

Tree Commission minutes
5/14/26

1. Call meeting to order.

- Called to order 6.32pm

2. Approval of April minutes:

- April minutes still being finalized, so approval deferred to June.

3. Public Comments

- No Public in attendance, no Public Comments.

4. Unfinished Business

a. Review pending and completed actions - Tree Action Log

- Tree 137, Birch, German and Duke, **Linus** will reach out to Shawn Walker Trees 101 to assess the tree for Borer activity.
- Tree planting at 335 and 337 West German St declined by Homeowners
- Former Tree well @ 213 West German where road has grading issues leading to pooling water. Resolution requires coordination between Public Works and the State (the road is a state highway) We will revisit in the future.
- Lilac tree German and Princess required dead wooding. Work completed by Ecological Services. Action Closed
- 220 West German new tree well and tree planting. This falls under an effort of the Tree Commission to coordinate with Public Works to identify possible new tree well sites through Shepherdstown and to identify possible underground Utilities. In addition to two tree wells at 216 and 220, there's W. German heading west beyond Duke (3 wells), W. German to Princess (3 wells), on Princess heading South from German(3 wells).
- 112 West German, in front of Bistro 112, tree planting Completed by Ecological Services. Action Closed
- 299 East German st, Declining Cherry Trees that the tree commission is monitoring pending removal and replacement. **Linus** to contact Ecological Services to bid on pruning Western tree, particularly the upper limb, possible end weight reduction.
- Town Hall Tree Planting. Retaining wall proposed to and approved by HLC, awaiting contractor. Tree planting deferred to Fall planting.

- Shepherd Cemetery Planting completed by Ecological Services. Action Closed.
- Princess and German Trees wells. This falls under an effort of the Tree Commission to coordinate with Public Works to identify possible new tree well sites through Shepherdstown and to identify possible underground Utilities. In addition to two tree wells at 216 and 220, there's W. German heading west beyond Duke (3 wells), W. German to Princess (3 wells), on Princess heading South from German (3 wells).
- Pruning of German St trees by Ecological Services complete. Action Closed.
- Hurley Park tree audit and assessment. **Linus** spoke with Cheryl Roberts of the Parks and Rec Commission and will coordinate with her and Shawn Walker of Trees 101 to achieve this. Still in process.
- Tree well upgrade at Press Room. The tree well had heaved up the brick sidewalk and was a trip hazard. It needs to be checked to see if this item is complete. If not, is there another solution? Tree grate (though this would involve HLC)? Could the well be opened out? Linus suggested that we could engage Public Works to give suggestions on fixing.
- Town hall tree well upgrade, **Linus** will seek contractors
- Bones Wright dead tree removal from Citizen request. Work in progress.
- Rumsey Park, tree 978 to be assessed for lightening damage. **Robin** to do.

b. 2026 Tree Planning

- Tree planting as at this point been deferred to the Fall, we have passed the optimal spring planting window/weather.
- there are two trees donated by the state that are being kept at Public works. Species TBD.
- a town resident has expressed interest in having town trees planted at her property located at 312 High st. There are possible locations along Browns alley. The commission will go and look, and if suitable locations are present, will commit to planting. **Robin** and **Terry** to assess.
- Tree commission will put together information to be included in the town newsletter. Including photos of the Cherry planted at Bistro 112, and the Carex woodii planting at Sage Place. These will be sent to the Mayor and Gino, to be forwarded to Michael Chalmers. Additionally, the

commission will put a notice in the newsletter to provide guidelines to the public, with a view to identifying new planting sites through citizen requests, pending tree commission approval based on guidelines such as being on a public right of way. Citizens would email the Town Clerk, receptionist or Gino. Robin to create notice.

c. Soil Amending Plan

- Sage Place Planting of Carex Woodii sedge as ground cover in tree wells as a trial for potential wider use across Shepherdstown.
- Concerning mulching of town tree wells and beds, the Mayor is seeking a vendor who could tend the town tree wells and beads. Requests for proposals are going out.
- Robin to consult with Shawn Walker of Trees 101 as to the viability of soil amendment via vertical auger drilling and adding nutrient compost in tight tree well spaces and not damaging roots.

d. Hurley Park Tree Assessment

- Covered in the tree action log

e. Watering/tree well maintenance.

- Waiting on the town hiring a Landscape contractor.
- Gino gave an update that the town through Public Works has upgraded the spigot at the back of the town hall, added a spigot to the back of the Market house and a spigot to the Entler hotel. All for town use. All have a kettle/combination to unlock
- the Mary Tyler Moore building which belongs to Shepherd University also possibly has a spigot at the back. Could we ask Shepherd for permission to use for newly planted tree watering? Linus will reach out to Holly Fry and CC Gino.

f. Arborscope / Tree Inventory

- Linus messaged Bartlett about changing the login from his email to a town email. So far no reply, Linus will chase up.

g. Jefferson County Tree Canopy Plan.

- aside from planting and maintenance activities, the town will continue to seek to work with the university to find planting opportunities that benefit our environment.

New Business

a. 323 E German - silver maple, powerline issue.

- Recommend Homeowner contacts the Power company to reroute the House power drop to the other side of the tree trunk. No pruning solution available short of removing the tree. **Linus** to contact homeowner.

b. Tree 071 - East back Alley.

- Tree is dead. Viking solicited for a bid.

c. 210 West High St - Dead Hornbeam Removal

- Viking Solicited for bid

d. 312 West High Street - Planting opportunity

- Covered under tree planting.

e. Sage Place Volunteer Planting event - Carex Woodii.

- **Robin** to write up and provide picture to the town Newsletter - send to Mayor

f. Rumsey Park.

- Park is undergoing improvement from donated funds. Expanding the parking area. The contractor moved a tree. The commission will monitor the tree and if it should die, we will replace it. Parks and Rec unsure if scope for more trees at the park.
- ArborDay celebration – Linus will coordinate with Shawn Walker and Jamie Byron to develop ideas.
- 210 W High st - dead Hornbeam removal on back alley - solicit Viking to assess

Commission Voted to add this to the meeting post Adjournment. Robin Made motion to add, Terry Seconded the motion. All member present voted Aye.

6. Adjourn

- Adjourned 7.29pm