CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD
AGENDA • JANUARY 4, 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

: **2023-1202:** Tree Board Meeting Minutes - December 7, 2023
Tree Board Meeting Minutes - Dec. 7.pdf

3. UNFINISHED BUSINESS

: **2023-1203:** Tree Board Vacancy - a) 1 vacancy and status of appointment

: **2023-1204:** Tree Planting Replacement Program with Cacapon Institute and Status of Assessment of Trees for Replacement. **Deadline for application for Spring is January 15, 2024**

: **2023-1205:** Tree Canopy/Inventory Update - Review of Goals, Software Data, etc. Search of Ash Trees in City for Removal

: **2023-1206:** Grant Approval and Consideration of Next Steps, Preparation of Time/Expense Tracking for Tree Related Activities for In-Kind Reduction of Grant Proceeds

: **2023-1207:** Pollinator Garden Funds from Potomac Edison for Planting

: **2023-1208:** Tree Planting Bare Root Seedlings for WV Water-Ways Coordination with Parks and Recreation

: **2023-1209:** Coordination of Purchasing PPE for Maintenance for Tree Related Activities

: **2023-1210:** Creation of Tracking System/Method for Tree Related Activities Across City Staff/Departments for In-Kind Grant Application

: **2023-1211:** Discussion of Potential Future Nursery Located at Maintenance Yard or Other Location

: **2023-1212:** New Grants Funds Available and Consideration of Tree Related Projects

: **2023-1213:** Tracking Tree Related Time and Tickets via City Staff, Maintenance and Volunteers

: **2023-1214:** Coordination on Arborist Certification/Training for City Staff Person

4. NEW BUSINESS

: **2023-1190:** Master Tree Plan 2024

Master Tree Board Plan Final Draft 12.27.24.docx

5. **ADJOURNMENT**

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

https://www.charlestownwv.us/government/agendas-and-minutes/

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

Meeting: 01/04/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-1202: Tree Board Meeting Minutes - December 7, 2023

ATTACHMENTS:

- Tree Board Meeting Minutes - Dec. 7.pdf

CITY OF CHARLES TOWN
Tree Board
December 7, 2023

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
Scott Updike	Absent
Elizabeth Ricketts	Present
John Nissel	Present

1. APPROVAL OF MINUTES

COMMENTS: none
RESULT: approved
MOVER: Katie Coon
SECONDER: Jane King
AYES: all

2. UNFINISHED BUSINESS

2023-1125: Tree Board Vacancy

- Alissa forwarded an email of a potential applicant.
- Jane mentioned that she has an interested neighbor who she sent info to.
- Aaron re-applied and it will be on the Dec. agenda.
- Katie will re-apply too.

2023-1126: Tree Planting Replacement Program with Cacapon Institute and Status of Assessment of Trees for Replacement

- Spring planting application deadline is Feb. 1st, Aaron is working on it to get on the agenda next month.
- They're behind on inventory for the replacement trees and they will replace them in the Spring.
- They also do a cost share tree program that we can look at.

2023-1127: Tree Canopy/Inventory Update - Review of goals, software data, etc. Search of Ash Trees in the City for Removal.

- Scott was dealing with this but unfortunately was not able to attend this meeting.
- Aaron talked to him, and he was thinking of having a discussion with the county since they're housing the data to see if we can just get access to the info.
- Add to the agenda for the next meeting.

2023-1128: Grant Approval and Consideration of Next Steps, Preparation of Time/Expense Tracking for Tree Related Activities for In-Kind Reduction of Grant Proceeds

- We've been approved for the grant, and we have until next June to use the funds.
- Move projects to Spring since PPE is lacking for the work needed to be done so we need time to get those items.
- Zion church wants to re-do the sidewalks and they're wondering about grants.
    - Liz gave some info on the grants available (50/50 matching, up to $5k, 2 estimates required).
- We need to coordinate planting trees after the sidewalk.

2023-1129: Pollinator Garden Funds from Potomac Edison for Planting

- We have clearance from Parks and Rec.
- Volunteers are available and $1k.
- Aaron will follow up.

2023-1135: Tree Planting Bare Root Seedlings for WV Water-ways Coordination with Parks and Recreation

- Trees have been in transit and moved, now in Berkeley Springs with Down Streams Initiative (who was the management co that got the grant for a nursery for CT about 10 yrs. ago that never ended up happening). Aaron will ask about what went wrong with that.
- 30-50 saplings in buckets, might be a few years before they can be planted so we will winter them over Ranson Community Gardens.

2023-1136: Coordination of Purchasing PPE for Maintenance for Tree Related Activities

- John will coordinate with Jim with maintenance.
- We need to get stuff ordered for Spring.
- Finance holds the funds, there should be around $800 available.

2023-1137: Creation of Tracking System/Method for Tree Related Activities Across City Staff/Departments for In-Kind Grant Application

- We need a methodology for tracking our time for the grant money.
- Our time for tree board meetings counts, so do events.
- Maintenance time doing tree related stuff counts so we need to coordinate with Jim to keep track of that.
- John says there are tickets within maintenance so we should be able to keep track.
- Can even include stuff like leaf pick up and mulching.
- Suggestion of a spreadsheet in google drive so we can track volunteer time too.

2023-1138: Pollinator Garden Status- same as above

3. NEW BUSINESS

2023-1139: Discussion of Potential Future Nursery Located at Maintenance Yard or Other Location

- Aaron and John can drive around and look at locations after the 1st of the year.
- Aaron will reach out to other tree boards that have applied for grants for nurseries to get some suggestions.
- Will need a water source.
    - Ranson harvests rainwater for theirs
    - Maybe we could have a drip system or some way of watering without having to go out there.

2023-1140: New Grant Funds Available

- Forestry has 1 million in grant money but dragging their feet on the requests for proposals, moved from fall to spring deadline for the application for $50k of unmatched grant money.
- Aaron checked and we are in a socioeconomic depressed area for trees according to the forestry map.
- $50k for a nursery could go a long way
    - Potential to fund a part time position (education or practical arborist)
    - Training for maintenance or for one of them to get an arborist certification.

OTHER

Katie received an email from Robert Hannah and he needs a 2024 arbor day tree choice before our next meeting.

- Do we want something small, large or conifer?
    - Smaller flowering trees would be good.
    - Agreement on redbud.
- We need to figure out where to plant the tree.

MOTION: Motion to approve a redbud tree for our arbor day tree.
RESULT: approved
MOVER: Katie Coon
SECONDER: Jane King
AYES: all

Tree city USA application is due Dec. 1st

- Since it's just a renewal of the same application with no fee the consensus was that we don't need to make a motion to approve it.
- We meet all of the requirements.
- The budget should have new census data.

The cheer booth will be December 24th, Katie will send out an email.

4. ADJOURNMENT

Motion to adjourn at 7:36 PM
MOVER: Katie Coon
SECOND: Jane King
AYES: All

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

Meeting: 01/04/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-1203: Tree Board Vacancy - a) 1 vacancy and status of appointment

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AGENDA ITEM (ID #)

2023-1204: Tree Planting Replacement Program with Cacapon Institute and Status of Assessment of Trees for Replacement. Deadline for application for Spring is January 15, 2024

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AGENDA ITEM (ID #)

2023-1205: Tree Canopy/Inventory Update - Review of Goals, Software Data, etc. Search of Ash Trees in City for Removal

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

Meeting: 01/04/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-1206: Grant Approval and Consideration of Next Steps, Preparation of Time/Expense Tracking for Tree Related Activities for In-Kind Reduction of Grant Proceeds

ATTACHMENTS:

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

Meeting: 01/04/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-1207: Pollinator Garden Funds from Potomac Edison for Planting

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

Meeting: 01/04/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-1208: Tree Planting Bare Root Seedlings for WV Water-Ways Coordination with Parks and Recreation

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

Meeting: 01/04/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-1209: Coordination of Purchasing PPE for Maintenance for Tree Related Activities

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

Meeting: 01/04/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-1210: Creation of Tracking System/Method for Tree Related Activities Across City Staff/Departments for In-Kind Grant Application

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Charles Town Tree Board
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Charles Town, WV 25414

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Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-1211: Discussion of Potential Future Nursery Located at Maintenance Yard or Other Location

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

Meeting: 01/04/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-1212: New Grants Funds Available and Consideration of Tree Related Projects

ATTACHMENTS:

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

Meeting: 01/04/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-1213: Tracking Tree Related Time and Tickets via City Staff, Maintenance and Volunteers

ATTACHMENTS:

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

Meeting: 01/04/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-1214: Coordination on Arborist Certification/Training for City Staff Person

ATTACHMENTS:

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

Meeting: 01/04/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2023-1190: Master Tree Plan 2024

ATTACHMENTS:

- Master Tree Board Plan Final Draft 12.27.24.docx

Charles Town Tree Master Plan

Priority administrative tasks & projects for 2024

January 4th, 2024

Mayor and City Council,

We would like to start with thanking you for the opportunity to serve on the City of Charles Town Tree Board. It is our honor to assist our community with the critical tasks of planting, protecting, and maintaining our City's trees.

Our 2023 Master Plan was overwhelmingly successful. Here are just a few of our successes from this year:

- Maintained our Tree City USA status for the 11th year and received national recognition.
- Hosted a community Arbor Day event on N. Charles St and planted an Arbor Day Tree at the City's Skate Park.
- Held out First Annual Arbor Day Celebration for the Community and planted 50 saplings.
- Secured funding of over $14,000 for invasive tree removal and replacement in City Rights-of-ways from the West Virginia Department of Forestry
- Secured funding for a pollinator garden to be installed at the City's Skate Park.
- Secured over 200 tree saplings for use in future City plantings.
- Obtained saplings through the WVU Agricultural Extension for planting along City streams and tributaries.
- Planted a tree at Evitt's Run for addiction awareness month.
- Investigated the creation of a City tree nursery and potential funding for such an endeavor.
- Coordinated with City Staff and Maintenance to identify deficiencies in PPE items for workers engaged in tree related activities and provided for such purchases as part of the City's match for the $14,000 grant through the West Virginnia Department of Forestry.

We seek to build on these successes in 2024 and continue addressing our community's tree-related concerns and interests; create a healthier, more vibrant community through community forestry; provide educational and volunteer opportunities for our citizens; and increase tree canopy throughout our City.

As per our City's Ordinance Article 1104 Trees, one of our duties as a board is *"to prepare and update, annually, a written City-wide "Tree Master Plan" that guides the care, preservation, pruning, planting, replanting, removal, or disposition of trees on public lands; such plan shall consider existing and future utility locations and environmental factors in relation to existing and future tree species on public or private lands, as provided in this article or other ordinances; such plan shall also provide a status report of "Landmark Trees" within the City; such plan shall be recommended to the Mayor and Council and, upon their acceptance and approval, shall be implemented as the "Tree Master Plan."*

The recommended priority actions on the following pages reflect the conversations we've had as a board, as well as conversations that our community has had with us as friends and neighbors. However, at this moment, they are only that – recommendations.

We have grouped our recommended priority actions into two categories – "Administrative", which will need to be addressed within the Board itself or at the staff or Council level, and "Projects", which are implementable projects throughout our community. Each has a priority ranking; estimated timeframe for completion; a generalized, estimated cost; and a Tree Board member lead.

This list conveys our values and what we want to achieve moving forward, but they can only be achieved with your input, acceptance, and ultimate approval.

We respectfully submit the following Charles Town Tree Master Plan and sincerely look forward to working with you on implementing these recommended priority actions.

Charles Town Tree Board,
Aaron Amore, Chair
Katie Coon
Jane King
Scott Updike
Elizabeth Ricketts

Administrative

Maintain Tree City USA Status

There are 4 Standards that must be met prior to re-applying for Tree City USA designation:

1. **City must have a Tree Board or a Forestry Department**
2. **City must have a tree care ordinance**
3. **City must have a community forestry program with a budget of at least $2 per capita**
4. **City must have an annual Arbor Day observance and proclamation**

In 2023, The City of Charles Town attained Tree City USA for the 12th time in the City's history. We received national recognition for reaching this milestone. The Tree Board will work with staff and City Council and WV Division of Forestry on reapplying to maintain this status with the Arbor Day Foundation. Visit the Arbor Day Foundation[1] website for more details.

- **Priority: High**
- **Estimated Time Frame: January 2024**
- **Estimated Cost: No costs beyond the $2/capita that is already budgeted for contracted tree costs**
- **Tree Board Lead: Katie Coon**

Tree Canopy Survey

Seek to build upon the tree inventory done in 2019 and to update the data now housed at the Jefferson County GIS Office. We plan to work cooperatively with the County to update this data and maintain it such that City staff can access this data while avoiding the costs of software purchase and maintaining said data. The purpose of such of update inventory would assist in the following areas:

- **assessing defensible space around buildings to reduce wildfire risk**
- **mapping risks to utility infrastructure like powerlines**
- **modeling of tree services like air and water pollution mitigation**
- **measuring carbon storage and sequestration**
- **wildfire modeling**
- **assessing tree risks to residential properties**
- **creating and analyzing forest inventory**
- **Measuring agroforestry resources in rural landscapes**

Benefits come in many forms, such as energy conservation and the improved physical and psychological health of the people within these urban environments. The CTTB is in the process of seeking appropriate measures to assess and update the data. We will work with City staff to coordinate an appropriate and cost-effective approach for updating the data. The use of a City Intern has been the past practice and this may provide a ready avenue to accomplish this goal in 2024.

- **Priority: High**
- **Estimated Time Frame: by end of 2024**
- **Estimated Cost: Unknown**
- **Tree Board Lead: Scutt Updike**

Landmark Trees Program

We have researched and drawn upon the expertise of the many Landmark Tree programs across the country and tailored it to our community. We have created an online form and a printable brochure for citizens to apply.

- **Priority: Medium**
- **Estimated Time Frame: January 2024**
- **Estimated Cost: None**
- **Tree Board Lead: Katie**

Projects

Initiation of Grant Award

CTTB secured a grant from the West Virginia Department of Forestry of over $14,000 to remove and replace Bradford Pear Trees in several City rights-of ways. The grant is a matching grant where the City match can be in money or time/labor of City staff and volunteers related to tree activities. CTTB is working with City staff and maintenance to actively track all such time. We will also work with the City's Maintenance Department to assure it has proper protective equipment for its tree related activities. We will coordinate with any outside vendors who may be needed to perform certain tasks as outlined in the grant proposal. The funds must be used by June 2024 so a Spring initiation is considered the best start time at this juncture.

- **Priority: High**
- **Estimated Time Frame: Spring 2024**
- **Estimated Cost: Unknown**
- **Tree Board Lead: Aaron C. Amore**

Tree Inventory/Mapping

There are three main types of inventories: sample, partial, and complete.

1. **A sample inventory is conducted on a random sample of street segments, blocks, road miles, or area to provide an estimate for the urban forest. Typically, the sample is 3-10%. The sample can also be stratified.**
2. **Identify invasive species and/or diseased trees (including Ash trees vulnerable to the Ash Borer Beetle) for removal.**
3. **A partial inventory is conducted on a specific non-random area. It may be a geographic area, such as a downtown. It may be a phased inventory where different areas are collected at different times, with the goal of each phase eventually comprising a complete inventory. A survey collects a few attributes over a large area, even the entire municipality. Surveys are often conducted by vehicle.**
4. **A complete inventory includes all street trees, sometimes all park trees and trees on municipal properties, and often includes available planting locations and stumps.**

CTTB seeks to create a complete tree inventory to the greatest extent possible. An example of such a tree inventory is seen in the following link which shows a complete tree inventory for the WVU Campus in Charleston, WV.
https://pg-cloud.com/WVSU/https://pg-cloud.com/WVSU/
Such an inventory would require the services of one or more companies in combination with several tools by which data is retrieved. Applications designed to be used with smartphones can be used by multiple persons to obtain and gather real time information about trees in our community. CTTB sees this as an opportunity for direct outreach to its citizens and to incorporate this as an educational component for our school aged residents. City employees can also participate as they access all areas of the City, many on a routine basis. A cell phone application can gather an image of the tree, determine its genus and species and accurately locate the tree

using the phone's GPS coordinates. Appropriate waivers/consents would need to be required for those under 18 years to participate.
Purpose: Identification of the City's tree inventory will not only identify the type of trees in the community but will assess the overall health of the trees. This will enable City maintenance to be aware of diseased or dying trees that might create a hazardous condition or situation. It can also identify invasive species which can be removed to prevent further spread of such trees to the detriment of native trees.

- **Priority: High**
- **Estimated Time Frame: by end of 2024**
- **Estimated Cost: Unknown**
- **Tree Board Lead: Scott Updike & Aaron C. Amore**

Arbor Day Celebration

CTTB seeks to promote its Arbor Day Celebration through the following means:

1. **Planting of a Tree**
2. **Session/class with an Arborist on planting, care and pruning trees growing in their yards for Charles Town Citizens. This workshop may be facilitated by certified ISA Arborists with WV Division of Forestry.**
3. **Educational program for young persons, including a nature walk, artistic activities and possibly a sponsored event by a local business or businesses.**

In order to maintain our Tree City USA status we also need a Mayoral proclamation.

- **Priority: High**
- **Estimated Time Frame: April 2024**
- **Estimated Cost: None**
- **Tree Board Lead: TBD**

Cost-share Tree Planting Program for Private Residents

The Charles Town Tree Board plans to apply for Cacapon Institute's "Your Community BMP" program in Spring and or Fall 2024. Through this program, up to 18 residents can sign-up to purchase up to two trees each at the discounted rate of $25/tree. The trees will be in 5-7 gallon containers and approximately 6-8' tall. Each tree comes with two wooden stakes, a plastic bark protector, and a section of arbor tie.

City staff assistance will be needed to collect the payments and subsequently send those funds to Cacapon Institute. The City will incur no costs for participating in this program. The Tree Board has approximately $800 in the City's budget from conducting this project in fall 2021 that may be used to support a similar initiative in 2024.

Trees will be picked up by City maintenance personnel from the WV Division of Forestry office in Inwood and delivered to residents houses at a date TBD in October-November.

- **Priority: High**
- **Estimated Time Frame: October-November 2024**
- **Estimated Cost: None**
- **Tree Board Lead: Katie & Janie**

Tree Dedication Program

CTTB would like to work on creating a program, possibly in partnership with local mortuaries, for community members to be able to purchase a tree and have it planted in memory of a loved one.

- **Priority: Medium**
- **Estimated Time Frame:**
- **Estimated Cost: None**
- **Tree Board Lead: TBD**