

Shepherdstown Tree Commission Agenda
Thursday, June 11th, 2026 @6:30 pm – Station at
Shepherdstown 100 Audrey Egle Drive
In Person Only

- 1. Call meeting to order**
- 2. Approval of April and May minutes**
- 3. Public Comments**
- 4. Unfinished Business**
 - a. Review pending and completed tree actions – Tree Action Log
 - b. 2026 Tree Planting
 - c. Soil Amending Plan
 - d. Hurley Park Tree Assessment
 - e. Watering/tree well maintenance
 - f. Arborscope / Tree Inventory
 - g. Jefferson County Tree Canopy Plan
 - a. Sage Place volunteer planting event – Carex Woodii. Newsletter.
- 5. New Business:**
 - a. 211 West New – Pruning
 - b. Lutheran Church – King and High – Pruning
 - c. Welcome Center Crabapple – pruning
 - d. Tree Commission Chair Succession
- 6. Adjourn**

Shepherdstown Tree Commission Draft Minutes
Thursday, April 23, 2026 at 6:30 PM Train Station

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

Visitors: Jamie Byron (arriving at 7:12pm)

1. Linus called the meeting to order at 6:36pm.
2. Approval of March 12 minutes after correction on last page of contractor names; corrected to Morgan's Lawn Care (Justin Morgan) and Brian Marsh (of Brightside). Approved unanimously.
3. Public Comments: none
4. Unfinished business
 - a. Stone wall at Town Hall (former site of sugar maple. No progress with recommended builder. Will delay planting until fall when conditions are better for new planting and that will afford more time to construct the wall.
Action: Linus will contact Patrick.
 - b. Tree well development - 213 W German—

Action: Linus will ask Woody to coordinate with State about needed improvements to correct water drainage issue.
Linus will talk with home owners to verify current situation in their basement.
 - c. Tree planting – 335 and 337 W German
Action: Robin will talk with residents at 335 and 337.
 - d. Bistro tree planting
Action: Robin will assess planting site.
 - e. Press Room tree well trip hazard—
Action: Linus will raise this issue at Public Works.

- f. Address change: Since Linus is going off Town Council, he will change address used for Bartlett Tree Service from town address to personal.

Action: Linus will ask Bartlett (Arborscope) about having an organizational account.

- g. Boxwood Moth concern: Jamie reported on research indicating that applications need occur every 2 weeks and can cover plants within 30' radius. He has already ordered treatment boxes (\$35 per treatment).

The Commission agreed to have Jamie treat the boxwood near Town Hall.

- h. Postpone new tree planting: Jamie recommended, and Commission agreed, to postpone planting of the 5 new trees (2 smoke trees, honey locust, elm, Town Hall tree) until the fall due to drought.

- i. New trees at 216 and 220 W German—Linus proposed that Public Works dig the needed tree wells at locations they identify – “to be done by _____date” to be ready for fall plantings. Tree Commission recommends that Public Works Department identify sites for 11 new tree wells: 2 near the corner of Duke and German, 3 on German in the business district, 3 on Princess, and 3 on German west of Duke.

- j. Coordination with univ: will add to to May meeting agenda a topic for working with University to add new trees on street across from Town Hall and possibly on McMurrin lawn. (Possible recommendations: Chincapin Oaks (like limestone) and Swamp Oaks.

- k. Commission has a Tree Credit of \$500 at Sunny Meadows due to changes in purchased dogwood and redbuds from cultivars.

- l. Hurley Park: Linus will ask Shawn (and Cheryl Roberts) about doing a review of existing trees there prior to any changes.

- m. Shepherd Cemetery trees—(Mayor Gatz asked that we add this area to our purview) Action: Linus will check with Eric concerning any pruning needed.

5. New Business

- a. Bones Wright request – request to remove dead trees on the North Side of Bones Wright. These were confirmed as being town trees.
Action: Linus will ask Viking to remove the 3 dead trees.
- b. Rumsey Park --#978 Woody thinks tree struck by lightning? But Linus observed and saw leaves starting form.
Action: Robin to assess.
- c. Jim Schmidt request: pressing against electrical line? Robin did an assessment and reported that the electrical line is routed against the trunk of the tree and does not appear to present a threat to utility service. Tree Commission does not recommend removal of the tree.
- d. 210 W High—dead hornbeam that has been in long decline. Tree Commission voted to remove tree and consider the site for a new planting.
- e. Soil Amendments in urban context: Shawn recommended boring holes around tree dripline, add amendments like Biotone, compost, etc. Action: Robin will discuss this further with Shawn.
- f. 2027 Budget: Linus said we will continue to have \$40K for new year beginning July 1, 2026. Noted that Tree Commission is under “Streets: ”Contracted Services (\$70K).
- g. Contractor watering truck. Discussion about need for regular access to water for new trees (2 years) but lack of equipment. Tree Commission will continue discussion for developing a watering plan.
- h. Letter to Mayor Gatz and Woody Coe concerning expectations of contractors: Linus asked Charlotte to draft this letter, with subsequent feedback from all commissioners. Charlotte provided a draft for review.

Adjourn at 8:35pm.

Tree Commission minutes
5/14/26

1. Call meeting to order.

- Called to order 6.32pm

2. Approval of April minutes:

- April minutes still being finalized, so approval deferred to June.

3. Public Comments

-No Public in attendance, no Public Comments.

4. Unfinished Business

a. Review pending and completed actions - Tree Action Log

-Tree 137, Birch , German and Duke, **Linus** will reach out to Shawn Walker Trees 101 to assess the tree for Borer activity.

- Tree planting at 335 and 337 West German St declined by Homeowners

- Former Tree well @ 213 West German where road has grading issues leading to pooling water. Resolution requires coordination between Public Works and the State (the road is a state highway) We will revisit in the future.

- Lilac tree German and Princess required dead-wooding. Work completed by Ecological Services. Action Closed

- 220 West German new tree well and tree planting. This falls under an effort of the Tree Commission to coordinate with Public Works to identify possible new tree well sites through Shepherdstown and to identify possible underground Utilities. In addition to two tree wells at 216 and 220, there's W. German heading west beyond Duke (3 wells), W. German to Princess (3 wells), on Princess heading South from German(3 wells).

- 112 West German, in front of Bistro 112, tree planting Completed by Ecological Services. Action Closed

- 299 East German st, Declining Cherry Trees that the tree commission is monitoring pending removal and replacement. **Linus** to contact Ecological Services to bid on pruning Western tree, particularly the upper limb, possible end weight reduction.

- Town Hall Tree Planting. Retaining wall proposed to and approved by HLC, awaiting contractor. Tree planting deferred to Fall planting.

- Shepherd Cemetery Planting completed by Ecological Services. Action Closed.
- Princess and German Trees wells. This falls under an effort of the Tree Commission to coordinate with Public Works to identify possible new tree well sites through Shepherdstown and to identify possible underground Utilities. In addition to two tree wells at 216 and 220, there's W. German heading west beyond Duke (3 wells), W. German to Princess (3 wells), on Princess heading South from German(3 wells).
- Pruning of German St trees by Ecological Services complete. Action Closed.
- Hurley Park tree audit and assessment. **Linus** spoke with Cheryl Roberts of the Parks and Rec Commission and will coordinate with her and Shawn Walker of Trees 101 to achieve this. Still in process.
- Tree well upgrade at Press Room. The tree well had heaved up the brick side walk and was a trip hazard. It needs to be check to see if this item is complete. If not, is the there another solution? Tree grate (though this would involve HLC)? Could the well be opened out? **Linus** suggested that we could engage Public Works to give suggestions on fixing.
- Town hall tree well upgrade, **Linus** will seek contractors
- Bones Wright dead tree removal from Citizen request. Work in progress.
- Rumsey Park, tree 978 to be assessed for lightening damage. **Robin** to do.

b. 2026 Tree Planning

- Tree planting as at this point been deferred to the Fall, we have passed the optimal spring planting window/weather.
- there are two trees donated by the state that are being kept at Public works. Species TBD.
- a town resident has expressed interest in having town trees planted at her property located at 312 High st. There are possible locations along Browns alley. The commission will go and look, and if suitable locations are present, will commit to planting. **Robin** and **Terry** to assess.
- Tree commission will put together information to be included in the town newsletter. Including photos of the Cherry planted at Bistro 112, and the Carex woodii planting at Sage Place. These will be sent to the Mayor and Gino, to be forwarded to Michael Chalmers. Additionally the commission

will put a notice in the newsletter to provide guidelines to the public, with a view to identifying new planting sites through citizen requests, pending tree commission approval based on guidelines such as being on a public right of way. Citizens would email the Town Clerk, receptionist or Gino. Robin to create notice.

c. Soil Amending Plan

- Sage Place Planting of Carex Woodii sedge as ground cover in tree wells as a trial for potential wider use across shepherds town.
- Concerning mulching of town tree wells and beds, the Mayor is seeking a vendor who could tend the town tree wells and beads. Requests for proposals are going out.
- Robin to consult with Shawn Walker of Trees 101 as to the viability of soil amendment via vertical auger drilling and adding nutrient compost in tight tree well spaces and not damaging roots.

d. Hurley Park Tree Assessment

- Covered in the tree action log

e. Watering/tree well maintenance.

- Waiting on the town hiring a Landscape contractor.
- Gino gave an update that the town through Public Works has upgraded the spigot at the back of the town hall, added a spigot to the back of the Market house and a spigot to the Entler hotel. All for town use. All have a kettle/combination to unlock
- the Mary Tyler Moore building which belongs to Shepherd University also possibly has a spigot at the back. Could we ask Shepherd for permission to use for newly planted tree watering? Linus will reach out to Holly Fry and CC Gino.

f. Arborscope / Tree Inventory

- Linus messaged Bartlett about changing the login from his email to a town email. So far no reply, Linus will chase up.

g. Jefferson County Tree Canopy Plan.

- aside from planting and maintenance activities, the town will continue to seek to work with the university to find planting opportunities that benefit our environment.

New Business

a. 323 E German - silver maple, powerline issue.

- Recommend Homeowner contacts the Power company to reroute the House power drop to the other side of the tree trunk. No pruning solution available short of removing the tree. **Linus** to contact homeowner.

b. Tree 071 - East back Alley.

- Tree is dead. Viking solicited for a bid.

c. 210 West High St - Dead Hornbeam Removal

- Viking Solicited for bid

d. 312 West High Street - Planting opportunity

- Covered under tree planting.

e. Sage Place Volunteer Planting event - Carex Woodii.

- **Robin** to write up and provide picture to the town Newsletter - send to Mayor

f. Rumsey Park.

- Park is undergoing improvement from donated funds. Expanding the parking area. The contractor moved a tree. The commission will monitor the tree and if it should die, we will replace it. Parks and Rec unsure if scope for more trees at the park.
- ArborDay celebration – Linus will coordinate with Shawn Walker and Jamie Byron to develop ideas.
- 210 W High st - dead Hornbeam removal on back alley - solicit Viking to assess

Commission Voted to add this to the meeting post Adjournment. Robin Made motion to add, Terry Seconded the motion. All member present voted Aye.

6. Adjourn

- Adjourned 7.29pm

Date Request Originated	Services Needed	Tree Tag	Location	Notes
8/8/24	Growth Regulator Treatment, Borer Treatment, Pruning	137	German and Duke	<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 further 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 consequence. 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 Commission. Linus to talk to Shawn about need for treatment. optimal window is now through early July.</p> <p>Jul 10 - Tree Commission - Shawn assessed tree. no sign of borers. monitor next May.</p> <p>May 12 - Will coordinate with Trees 101 to do assessment for 2026.</p>
9/11/25	Health Assessment		299 E German	Cherry - Two trees in decline. Continue to monitor for now.
3/12/26	Assessment		Hurley Park	Linus and Shawn to walk through and an assessment of the trees located on the property
3/12/26	Tree Well Upgrade		Town Hall	Pending submission of a bid to build small retaining wall to improve tree well. HLC approved in March meeting.
4/1/26	Removal		Bones Wright	Dead Trees in Town right of way on North side of Bones Wright
4/1/26	Health Assessment	978	Rumsey	Located near woodline on west side. Assess for lightning damage