



Shepherdstown
WEST VIRGINIA

TOWN HALL
104 N. King Street
P.O. Box 248 (mail)
Shepherdstown, WV 25443
304-876-2312

Shepherdstown Tree Commission Agenda
Thursday, July 9th, 2026 @6:30 pm – Town Hall
104 N. King Street
or by Zoom

<https://us06web.zoom.us/j/86067120451?pwd=fWNLscmYpiOmof8Pknlig4oZKNXa8i.1>

- 1. Call meeting to order**
- 2. Approval of June minutes**
- 3. Public Comments**
- 4. Unfinished Business**
 - a. Review pending and completed tree actions – Tree Action Log
 - b. 2026 Tree Planting
 - c. Arborscope / Tree Inventory
 - d. Chairperson succession
- 5. New Business:**
 - a. 213 W New – Assess tree for cabling support
 - b. Updates to Town Landscaping contract
- 6. Adjourn**

Shepherdstown Tree Commission Draft Minutes
Thursday, June 11, 2026 at 6:30pm, train station

Members present: Linus Bicker, Charlotte Baker-Shenk, Terry Hadley

Absent: Robin McGrorty

1. Linus called the meeting to order at 6:30 PM.

2. Approval of April 23, 2026 minutes.

Approved unanimously

Approval of May 14, 2026 minutes.

These minutes were reviewed for a few needed additions concerning who attended the meeting and a typo, then were approved unanimously.

3. Public comments: none

4. Unfinished business.

a. Review pending and completed tree actions – Tree Action Log

213 W German

Action: Linus will talk with Woody and homeowner. (See April minutes: Linus will ask Woody to coordinate with the state about needed improvements to correct water drainage issue and also talk with homeowner to verify current situation in their basement)

220 W German

Action: Linus will coordinate with Mayor Gatz and Woody concerning the Tree Commission request to create 11 new tree wells, with this 2 of those 11 being requested in this area. — see April minutes “i” under section 4).

Action: Linus needs get map from Woody.

299 E German — Cherry Tree needs pruning. Ecological services declined to perform this work.

Action: Linus will solicit bid from Viking.

Town Hall retaining wall — not yet found a contractor interested in doing this work.
Need expand our search for a stone mason

Action: hoping Robin will lead this search.

Hurley Park— Linus and Shawn reviewed the area and were pleased to see several mature native trees including black walnuts, black locust, eastern red cedar, mulberry. There are also some invasives like tree of heaven that will need removal.

Action: plan for vendor fall cut down of invasive trees and application of herbicide. Coordinate with Parks & Recreation.

Action: plan for oak tree plantings. Recommend plantings closer to where other trees of value are already located.

Observed upheaval of gravel on sidewalk near Entler.

Action: Linus will ask Woody to do permanent repair

Rumsey Park tree 978 that may have been hit by lightning

Action: ask Robin to assess tree

312 High— resident (Sylvia) requesting new planting of cherry tree. Need to inform her that the other new tree needs to be a native.

Action: Linus will request bid from Viking for removal of dead sugar maple.

Action: plan for fall planting of two trees— a cherry and a native.

Remaining remedial work in tree wells— Jamie still needs to do the removal of prior landscaper's unfortunate "volcano" mulching in the beds and check for girdling, doing excavations as needed.

Tree Health work— awaiting update from Robin about consultation with Shawn Walker on proposed use of tree auger and added compost.

323 E German

Action: Linus still needs to talk with the owner.

Viking bid on dead tree removal for Bones Wright.

Action: Linus will check to see if the work has been done.

210 W High tree removed

Action: consider this site for fall new tree planting.

71 East Back Alley — Linus requested Viking bid for tree removal.

- b. 2026 Tree Planting – The tree commission recapped previous discussion from May to identify 11 new tree wells that could be planted in the fall. Robin will generate material for the town newsletter to solicit homeowners who are interested in having trees planted in front of their property in the town right of way.
- c. Soil amending plan – no updates
- d. Hurley Park Tree Assessment
- e. Watering plan - Town Landscaping update— two bids have been received.

Charlotte raised the question of whether town could procure a Motorized Watering Cart? **Action:** Charlotte will send information to other members of the tree commission

Discussion about using the water spigot at the Mary Tyler Moore building **Action:** Linus will ask about use of the spigot for tree watering.

- f. Arborscope – Bartlett has not yet responded to request to change email for accessing the inventory
- g. Jefferson County Tree canopy plan – no updates

5. New Business

211 W New— request from Jay Cline

Action: Linus will ask Viking to assess for pruning (2 Japanese Elms).

Lutheran Church (King & High)

Action: Linus will ask Viking to assess for pruning.

Crabapple in front of welcome center— Jamie has agreed to do this work pro bono.

Linus announced that after July he will discontinue his role as chair of the tree commission. Members present agreed to appoint a new chair at July meeting. Request was made by members to ask Jim Auxer if he would be interested in joining tree commission as a representative from Town Council.

6. Meeting adjourned at 8 PM.

Date Request Originated	Services Needed	Tree Tag	Location	Notes
9/11/25	Health Assessment		299 E German	Cherry - Two trees in decline. Continue to monitor for now.- One tree needs pruned
3/12/26	Assessment		Hurley Park	Linus and Shawn to walk through and an assessment of the trees located on the property
3/12/26	Tree Well Upgrade		Town Hall	Pending submission of a bid to build small retaining wall to improve tree well. HLC approved in March meeting.
4/1/26	Removal		Bones Wright	Dead Trees in Town right of way on North side of Bones Wright -need update from viking
4/1/26	Health Assessment	978	Rumsey	Located near woodline on west side. Assess for lightning damage
5/1/26	Removal		210 W High	Dead Tree
5/1/26	Removal	71	East Back Alley	Dead Tree - need update from viking
6/1/26	Pruning		Lutheran Church - King and High	Assess for pruning - June - messaged Viking for proposal
6/1/26	Pruning		211 West New	Assess for pruning - June - messaged Viking for proposal
6/1/26	Pruning	357	Welcome Center Crabapple	Pruning for clearance underneath - June coordinated with Jamie Byron who agreed to perform the work pro bono.