

Shepherdstown Tree Commission Agenda

Thursday, April 23rd, 2026 @6:30 pm

In-Person Only

Station At Shepherdstown

100 Audrey Egle Drive

1. Call meeting to order

2. Approval of March 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
- f. Hurley Park Tree Assessment

5. New Business:

- a. Pruning Request – Bones Wright
- b. Rumsey Park – Tree 978
- c. 2027 Budget Discussion
- d. Watering Plan

6. Adjourn

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

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

Visitors: Jamie Byron, Hunter Wetzel

1. Linus called the meeting to order at 6:02 PM.
2. Approval of February 12, 2026 minutes. Approved unanimously.
3. Public comments: Jamie said he was prioritizing pruning work, and hopefully will be completed by next week. Then he will start doing what is needed for planting.
4. Unfinished business:

Charlotte asked about how we flag unfinished follow up tasks from prior meetings?

Action: Linus agreed to add these task to the Action Log.

Charlotte also asked about Hurley Park and our agreement to ask Shawn Walker to tag trees of value. Robin noted that there are some large dead trees there. Linus has talked with Shawn, but the work has not yet happened.

Action: Linus will plan to review trees in April and add this to next meeting agenda.

Action: Linus will talk with Parks and Rec, clarifying our assumption that they will not take down any trees without first contacting us. Will also inform them of our plans to mark trees in Hurley Park.

Linus reported that he did talk with Woody about the process for street upkeep/maintenance, assuring that Public Works will communicate with Tree Commission first regarding work on any current or former tree wells.

- a. Review pending and completed tree actions – – Tree Action Log.

Location of former sugar maple at City Hall

Jamie reported that Gary Shipley has an excavator which could be used to dig out the old stump, which we agreed was preferable to having Viking grind it. Stone Mason

Patrick will contact Gary about this tonight and send us an estimate for the work. Will try to have this work completed within a month. If that's not possible, then Jamie will create the previously discussed temporary wall so that planting can happen when the tree is available.

Action: Commissioners agreed that Linus would have the authority to approve a total cost of up to \$4000 for excavation and permanent wall build.

Tree#137 on German and Duke— will monitor for borers in May

Japanese lilac at German and Princess – – wait until budding/greening so we can see which sections are dead.

335 W. German— still awaiting stump grinding.

216 and 220 W. German— we agreed to plant two new smoke trees here. These trees are perfect for this location and will not heave the sidewalk.

Action: Charlotte will inform Dr. Bucher about this decision.

Action: Linus will contact Woody to get a map of waterlines.

Action: Commissioners agreed to have Jamie create both (216 and 220) tree wells. Cost estimate was already submitted.

During the meeting, Linus texted Woody who responded with information about prior water and sewer work at 220 West German.

Action: Jamie will call Miss utility (811), which marks water and sewer lines, prior to work on each new tree location.

213 W. German— we discussed again the likelihood that a grading problem is cause of water in basement (and not the large tree that was mistakenly removed). Water pools behind the asphalt hump.

Action: Linus will discuss this with public works at their meeting this week. Remediation will require some engineering.

335 and 337– location of new Elm and Honey Locust trees

Robin reported seeing some new landscaping/freshly applied mulch.

Action: Robin will talk with residents at these locations to talk about our plans and how they may interact with those residents' plans.

Bistro tree: Jamie plans to try to move the new tree 6 - 8 inches away from the door.

299 E German— monitoring the two cherry trees

403 E. High— cabling work has been completed

New Business

Fall planting 2026

Princess Street: need to add shade trees because this area gets very hot.

Commissioners agreed to look at additional locations on German Street for more trees as well.

Commissioners observed how the Duke Street entrance into Shepherdstown (from the river) is quite bare on the east side of the road. (It's possible some trees were actually removed from there.)

There are also two bare corners across from the Blue Moon which could benefit from new trees.

Attention to Trip hazards relating to brick sidewalk on German Street— who is responsible to pay attention to these concerns?

Action: Linus will raise this question at the next Public Works meeting.

Jamie observed that metal surrounding the locust across from the Press Room is hurting the tree and pushing up the bricks.

Action: we agreed to discuss remedial work during the summer and create an action plan during August (otherwise a slow time for work)— Linus need to add this to that agenda.

Linus noted that our new budget year begins July 1.

New initiative near McMurrin Hall/town run where sycamore removed:

Jamie reported receiving email agreement from Shepherd University president to go ahead with plan to design, plant, maintain tree and shrubs in this area. (Lisa Staro was very helpful in making these connections.)

Plans (co-created with James Dillon) are for planting a sweet bay magnolia in the center of the area.

Boxwood moth

Jamie reported on boxwood moths (caterpillars) that are killing all the boxwoods in our region. However, there is a parasitic wasp (2 native species) that one can purchase and hang in boxwoods, which may be effective. \$250 for 1 million tiny wasps (they don't sting).

Action: Jamie do will do more research on this and bring to the commission. Evidently these packages need to be applied in cycles because of the lifecycle of the wasps.

Action: Linus will eventually need to communicate to town residents about this if we move forward.

Action: Linus will also contact Michael Chalmers about the possibility of interviewing Jamie about the boxwood and this way to try to save them.

Commissioners also discussed the usefulness of having a similar article about the iconic crabapple and work being done to try to save it. Jamie reported that Shawn Walker had come over and helped consult with Jamie as he was doing the pruning work (removing a lot of deadwood) and then intending to focus on removing suckers. Shawn recommended eventually letting the tree grow taller.

Arborscope— it's up and running again

Action: Robin will log in and work on updating it with work done by Viking

Jefferson County tree canopy plan— we see our potential work with Shepherd university as part of that goal to expand tree canopy.

Soil amendment plan— Sunny Meadows adds a bag of soil amendment with each tree. However, it is better to wait and not add that material until next year (which is Jamie's plan).

Contractor for Shepherdstown tree well maintenance

Action: Charlotte will write a draft email (to be reviewed by Robin) from the tree commission with guidelines for any contracted work. To be sent to Mayor Gatz and Woody.

We agreed that the tree wells do not need any additional mulch, but mulch “volcanoes” need to be corrected and avoided when cleaning beds. Native plants (eg violets and strawberries) need to be left alone.

Action: Robin will get information on how to mulch around trees for Charlotte to include in that draft.

Possible competent landscapers: James Dillon recommends two of them, which we may ask the town to consider: Justin Morgan Company; Brian March Brightside

Change of Meeting Time

Commissioners agreed to change our meeting time from 6 PM to 6:30 PM from now on to accommodate new member Terry Hadley’s schedule

6. Adjourned at 8:07 PM.

Date Request Originated	Services Needed	Tree Tag	Location	Notes
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 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>
9/11/25	Tree Planting		337 W German	9/11 - tree selection is thornless honey locust
9/11/25	Tree Planting		335 W German	<p>9/11 - Linus to coordinate stump grindl</p> <p>Oct - Coordinate with viking to grind stump. Coordinate with town hall stump</p>
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>
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>
9/11/25	Tree Planting		112 W German (Bistro)	9/11 - Linus to coordiante with ecological services about tree well placement. Tree selection: dogwood
9/11/25	Health Assessment		299 E German	Cherry - Two trees in decline. Continue to monitor for now.
1/1/26	Tree Planting		Shepherd Cemetary	
3/1/26	Tree Planting		Princess Street and German	Assess areas in brick sidewalks where new tree wells can be added along German and Princess St

3/12/26	Pruning- German Street Trees		German Street	Completed in April by Ecological Services
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		Press Room	Existing Tree well poses trip hazard
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. Asseess for lightning damage