CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD
AGENDA • MARCH 13, 2025
REVISED

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

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2025-298:** Charles Town Tree Board Meeting Minutes - February 6, 2025
Tree Board Meeting Minutes - February 6, 2025.pdf

3. UNFINISHED BUSINESS

: **2025-297:** Tree Canopy/Inventory Update

: **2025-299:** Grant Funds Extension Request to End December 2024

: **2025-300:** Pollinator Garden

: **2025-301:** Identification of Open Planting Areas for Trees Installations in the City

: **2025-302:** Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

: **2025-303:** Skate Park Hillside Below Utility Lines

: **2025-304:** Development of Watering, Care and Maintenance Plan for New Trees and Assessment of Equipment Needed

: **2025-305:** Evitts Run Planting Buffer Along Liberty Street

: **2025-306:** Spring at Craig Hill Estates

: **2025-307:** Discussion of Revisions to Tree Ordinance

: **2025-308:** WV Chapter of the American Chestnut Foundation Grant
WV-TACF Grant Application 2025.pdf

: **2025-309:** Blooms and Blossoms - Saturday, April 12, 2025, 10:00AM-5:00PM

: **2025-310:** Tree Ordinance

: **2025-311:** WV Department of Forestry Grant

: **2025-312:** Cacapon Best Practice Management Tree Sale

: **2025-313:** Retaining Area at Willingham Knolls Park

: **2025-314:** Clearing Brush and Invasive Species Along Willingham Knolls.

: **2025-315:** Recruitment List/Volunteers for Tree Related Projects

: **2025-316:** Presentation at Happy Retreat

: **2025-317:** Spring BMP Planting

: **2025-318:** Disc Golf at Willingham Knolls

: **2025-319:** Removal of Invasive Species at Willingham Knolls Park

: **2025-320:** Arbor Day Tree Planting Event Planning

: **2025-321:** Arbor Day Foundation Software

: **2025-328:** 2025 Master Tree Board Plan

4. NEW BUSINESS

: **2025-322:** City Proposal to Cut Tree Board Budget

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

Meeting: 03/13/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-298: Charles Town Tree Board Meeting Minutes - February 6, 2025

ATTACHMENTS:

- Tree Board Meeting Minutes - February 6, 2025.pdf

CITY OF CHARLES TOWN
Tree Board
February 6, 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	Present
Jane King	Present
Carlo Olivares	Present
Scott Updike	Present
Elizabeth Ricketts	Present
John Nissel	Present

1. APPROVAL OF MINUTES

COMMENTS: none
RESULT: approved
MOVER: Scott Updike
SECONDER: Katie Coon
AYES: all

2. UNFINISHED BUSINESS

2025-155: Tree Canopy/Inventory Update

- Aaron and Scott will coordinate with James
  - Also need to talk with him about changes to tree ordinance and zoning.

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

- Aaron got it all in.

2025-158: Pollinator Garden

- Aaron will contact First Energy to see if the funds are still available for soil and seeds.

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

- Aaron and Scott will get with James and look at the map.
- We need to see where the new subdivisions are.
- Might be options for riparian buffers.
- Evitt's Run has a lot of trees now.

- We need to look at projections for the future.
- The City will be purchasing land by APUS which will likely be a park
  - John says the settlement will be by Feb. 11th.
  - There will be community meetings about the vision for it.
- Liz said the tree board will be a standing agenda item for parks and rec.
- Aaron suggested adding a buffer along the train track area.

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

- We have started the identification of invasives.
- A lot of federal funds are tied up right now.

2025-161: Skate Park Hillside Below Utility Lines

- Grant money from First Energy has a budget to plant under utility lines too.
- John asked about a timeline for the project.
  - Aaron said Spring, around March before the busy time.
  - John and Aaron plan to meet with Jim there to discuss.

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

- Aaron is going to take a look at the Arbor Day site ideas.
- We need better equipment for watering, maybe a pump system.

2025-163: Evitts Run Planting Buffer Along Liberty Street

- The newly planted trees could probably use mulch.
  - Aaron found free mulch and suggested doing mulching in conjunction with one of our plantings.
- John says the UTV is here and ready.
- Liz said this will be on the parks and rec agenda this month on Feb. 27th at 6 p.m. at City Hall.
  - Will discuss how many benches/bike racks and then figure out what to plant (there are 2 trees there already).

2025-164: Spring at Craig Hill Estates

- Annual Cacapon tree planting.
- Aaron met with Craighill HOA president and walked the area to look at planting.
  - We need to make sure and not plant on private property.
  - The hillside gets torn into by the mower so we need small shrubs and grass.
- May 3rd at 10am is the date discussed for the planting.
  - Social media push for volunteers.
  - Arbor Day is too busy.
  - 28 trees.
- We need to make sure to coordinate with the maintenance.
  - Liz suggested getting with CTUB to confirm.

2025-165: Discussion of Revisions to Tree Ordinance

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

- Up to $2,000 grant.
- Plant hybrid chestnuts around Happy Retreat.
- Can use money for public outreach, publication, maintenance of trees, etc.
- The deadline was January 31st.
- Aaron will let the board know when he hears anything.

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

- Closing off N. Charles St.
- We've painted wood slices in the past.
- We need to get a volunteer list.
  - Scott has compiled a volunteer list on his google drive.
- Aaron brought up using a QR code to get info out.
  - Liz said Liz Cook uses them for the city and they have a program that also provides data. Aaron will contact Liz Cook.
- Aaron asked for any other input for the booth.
  - Katie said painting wood slices goes over well and would be good to do again.
- Aaron suggested a tree raffle.
- John will look into the tree board budget.
  - Need to contact James to see about the $60,000 for Willingham Knolls.

2025-168: Tree Ordinance

- Aaron will work on this.
- He will look into suggestions from the Arbor Day site.

2025-169: WV Department of Forestry Grant

- The funds are on hold.

2025-170: Cacapon Best Practice Management Tree Sale

- We signed up but haven't heard back from Cacapon about the date.
- Last meeting we decided to charge a $25 tree delivery fee but offer free pick up maybe with a planting demo.
  - $25 for up to 5 trees which is usually what Cacapon's limit is.
- The Cacapon process isn't easy/user-friendly
  - The Arbor Day Foundation software may help with this.

2025-171: Retaining Area at Willingham Knolls

- N/A

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

- We still have a bunch of invasives that need to be cleared.
- We need to do more volunteer days.
  - Maybe do an Earth Day event.

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

- Scott has compiled a list of volunteers.
- We can try and get more people to sign up at the Blooms and Blossoms.

2025-174: Spring BMP Planting
- See above 2025-170: Cacapon Best Practice Management Tree Sale

2025-175: Disc Golf at Willingham Knolls
- We want to work in conjunction with any plan that parks and rec has.
- Passive vs active recreation.
- Liz says parks and rec is still in the master planning stage.
- Liz will put it on the agenda for parks and rec.

2025-176: Arbor Day Tree Planting Planning
- Katie hasn't heard anything yet about the Arbor Day tree.
- Aaron looked and it doesn't look like there are any other city community events.
- Tree planting will be on April 26th.
- We need to contact Mayor Trainor to see if he can attend.
- We need to figure out where we want to plant.
  - Liz can discuss this at the parks and rec meeting.

3. NEW BUSINESS

2025-177: Presentation at Happy Retreat
- Hasn't happened yet.

2025-178: Removal of Invasive Species at Willingham Knolls
- See above 2025-172: Clearing Brush and Invasive Species Along Willingham Knolls.

2025-179: Arbor Day Foundation Software
- The program has lists of trees and info and people can pick trees and the trees in areas of their property and get data on shade coverage, etc.
- Most grants are looking for the sort of tree data that this program provides.
- The data is maintained on the map for the private property planting so we can track new plantings and have all the info and attributes.
- We can get a demo and estimate.
  - Likely around $1,000 for the program.
  - Great way to track trees on private property.
- Scott is interested in looking at it.
- They maintain the data.
- We can look at dates for getting a demo.

OTHER
John gave an update that Travis is taking his arborist exam next week.

4. ADJOURNMENT

MOTION: Motion to adjourn at 7:55PM
MOVER: Katie Coon
SECOND: Scott Updike
AYES: All

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

Meeting: 03/13/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-297: 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

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SCHEDULED

AGENDA ITEM (ID #)

2025-299: 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: 03/13/25
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Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-300: 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

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Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-301: 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: 03/13/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-302: 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: 03/13/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-303: 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 beautification 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: 03/13/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-304: 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: 03/13/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-305: 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: 03/13/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-306: 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: 03/13/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-307: 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: 03/13/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-308: WV Chapter of the American Chestnut Foundation Grant

Grant is due by January 31, 2025. Grant is for 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: 03/13/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-309: 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: 03/13/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-310: 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: 03/13/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-311: WV Department of Forestry Grant

ATTACHMENTS:

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

Meeting: 03/13/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-312: 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, 2025. 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: 03/13/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-313: 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

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Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-314: Clearing Brush and Invasive Species Along Willingham Knolls.

ATTACHMENTS:

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

Meeting: 03/13/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-315: 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: 03/13/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-316: 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: 03/13/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-317: Spring BMP Planting

Community outreach for participants.

ATTACHMENTS:

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

Meeting: 03/13/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-318: 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: 03/13/25
Department: Charles Town Tree Board
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Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-319: 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?

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101 East Washington Street
Charles Town, WV 25414

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SCHEDULED

AGENDA ITEM (ID #)

2025-320: 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: 03/13/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-321: 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

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101 East Washington Street
Charles Town, WV 25414

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Department: Charles Town Tree Board
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Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-328: 2025 Master Tree Board Plan

ATTACHMENTS:

- Tree Board Accomplishments 2024-2025.pdf
- Master Tree Board Plan Final 2025.pdf

2024-2025 Tree Board Accomplishments

1. Pollinator garden installed at Skate Park- $1,000 grant funds, cost of additional soil $250,City staff clearing of land 2.5 hours with tractor and volunteer time 8 people at 5 hours. The remaining area still needs finished with additional work and planting of wildflowers planned for Spring 2025.

2. Secured tree canopy/inventory data from Jefferson County and transferred into City GIS software. Project to update inventory (2019) in progress with estimates for the work outstanding.

3. Cacapon planting at Evitts Run Park & Skate Park Spring 2024. Planted 25 trees (free to City with 10-12 volunteers at 3 hours each. Amore drove personal vehicle top pick up trees and planting supplies from Inwood. Rental of auger with City staff to drill holes. Watering of trees done by Tree Board members with 5 gallon buckets for two months following planting.

4. Demonstration grant of up to $12,000 for removal of Bradford Pear trees and replacement. Viking Tree Service contracted to remove 5 Bradford Pear Trees along East Washington St on City right of way. Removal and stump grinding done by Viking. 5 large trees (3 Sunset Maples and 2 Plaint Sycamores) purchased and replanted. All of the Tree Board volunteer hours were used to offset the entire expenditure of $7,400.00.

5. Arbor Day Tree event on North Charles in conjunction with Panhandle Landscaping and Succulent Gardens. Community events, educational information and free trees to participants. Volunteer hours.

6. Arbor Day Tree Planting Spring of 2024.

7. BMP Private sale of trees of Charles Town residents in conjunction with Cacapon Institute. 44 trees purchased by 14 residents for planting in Charles Town. Staff and volunteers picked up trees in Inwood and delivered them to residents in Fall of 2024.

8. Creation of Tree Board brochure for dissemination at events and inclusion in Charles Town Welcome basket.

9. Participated in Earth Grounds Street Festival with educational materials and painting event for community members. Volunteer hours.

10. Cacapon planting at Willingham Knolls Fall of 2024. Planted 25 trees (free to City with 8-10 volunteers at 3 hours each. Amore drove personal vehicle top pick up trees and planting supplies from Inwood. Rental of auger with City staff to drill holes.

11. Secured riparian planting of 100 trees along Evitts Run Park. Prior to planting, cleared invasive species along Evitts Run with multiple volunteers over two weekends.

12. Secured riparian planting of 510 trees along a tributary of Evitts Run at Willingham Knolls Park. Prior to planting, cleared invasive species along run with multiple volunteers over two weekends and City staff with rented bushhog.

13. Private sale of trees of Charles Town residents in conjunction with Cacapon Institute. 153 trees purchased by residents for planting in Charles Town. Staff and volunteers picked up trees in Inwood and delivered them to residents in Spring of 2025. The Tree Board will need to rent a truck to pick up this large volume of trees from Inwood.

14. In process of securing software through the Arbor Day Foundation that will provide a portal for city residents to purchase discounted trees for use on private lands in town. This software will provide for a list of trees, the costs associated with the trees, mapping of the planting location (with data points for shade/elect5ricity savings, water runoff and carbon capture). These data points can be exported into our existing GIS mapping software to start to track trees located on private properties.

15. Projects anticipated in 2025-2026:

    a. Creation of nursery to receive and grow out saplings for use in out City as well as for sale to residents;
    b. Use of our tree waste to create mulch for use in planting new trees, mulching existing trees and potentially for sale to City residents;
    c. Creation of pollinator gardens/slope stabilization under the utility lines at the Skate Park;
    d. Tree canopy and inventory of our City Trees, and including tracking of trees on private properties;
    e. Establishment of tree maintenance programs for newly planted trees, (includes mulching, watering, trimming and protection), trimming/pruning of existing trees, removal of dead or damaged trees;
    f. Purchase of personal protective gear, equipment and supplies for planting, care and maintenance of City trees.
    g. Tree Board educational materials, participation in City events and working cooperatively with local organizations, like the Friends of Happy Retreat.

Charles Town Tree Master Plan

Priority administrative tasks & projects for 2025

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 2024 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 at Evitts Run Park followed by planting of 25 trees in cooperation with the Cacapon Institute.
- Secured funding of over $14,000 for invasive tree removal and replacement in City Rights-of-ways from the West Virginia Department of Forestry. $7,400.00 of which was used to remove 5 Bradford Pear Trees along W. Washington Street and replaced with 5 new trees.
- Secured funding for a pollinator garden to be installed at the City's Skate Park.
- Obtained over 600 trees through the Potomac Conservancy as a riparian planting at Evitts Run and in Willingham Knolls at no cost to the City.
- 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 2024, The City of Charles Town attained Tree City USA for the 13th 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 2025**
- **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 2025.

Use of Arbor Day Foundation mapping software in conjunction with private tree sales for mapping of trees on private properties in the City.

- **Priority: High**
- **Estimated Time Frame: by end of 2025**
- **Estimated Cost: Unknown**
- **Tree Board Lead: Scott Updike**

Projects

Initiation of Grant Award

CTTB continues to pursue grants to offset the costs related to removal of invasive species, replanting new native trees and care and maintenance of City trees.

CTTB applied for a grant through The American Chestnut Foundation for the saplings and there-introduction of American Chestnut Tree (Hybrids) to be installed in and around Happy Retreat.

- **Priority: High**
- **Estimated Time Frame: 2025**
- **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.**

Use of Arbor Day Foundation mapping software in conjunction with private tree sales for mapping of trees on private properties in the City.

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 2025**
- **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 2025**
- **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 2025. This program has expanded in recent years with 58 trees purchased in the Fall of 2024 and 165 trees purchased in the Spring of 2025. The popularity of this program will require the use of additional resources. CTTB intends to cooperatively work with the Arbor Day Foundation to use software designed to facilitate this program.

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 March-September 2025.

- **Priority: High**
- **Estimated Time Frame: Spring- Fall 2025**
- **Estimated Cost: None**
- **Tree Board Lead: Aaron**

Tree Nursery

CTTB has access to free saplings through First Energy. These saplings normally require additional growth before planting in the community. CTTB has developed plans for a tree nursery to be installed in or around the City Maintenance yard. The nursery can grow out these free saplings for future use in City planting as well as providing opportunities for the sale of these trees to City residents.

- **Priority: High**
- **Estimated Time Frame: Spring- Fall 2025**
- **Estimated Cost: None**
- **Tree Board Lead: Aaron**

Invasive Control

CTTB looks to continue the removal of invasive species at our City Parks. Bradford Pear Trees, Siberian Elms, Autumn Olive shrubs and Chinese Bittersweet vines are significant problems and can quickly overtake native species and expand ground cover. CTTB will investigate and propose several options to address removal and control of these invasive species.

- **Priority: High**

- **Estimated Time Frame: 2025**
- **Estimated Cost: None**
- **Tree Board Lead: Carlo**

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

Meeting: 03/13/25
Department: Charles Town Tree Board
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-322: City Proposal to Cut Tree Board Budget

The City wants to cut the Tree Board budget completely. Reconciliation of the budget is scheduled for the March 17, 2025, City Council meeting. We need to show support for reinstating the budget funds. See draft budget.

ATTACHMENTS:

- Budget draft I.pdf

Charles Town Tree Board 2025-2026 Budget

Materials

Trees (Multiply number of trees 10 by the average cost per tree $250.) $ 2,500

Seeds $300

Stakes $250, soil $250, mulch $200, fertilizer $200- $900

Pesticides/herbicides $200

Computer inventory software $

Administrative and public education materials (paper, copies, brochures, educational books) $ 200

Equipment Skid steer auger $1,000

Pruning tools (3x $79Felco pruners) $237

handsaws & pole saws $380

Trucks/aerial lifts, backhoe/front-end loader,

Spray equipment pump, reel hose and tank $ 850

Equipment rental (types stump grinder $1000/week $1,000

Other Personal Protection Equipment for stay $500

Equipment and material subtotal $ 7,867

Services (tree removal contractors) $5,000

Memberships (Tree City USA & TACF) $55

Total $12,922

Tree Board anticipates the purchase of equipment annually depending upon budget and grant funds over the next three years: Skid steer auger $1,000, stump grinder attachment $3,000, Wood chipper $7,500-8,50, chain saws $2-3 at $800= $2,400. Dedicated trailer for water tank, pump and hose/reel for use in watering and mulch delivery for maintaining trees $1,500. Grant funds are often limited in the amount/cost of equipment and does not include chainsaws and stump grinders.

Tree Board anticipates the creation of a tree nursery in the coming fiscal year. Materials are estimated at $1,000 with volunteer time to assist in construction. Use of existing tanks and materials owned by City and use of shed building for water run-off can capture at maintenance yard anticipated.

Tree City USA required a minimum of $2.00 per capita budget to be established to be used for the planting, care and removal of city trees and the planning efforts to make those things happen. The 2020 census shows the City population at 6,534 or a budget requirement of $13,068.

Tree Board anticipates volunteer hours but all such hours for 2024 were used to offset the Demonstration grant funds received from the State of West Virginia.