

**Shepherdstown Tree Commission Agenda**  
**Thursday, Feb 12th, 2025 @6:00 pm – Town Hall**  
**and Zoom**

<https://us06web.zoom.us/j/86067120451?pwd=fWNLscmYpiOmof8PknIig4oZKNXa8i.1>

- 1. Call meeting to order**
- 2. Approval of January minutes**
- 3. Public Comments**
- 4. Unfinished Business**
  - a. Review pending and completed tree actions – Tree Action Log
  - b. Approved Species List
  - c. 2026 Tree Planting
  - d. Arborscope / Tree Inventory
  - e. Jefferson County Tree Canopy Plan
  - f. Soil Amending Plan
- 5. New Business:**
  - a. None
- 6. Adjourn**

**Shepherdstown Tree Commission Minutes (Draft)**  
**Thursday, January 9, 2026 at 6 PM Town Hall**

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

Visitors: none

1. Linus called the meeting to order at 6:02pm.
2. **Approval of December 11, 2025 minutes.** Approved unanimously.
3. **Public comments:** none.
4. **Unfinished business.**
  - a. Review pending and completed tree actions.

Replacement for tree #369 sugar maple at Town Hall and creation of sidewalk to prevent erosion for new tree.

Linus did a mock up of the planned tree well, noting top should be flush with sidewalk with half-moon shape. He will ask Gino to give this to HLC for review. After discussion, we decided on a 2 foot tall wall with a span of 8 feet.

Action: Linus will confirm plans for stump grinding with Viking.

#137– need observe in May

We confirmed completion of work done on #137 and #307, tree at 207 S King, #276, and 304 W German.

Tree at German & Princess: need wait until re-bloom to discern where the dead wood is.

335 W. German: need to check to see if stump has been ground yet.

310-314 W. German: consider creating future wildlife meadow here.

213 W. German (where tree was removed):

Action: Charlotte ask Jamie about his earlier plans re: how resolve grading problem for homeowner. Then talk with Woody Coe, asking him to follow up with state highway for approval.

220 W German: Discussion occurred related to best placement for a tree well. Tree Commission voted for an Okame cherry or a Red Bud cultivar “rising sun”?). Tree

Commission members believe that the sidewalk is wide enough to accommodate a tree well.

Action: Charlotte will talk with the current owner about placement, checking on sidewalk width. Also observing possibility of half of tree well in sidewalk and half in street. Relay information to Woody.

Action: Robin will research redbud cultivar called 'rising Sun to learn more about its growth habit and size.

112 W German (at Bistro): Commission decided to not move the tree well and to plant a pink dogwood. Commission discussed concerns about the open well being a trip hazard.

Action: Linus will ask public works to fill up the hole with mulch.

337 W German: Tree Commission agreed on a honey locust for this location.

299 E German: Robin talking with property owner. Commission decided to continue monitoring trees for potential removal.

403 E High: Sugar maple

Action: Linus will check with Viking.

**All approved stump grinding:**

Action: Linus will check with Viking to see what's been done and what's still in process.

**Emergency hazard:** Robin notified Tree Commission about a hanger in a tree on Washington St. This was addressed immediately and work has been completed.

**Sage Place tree wells and erosion concern of neighbors:** Commission discussed risks associated with the tree wells on Sage Place. Particularly as to whether there is a sock over the outlet pipe and whether amended soil is needed around the edges of the well.

**Carex woodii for Sage Place tree wells —**

Action: Jamie offered to get estimates from several vendors and then give that info to Linus. Linus will coordinate with Town Hall for ordering.

Action: Robin and Charlotte will get 6-8 volunteers to do the planting under the guidance of Jamie.

(possible volunteers: Laura, Terry, Robin, Glenda, Karen and/ or Madge, Charlotte and others from SV).

Action: Charlotte will contact Jamie about preparation steps.

### **Thomas Shepherd Cemetery**

Robin's observations of Thomas Shepherd Cemetery (responding to request from Mayor Gatz): there are five trees inside (pine, maple, beech, hackberry). One pine limb needs attention. One maple is leaning over our neighbor's house (Nancy and Jeff).

Action: Linus will contact Viking for a bid.

Robin thinks there's space (about 7' x 50') to add in five trees (3 red buds "rising sun" and 2 dogwoods).

Action: Robin will remeasure to verify, checking to see how many trees can actually fit in without blocking view of the old rock wall.

### **Arborscope (Bartletts)**

Robin is talking with Viking about the possibility of migrating data from Bartlett's Arborscope to Viking's own software.

Action: Linus will talk with Bartlett to find out if we can export data.

### **Tree Commission replacement (for James Dillon):**

Action: Linus will ask Shawn Walker if he would be willing to serve on the commission.

### **Approved Tree List**

James Dillon did a draft of this list which was then revised and reformatted by Jamie which proved helpful.

### **FY 2026 New Trees**

Jamie and Robin revised the list Charlotte summarized from past meeting minutes.

Action: Robin and Jamie will finalize tree selection for each location and coordinate tree orders from Sunny Meadows, subject to availability.

### **McMurrin Hall (area where Sycamore had been removed by University).**

Tree Commission discussed Jamie's proposal to the University for planting a tree in the center area of the triangle that is formed by the wall and town run. Jamie is considering a grass roots fundraising campaign to fund it.

### **Hurley Park**

Charlotte asked if we could mark trees of value in this area to make sure none are damaged during the transition.

Action: Linus will ask Shawn to do that work.

### **Soil Amendments:**

Tree Commission tabled discussion for how to best work on amending the soil in tree wells and to ensure that landscaping contractors adhere to requirements.

**Needs for future pruning:** Jamie reported observing lots of suckers on trees along German Street and near Town Hall that will need light touch pruning.

Action: Robin will observe these trees with Jamie and create a list of needs for vendor bid.

Meeting adjourned at 8:40

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 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 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

8/11/25	Monitor		german and princess	Japanese Lilac - resident concern 9/11/ - Robin observed that there is more deadwood over the past month. Coordinate with Ecological services for pruning - deadwood removal.	Y
9/11/25	Tree Planting		335 W German	9/11 - Linus to coordinate stump grindl Oct - Coordinate with viking to grind stump. Coordinate with town hall stump	y
9/11/25	Tree Planting		220 W German	9/11 - Linus to coordinate with PW about tree well placement Oct - Contact Pulbic kworks. Plant Okame Cherry. Talk to Jamie about creating tree well that has a walkable grate	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 W New	covered in ivy	y
	Stump Grind		104/105 W Washington		y
	Stump Grind		220 W German	Stump is on Duke Street side it's low tot he ground but still needs ground	y