CITY OF CHARLES TOWN

CHARLES TOWN TREE BOARD

AGENDA • APRIL 3, 2025

Charles Town Tree Board **COUNCIL CHAMBERS** **7:00 PM**

101 E Washington Street, Charles Town, WV 25414

1. 1. CALL TO ORDER

2. APPROVAL OF MINUTES

: **2025-378:** Charles Town Tree Board Meeting Minutes - March 13, 2025
Tree Board Meeting Minutes - March 13, 2025.pdf

3. UNFINISHED BUSINESS

: **2025-379:** Tree Canopy/Inventory Update

: **2025-381:** Pollinator Garden

: **2025-382:** Identification of Open Planting Areas for Trees Installations in the City

: **2025-383:** Identification of Invasive Species and Project Discussion of Reclaiming Native Environment for Skate Park and Evitts Run

: **2025-384:** Skate Park Hillside Below Utility Lines

: **2025-385:** Development of Watering, Care and Maintenance Plan for New Trees and Assessment of Equipment Needed

: **2025-386:** Evitts Run Planting Buffer Along Liberty Street

: **2025-387:** Spring at Craig Hill Estates

: **2025-388:** Discussion of Revisions to Tree Ordinance

: **2025-389:** WV Chapter of the American Chestnut Foundation Grant
WV-TACF Grant Application 2025.pdf

: **2025-390:** Blooms and Blossoms - Saturday, April 12, 2025, 10:00AM-5:00PM

: **2025-391:** WV Department of Forestry Grant

: **2025-392:** Cacapon Best Practice Management Tree Sale

: **2025-393:** Arbor Day Tree Planting Event - Saturday, April 26, 2025

: **2025-394:** Clearing Brush and Invasive Species Along Willingham Knolls.

: **2025-395:** Recruitment List/Volunteers for Tree Related Projects

: **2025-398:** Arbor Day Foundation Software

4. NEW BUSINESS

: **2025-396:** 5K Race to Benefit the Charles Town Tree Board - June 6, 2025

: **2025-397:** Perry Fields

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: 04/03/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-378: Charles Town Tree Board Meeting Minutes - March 13, 2025

ATTACHMENTS:

- Tree Board Meeting Minutes - March 13, 2025.pdf

CITY OF CHARLES TOWN
Tree Board
March 13, 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	Absent
John Nissel	Present

1. APPROVAL OF MINUTES

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

2. UNFINISHED BUSINESS

2025-297: Tree Canopy/Inventory Update

- Scott met with James about 2 weeks ago and the city has 2 ways of accessing the GIS data, cloud and client.
  - Loads fine into client mode but having trouble with the cloud. Scott will tinker with it and try to figure it out.
- Aaron will email the Arbor Day Foundation to see if we can connect data for trees on private property.

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

- We are done with this agenda item.

2025-300: Pollinator Garden

- Aaron will try to meet with Jim Wysong, we just need to scrape it out and get seeds planted.

- First Energy no longer has funds available.
- We need about $200 in soil and $100-$200 for seed.

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

- We need to look at the GIS data and coordinate.
    - Figure out what we've lost and what opportunities we have to fill in.

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

- Aaron asked Scott if our data gives any information about invasives.
    - Scott says there's mapping of tree species but it's by code.
    - We can take a look at it and see where the invasives are located.

2025-303: Skate Park Hillside Below Utility Lines

- We can maximize green space.
- We have a lot of invasives that we can take out and can plant native grasses and sunflowers.
- John thinks we scrape the hillside with a bucket attachment and we should do it soon.
    - John suggested meeting on Tuesday at the skate park around noon.
    - Carlo will try and make a list of options to plant.

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

- Aaron needs to get together with Travis to set up a plan for future maintenance.
    - We have planted a couple hundred trees and we've agreed to maintain them.
    - We need a systematic approach and better equipment to care for them.
    - Trees planted years ago at Willingham Knolls have been taken over by vines.
- John ordered self-watering planters for the flowers so that should free up some time for maintenance.
- John suggested adding to our master plan for 2025 that Travis is now a certified arborist.

2025-305: Evitts Run Planting Buffer Along Liberty Street

- We are waiting on instructions from parks and rec because we need to figure out where the benches and bike rack will be.
- We need 3-4 native shrubs/bushes to create a buffer to keep kids from running into the street.
- They need to be small enough that we can plant them in between benches and bike racks and police need to be able to see over them on patrol.
- Aaron and Carlo will look on Tuesday.
- John will get the dimensions from Alyssa.

2025-306: Spring at Craig Hill Estates

- May 3rd at 10 AM will be our spring planting with Cacapon.
- The gravesite is owned by the city and they're working on getting a bridge from Happy Retreat to the gravesite.
- Cacapon planted trees 7-8 years ago and some have died.

- There will be 7-8 witch hazel and low trees to bind to the hillside.
- We will put the event out on social media and let the Craighill HOA know to get volunteers.
- We now have tree board brochures and they've been putting them in the welcome bags for new homeowners.
- Carlo mentioned that he saw someone had cut trees down and made built a bridge.
    - John said it will be pulled out because of liability.

2025-307: Discussion of Revisions to Tree Ordinance

- Aaron has looked at other ordinances but hasn't come up with anything yet.
- The city is getting a new planner, director of parks and rec, and maintenance position.
- Developers have not been giving much thought to planting so look at the comprehensive review of what should be planted.
- John says there will be a complete ordinance re-write.
- Aaron needs to meet with James.
- John mentioned there's a new developer who has agreed to build a city park.
    - We can collaborate on what kinds of trees/shrubs we want in there.

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

- Aaron hasn't heard anything back yet but he put in the application for $2,000 but no update.

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

- We have a booth spot.
- We will have cedar disk painting, brochures, and tree giveaways.
- Katie will bring paint/brushes.
- John can cut more slices if we need to.

2025-310: Tree Ordinance

- See above 307.

2025-311: WV Department of Forestry Grant

- Many grants are being de-funded so we don't know what or if any will be available.

2025-312: Cacapon Best Practice Management Tree Sale

- Last year we had about 14 people order 28 trees and this year we had 25 people order 165 trees.
- If we have the capacity there's no limit on orders.
- Jeff at Cacapon said that since we have so many the nursery is going to deliver them directly to us.
- March 25th at 8 AM the trees will be delivered to the city maintenance yard.
- Arbor Day software can give info to help pick trees and map the trees and after they're planted it will map them and provide data on how much shade, etc. which could help for getting grants.

2025-313: Retaining Area at Willingham Knolls

- N/A

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

- We need to get a maintenance plane with Travis.
- One issue is taking on all these trees is now the city is burdened with taking care of them but the ones for the riparian buffer don't need much.
- Aaron will make an appointment with Travis and come up with a plan.
- We will do a fall and spring clean-up day with volunteers.

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

- Blooms and Blossoms is a good opportunity.
- Aaron got an email from a community member whose 8th-grade daughter wants to create a non-profit that will do a 5k race to raise money for the tree board.
    - The race will be on June 6, 2025, and will be on the next agenda.
    - John will get it on social media and the city can help coordinate registrations, etc.
    - Scott suggested having t-shirts.

2025-316: Presentation at Happy Retreat

-

2025-317: Spring BMP Planting

- We need to set a date and coordinate with Jim for people to come and pick up trees.
- The delivery service fee will be $25.
- Aaron needs to email everyone and figure out if they will pick up or need delivery.

2025-318: Disc Golf at Willingham Knolls

- Will look at it down the road.

2025-319: Removal of Invasive Species at Willingham Knolls

- See above 314

2025-320: Arbor Day Tree Planting Planning

- Will be April 26th.
- No location yet.
- John suggested APUS property.
    - We need to consult with Liz and parks and rec.
    - Aaron suggested planting a tree in a planter so we can move it easily.

2025-321: Arbor Day Foundation Software

- Arbor Day software can give info to help pick trees and map the trees and after they're planted it will map them and provide data on how much shade, etc. which could help for getting grants.

2025-328: 2025 Master Tree Board Plan

- We discussed changes from the 2024 Master Plan but never got it on the agenda.

- The board went through The Master Plan for 2025.
    - Accomplishments.
    - Grant awards to offset costs to the city.
    - Cost share tree program.
    - Future nursery.
    - Invasive species.
- Katie said our Tree City USA status has been approved.
- We need to add that we have an arborist on staff (Travis), which goes well with the ordinance.

MOTION: Motion to approve the tree board master plan for 2025.
RESULT: Approved
MOVER: Katie Coon
SECONDER: Carlo Olivares
AYES: all

- John asked if we need the council to approve the master plan.
    - We just need to send it to them.

3. NEW BUSINESS

2025-322: City Proposal to Cut Tree Board Budget

- The last city council meeting was a long one that went over their budget.
- There was a suggestion to remove the tree funds.
    - We need a minimum of $2/capita for trees.
    - Last year's budget was $9,000.
- The next council meeting will be March !7th.
- Aaron reached out to council members about getting rid of the tree board funds and some expressed that they want a written budget.
- Aaron wrote out an itemized budget that the board members went over.
    - Our city maintenance department needs more equipment.
- Agreement that putting the money aside under maintenance would be good.
    - It would also help us to track tree related expense that we could use for Tree City USA and grants, etc.
    - The tree city USA requirements of spending at least $2/capita has a lot of gray area and doesn't say it has to be a specific line item (can be tree related maintenance, care, education, planting, etc).
- Aaron is on the city council agenda for Monday.
    - John suggested mentioning accomplishments and plans for the future for the presentation.
- We have good communication between the tree board and the city maintenance staff.
- The Shepherdstown 2024 tree board budget was around $40,000.
    - They hired Bartlett to tag and maintain trees.

MOTION: Motion to approve the tree board budget for 2025/2026.
RESULT: Approved
MOVER: Katie Coon
SECONDER: Scott Updike
AYES: all

4. ADJOURNMENT

MOTION: Motion to adjourn at 8:46PM
MOVER: Katie Coon
SECOND: Jane King
AYES: All

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

Meeting: 04/03/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-379: 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: 04/03/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-381: 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.

ATTACHMENTS:

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

Meeting: 04/03/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-382: 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: 04/03/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-383: 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: 04/03/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-384: 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: 04/03/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-385: 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: 04/03/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-386: 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: 04/03/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-387: Spring at Craig Hill Estates

Spring planting with the Cacapon Institute will take place on May 3, 2025, at 10:00AM.

ATTACHMENTS:

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

Meeting: 04/03/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-388: 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: 04/03/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-389: WV Chapter of the American Chestnut Foundation Grant

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: 04/03/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-390: 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

SCHEDULED

AGENDA ITEM (ID #)

Meeting: 04/03/25
Department: Charles Town Tree Board
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Initiator:

2025-391: WV Department of Forestry Grant

Waiting to see what grants will be available.

ATTACHMENTS:

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

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Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-392: 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.

165 trees were ordered, and they were scheduled to be delivered on March 25, 2025, to the city's maintenance yard.

ATTACHMENTS:

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

Meeting: 04/03/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-393: Arbor Day Tree Planting Event - Saturday, April 26, 2025

Discuss location of tree planting.

ATTACHMENTS:

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

Meeting: 04/03/25
Department: Charles Town Tree Board
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Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-394: Clearing Brush and Invasive Species Along Willingham Knolls.

ATTACHMENTS:

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

Meeting: 04/03/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-395: Recruitment List/Volunteers for Tree Related Projects

How do we get more people involved, especially young people and families, in City projects. Upcoming Blooms and Blossoms will be a good opportunity to recruit volunteers.

ATTACHMENTS:

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

Meeting: 04/03/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-398: 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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SCHEDULED

AGENDA ITEM (ID #)

2025-396: 5K Race to Benefit the Charles Town Tree Board - June 6, 2025

An email was received from a community member whose 8th grade daughter wants to set up a 5k race.

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

Meeting: 04/03/25
Department: Charles Town Tree Board
Category: Report
Initiator:

SCHEDULED

AGENDA ITEM (ID #)

2025-397: Perry Fields

Review for native species introduction and removal of invasive species.

ATTACHMENTS: