

# **Shepherdstown Tree Commission Agenda**

**Thursday, March 12th, 2025 @6:00 pm – Town Hall**

**or by Zoom**

<https://us06web.zoom.us/j/86067120451?pwd=fWNLscmYpiOmof8Pknlg4oZKNXa8i.1>

- 1. Call meeting to order**
- 2. Approval of February 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
  - d. Jefferson County Tree Canopy Plan
  - e. Soil Amending Plan
- 5. New Business:**
  - a. None
- 6. Adjourn**

**Shepherdstown Tree Commission Draft Minutes**  
**Thursday, February 12, 2026 at 6 PM Town Hall**

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

Visitors: Jim Auxer, Terry Hadley, Hunter Wetzel, Jamie Byron (via phone)

1. Linus called the meeting to order at 6:04 PM.
2. Approval of January 9, 2026 minutes. Approved unanimously.
3. Public comments: None
4. Unfinished business.
  - a. Review pending and completed tree actions – – Tree Action Log

Replacement for tree #369 sugar maple at Town Hall and creation of half moon side wall to prevent runoff and erosion for new tree.

Linus presented a drawing and description of the proposed side wall to Historic Landmarks Commission two weeks ago. They did not agree to review and approve this because they are requiring us to fill out a formal application using their form.

Action: **Linus** will resubmit for their next meeting on March 2.

**Robin** will attend since Linus will not be available.

Jamie offered a fallback option if the new tree in that location (a Yoshino Cherry) needs to be planted before approval is obtained for the proposed side wall: he has access to large limestone rocks (no cost) to place around the base.

Action: **Linus** will let Jamie know by March 6 if we will need him to create that temporary wall.

Our planting window is mid March to the end of April.

The commission agreed that ultimately, we want to hire a stonemason to create the designed side wall. **Jamie** will provide contractor information.

Jamie also noted this is one of the three tree wells that need creation/renovation. Other locations are 220 W. German (and maybe 216 W German) and 112 W German (Bistro).

Tree #137 on German & Duke— monitor for borers in May.

Japanese lilac at German & princess— wait until budding/greening so we can see which sections are dead.

Linus noted that Viking has completed grinding of some stumps, he will assess after snow melts.

220 W German —bricked over well. Charlotte talked with resident Philip Alcott who would be glad for a tree in that (8' wide) sidewalk location and would like to be informed about plans. Commission decided on an American smoke tree.

216 W German— Alcorn also described the tree that had been planted here (a cherry) but had led to water leaks 2-3 years ago. Long time resident no longer residing there; lives nearby with a relative, but comes periodically to do some work.

Action: Charlotte will try to access phone number from either Crystal or Erik Viking to contact property owner to discuss proposed replacement tree— a redbud.

Action: Linus will contact Woody and facilitate making connections with Jamie about tree well construction.

112 W German (Bistro)— needs tree well work before planting.

#### Approvals of Proposals for new work

The commission approved Ecological Services proposals for the following areas of work:

Tree well renovation at Bistro, including planting of new cherry tree—\$921

Follow up pruning of 32-40 downtown Street trees—\$520

Root collar excavations, and removal of any girdling roots (begin Asap) —\$780

Pruning of market house crab apple—\$350

Planting of 7 new street trees—\$1,950

Re-establish tree well at 220W. German; plant new American smoke tree—\$1,101

Plant Yoshino cherry outside of Town Hall, also creating a stone terrace knee wall (if needed temporarily)—\$993

229 E German— Robin reported that property owner agreeable to replacing cherry trees that are in decline.

Action: Robin will check to see if there's any sign of disease prior to making this decision about three species. We agreed replacement could happen in 1-2 years.

Robin noticed this is a very challenging site which might require excavation because of current root formation.

Jamie noted that these trees want to sucker. Should we let them and then potentially grow new trees via pruning?

Action: at some point, Robin and Jamie will carefully examine the site to make this decision.

403 E High— large sugar maple (has hollows inside, was topped, not easy to work with, has some cables). Commission discussed the costs of keeping this tree alive and decided to approve the Viking proposal of \$2800 to do and weight reduction, remove hollows and add cables.

Also tree #1099– approved Viking proposal to do major pruning of overhanging deadwood.

#### Vendor Estimates

Commission discussed how to evaluate the proposed costs in vendor estimates. The sense of the commission is that Viking estimates are quite fair; and that we appreciate working with a local company who maintains a standard of fair treatment of their staff and also does pro bono work for the community.

New request for pruning: 110 S. King sugar maple.

Action: Robin will assess in the spring and then plan for pruning, as needed.

Sage Place ground cover Carex woodii for all tree wells:

Action: Linus will forward invoice to town hall to make payment when updated invoice is received (vendor: Kind Earth Growers)

Action: Robin and Charlotte will organize volunteers from their respective communities to help with planting

Action: Jamie will take care of the plants and bring them (with water jugs) when ready for planting.

#### Coordination with Public Works

Tree Commission Discussed communication with Public Works Department to ensure that street and sidewalk work is in keeping with goals of Tree Commission. Previous street work resulted in a tree well being paved over at 213 W German.

Action: Linus will talk to Public Works Director to arrange for improved coordination.

Approved Tree List -- completed.

2026 Tree Plantings –List and orders completed, also noting potential added tree (redbud) at 216 W. German.

Action: Linus will forward invoice from Sunny Meadows to Town Hall for payment.

Jamie will pick up the trees when ready.

#### Arborscope

Linus reported that Bartlett has waived the \$2,400 license renewal fee

Action: Linus still needs to ask Bartlett about multi-user access.

#### Soil Amendments and Tree Health

Tree Commission discussed options for soil amendments for the purpose of maximizing tree health. Jamie has Biotone (an organic fertilizer) but doesn't recommend using it when planting new trees. Tree Commission believes that the Long-term health of trees will

benefit from the addition of native ground covers and proper mulching, fertilizing, and composting.

Replacement on Tree Commission

Tree Commission expressed appreciation for the many years of volunteer labor by James Dillon, who recently resigned. Terry Hadley has submitted her application to serve on the commission. We are happy to welcome her!

6. Adjourned at 7:36 pm

Date Request Originated	Services Needed	Tree Tag	Location	Notes	Flag
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
9/11/25	Tree Planting		337 W German	9/11 - tree selection is thornless honey locust	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. Waiting for tree to bloom to see dead areas.</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 Pulbic kworks. 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	Removal		299 E German	Cherry - Two trees in decline. Continue to monitor for now.	y
10/11/25	Pruning	1098	. 403 E High St.Sugar Maple	Proper owner made public comment that tree needed attention. Completed in Feb.	y