



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, September 10, 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 to Order

2. Approval of Minutes

- a.) July 9, 2026
- b.) August 13, 2026

3. Public Comments

4. Unfinished Business

- a.) Review pending and completed tree actions – Tree Action Log
 - i. Formal vote for removal/stump grinding of Jim Schmitt's tree \$1,550
- b.) 2026 Tree Planting
- c.) Arborscope / Tree Inventory

5. New Business

- a. 203 W. New Street – Tree needs trimmed
- b. Administrative Procedures: Handbook/Spending Threshold
- c. New Meeting Dates – September to December 2026

6. Adjourn

SHEPHERDSTOWN TREE COMMISSION MEETING MINUTES

August 13, 2026 –6:30 p.m.
Town Hall – 104 North King Street

1. **Call to Order:** Robin McGrorty called the meeting to order at 6:30 p.m.

Attendance

- a. **Members Present:** Robin McGrorty (R McGrorty), Chairman, Charlotte Baker-Shenk (C Baker-Shenk), Terry Hadley (T Hadley), Edith Thompson (E Thompson), newly appointed member, and Jim Auxer (J Auxer), Council member representative who participated by Zoom.
- b. **Staff Present:** Mayor James Gatz, Beverly Bennett (B Bennett), Accounting Clerk and Primary Commission Support
- c. **Visitors Present:** Jamie Byron (J Byron)

2. Approval of Minutes

- a. **July Minutes:** The minutes from July 9th were not approved. C Baker-Shenk said some information was missing from the minutes. The approval was tabled pending revisions and will be on the agenda for approval at the next meeting.

3. Public Comments

- a. None

4. Unfinished Business

- a. **Review pending and completed tree actions – Tree Action Log (See spreadsheet):**

The commission agreed to move ahead urgently with removal and stump grinding of Jim Schmidt's tree with the pre-existing bid of \$1,550. The tree was creating a conflict with the power line. Eric from Viking will be contacted to remove the tree, and J Schmitt will be contacted about the timeframe for removal. **A formal vote is planned for the next meeting. None opposed.**

Lutheran Church: R McGrorty received a bid from Viking for pruning 8 trees at the corner of Church and High Streets at the Lutheran Church for pedestrian and vehicle clearance. The bid was for \$1,650. **A motion was made by R McGrorty**

and seconded by T Hadley to approve the pruning of 8 trees at the corner of Church and High Streets at a cost of \$1,650.

213 E. German Street Request from Theresa Swift: This is request for review of 2 cherry trees that are declining in front of home that are owned by the town. One has a large dead branch that is on the roof of the house.

211 West New Street: A bid was requested for work at 211 W. New Street that will be assessed for pruning. T Hadley noted branches are touching the roof. A message was sent to Viking for proposal in June.

Hurley Park Assessment: R McGrorty spoke with Sean Walker about the walk through and assessment of trees on the property and R McGrorty will speak to Parks and Recreation. The trees are being killed by the spotted lanternfly. The dead trees need to be removed quickly. R. McGrorty will request a bid from Eric at Viking for tree removal with high stumps. There was much discussion of Ailanthus and other invasive trees at the future Hurley Park.

Town Hall: Waiting for a bid to build a small retaining wall to improve the tree well. Coordination with Public Works for an excavator to remove the stump is needed.

Bones Wright: Dead trees in town right-of-way on North side are pending an update from Viking.

Rumsey Park: A lightening-damaged walnut tree in Rumsey Park may be converted into a habitat tree rather than completely removed. R McGrorty recommends removal or reducing large limbs and will request a bid.

210 W. High Street: Follow-up is needed regarding a previously removed tree that may provide a future planting location.

East Back Alley: An update is needed from Viking due to confusion between tag number and location.

Welcome Center: J Byron has been pruning the tree branches underneath for clearance pro-bono.

b. **2026 Tree Planting:**

R McGrorty said the Tree Commission needs access to the GIS map to define sites for tree planting. He will speak with Woody about getting access. The Town August newsletter reported that the Tree Commission is actively seeking new planting sites. They are asking residents to let them know if they have a spot near their house that is on Town property, which they think could be a place for a new tree. Please send an email to Gino Sisco or Amy Boyd for further information.

The Tree Commission discussed developing a more systematic approach to Shepherdstown's tree canopy. J Byron reported that the Town has a \$900 credit to use from Sunny Meadows, plus several trees are already being maintained for future planting. Members were in favor of planting trees already available rather than making new purchases. Coordination with Public Works is important for identifying viable sites and avoiding utilities.

J Byron spoke about Boxwoods versus planting another new tree. He said we don't need to spend money on Boxwoods. We can plant new trees when they need to be replaced. **Addendum:** C Baker-Shenk said when the Boxwoods are dying, we should get the wall built so it is ready for planting.

J Byron reported a struggling maple tree that is close to the stop sign by Dollar General, near German and Princess Streets was approved for relocation to a more appropriate position while the beds are torn up. This will be pruned over time. **All members voted in favor of the relocation of the tree. None opposed.**

C Baker-Shenk said specifications are needed regarding whether the town or the homeowner is responsible for care of certain trees. **This will be an agenda item for the next meeting to decide on a policy.**

- c. **Arborscope/Tree Inventory:** R McGrorty said Linus linked him in with Bartlett and they will waive the fee without additional costs for Arborscope. The email needs to be switched from Linus's email so the site can be accessed as a municipal account rather than an individual account.

5. **New Business**

- a. **213 E. German Street:** This is a request from Theresa Swift who is asking for removal of two cherry trees. One has a large dead branch that is on the roof of the house. She is requesting other similar trees be planted. **A bid will be requested to remove the large dead limb from one of the declining cherry trees.**
- b. **203 W. New Street and New & Church Street** - Request from Kim Wilson regarding the sugar maple tree #261. A limb broke and fell into the neighbor's yard. R McGrorty visited the site and reported that the Elm tree #262 needs trimmed back because the branches are blocking the one-way sign. **R McGrorty will request a bid to prune trees #261 and #262.**
- c. **High & King Street:** Request from Guy Rini for pruning low hanging branches at High Street along 112 N. King Street.
- d. **Updates to Town Landscaping contract**

Mayor Gatz reported that Native Haven has been contracted and taken over landscaping work along German, Princess and King Streets. The work includes attention to soil, planting beds and practices around established trees. J Byron said he will do another survey and pro-rate his contract per the number of trees and contact Mayor Gatz and Gino about changes to the contract. J Byron indicated the cost will be less than the current contract. J Byron also reported that he will forward the Google spreadsheet that has the tree selections and criteria tabs for review.

e. **Next Steps**

The Tree Commission wants clearer administrative procedures, including a handbook covering agenda deadlines, minutes and commission rules, the Open Meetings Act and contracting/approval procedures. They also discussed establishing a spending threshold allowing approved tree work to proceed without waiting an additional month with appropriate town staff involvement. R McGrorty suggested producing a handbook in pdf format. R McGrorty will set up a meeting with Gino. This will be an agenda item for next month.

There was discussion to consider a written policy covering native, non-native and invasive species; options could include mechanical removal, volunteer

efforts and carefully considered chemical treatment, as well as proactive invasive-species monitoring.

New Meeting Date: R McGrorty asked about moving the date of the Tree Commission meetings away from Thursday from September to December due to Professional Development that he will be doing. He said he needs to check room availability and asked about other days that would be good for the committee members. **R McGrorty will get back to the committee with suggestions for a new date to meet.**

6. Adjournment

- a. **A motion was made by R McGrorty and seconded by C Baker-Shenk to adjourn. The motion was approved, and the meeting adjourned at approximately 8:42 p.m.**



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: Catharine Wilson

Telephone: 304-876-1909 Email: GEMN6@frontier.com

Location of problem tree: 203 W New St.

Description of problem: Tree needs Trimming.
Tree is facing Methodist Church - limbs
are starting to become tangled w/ electrical
wire.

Date: 7/10/25 Signature: C Wilson

For Office Use:

Approved Action _____

Work Performed _____

Performed by _____

Date Completed _____

