



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, August 13th, 2026 @6:30 pm – Town Hall
104 N. King Street
or by Zoom

Join online by Zoom:

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

Or join by telephone:

Dial: (301) 715-8592
Meeting ID: 860 6712 0451
Passcode: 818383

1. Call meeting to order

2. Approval of July 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

5. New Business:

- a. 213 E German - tree request



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- b. Church & New St - tree request
- c. High & King St - tree request
- d. Updates to Town Landscaping contract

6. Adjourn

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.

Date Request Originated	Services Needed	Tree Tag	Location	Notes
11/9/2025	Health		213 E German	prune the declining western tree
12/3/2026	Assessment		Hurley Park	Linus and Shawn to walk through and an assessment of the trees located on the property. Request a bid for tree removal with high stumps
12/3/2026	Tree Well Upgrade		Town Hall	Pending submission of a bid to build small retaining wall to improve tree well. HLC approved in March meeting. Coordinate with Public works to have an excavator to remove the stump?
1/4/2026	Removal		Bones Wright	Dead Trees in Town right of way on North side of Bones Wright -need update from viking
1/4/2026	Health	978	Rumsey	snag
1/5/2026	Removal		210 W High	Dead Tree Removed. replanting?
1/5/2026	Removal	71	East Back Alley	Dead Tree - need update from viking, confusion between tag number and location. In process
1/6/2026	Pruning		Lutheran Church -	Assess for pruning - June - messaged Viking for proposal
1/6/2026	Pruning		211 West New	Assess for pruning - June - messaged Viking for proposal
1/6/2026	Pruning	357	Welcome Center	Pruning for clearance underneath - June coordinated with Jamie Byron who agreed to perform the work pro bono.



Tree Commission Request Form

104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

Please complete this form to report information on tree work that the town needs to address as it is on public property or can cause traffic issues.

Requestor's name: Theresa Swift

Telephone: _____ **Email:** theresasaturn@gmail.com

Location of problem tree: 213 East German Street

Description of problem:

There are two cherry trees in front of the house that are owned by the town. One of them now has a large dead branch that is threatening the roof of the house.

Date: 08/03/2026

Signature: Request was emailed and form was filled out by the Town Administrator

For Office Use:

Approved Action _____

Work Performed _____

Performed by _____

Date Completed _____



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Please complete this form to report information on tree work that the town needs to address as it is on public property or can cause traffic issues.

Requestor's name: Kim Wilson

Telephone: 301-706-0110 Email: kimwilsonwellness@gmail.com

Location of problem tree: Church + New / New St. (2 trees)

Description of problem:

Date: 7/10/20 Signature: [Signature]

For Office Use:

Approved Action	_____
Work Performed	_____
Performed by	_____
Date Completed	_____



Tree #1 - In front of 203 W. New St.
Limb broke - fell into neighbors yard.
Please trim back.

Tree #2 - New + Church. Please trim back.
Blocking one way sign.



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Please complete this form to report information on tree work that the town needs to address as it is on public property or can cause traffic issues.

Requestor's name: Goy Rini / for St. Peters Church

Telephone: 540 247 9623 Email: g.rini@comcast.net

Location of problem tree: High St along 112 N. King

Description of problem: Low hanging branches, must be pruned

Date: July 20, 2026 Signature: Goy T Rini

For Office Use:

Approved Action	_____
Work Performed	_____
Performed by	_____
Date Completed	_____

