a maximum of $2,000 to support education, outreach and scholarly activities related to American chestnut in the State of West Virginia.

Purpose

Grants are available to assist individuals with active restoration projects in the State, outreach activities, as well as with their scholarly activities. Funding may be requested for supporting a range of ideas and projects, including but not limited to: chestnut demonstration plantings; signage for new or existing planting; travel and supplies for maintenance of existing plantings; educational outreach; research and scholarship related to chestnut restoration in West Virginia. Funding for completed work is not allowed unless the project has had prior approval by the WV chapter Board of Directors. Travel funds for conferences are not available unless you/your group will be representing the West Virginia Chapter.

Rules and Responsibilities

Recipients must be a current member in good standing with the West Virginia Chapter of The American Chestnut Foundation, WV-TACF (see tacf.org to join). Each recipient is expected to present a summary of the results of the funded project to the West Virginia Chapter at a chapter meeting within two years of the award. Publications, public and private presentations, and other products derived from work funded by the WV-TACF must include acknowledgment of the funding received from the Chapter. Information and products of the funded work are required to be freely disseminated by the American Chestnut Foundation unless protected by copyright.

Proposal Guidelines and submission

Proposal ideas should be discussed with the President of the West Virginia Chapter and/or members of the Board of Directors prior to submitting the written proposal. Proposals should be submitted electronically to WV board member, Dr. Melissa Thomas-Van Gundy (melissa.thomasvangundy@usda.gov) and include page 2 of this document (with completed information) as a cover. The proposal should be three pages maximum (including the cover page), single-spaced, in Times New Roman (minimum 12 pt), minimum 1" margins. Proposals over the page limit will not be considered.

Research Grant Guidelines:

- Brief project overview, including goals, expected impact and relevance to chestnut restoration
- Proposed activities and connections to project goals, including a project timeline
- Plans for dissemination (e.g., publications and presentations) and subsequent funding proposals (if applicable)

Attach a list of references cited, a line-item budget, evidence of cost-sharing (e.g., proposal, letter of award), and a description of special technology or infrastructure considerations (if applicable).

Education and Outreach Grant Guidelines

- Brief project overview, including goals, target audience and participants
- Proposed activities, including a project timeline and detailed budget (including shared costs)
- Plans for maintaining trees (if project involves tree planting)

Proposals will be evaluated by a subcommittee of the WV-TACF Board of Directors. Proposal reviewers will not necessarily be experts in any specific field, and therefore proposals should be written clearly for the educated layperson.

WV-TACF GRANT APPLICATION COVER SHEET

Deadline: 31 Jan 2025

Award announcement date: 01 March 2025

Submit electronically to: Dr. Melissa Thomas-Van Gundy (melissa.thomasvangundy@usda.gov)

Name(s):

E-mail(s):

Phone number(s):

Project Title:

Amount Requested:

Previous Grant Awardee? ____ Yes ____ No

Year of Last Award (N/A if not applicable) ____

Amount awarded (will be completed by subcommittee):

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-167: Blooms and Blossoms - Saturday, April 12, 2025, 10:00AM-5:00PM

Ideas for table, events, crafts, information.

ATTACHMENTS:

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-168: Tree Ordinance

Changes related to tree removal, tree plantings, and coordination with Planning Department.

ATTACHMENTS:

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-169: WV Department of Forestry Grant

ATTACHMENTS:

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-170: Cacapon Best Practice Management Tree Sale

We have been approved for the Best Practice Management Tree Sale which provides for a 50% reduction in the cost of trees ordered through this program. Schedule application for Spring. Tree Board approved a $25 delivery fee for each homeowner. Single pick-up day around an event. Discussion of promotional material, advertising and social media push.

ATTACHMENTS:

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-171: Retaining Area at Willingham Knolls Park

Assessment for retaining areas of wildflower, grasses, and pollinator plants to support insects and animals.

ATTACHMENTS:

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-172: Clearing Brush and Invasive Species Along Willingham Knolls.

ATTACHMENTS:

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-173: Recruitment List/Volunteers for Tree Related Projects

How do we get more people involved, especially young people and families, in City projects.

ATTACHMENTS:

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-174: Spring BMP Planting

Community outreach for participants.

ATTACHMENTS:

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-175: Disc Golf at Willingham Knolls

Review of planned disc golf course and planting of trees, removal of existing invasive trees.

ATTACHMENTS:

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-176: Arbor Day Tree Planting Event Planning

Arbor Day is Friday, April 25, 2025.

ATTACHMENTS:

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-177: Presentation at Happy Retreat

Aaron plans to present before the Happy Retreat Board a proposal to work cooperatively on the project to create a plan to plant at Happy Retreat and on Park grounds as well. Need to come up with an educational component about the Chestnut tree. Possibly a planting day with community outreach as well as a plan for care and maintenance. Could consider planting at the grave sites as well.

ATTACHMENTS:

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-178: Removal of Invasive Species at Willingham Knolls Park

Review of options. Burn and/or chemical treatment to remove and seeding/planting options. Carlo can discuss. Potential grant opportunities?

ATTACHMENTS:

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

Meeting: 02/06/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-179: Arbor Day Foundation Software

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.
https://www.linkedin.com/smart-links/AQHy1r4B7UshRQ

ATTACHMENTS: