CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD
AGENDA • SEPTEMBER 5, 2024

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

101 E Washington Street, Charles Town, WV 25414

1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2024-906:** Charles Town Tree Board Meeting Minutes - August 1, 2024
Tree Board Meeting Minutes - August 1.pdf

3. UNFINISHED BUSINESS

: **2024-914:** Tree Canopy/Inventory Update

: **2024-915:** Grant Funds Extension Request to End December 2024

: **2024-916:** Pollinator Garden Funds from Potomac Edison for Planting

: **2024-917:** Tree Planting of Bare Root Seedlings for WV Water-Ways

: **2024-918:** Discussion of Potential Future Nursery Location

: **2024-919:** New Grant Funds Available and Consideration of Tree Related Projects

: **2024-920:** Identification of Open Planting Areas for Tree Installations in the City

: **2024-921:** Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

: **2024-922:** Creation of Tree Board Brochure and Public Outreach Ideas

: **2024-923:** Inventory of Assests, Tools and Equipment used for Tree-Related Activities

: **2024-924:** Department of Forestry Unmatched Grant

: **2024-925:** Cacapon Institute Best Practice Management Tree Sale
YouBMP Trees 2024-07-17.xlsx - Cacapon-Institute-Fall-2024-DRAFT.pdf

: **2024-926:** Fall Cacapon Planting Request

4. NEW BUSINESS

: **2024-927:** Coordination with Parks and Recreation Commission on their Planned Development and Projects.

: **2024-928:** Assessment/Meeting with John Nissel on City Time Tracking for Offsetting Match and Reporting to Department of Forestry on Volunteer Hours

: **2024-929:** Meeting with Colton Aaron of Bartlett Tree

: **2024-930:** Meeting with Travis Kable on Plan of Action for Tree Care, Trimming, Maintenance, and Planting

: **2024-931:** Trout Unlimited Program, Ryan Cooper

: **2024-932:** Community Outreach and Clearing Event

: **2024-933:** Skate Park Hillside Below Utility Lines

: **2024-934:** Status of Meeting with School Board Members for City Tree Plantings/Education Program

: **2024-935:** Chestnut Tree Society and Membership

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

SCHEDULED

Meeting: 09/05/24
Department: Charles Town Tree Board
Category: Report
Initiator:

AGENDA ITEM (ID #)

2024-906: Charles Town Tree Board Meeting Minutes - August 1, 2024

ATTACHMENTS:

- Tree Board Meeting Minutes - August 1.pdf

CITY OF CHARLES TOWN
Tree Board
August 1, 2024

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	Absent
John Nissel	Present

1. APPROVAL OF MINUTES

2. UNFINISHED BUSINESS

2024-795: Tree Canopy/Inventory Update

- James received the files and uploaded them.
- We need to get together with James.
- We need to figure out how one or more tree board members can get access to the data.
- Scott will get the link to access the data.

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

- Aaron will follow up with Bob Hannah but the funds should still be available.

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

- Aaron will reach out about a Fall planting.
- Planting under the utility lines, need to clear it out and rough the ground.
    - Might be able to plant sunflowers or grass for phytoremediation.

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

2024-799: Discussion of Potential Future Nursery Location

- $50k unmatched grant.

- Aaron met with grant liaison Chris and Jim Wysong from maintenance.
- Jim will come up with a list of equipment that maintenance needs.
- Chris is also an arborist and will get a list.
- Nursery with Missouri gravel and minimal footprint.
    - Looked at a couple of locations.
- Bradford pear trees all over and there are several rounds of grant money.
    - We need to come up with a plan to do phases of clearing invasives and we can incorporate removal and replacement cost.
    - A phased plan that's long-term.
- Aaron will get together with Chris and Tanner to work on writing the grant.
    - Potential for new equipment and to get rid of invasives.
    - Aaron will circulate drafts.
    - Due at the end of October.

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

- Aaron emailed for deadlines and applied for Fall tree planting like Spring planting.
- Initially put Jefferson Memorial Park but after talking to parks and rec there were some issues so we need to do Willingham Knolls. Aaron submitted an amended application to replace the trees we have lost at Willingham Knolls and continue down the foot bridge.
- We will need community outreach.
- We have permission to plant there.

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

2024-810: Trout Unlimited Program, Ryan Cooper

2024-811: Community Outreach and Clearing Event

- John, Aaron and Riley met with Trout Unlimited.
- We are going to have tree plantings along Evitt's Run to fill in some holes in the buffer.
- We need to clear out invasive species and scrub brush.
- November/December planting have a community outreach event to clean it all out.
- We have matched grant money leftover we need to use by the end of the year.
    - We could use the money to hire a tree trimming company.
    - John suggested having a contractor come and bush hog in late Fall.
    - Can mulch bradford pears.
- Phased removal of trees so we don't take away all of the shade.
- Getting ID of which trees are invasive.
- Scott and Aaron are going to approach the school board to see if we can get traction for Wright Denny and Charles Town Middle School tree plantings.

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

- Scott brought up community outreach in other ways like Facebook or local agricultural teachers.
- Riley and Carlo are going to work on putting brochures together.

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

- Aaron met with grant liaison Chris and Jim Wysong from maintenance.
- Jim will come up with a list of equipment that maintenance needs.
- Chris is also an arborist and will get a list.

2024-805: Department of Forestry Unmatched Grant

- We have matched grant money leftover we need to use by the end of the year.
    - We could use the money to hire a tree trimming company.

3. NEW BUSINESS

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

- Riparian buffer
- Parks and rec authorized John and he will brief the city council.

2024-807: Fall Cacapon Planting Request

- Will take place at Willingham Knolls and be similar to the Spring planting.
- We will replace the trees we have lost at Willingham Knolls and continue down the foot bridge.

2024-808: Cacapon Institute Discount Program for Property Owners

2024-813: Cacapon Institute Best Practice Management Tree Sale

- 24-25 property owners can order trees.
- Subsidized trees.
- The registration code and form are online.
- Commitment to maintain the tree and water it.
- Aaron suggested targeting economically depressed areas that are in need of trees.
- Members discussed and decided to put it out to all residents of Charles Town on social media and circle back to a more targeted approach when we have more time.

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

- Scott brought up watering the trees at Evitt's Run. City maintenance has a hose hooked up and has been watering the trees and pollinator garden.
- We need a data set on our map of trees that need maintenance.
- Aaron will get in touch with city maintenance to coordinate maintenance.
- We could use a bigger watering tank (can put that into the grant).

2024-812: Skate Park Hillside Below Utility Lines

- See 2024-797

Carlo brought up protecting the tall grass lands at Willingham Knolls.

4. ADJOURNMENT

MOTION: Motion to adjourn at 7:55PM
MOVER: Scott Updike
SECOND: Jane King
AYES: All

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

Meeting: 09/05/24
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2024-914: Tree Canopy/Inventory Update

Review of goals, software data, etc. Meeting with Colton Aaron from Bartlett Tree Service about inventory and tree removal projects.

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101 East Washington Street
Charles Town, WV 25414

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2024-915: 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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AGENDA ITEM (ID #)

2024-916: Pollinator Garden Funds from Potomac Edison for Planting

Finishing planting spaces with wildflower seeds and purchase of topsoil.

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AGENDA ITEM (ID #)

2024-917: 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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2024-918: Discussion of Potential Future Nursery Location

Update from Aaron on the meeting with Nature Works.

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AGENDA ITEM (ID #)

2024-919: New Grant Funds Available and Consideration of Tree Related Projects

Extension of RFP after end of September application.

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AGENDA ITEM (ID #)

2024-920: Identification of Open Planting Areas for Tree Installations in the City

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AGENDA ITEM (ID #)

2024-921: Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

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2024-922: Creation of Tree Board Brochure and Public Outreach Ideas

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AGENDA ITEM (ID #)

2024-923: 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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2024-924: 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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2024-925: 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
Subject to change. Final list August 26, 2024

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

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2024-926: Fall Cacapon Planting Request

Planting date set for October 19, 2024, at 10:00AM. Alternative date is October 26, 2024. Tree Board needs to promote volunteers and auger holes for planting.

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101 East Washington Street
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AGENDA ITEM (ID #)

2024-927: Coordination with Parks and Recreation Commission on their Planned Development and Projects.

ATTACHMENTS:

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101 East Washington Street
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SCHEDULED

AGENDA ITEM (ID #)

2024-928: Assessment/Meeting with John Nissel on City Time Tracking for Offsetting Match and Reporting to Department of Forestry on Volunteer Hours

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

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AGENDA ITEM (ID #)

2024-929: Meeting with Colton Aaron of Bartlett Tree

Meeting discussed tree work and inventory management.

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AGENDA ITEM (ID #)

2024-930: Meeting with Travis Kable on Plan of Action for Tree Care, Trimming, Maintenance, and Planting

Assessment of equipment request in grant application.

Felco hand pruners

https://www.treestuff.com/felco-f2-pruners/

- Pole Saws

https://www.treestuff.com/notch-18-fiberglass-pole-saw-set/

- Pole Saw Blade

https://www.treestuff.com/ars-13-turbocut-saw-blade-with-hook/

- Pole saw scabbard

https://www.treestuff.com/weaver-pole-saw-scabbard/

- Pole pruner

https://www.treestuff.com/pole-pruner-marvin-pruner-w-two-8-yellow-poles/

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2024-931: 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. Looking at November planting. Need to clear stream in October using community and hired firms.

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2024-932: Community Outreach and Clearing Event

Tree Board needs to plan to clear brush from planting areas along Evitts Run stream 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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2024-933: 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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AGENDA ITEM (ID #)

2024-934: Status of Meeting with School Board Members for City Tree Plantings/Education Program

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2024-935: Chestnut Tree Society and Membership

Membership is $40 a year with free saplings.

ATTACHMENTS: