

SHEPHERDSTOWN TREE COMMISSION MEETING MINUTES

Thursday, July 9, 2026 - 6:30 p.m.

Town Hall - 104 North King Street, Shepherdstown

DRAFT

Summary: The Shepherdstown Tree Commission met on July 9, 2026, to review public tree concerns, ongoing maintenance actions, fall planting plans, and Commission leadership. Key items included follow-up on the requested removal of the Town-owned silver maple at 325 W. German Street pending confirmation of the Viking Tree assessment; acknowledgement of a St. Agnes-owned tree issue being handled by St. Agnes; continued monitoring and follow-up on items in the Tree Action Log; planning for fall 2026 tree planting using remaining stock and nursery credit; and work to maintain ArborScope/tree inventory access through a Town-controlled account. The Commission appointed Robin McGrorty as Chair, identified a tree at 213 W. New Street for possible cabling assessment, noted that the Town landscaping contract remains pending Mayoral decision, and adjourned at approximately 7:51 p.m.

1. Call to Order

Meeting call to order at 6:30 p.m.

2. Attendance

- a. **Members Present:** Charlotte Baker-Shenk (C Baker-Shenk), Terry Hadley (T Hadley), Robin McGrorty (R McGrorty).
- b. **Staff Present:** Gino Sisco (G Sisco)
- c. **Guests Present:** Jim Schmitt (J Schmitt)

3. Approval of Minutes

- a. **June Minutes:** A motion was made by T Hadley and seconded by C Baker-Shenk to approve the June meeting minutes. The motion was approved without objection.

4. Public Comment

- a. **325 W. German Street Tree:** J Schmidt requested removal of the Town-owned silver maple at 325 W. German Street, citing concerns about the tree's roots, lean, and proximity to a secondary power line. The Commission noted that the earlier request appeared to have been misunderstood and agreed that the Viking Tree assessment should be confirmed before determining whether a special meeting is needed to act on the tree.
- b. **St. Agnes Tree:** J Schmidt also reported a separate branch failure from a St. Agnes-owned tree onto communication lines. He stated that St. Agnes was arranging and paying for removal.

5. Unfinished Business

- a. **Review Pending and Completed Tree Actions - Tree Action Log:** The Commission reviewed the Tree Action Log. The two cherry trees at 299 E. German Street will continue to be monitored, while follow-up remains pending on Hurley Park invasive-tree management, the Town Hall retaining wall/tree planting project, Bone Drive and 71 E. Back Alley removals, and

several pruning proposals; the dead hornbeam at 210 W. High Street was reported removed. The Commission also reviewed ongoing Trichogramma releases for boxwood moth control and the previously approved root-collar excavation work.

- b. 2026 Tree Planting:** Several previously purchased trees remain available for fall planting, and dogwood warranty replacements generated approximately \$300-\$400 in Sunny Meadows credit. Members discussed maintaining a shared spreadsheet/map of planted trees, available stock, and potential planting sites; fall planting would generally target late September or early October, weather permitting, with any additional orders placed in August. Public Works is also assessing potential tree-well locations, and the Commission discussed inviting residents to suggest planting sites through the Town newsletter.
- c. ArborScope / Tree Inventory:** The ArborScope/tree inventory account is awaiting follow-up with Linus so access can be maintained through a Commission or Town-controlled login rather than an individual's email account.
- d. Chairperson Succession:** Members discussed chairperson succession following Linus's departure from Town Council. A motion was made by C Baker-Shenk to appoint Robin McBurney as Chair of the Tree Commission; the motion was seconded by T Hadley and passed without opposition. The question of a future Town Council liaison to the Commission remained unresolved.

6. New Business

- a. 213 W. New Street - Assess Tree for Cabling Support:** The tree at 213 W. New Street, which lost a large limb over the winter, was identified for assessment for possible cabling support. R McBurney will confirm whether prior follow-up occurred and, if needed, obtain an arborist assessment or bid.
- b. Updates to Town Landscaping Contract:** Town Council received one landscaping bid and requested a second, more detailed proposal addressing bed and tree-well maintenance. The revised proposal has been submitted and is awaiting the Mayor's decision under authority previously granted by Town Council.

7. Adjournment

- a.** A motion was made by R McGrorty and seconded by T Hadley to adjourn. The motion was approved, and the meeting adjourned at approximately 7:51 p.m.