

Shepherdstown Tree Commission Agenda

Thursday, Nov 13th, 2025 @6pm – Station at Shepherdstown

100 Audrey Egle Drive

1. Call meeting to order

2. Approval of October minutes

3. Public Comments

4. Unfinished Business

- a. Review pending and completed tree actions – Tree Action Log
- b. Approved Species List (James and Jamie)
- c. FY2026 Tree Planting
- d. Arborscope
- e. Grant Funding
- f. Jefferson County Tree Canopy Plan

5. New Business:

- a. Jefferson County Tree Canopy Plan
- b. Tree 228 – Dead Tree
- c. Tree 357 – Welcome Center. Assess for appropriateness of decorations
- d. Rocky and High Street – Hazardous limbs
- e. High Street – Fallen Branch

6. Adjourn

Shepherdstown Tree Commission draft minutes
Thursday , October 9, 2025 at 6 PM – Town Hall

Members present: Linus Bicker, Robin McGrorty, Charlotte Baker-Shenk

Absent: James Dillon

Visitors: Johnson Lagan, Jamie Byron (via phone periodically)

1. Linus called the meeting to order at 6:06 PM.

2. Approval of September 11, 2025 Minutes.

Charlotte offered an amendment to the minutes, adding and correcting an address. “207 S. King— Action: **Linus** recontact Viking to see if the hazard tree has been removed.”

Robin moved to approve the minutes with that amendment. Approved unanimously.

3. Public comments

John Laggan (403 E High) has a sugar maple (#1098) that he thinks needs pruning of deadwood and portions that are dying.

Action: **Robin** will monitor the tree, report to Linus, who will then get a bid from Viking if the work is needed.

4. Unfinished business

a. Review pending tree actions:

Town Hall Sugar Maple

Viking removed the tree, but the stump still needs grinding.

Action: **Linus** request bid from Viking.

A tree box or well needs to be constructed before spring re-planting. Commissioners looked at the site and agreed that some kind of 1 foot high, half moon-shaped wall might work well, to prevent erosion and rapid runoff of water.

Action: **Linus** will ask Ecological Solutions to offer a bid to construct the half moon box.

Sage Place Tree Wells

Jamie has been unable to source the Carex woodii specified by James Dillon. So we will be unable to plant plugs this fall. If we can get an order in January/February, there are six vendors who said they can get starter plugs.

New Landscaping Company Hired

Linus reported that the town has hired a new landscaping company which has been working on tree beds. Some concern was expressed that they may have dug up the ground covers we planted to benefit the trees. Also concerned that they seem to have used dyed

mulch— in contrast to what we had recommended last spring (dyed mulch does not break down to feed the trees).

Action: **Charlotte** will contact Gino/Mayor to find out if the new landscaping company has a copy of the guidelines/recommendations from the commission. Also, discuss with Terry Hadley about requesting “natives” for plantings in tree boxes.

103 E New St

The tree was removed. Linus asked Jamie to plant a dogwood there. Done.

307 W German (Amerikaners) --Viking to remove branch on roof.

Action: **Linus** will check status.

207 S King --Viking to remove hazard limb.

Action: **Linus** will check status.

108 W New (Auxer) - Viking to prune.

Action: **Linus** will check status.

German & Duke. Branches creating visibility hazard.

Action: Ecological Solutions will remedy problem with stop sign visibility.

German & Princess

Lilac tree near Dogwood store— some deadwood

Action: Ecological Solutions will offer bid.

299 E German

Two cherries across the street from 206 E German seemed to have been badly pruned: dying back, tree decline.

Action: **Robin** will discuss with owner and assess trees.

310 W German

Action: **Robin** will coordinate with Ecological Solutions to check on possible tree plantings in this area this fall, in front of blue and white houses.

Bistro tree well that was bricked over (Hawthorn gone). Commission recommends to move tree well eastward approximately 1-2 feet to create better flow/access to the building entrance. Commission recommends use of a grate to maximize walkable space.

Action: Ecological Services to provide bid on moving the tree well. Needs research and planning.

Action: **Linus** will ask public works about temporary bricks there.

309 W German

Linus talked with Shawn about potential bacterial leaf scorch. Turns out lab tests were negative. Shawn thinks the leaf spot disease was exacerbated by drought. Shawn

recommends fall and spring treatments with phosphojets or similar phosphate product, and then continue to monitor the tree

Action: Linus will coordinate with Trees 101 to do the fall treatment, if needed.

Action: Linus will check with Viking to see if they have taken the requested photos showing areas of die back for later pruning.

335 W German --Stump grinding needed

Action: Linus will check with Viking on this location as well as the others needing grinding (eg Town Hall sugar maple).

310-314 W German

Linus is awaiting a response from public works about any infrastructure piping, etc.

220 W German

Plan for tree grate of some type for new tree well into brick walkway.

213 W German

Action: Linus will talk with Ecological Services about his bid to remedy improper grading that led to flooding in neighbors' home. Also about construction of new tree well there.

Tree Well Soil Quality

Commission had discussion about what can we do to improve soil quality for town trees. Jamie recommends use of perennial ground covers, "living mulch". Can also add some LeafGro.

Observations of Town Beds, recently landscaped by new company:

Jamie thinks they used dyed mulch (contrary to recommendations we offered last spring). Dyed mulch is not healthy because it doesn't break down to become soil. Mulch should be aged hardwood, brown mulch. It also may be the case that the landscaping team dug up the ground covers that we planted in several of the boxes to help feed the soil and trees.

Action: Jamie will assess root collar situation.

Action: Charlotte will talk with Gino to see if the new landscaping team saw the criteria/recommendations we had sent to the mayor and to address issue about ground covers and to build relationship with landscaping team.

Approved Species List

Action: Linus will ask James and Jamie what is a reasonable timeline for creating this revised list.

Tree Planting Plan

Since the ground continues to be overly dry, it seems wise to postpone planting most of the trees until the spring. It may be possible to do plantings on 310-314 W German because of their location.

Action: make final decision and then submit order for spring planting trees in January to Sunny Meadows.

Grant Funding

Action: Linus will check with WV State Forestry to see if funding will indeed be available this year.

5. New Business

Review of Jefferson County tree canopy plan (created in 2011).

Commission discussed the PUD language concerning “green space” and discussed what options exist for planting of trees as a riparian buffer along Town Run recognizing that there is not public property surrounding the town run within the Corporation. Commission broached the idea of pursuing grant funding from Cacapon Institute. Action: Charlotte will talk with Kay Schultz about that idea and how we can be supportive.

Also in support of the plan, we discussed the the need to update our tree inventory to reflect the new planting and trees that died.

Commission discussed the open area next to McMurrin Hall to the east where the sycamore was taken down. There is an open question whether the Corporation should offer to plant a tree there.

Also in support of the Tree Canopy Plan, an idea was proposed to create a list of “less hazardous” trees to suggest for parking areas (eg at Food Lion and at Shepherd University) to mitigate heat Islands. Action: Commmissioners will will try to make contact with university personnel we know to see who we should be talking with about all this.

6. Meeting adjourned at 8:25 PM.

Date Request Originated	Services Needed	Tree Tag	Location	Notes	Flag
8/14/24	Bark Beetle Treatment / Root Collar Surgery	369	Town Hall Sugar Maple	<p>9/12 Commission - Reviewed proposal from Bartlett to perform Bark Beetle Treatment. James Dillon with input from Shawn Walker and Robin McGrorty stated that the work should be performed within 90 days. Communication needed with town hall to schedule this action. Commission decided that an assessment is needed prior to approval. Defer 30 days and re-review at Octover meeting.</p> <p>10/10 - Tree Commission. Jamie reviewed tree and needs root collar excavation. Robin and Jamie are going to review multiple trees and provide an itemization of need. Town Hall requested Public Works Staff to mulch the tree beds of the street trees along German and King. This was one of the trees that was mulched with mulch applies too deeply, which is similar scenario as all the other trees that were mulched. Robin/Jamie going to review all the trees that were mulched and provide an itemization of need. Bark Beetle treatment can be differed until spring so this will remain an open item until that time.</p> <p>11/14 - Tree Commisino - Add to itemzation from J/R</p> <p>12/12/ - Tree Commission - Root Collar Excavation will be completed with grant funding and will reassess for further treatment and possible air spde in coming months.</p> <p>4/10 - James Dillon indicated tree looked stressed. also the bark bettle treatment may be needed. Monitor for bark beatles and any other pathogen that is weaking th etree. water in summer. Tree would benefit from a gator bag. Linus to</p> <p>5/8 - Robin and Jamie to assess for health and possible removal.</p> <p>July meeting - tree is noted to be in poor health and needs removal</p> <p>aug - tree in decline. remove</p> <p>sep tree commission - discussed the site for planting options. charlotte noted that the slope of the ground makes it a poort spot. discussinon by Robin about creating a wood barrier to trap water.</p> <p>oct - Tree is removed. Stump needs ground for replanting. Need 1' tall box to help contain rainwater.</p>	Y
8/8/24	Growth Regulator Treatment, Borer Treatment, Pruning	137	German and Duke	<p>River Birch .</p> <p>9/12 Commission - Reviewed proposal from Bartlette for services related to River Birch (137) at German and Duke. Services from Bartlette proposal include: Growth Regulator Treatment, Borer Treatment, and Pruning. Commission approved the borer treatment. Remaining services on hold for futher assessment by arborer/horticulturalist.</p> <p>10/10 Commission - Mr. Dillon concerned about health of tree. Jamie reviewed and said wound on underside of cut. More rot resistance as a consquence. Broad but shallow. Robin spoke about the size of wound will allow rot. No immediate risk - observe next growing season and look for wound wood/healing wood.</p> <p>June 12 - Tree Commision. Linus to talk to Shawn about need for treatment. optimal window is now thorough early july.</p> <p>Jul 10 - Tree Commission - Shawn assessed tree. no sign of borers. monitor next May.</p>	y

5/30/25	Assessment		307 W German	<p>amerikaner tree - request for Jamie to look.</p> <p>6/12 - Robin spoke of having pruned this tree and the work order specified hazardous branches for removal and he noted that there were branches touching the structure. Also there was a branch that showed life that was not cut and it has subsequently died and that is the branch that Marty is likely looking at. Charlotte expressed that the tree health was questioned and inquired about the tree commissions scope in procuring services for treating trees to keep them healthy. Linus said that was within our scope. Linus will contact Shawn.</p> <p>9/11 - Commission - Check status for completion. branches touching roof</p> <p>october - coordinated with viking. check to see if work completed</p>	y
6/1/25	Pruning		207 S King	<p>Comcast Business Voicemail from 3048391705 - GLENN HEIDI W.</p> <p>38 seconds</p> <p>Hey, Amy, it's Heidi Glenn. I'm glad you're taking some time off. That sounds nice. I have a quick question. There are some trees in front of our house, not on our side of the street, on the opposite side, that looks like they're pretty precarious. So I wondered if I could, if you could point me in the right direction so I can alert somebody on the tree Commission, because they're like huge. And and one is leaning funny. Anyway, I think it's something that should probably just be looked at 3048391705. Just give me a buzz.</p> <p>Thank you. By</p> <p>9/11 - check with viking about hazard limb</p> <p>Oct - check with viking for completion</p>	y
8/1/25	Pruning	276	108 East New	<p>Pruning needed</p> <p>9/11 - coordinated with viking for pruning</p> <p>Oct - coordinated with viking. Follow up for completion status</p>	y
8/11/25	Pruning		German and Duke	<p>Branches blocking stop sign</p> <p>Oct - check with Jamie about status</p>	y
8/11/25	Monitor		309 West German	<p>Talk to Trees 101 to inspect for Bacterial leaf scorch. And then coordinate with Viking for photographs so that we know where the dieback exists. Prune in dormant season.</p> <p>Oct - talked to Shawn - not likely leaf scorch but rather leaf spot disease. We contacted Shawn and recommended he proceed with the fall treatment if timing is appropriate</p> <p>Coordinated to have the treatment completed.</p> <p>11/8/25 - received notice from Shawn that treatment was completed and invoiced to town.</p>	Y
8/11/25	Monitor		german and princess	<p>Japanese Lilac - resident concern</p> <p>9/11/ - Robin observed that there is more deadwood over the past month. Coordinate with Ecological services for pruning - deadwood removal.</p>	Y
9/11/25	Tree Planting		335 W German	<p>9/11 - Linus to coordinate stump grind</p> <p>Oct - Coordinate with viking to grind stump. Coordinate with town hall stump</p>	y
9/11/25	Tree Planting		310/314 W German	<p>9/11 - Linus to coordinate with PW about infrastructure interference with tree planting plan. Plan is to plant Dogwood, Hornbeam, and fringetree. Also new street stump</p>	y
9/11/25	Tree Planting		213 W German	<p>9/11 - Linus to coordinate with ecological services about prior proposal for site prep</p> <p>Oct - Check with Jamie</p>	y
9/11/25	Tree Planting		220 W German	<p>9/11 - Linus to coordinate with PW about tree well placement</p> <p>Oct - Contact Public works. Plant Okame Cherry. Talk to Jamie about creating tree well that has a walkable grate</p>	y

9/11/25	Tree Planting		112 W German (Bistro)	9/11 - Linus to coordiante with ecological services about tree well placement. Tree selection: dogwood	y
9/11/25	Tree Planting		337 W German	9/11 - tree selection is thornless honey locust	y
9/11/25	Removal		299 E German	Cherry - Two trees in decline. Assess for replacement. PR with owners and neighbors. Assess for replanting location. Robin will contact owner.	y
10/11/25	1098		. 403 E High St.Sugar Maple	Proper owner made public comment that tree needed attention	y
10/11/25			Bistro	bistro tree well - check for trip hazard	y
10/15/25	Stump Grind		210 West New (covered in Ivy)		y
	Stump Grind		104/105 West Washington street		y
	Stump Grind		220 West German (Stump is on Duke Street side it's low tot he ground but still needs ground)		y
	Stump Grind		The recently cut one by town hall		y
	Stump Grind		335 W German (will be planting new tree in this site)		y