

# Shepherdstown Tree Commission Draft Minutes

Thursday, June 13, 2024

6:00 p.m.

Town Hall

- **Members Present:** Lori Robertson – Chair, Charlotte Baker-Shenk. (Jenny Haynes and James Dillon via phone-in)
  
  - **Absent:** None
  
  - \* **Visitors:** None
1. **Call to Order:** L. Robertson called the meeting to order at 6:01 p.m.
  
  2. **Approval of May 9, 2024 Draft Minutes.**

**J. Haynes – move to approve May 9, 2024 Draft Tree Commission minutes with changes. Second by C. Baker-Shenk with suggested input from previous meeting from visitors and comments. Input/comments included: Timing needed on planting of sedges and mulching, and weeding to not disturb the tree roots in the tree wells. Soil needed between 105-121. James agreed to review large circular bed to see what plants need to be added. Thirty Seasons are not horticulturists and we've never hired horticulturists to manage the beds that belong to the town per Lori. No objections noted.**

**3. Public Comment:** None

**4. Visitor's comments:**

**5. Unfinished Business:**

a. Verbiage for Comprehensive Plan –input from Commission. Refer to Q.

b. Monarch Way Station – UPDATE - Christine Dillon donated plants and have been planted. James suggested maybe doing something with the boulders there to incorporate them in to a garden design. Lori suggested we have our next meeting at Rumsey to check it out. James mentioned the Asters need to be cut back to 18” with Jenny asking for a reminder to help. Can also weed more and the mulch can be refreshed. James thinks 2 bags of mulch should do the trick.

c. Keep as Pending - Suggestion to have Bartlett give us a quote to clear the bowl in Rumsey Park with a brush-cutter. Then plant a large White oak (red foliage in the fall) or a Chinkopin Oak and keep the bowl clear. Put a large circle around the tree for water to pool to keep it moist. *Another suggestion is to have a piece of ironworks as a focal point with drought resistant plants surrounding it.*

d. Sage Place – Perennial Wood Sedge for around the trees this fall-how many per tree. There are 9 trees to maintain - we can have Bartlett add these trees to their list of trees to maintain. *James to send Frank a link to purchase 100 of Wood Sedge for 3 tree wells. Terry is the contact.* Need to fill in some wells with new dirt due to erosion. Mentioned that a special mix of dirt is best that comes from Sunny Meadows that has to mixed either from the nursery or the hired labor. Lori stated the town just purchased soil that is located at the plant and it doesn't make sense for the boys to drive to MD for 4 bags of soil. Can better soil be purchased from Potomac Farms? James

suggested that someone could pick them up with the town calling in the payment. Lori will get flags to Charlotte to mark the beds that need dirt. It is important to maintain the bowl shape in the tree wells. For the additional mulch, if the bags are 3 cu. Ft, 3 will work. If they are 2 cu. Ft. then 4 will work to finish mulching each tree well. Lori will ask Billy. Lori mentioned Brandon Hayden as possible worker for to the Sage Place work. Have asked for quote/contract from him regarding wedding, mulching and maintenance until the Sedge gets in.

(James will assess how much dirt to be out in the wells. Hw also mentioned a great volunteer effort from the residents. He also suggested 27 bags of shredded mulch for Sage Place. Will mentioned he could get it bulk at a cheaper rate - possibly 3 cu. Yards. James stated the Sedge would run about \$125 pie well with 32-50 plants per flat per well. We should become a customer to North Creek or another wholesale center Keep on agenda.)

e. Thirty Seasons - Streetfest weeding on German, King, and Train Station.

f. Tree Inventory – we need to send the new trees to Bartlett to be added to our tree inventory. ***It was suggested if we could have a computer here to log in trees for the tree inventory on the projector. Need to ask Amy.***

UPDATE

g. Tree Lilac in front of Town Hall – put a plaque “In Honor of Pete Spaulding” Lori to reach out on FB to chat with those who had worked with Pete. We need to go ahead and order it. Pending

h. Lost Dog tree stump - UPDATE - Garth has planted two non-native Crepe Myrtles in that small bed on his own. We can check the depth again but Viking said they went down 17’. If ready in the fall, can give, the owner of the building, a couple of choices. We had originally said an Okame Cherry.

i. ***Sue Kemnitzer - tags 67, 68, 69 & 70 - Back Alley behind her house - English Ivy and poison ivy drowning on them. Reached out to Bartlett for an update as the homeowner thinks more should be done. UPDATE***

j. Ashleigh Sanders - 202 E. German St. - wants poison ivy removed from ground and trim trimmed - vines cut off. - Lori to trim the vines off of the tree itself, Bartlett to trim the tree. Some have been cut. UPDATE. DONE

k. Price - 105 S. King St. - 2 trees - need to be trimmed and one possible staked - UPDATE - ***Bartlett. DONE***

l. Popcorn store - replace the tree that was taken down due to damage - keep on agenda -UPDATE - the tree was rotten so there is a water drainage issue. The decision is to not replant but to brick it up. To have stump ground first. UPDATE. DONE

m. Request - 103 W. New St. - Justin Roedersheimer & Moria Quispe - 1-2 trees between their sidewalk and the street. Wants to discuss possibilities. *James to take a look at the site. - Suggested a Paperbark Maple, Ann Magnolia, or Bald Cypress. There are no wires there. Lori to email them. UPDATE. THEY HAVE CHANGED THEIR MINDS - DONE*

n. Request - James Butcher - 216 W. German St - front sidewalk - tree roots have spread with sidewalk and curb buckling and uneven - tripping hazard. (Daughter is Janice Huckaby). *Both James and Lori to look. James suggested that the sidewalk could be rolled over the roots, or remove some of the bricks and mulch over. Have Billy take a look. UPDATE - Public Works looked at the tree and the roots cannot be dealt with on the sidewalk by grinding without killing the tree. Rolling the bricks will put it too high. The tree needs to be removed. Lori has asked for a quote from Bartlett for removal of the Flowering Cherry.*

n. 213 W. German St - Jack and Carol Gelman - options. UPDATE - Public Works looked at the tree for the option of diverting the water away from the base of the tree where it has channeled under the sidewalk and it going into the homeowner's basement. Too much water will be diverted into the street and they don't think even that will solve the problem. Recommended tree removal. Lori has reached to to Bartlett for a quote.

**L. Robertson - move to approve the proposal from Bartlett Tree Experts to trim #50 the Eastern Redbud off of the sign, #175 Lacebark Elm on**

**E. German in front of the Entler, #354 Crimson King Norway Maple on S. Church St., and #222 the Honey Locust at 213 W. German at a cost of \$4875.00. Second by J. Haynes. No objections noted.**

o. Water truck for watering - Lori will ask Billy

p. Tree City Bald Cypress - discussed putting it in Rumsey Park, then landed on in front of of the Entler in the fall after the dead tree comes down from the Bark Beetle.

q. 216 W. German St Flowering Cherry - removal. -Get quote from Bartlett.

q. Comprehensive Plan 2024 report - UPDATE

NER 1.2. (Current) RECOMMENDATIONS: The Town should continue to seek all ways to enhance the tree canopy in town through the Town's Tree Commission and enforcement of its ordinance. Work with groups like the Rotary Club and Cacapon Institute's project CommuniTree for volunteer planting opportunities in prime locations like Shepherd University and Elmwood Cemetery.

NEW language - Keep the first line as is. Remove the second line. Add - Work to keep the lines of communication open with other organizations to enhance the canopy in town, and to encourage and share information regarding tree lists, planting techniques to regional organizations.

Reasoning - Shepherdstown Tree Commission does not plant or maintain trees outside of its corporate limits or on private property which applies to Shepherd University and Elmwood Cemetery.

NER 5.2 - (Current)RECOMMENDATIONS: While the town has an active Tree Commission and is a Tree City, active plans to preserve existing mature trees deserve greater priority with the inclusion of possible exceptions or variances.

NEW language - The town has an active Tree Commission and is a Tree City (18-years). The Tree Commission has and currently does prioritize preserving mature trees. However, due to threats to safety/structures and species liabilities, there are instances that call for these trees to be addressed and/or removed.

Reasoning - we are already doing this.

NER 5.4 - (Current Heading) Require Native Vegetation in Landscape Plan

New language - Change the word REQUIRE to PROMOTE

Reasoning - Require is too strong

## **6. New Business:**

- a. Trim Honey Locust in front of Sweet Shop.
- b. Green is Great Lawn Care, LLC - Brandon Hayden - contract and quote for Sage Place

## **7. Maintenance/Misc. - Fall feeding and pest management- 2024**

\* Next meeting July 12, 2024 - 6pm

## **8. Adjournment:**

**L. Robertson – move to adjourn at 7:34 p.m. Second by C. Baker-Shenk. No objections noted.**

**Minutes respectfully submitted by L. Robertson**