

**Tree Advisory Commission
Community Room
New Castle City Police Station
1 Municipal Blvd., New Castle, DE 19720
Monday, October 6, 2025 – 5:00 p.m.**

PLEASE NOTE THE NEW MEETING STARTING TIME.

AGENDA

1. Approval of Minutes
2. Public Comments/Comments from the Floor

Old Business/Tabled Applications/Old Applications:

No Old Business/Tabled Applications/Old Applications

New Business/New Applications:

1. **Application 2025-30** – Kelly & Joseph Perez – 26 W 6th St – Pruning request.
2. **Application 2025-31** – Kenet Adamson – 39 W 3rd St – Planting request.
3. **Application 2025-32** – Anna Burns – 6 W 5th St – Planting request.
4. **Application 2025-33** – Tommy Wilson – 230 E 2nd St – Pruning request.

Member Comments/Discussion:

1. Budget Report.
2. Discussion: Extended Watering Plan.
3. Flush Cutting.
4. Fall 2025 New Tree Planting Schedule and Locations.
5. Penn Farm Tree Inventory.
6. New Tree Pruning and Maintenance.

Miscellaneous:

Posted: 9/29/2025

Note: This agenda as listed may not be considered in sequence. If you are unable to attend the meeting, questions and comments will be taken via email up to 3:00 p.m. on Monday, October 6, 2025 at info@newcastlecity.delaware.gov.

MINUTES
City of New Castle Tree Advisory Commission
June 2, 2025 – 5:00 p.m.
1 Municipal Boulevard

Members Present: Edward Ryan
Alice Riehl
Wolcott Davis

Absent: Art Walker
Linda Suskie

Also Present: Milt Draper, Code Enforcement Officer
Norman Lehr
Ron Vukelich

Ms. Riehl called the meeting to order as Acting Chair at 5:00 p.m. Roll call followed and a quorum to conduct business was declared.

Minutes

A motion was made by Ms. Riehl to approve the minutes of the May 5, 2025 meeting as amended. The motion was seconded by Mr. Ryan and unanimously passed.

Old Business

Application 2025-02 – Kevin & Robin Clineff – 37 West 6th Street – Remove two (2) trees.

Application 2025-07 – Wayne & Gwedolyn Delcoglin – 16 West 6th Street – Removal and replacement.

Application 2025-15 – Michele Jones & Paul Pavlichek – Removal request.

Ms. Riehl noted that all three applications are to have Sycamore trees removed on 6th Street due to roots growing into the sewer system.

Mr. Ryan stated that at the May TAC meeting a significant effort was made to document the detrimental effects of the root systems from Sycamore trees on West 6th Street. The applications were tabled to provide time for the Commissioners to determine who is responsible for the trees (the City, New Castle County, or DelDOT). It was determined that Rt. 9 is a DelDOT thoroughfare. Ms. Riehl stated her understanding that the City and DelDOT executed an agreement that stated the City would maintain those trees; however, because the Commissioners have not had an opportunity to review the agreement, it is not certain that the City is responsible for removal of the trees. Ms. Riehl opined that before TAC makes any decisions regarding these applications the party that would be responsible for removal of the trees needs to be determined.

A general discussion of the Sycamore trees ensued between the Commissioners and members of the assembly.

Messrs. Jago Plant and Anthony Parker stated that they and other residents on West 6th Street do not want the Sycamore trees removed because of the tree canopy. Ms. Riehl noted that the applicants' reason for having the Sycamore trees removed is because of the root system growing into the sewer pipes and house foundations. Mr. Parker stated that the Sycamore trees are Legacy Trees and stated his opposition to having all or some of the Sycamore trees removed; adding that even removing some of the trees would leave huge gaps in the canopy. Mr. Parker suggested that the City could offer residents who are affected by the roots a tax exemption to offset the cost of repairs.

Mr. Clineff stated that none of the applicants have asked that all the Sycamore trees be removed; and opined that the notion that if the applicants' trees are removed all the residents of 6th Street will ask to have their Sycamore trees removed is only an assumption.

Ms. Delcoglin added that they cannot repair the sidewalk until something is done with the tree.

In response to a question from Ms. Riehl, Mr. Lehr noted that the Sycamore trees were planted in the 1940's and he considered them Legacy Trees. Ms. Riehl added that 6th Street is the only street in the City that has a tree canopy.

Mr. Plant concurred with Mr. Parker's suggestion that the City help minimize the impact of the root system growing into the sewer pipes, and opined that the very last option should be to remove a healthy tree.

A discussion of trees that have been removed and trees that have been replanted throughout the city ensued.

Ms. Riehl suggested that the TAC review the contract between the City and DelDOT, and have an arborist inspect the trees on 6th Street and submit a report of which trees are healthy and which are not. Mr. Ryan stated that the issue is the roots and how they impact the sewer system and the property owner; and opined that how the trees affect the property owner should be referred to the City Administrator.

Ms. Riehl noted that TAC does not authorize removal of healthy trees.

Mr. Ryan suggested that the applications be tabled until who is responsible for maintaining the trees has been determined.

Ms. Delcoglin stated that her original application was to "trim and remove" and asked if the pruning could be approved. Ms. Riehl stated that TAC could address pruning the tree separately from the request for removal.

A motion to approve trimming of a Sycamore tree at 16 West 6th Street was made by Ms. Riehl. The motion was seconded by Mr. Davis and was unanimously passed.

ACTION: Add pruning a tree at 16 West 6th Street to the City Tree List for pruning.

In response to a question from Mr. Vukelich, Mr. Draper stated that Public Works will not trim branches that are interfering with wires.

Mr. Lehr stated that the Sycamore trees have been butcher-pruned because of the wires, but they are healthy. He added that there is a Maple tree on 6th Street that has been butcher-pruned that should be removed; however, no application has been submitted for removal of that tree. Mr. Lehr did not make an assumption as to whether the Sycamore trees should be removed or not. He added that Sycamore trees are not on the Recommended Tree List, and trees from the approved list that are replanted will never meet in the middle of the street.

Ms. Riehl suggested that TAC refer the trees on 6th Street to City Council. Mr. Davis stated that he would like to see the trees stay; adding that the City should address what can be done to take some of the burden off the homeowners. Mr. Plant suggested that as a community options to ease the burden on homeowners should be considered. Mr. Ryan noted that there are other residents who have incurred significant bills to address roots in the sewer system.

Ms. Riehl suggested that the applications be tabled so the Commissioners can review the agreement between the City and DelDOT; and thereafter make a recommendation to the City Administrator and City Council. In response to a question from Ms. Delcoglin it was noted that all members of City Council cannot attend a TAC meeting together. Mr. Plant opined that it is unfair for the homeowners to bear the entire burden of the cost of repairs.

The consensus of the Commissioners was not to have the Sycamore trees removed because they are healthy. Mr. Davis stated that TAC wants to keep the Legacy Trees, and would like the City to see what can be done to assist the homeowners that are being affected by the Legacy Trees so the whole community can benefit from them.

Mr. Plant questioned whether the Trustees could assist in any way; reiterating that it is unfair to place the entire burden on the homeowners.

A motion was made by Ms. Riehl that the Tree Advisory Commission (TAC) recognizes its responsibility is the health of the City Trees, and that the Sycamore trees referenced in Applications 2025-02, 2025-07 and 2025-15 are healthy, and further, the TAC requests that the City addresses the question of the damage the trees are doing to property owners, with the idea that the consensus of the TAC is to maintain the trees if at all possible. The motion was seconded by Mr. Ryan and was unanimously passed.

ACTION: Refer Applications 2025-02, 2025-07, and 2025-15 to the City.

Ms. Riehl stated that TAC will keep the applicants informed of the status of their applications.

Application 2025-11 – Kim Williams – 922 Gray Street – Pruning request.

Mr. Ryan stated that he inspected the tree and recommended that it be pruned.

A motion was made by Mr. Ryan to approve Application 2025-11 to approve pruning a tree in front of 922 Gray Street. The motion was seconded by Ms. Riehl and was unanimously passed.

ACTION: Add Application 2025-11 to the City Tree List for pruning.

Application 2025-13 – H. Beale – 26 The Strand – Pruning request.

Mr. Davis stated that Ms. Beale informed him that she wanted to withdraw her application and that she will hire a professional to have the tree trimmed. During discussion, it was noted that it was unclear if Ms. Beale intended to have the tree in front of 28 The Strand (Application 2025-15) as well. Mr. Davis will speak with Ms. Beale to clarify her intent. Mr. Vukelich opined that the tree at 28 The Strand does not require much work.

ACTION: Close Application 2025-13.

Application 2025-14 – Richard Pennell – 28 The Strand – Pruning request.

It was noted that Mr. Pennell has moved and Application 2025-14 can be closed.

ACTION: Close Application 2025-14.

Application 2024-19

Application 2024-19 will be added to the July Agenda as Old Business.

Budget Report

Ms. Riehl reported that she spoke with Ms. Delgado regarding the invoice from Antonio's for \$3,200 for landscaping at the entrances and playgrounds in the City. Ms. Delgado informed her that cost has always been taken from the TAC budget. It was noted that landscaping work at Dewey Park is also included on the statement; and Dewey Park is Trust property. Ms. Riehl wrote to the City Administrator and Council President Souder regarding this matter and will report back to the Commission when she has more information.

Spring Planting Plan

The spring planting plan was discussed at the May meeting.

Extended Watering Plan

The extended watering plan was discussed at the May meeting.

Elm Tree Treatment Proposal

The Elm tree treatment proposal was discussed and approved at the May meeting.

Mr. Davis stated that he spoke with a representative of Bartlett Tree regarding the Ash Trees that are being treated. Bartlett will inspect the trees based on the TAC list of live Ash trees and will submit a new estimate. Bartlett will also submit a new estimate for the Elm tree treatment plan.

Report from Mr. Vukelich

Mr. Vukelich explained a number of photos that he distributed to TAC members and the assembly.

- Two pictures of extremely large trees that are apparently not impacting the sidewalk or foundation of the homes where they are planted.
- A brick water course was installed in the sidewalk on the Strand to direct water being pumped from the basement to the gutter.
- A Silver Maple tree that was planted in the 1940's has been removed.

Comments from Commissioners

- Mr. Ryan distributed a Draft Tree Removal and Pruning Worksheet for use by TAC members when inspecting trees in connection with submitted applications. He suggested that TAC members review the Worksheet for discussion at the July meeting.
- Mr. Ryan proposed that TAC establish a Planting Subcommittee that would be responsible for deciding where new trees will be planted, what new tree will be planted, and ordering new trees. Mr. Ryan volunteered to be on the subcommittee. Further discussion of a Planting Subcommittee will be added to the July Agenda.
- Mr. Lehr recommended that an inventory of existing (old) trees in the city be made and that they are evaluated to determine if the trees are healthy, or need pruning. Mr. Plant suggested that if an inventory is done annually, the health of trees could be tracked. Mr. Davis and Ms. Riehl volunteered to walk the city with Mr. Lehr. Mr. Vukelich noted that a tree inventory is in the TAC 5-year plan.

There being no further business to discuss, Mr. Ryan called for a motion to adjourn.

A motion to adjourn was made by Mr. Ryan and seconded by Mr. Walker. The motion was unanimously carried and the meeting adjourned at 6:38 p.m.

Respectfully submitted,

Kathleen R. Weirich
City Stenographer

MINUTES
City of New Castle Tree Advisory Commission
September 8, 2025 – 5:00 p.m.
1 Municipal Boulevard

Members Present: Edward Ryan, Chair
Alice Riehl
Linda Suskie
Art Walker

Absent: Wolcott Davis

Also Present: Milt Draper, Code Enforcement Officer
Norman Lehr
Ron Vukelich

Mr. Ryan called the meeting to order at 5:00 p.m. Roll call followed and a quorum to conduct business was declared.

Minutes

A motion was made by Ms. Suskie to approve of the minutes of the July 7, 2025 as presented. The motion was seconded by Mr. Ryan and was unanimously passed.

Mr. Ryan explained that the August meeting had been cancelled because TAC had traditionally not held a meeting in August. He recommended that going forward TAC meet monthly, including during the month of August.

Old Business/Tabled Applications/Old Applications

Application 2025-18 – Jeanne-Marie Camac – 23 West 3rd Street – Tree removal.

Mr. Ryan explained that the application was tabled in July to have the tree inspected more carefully. Mr. Lehr stated he inspected the tree and recommended that it be removed. Mr. Ryan concurred, noting that the tree does not look healthy, it is leaning on the house, and there is damage to the upper part of the tree.

A motion was made by Ms. Riehl to approve Application 2025-18 for the removal of a Redbud tree located at 23 West 3rd Street. The motion was seconded by Mr. Ryan and was unanimously passed.

A motion was made by Ms. Riehl to plant a replacement tree at 23 West 3rd Street and add that to the City Tree List for planting when available. The motion was seconded by Mr. Ryan and was unanimously passed.

Ms. Suskie noted her reason for not supporting removal of the tree during the July meeting was based on her inexperience in determining when a tree is or is not salvageable by trimming or treatment. She questioned if TAC should have an official advisor to TAC in a similar capacity as the City Architect is to the Historic Area Commission. It was explained that the City Architect

was appointed by City Council to advise the HAC; and Messrs. Vukelich and Lehr are not members of TAC and, therefore, would not receive a TAC packet from the City office. Mr. Lehr stated that he received a copy of the Agenda from Mr. Ryan and he needs at least two weeks to inspect the new applications. Mr. Ryan will discuss having the packets sent to Messrs. Lehr and Vukelich with the City Administrator.

New Business/New Applications

Application 2025-22 – Mary Davis – 24 East 3rd Street – Tree Treatment

An application was submitted to have an Ash tree located at 24 East 3rd Street treated. Mr. Ryan stated that Mr. Wolcott informed him that Ash trees were due for bi-annual Ash Bore Treatment next year, and Bartlett would send a cost estimate for the treatment.

A motion was made by Ms. Riehl to table Application 2025-22 pending receipt of an estimate from Bartlett Tree Service with the cost of treatment. The motion did not receive a second and the motion failed.

Mr. Ryan opined that the application should be approved and added to the list of trees Mr. Wolcott prepared of Ash trees in the city. Mr. Vukelich noted he had the list available.

A motion was made by Mr. Ryan to approve treating an Ash tree located at 24 East 3rd Street during the next scheduled Ash Bore Treatment. The motion was seconded by Ms. Riehl.

Ms. Suskie noted she did not feel she had the expertise to comment on this application, adding that this is another example of why the consultants should receive the TAC packet ahead of time.

Ms. Riehl noted this is a preventative measure. Mr. Ryan added the tree appears to be healthy. Ms. Suskie noted there was bark missing at the upper part of the tree, but otherwise the tree appeared healthy. Messrs. Lehr and Vukelich concurred that the tree should be treated.

The motion on the floor was passed unanimously.

ACTION: Add this tree to the list of Ash for bi-annual Ash Bore treatment by Bartlett Tree Service. Application 2025-22 can be closed.

Application 2025-23 – Michael Dorph – 910 Gray Street –Removal of branch

An application was submitted to have a Sycamore tree located at 9th and Gray Streets trimmed because bark is flaking off the tree.

It was noted that there is a row of very old Sycamore trees across the street from 910 Gray Street (901-933 Gray Street). Ms. Suskie opined that the application was submitted to alert the TAC of the situation and it did not request a specific action. Mr. Lehr stated there is no remedy to the bark peeling.

A motion was made by Ms. Riehl to deny Application 2025-23 and the Tree Advisory Commission declines to take any action on the Sycamore trees in question. The motion was seconded by Mr. Ryan and was unanimously passed.

ACTION: Application 2025-23 was denied and can be closed.

Application 2025-24 – Dan Struble – 11 East 2nd Street – Pruning request

An application was submitted to have branches trimmed from trees located on Delaware Street between 3rd and 5th Streets that are at eye level.

During discussion it was opined that the sidewalks are wide enough for pedestrians to avoid the branches. Mr. Vukelich explained that they Firestarter trees and they will grow, which will alleviate the issue noted in the application. During further discussion, other trees that could cause an issue with pedestrian traffic were noted. Mr. Ryan opined that the trees are growing and they will be trimmed when appropriate.

Mr. Ryan will contact the applicant and explain the TAC decision.

A motion was made by Ms. Riehl to deny Application 2025-24 to trim branches from trees on Delaware Street between 3rd and 5th Streets. The motion was seconded by Ms. Suskie and was unanimously passed.

ACTION: Application 2025-24 was denied and can be closed.

Application 2025-25 – ally Hatton – 168 East 3rd Street – SPruning & Replacement

An application was submitted to prune a Dogwood tree that has no shape and is growing in all directions and to remove a Redbud tree that has a lot of dead wood.

Mr. Ryan noted that the Redbud was looking shabby.

Ms. Suskie questioned whether it was appropriate to have one application covering two trees with very different issues. Mr. Lehr opined that if they are on the same property it is probably fine.

Mr. Vukelich opined that the Redbud should probably be removed. In response to a question from Ms. Riehl, Mr. Lehr stated that removing the dead part of the Redbud tree wouldn't make sense. Ms. Suskie opined that the Dogwood tree looked healthy.

A motion was made by Mr. Ryan to remove the Redbud tree located at 168 East 3rd Street that is more than 30% dead, and leave the Dogwood tree alone. The motion was seconded by Ms. Riehl and was unanimously passed.

After discussion, the Commissioners concurred that a replacement tree should not be planted so close to the Dogwood.

A motion was made by Ms. Riehl to deny the request for a replacement tree to be planted. The motion was seconded by Ms. Suskie and was unanimously passed.

ACTION: Add removal of a Redbud tree located at 168 East 3rd Street to the City Tree List for removal. No replacement tree will be planted. No action will be taken on the Dogwood Tree. Application 2025-25 can be closed.

Application 2025-26 – Dawn Kackley – 65 West 4th Street –Remove and replace

An application was submitted to remove a Redbud tree located at 65 West 4th Street that is dying. The central trunk threatens parked cars.

Messrs. Vukelich and Lehr recommended removal of the tree. Ms. Riehl opined that half the tree appears to be healthy. Ms. Suskie and Riehl opined that the tree should be pruned.

A motion was made by Mr. Ryan to approve removing a Redbud tree located at 65 West 4th Street. The motion was seconded by Ms. Riehl and was unanimously passed.

After further discussion, Mr. Ryan withdrew his motion to remove the Redbud located at 65 West 4th Street.

A motion was made by Mr. Ryan to approve pruning a dead limb from a Redbud tree located at 65 West 4th Street. The motion was seconded by Ms. Riehl and was unanimously passed.

ACTION: Add pruning a dead limb from a Redbud tree located at 65 West 4th Street to the City Tree List for pruning. Application 2025-26 can be closed.

Application 2025-27 – Marygrace Kennedy – 523 Cherry Street –Planting request

An application was submitted to plant a tree in an empty tree pit at 523 Cherry Street.

Mr. Ryan noted that the existing tree pit has been cleaned up and re-bricked.

A side discussion of tree planting ensued during which the Commissioners discussed a number of matters/suggestions:

- Whether the Commission should continue approving the planting of new trees when there is no official plan for the site or if planting a tree could take a long time because there is no inventory.
- Whether the Commission should ask property owners to purchase a tree for planting and how the TAC could control that. Mr. Lehr noted that the street trees must be a certain size, age and species. He added that new trees must be pruned at an early age and questioned whether residents would know how to prune a tree correctly. Mr. Vukelich added that most of the trees purchased for the city come from Oregon and they come with a fairly good size caliper; adding that if a 5'-6' tree is planted it may have to be watered for 5-6 years. Mr. Ryan opined that it is not feasible to have property owners purchase, plant and water street trees.

- The City Tree List for planting is quite lengthy.
- Who would water trees planted by property owners. During this discussion it was noted that:
 - New trees require weekly watering from May through November for up to three (3) years.
 - Currently the city and volunteers are maxed out as to the number of trees that can be watered.
 - There are no funds available in the budget to pay for an outside vendor to water the trees (at an approximate cost of \$150/week).
 - Asking homeowners on 4th Street to water their new trees was an experiment that has gone very well, but it is a huge commitment.
 - Whether the TAC should educate residents on the care of street trees and enlist the cooperation of residents to care for street trees via the city website or in The Weekly.
 - The City Administrator would like to see 6-8 trees planted twice a year.

The Commissioners returned to reviewing Application 2025-27.

A motion was made by Mr. Ryan to approve planting a new tree by the City in a tree pit located at 523 Cherry Street when a tree is available. The motion was seconded by Ms. Riehl and was unanimously passed.

Mr. Ryan will notify Ms. Kennedy that planting a tree in her tree pit by the City has been approved subject to availability. Ms. Suskie sked Mr. Ryan to remind Ms. Kennedy that weeding tree pits is the responsibility of the homeowner.

ACTION: Add planting a tree in a tree pit located at 523 Cherry Street to the City Tree List for planting. Application 2025-27 can be closed.

Application 2025-28 – Suzanne Swift – 16 West 4th Street –Pruning request.

An application was submitted to prune branches from a Willow Oak tree located at 16 West 4th Street that are hitting the internet cables and affecting service.

Mr. Vukelich noted that it is a very young tree.

A motion was made by Ms. Riehl to approve pruning a Willow Oak tree located at 16 West 4th Street. The motion was seconded by Ms. Suskie and was unanimously passed.

ACTION: Add pruning a Willow Oak tree located at 16 West 4th Street to the City Tree List for pruning. Application 2025-28 can be closed.

Application 2025-29 – Alicia Marchesani – 20 West 5th Street – Removal request

An application was submitted to have a tree removed that is impacting the water line and that MSC informed her is “half dead”.

Mr. Lehr stated the tree should be removed because it has been butchered. Mr. Ryan concurred, noting it is impacting their sidewalk and it is up against the house. Ms. Riehl stated the tree does not look “half dead” and she saw no reason to have it removed. Ms. Suskie questioned the health of the tree and the sewer issues; opining that it would be helpful if the homeowner would provide documentation of sewer line issues.

A motion was made by Ms. Riehl to approve removing a tree located at 20 West 5th Street. The motion was seconded by Ms. Suskie and was unanimously passed.

ACTION: Add removal of a tree located at 20 West 5th Street to the City Tree List for removal. Application 2025-29 can be closed.

Budget Update

Ms. Riehl reported on the TAC budget:

- \$3,073 was paid to Bartlett Tree Service for Dutch Elm treatment.
- \$1,065 was paid to Brandywine Valley Services for stump grinding.
- \$145.72 was paid for security during TAC meetings.
- The remaining balance is \$35,716.28

Mr. Ryan noted that the additional funds allocated to the TAC budget are earmarked for potential tree work on 6th Street.

Commissioner Comments

Sycamore Trees on 6th Street

Ms. Riehl noted that the tree at 16 West 6th Street was removed. Mr. Ryan explained that the City contacted Delmarva regarding the tree and Delmarva contracted a vendor to remove all branches within 10’ of the wires. This left only the tree trunk standing. Subsequently, Public Works took the trunk down because it was a safety hazard. Mr. Ryan noted that Mr. Delgado opined to him that the Sycamore tree roots were not responsible for damage to the sewer lines because the sewer lines are below the level of the tree roots. A discussion of the TAC decision of the Sycamore trees on 6th Street ensued.

Agenda and Packet

Mr. Lehr stated that three Applications on the Agenda had the incorrect location of the trees for which work was requested, which resulted in the TAC members and him inspecting the wrong trees for those Applications. He stated that the Agenda needs to have the correct location of where tree work is requested; reiterating that receiving the TAC packet in advance would greatly assist him in researching the Applications in order to report an accurate assessment of the trees to the Commissioners.

Discussion of new organizational system for record keeping

Mr. Ryan reported that Mr. Draper and Ms. Levine are working on updating the record keeping system for tree work that was started by Ms. Burgmuller. Mr. Ryan suggested that a copy of the updated report be part of the TAC packet each month.

Report from Mr. Vukelich

- Nine Ash trees should be treated for Emerald Ash Borer.
- Eleven stumps were removed. It was noted that stump grinders do not remove debris.
- Mr. Vukelich installed a new tree pit at 130 East 2nd Street.
- Mr. Vukelich suggested that the “Code Enforcement Corner” in The Crier be updated.
- Six newly planted street trees on Delaware Street that were judged to be a safety hazard for blocking stop signs were “flush cut” with a chain saw. Two trees were 20’ from the stop sign, two were 40’ from the stop sign, and two were 60’ from the stop sign. “Flush cutting” is the removal of all branches on the street side of the tree down to the trunk. During discussion it was noted that the TAC was not consulted prior to the trees being flush cut. Mr. Vukelich recommended that the trees be removed. He added that he has already received a call from Delaware Forestry. A discussion of flush cutting will be added to the October TAC Agenda.

Mr. Lehr stated that the trees at Penn Farm designated for The Read House will be planted this fall. He noted that the remaining trees must be planted this spring or they will die. Mr. Lehr added that there are no trees on order for the spring at this time; however, if TAC can give him a list of trees they want by the October meeting he will try to get them ordered for the spring. Mr. Ryan will discuss trees for spring order with Mr. Vukelich.

Public Comment

Phil Gross – 1301 13th Street

- Mr. Gross suggested that TAC send a letter of appreciation to Mr. Vukelich.
- Mr. Gross noted that the huge tree on Brylgon Avenue was cut down and asked if TAC had any information about it. Ms. Reign stated that if the tree was cut down it must belong to the property owner. Ms. Suskie stated that the Code states that all trees planted on public land belong to the City and are designated as “street trees”.
- Mr. Gross suggested that TAC communicates more closely with the City.

There being no further business to discuss, Mr. Ryan called for a motion to adjourn.

A motion to adjourn was made by Mr. Ryan and seconded by Ms. Riehl. The motion was unanimously passed and the meeting adjourned at 7:15 p.m.

Respectfully submitted,

Kathleen R. Weirich
City Stenographer



CITY TREE WORK PERMIT APPLICATION

Tree Advisory Commission
City of New Castle
220 Delaware Street
New Castle, Delaware 19720
Phone: (302) 322-9801
Fax: (302) 322-9814

Date of Request:

File Number: 2025- 30

☐

Planting Permit

☒

Pruning Permit

☐

Removal and Replacement Permit

☐

Tree Pit modification or creation

☐

Other (Please Explain)

Applicant(s) Name: Kelly Perez, Joseph Perez

Address: 26 W 6th Street

Phone(s): 6092848724 Email: joseph20perez@gmail.com

Location/address of requested tree work: 26 W 6th ST New Castle Delaware 19720

Tree Location: Side walk.

Number, species and size* of tree(s) to be **planted**: 1 not sure what species,

Number, species and size* of tree(s) requested to be **pruned****:

Reason(s) for pruning request: expanding wide range, to our roof

Number, species and size* of tree(s) requested for **removal****: 1

Reason(s) for removal request (Please fill out your selection of replacement tree(s)): N/A

All contractors must be approved and licensed by the City.

Contractor's Name, Address, Phone Numbers:

Application is hereby made to conduct the operations described above. If a permit is granted, I/we agree to have all work performed in accordance with all specifications, rules and standards set forth in Chapter 210, of the Code of the City of New Castle. All work must comply with all ISA and ANSI specifications.

Signature(s):

Property Owner(s):

Applicant: Kelly Perez, Joseph Perez

*DBH; diameter at approximately 4.5 feet above grade. Must be measured, not estimated. (Measure the circumference and supply that measurement.)

Documentary photographs are required for all removals.

Certified Arborist report - (write here or attach): _____

Company: _____ Phone: _____

Signed: _____ Certification: _____

Reset Form

PRINT

File Number: _____

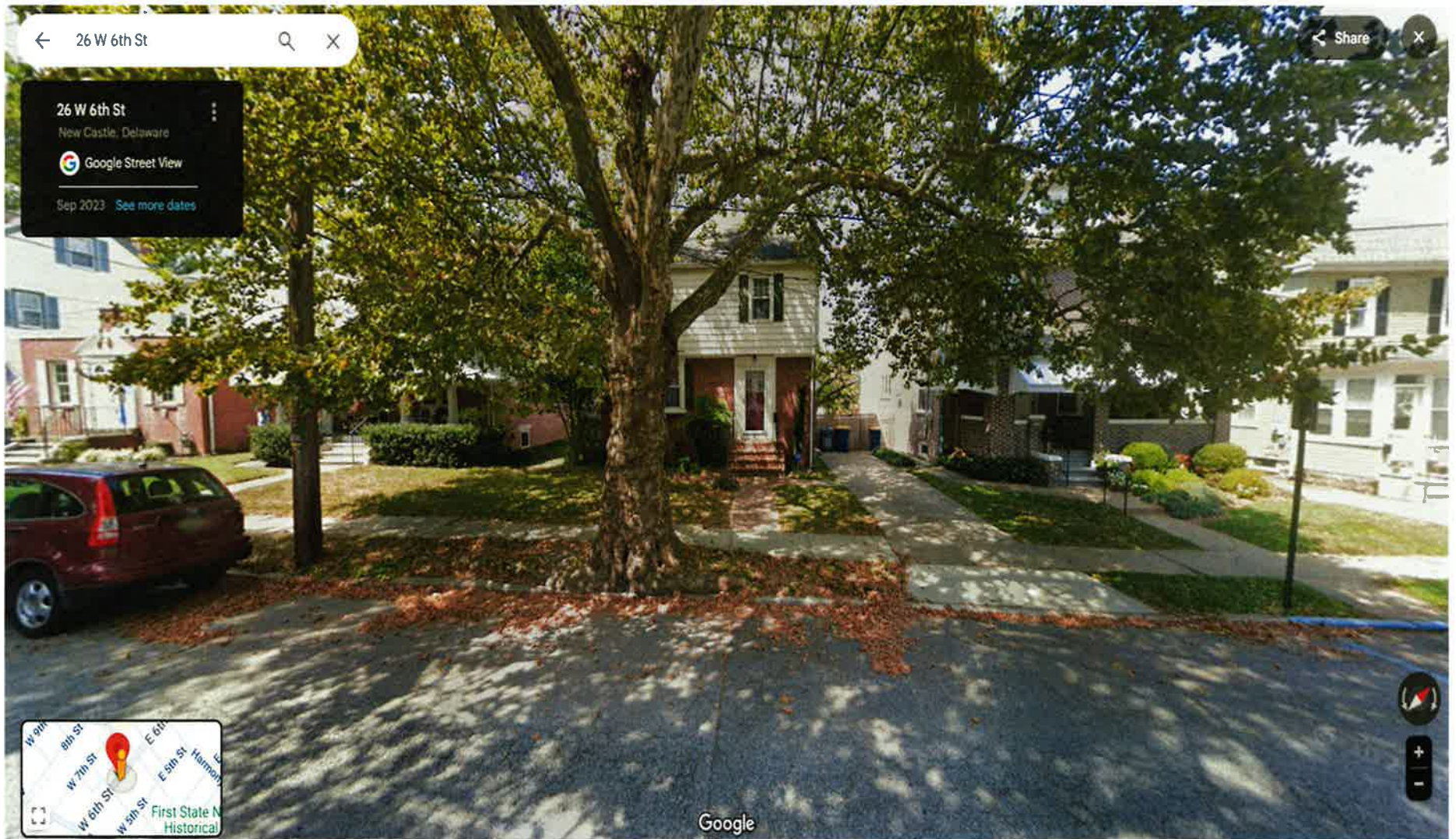
Inspection Date: DBH: Condition:

Approved: _____ Initials: _____ Contractor: _____ License number: _____

Denied: _____ Initials: _____ Comments: _____

Inventory updated: initials: _____

City Administrator's Authorization: _____





CITY TREE WORK PERMIT APPLICATION

Tree Advisory Commission
City of New Castle
220 Delaware Street
New Castle, Delaware 19720
Phone: (302) 322-9801
Fax: (302) 322-9814

Date of Request:

File Number: 2025- 31

- ☒ Planting Permit
☐ Pruning Permit
☐ Removal and Replacement Permit
☐ Tree Pit modification or creation
☐ Other (Please Explain)

Applicant(s) Name: Kenet Adamson

Address: 39 W 3rd St, New Castle, DE 19720

Phone(s): 828-301-2444 Email: kenetadamson@yahoo.com

Location/address of requested tree work: front sidewalk at 39 W 3rd St

Tree Location: midway between light pole and property line with 41 W 3rd St

Number, species and size* of tree(s) to be **planted**: 1-Redbud tree. Plan on 5-6' tree.

Number, species and size* of tree(s) requested to be **pruned****: _____

Reason(s) for pruning request: _____

Number, species and size* of tree(s) requested for **removal****: _____

Reason(s) for removal request (Please fill out your selection of replacement tree(s)): _____

All contractors must be approved and licensed by the City.

Contractor's Name, Address, Phone Numbers: _____

Application is hereby made to conduct the operations described above. If a permit is granted, I/we agree to have all work performed in accordance with all specifications, rules and standards set forth in Chapter 210, of the Code of the City of New Castle. All work must comply with all ISA and ANSI specifications.

Signature(s): Property Owner(s): Kenet Adamson

Applicant: Kenet Adamson

City Administrator's Authorization: _____





CITY OF NEW CASTLE
25 SEP 9 AM 9:26

CITY TREE WORK PERMIT APPLICATION

Tree Advisory Commission
City of New Castle
220 Delaware Street
New Castle, Delaware 19720
Phone: (302) 322-9801
Fax: (302) 322-9814

Date of Request:

File Number: 2025-32

- ☒ Planting Permit
☐ Pruning Permit
☐ Removal and Replacement Permit
☐ Tree Pit modification or creation
☐ Other (Please Explain)

Applicant(s) Name: Anna Burns
Address: 6 W 5th St
Phone(s): 302-220-6121 Email: _____

Location/address of requested tree work: _____
Tree Location: _____

Number, species and size* of tree(s) to be **planted**: front of House on Sidewalk by
Handicap Sign - Tree Species not listed

Number, species and size* of tree(s) requested to be **pruned****: _____
Reason(s) for pruning request: _____

Number, species and size* of tree(s) requested for **removal****: _____

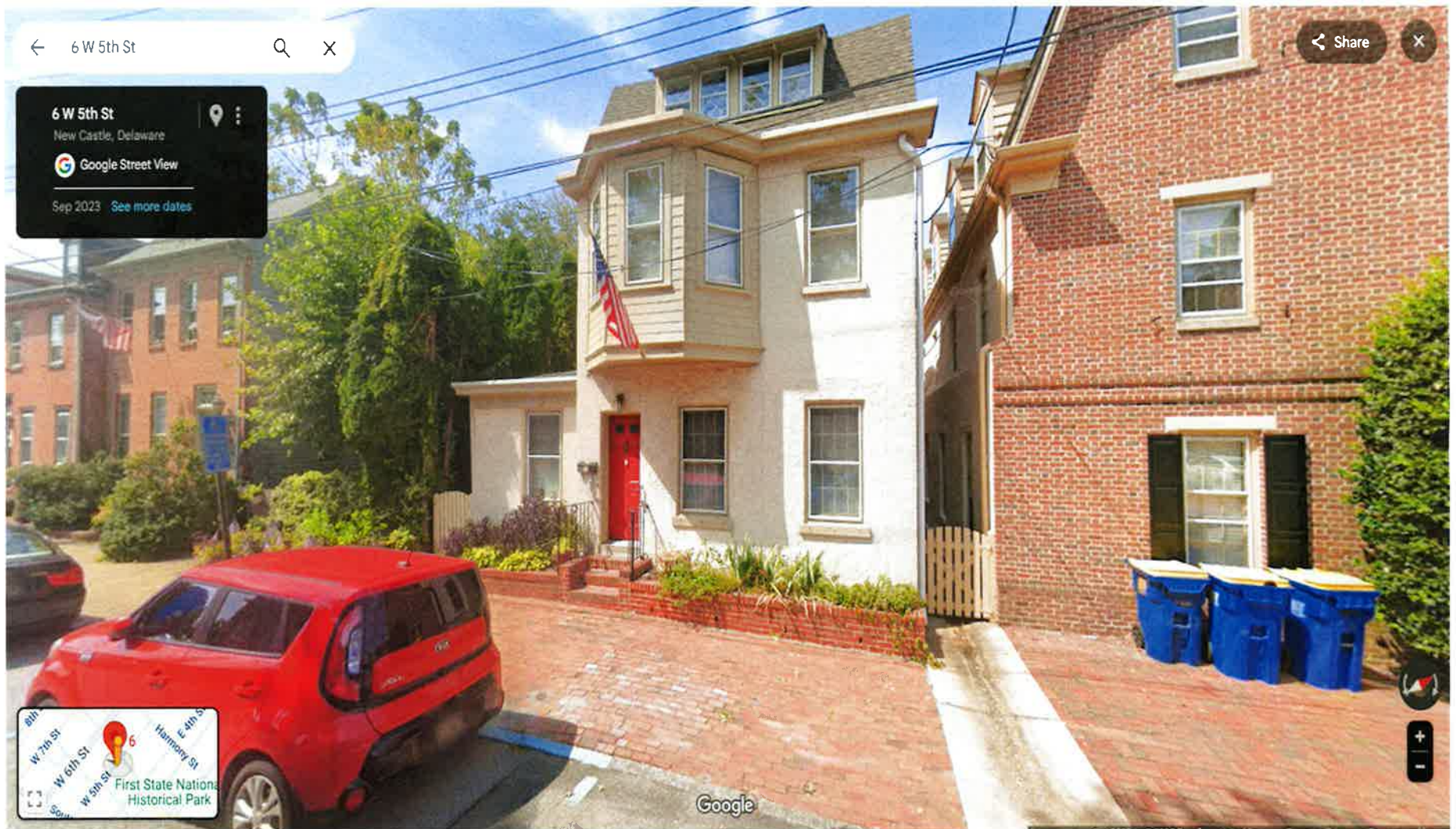
Reason(s) for removal request (Please fill out your selection of replacement tree(s)): _____

All contractors must be approved and licensed by the City.

Contractor's Name, Address, Phone Numbers: _____

Application is hereby made to conduct the operations described above. If a permit is granted, I/ we agree to have all work performed in accordance with all specifications, rules and standards set forth in Chapter 210, of the Code of the City of New Castle. All work must comply with all ISA and ANSI specifications.

Signature(s): Property Owner(s): Anna Burns
Applicant: Anna Burns





CITY TREE WORK PERMIT APPLICATION

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New Castle, Delaware 19720
Phone: (302) 322-9801
Fax: (302) 322-9814

Date of Request:

File Number: 2025- 32

- ☐ Planting Permit
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☐ Removal and Replacement Permit
☐ Tree Pit modification or creation
☐ Other (Please Explain)

25 SEP 29 PM 1:45
CITY OF NEW CASTLE

Applicant(s) Name: TOMMY WILSON

Address: 230 EAST 2ND STREET

Phone(s): 302-388-3114 Email: TOMMYWILSON17@COMCAST.NET

Location/address of requested tree work: ALONG 2ND ST. IN BULL HILL PARK

Tree Location: ALONG THE STREET ON THE RIVER SIDE

Number, species and size* of tree(s) to be planted: N/A

Number, species and size* of tree(s) requested to be pruned**: BLACK LOCUST

Reason(s) for pruning request: TREE BRANCHES ARE ONLY GROWING ON THE SIDE OPPOSITE THE POWER LINES CAUSING THE TREES TO LEAN

Number, species and size* of tree(s) requested for removal**: N/A

Reason(s) for removal request (Please fill out your selection of replacement tree(s)): N/A

All contractors must be approved and licensed by the City.

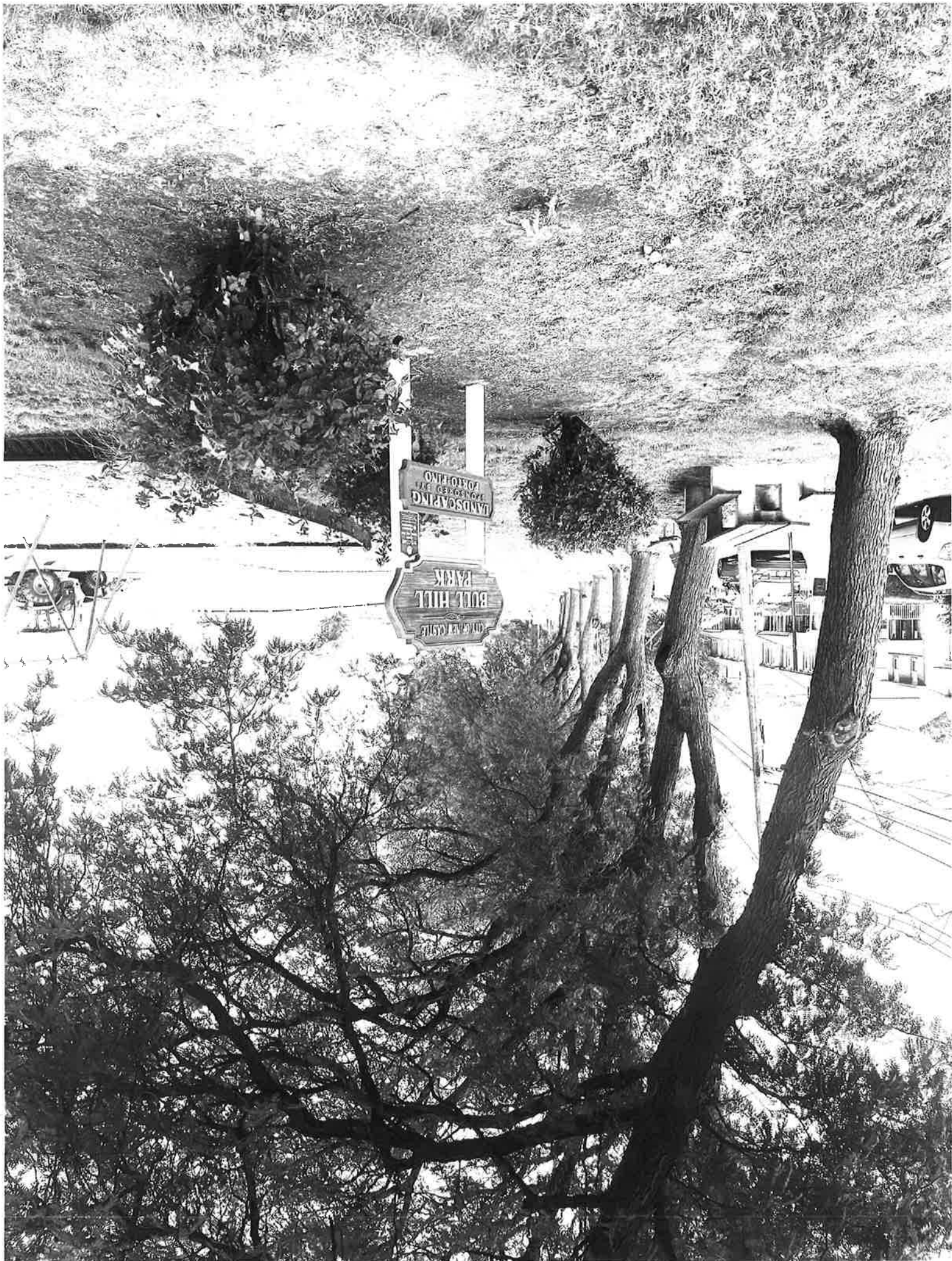
Contractor's Name, Address, Phone Numbers: REQUESTING CITY TO CONTRACT

Application is hereby made to conduct the operations described above. If a permit is granted, I/we agree to have all work performed in accordance with all specifications, rules and standards set forth in Chapter 210, of the Code of the City of New Castle. All work must comply with all ISA and ANSI specifications.

Signature(s): _____
Property Owner(s): _____
Applicant: THOMAS H. WILSON

NOTE: LIMB ON ONE TREE IS LEANING CLOSE TO GROUND LEVEL AND IS ABOUT TO BREAK

PRINT





2024 Tree Work Permit Application Log

[illegible]

Log #	Date Received	Name	Address	Address of Tree	Request	Notes	Date Reviewed	Status
2025-1	1/29/2025	Alice Riehl		3rd & Delaware St	Removal	Remove 1 tree	3/2/25	Tree to be added to list for removal
2025-2	2/3/2025	Kevin & Robin Clineff	37 W 6th St	37 W 6th St	Removal	Removal of sycamore trees on 6th St	3/2/25	Tree to be added to list for removal pending research
2025-3		Stephan & Linda Suskei & Henry & Allison Tobey	119 E 3rd St	117 & 119 E 3rd St	Planting	Planting request	3/5/25	To be added to tree planting list for fall of 2025
2025-4		Omar Soliman	900 Clayton St	900 Clayton St	Removal	Remove 2 trees	4/7/25	Trees have already been removed
2025-5		Dominic Alvini		Markel Trail	Removal	Removal of trees on Markel Trail	4/7/25	Denied as state owns trees
2025-6		Tom Whitehead	131 E 2nd St	131 E 2nd St	Remove/replace	Removal and replacement	5/5/25	Tree to be added to list for removal
2025-7	4/9/2025	Wayne & Gwen Delcoglin	16 W 6th st	16 W 6th St	Remove/replace	Removal of sycamore trees on 6th St	5/5/25	Tree to be added to list for removal pending research
2025-8		Vincent Visciano	122 Harmony St	122 Harmony St	Pruning	Pruning request	5/25/25	Tree to be added to list for pruning
2025-9		Tanasi Baldet	54 E 4th St	54 E 4th St	Remove/replace	Tree stump grinding request	5/25/25	On list of stumps to be ground
2025-10		Daniel & Jean Norvell	45 W 4th St	45 W 4th St	Tree Stump Grinding	Planting request	5/25/25	On list of tree to be planted
2025-11		Kim Williams	922 Grey St	922 Grey St	Planting	Pruning request	5/25/25	Tree to be added to list for pruning
2025-12		Anna Burns	6 W 5th St	6 W 5th St	Planting	Planting request	5/25/25	To be added to future tree planting list
2025-13		H. Beale	26 The Strand	26 The Strand	Pruning	Pruning request	5/25/25	Tabled
2025-14		Richard Pennell	28 The Strand	28 The Strand	Pruning	Pruning request	5/25/25	Tabled
2025-15	5/2/2025	Michele Jones	110 W 6th St	110 W 6th St	Removal	Removal of sycamore trees on 6th St	6/2/25	Tree to be added to list for removal pending research
2025-16	6/3/2025	Stephan Franklin	315 Harmony St	315 Harmony St	Pruning	Prune branches	7/7/25	Tree to be added to list for pruning
2025-17	6/10/2025	Mark Lorenz	59 The Strand	59 The Strand	Planting	Plant a tree from the city tree list. To be maintained by applicant	7/7/25	Approved for applicant to plant,water and care for tree at the applicants expense pending a consultation with TAC
2025-18	6/12/2025	Jean-Marie Camac	23 W 3rd St	23 W 3rd St	Pruning or remove and replace	Remove and replaced a redbud tree	7/7/25	Approved to be removed and repalced
2025-19	6/12/2025	Alicia Marchesani	20 W 5th St	20 W 5th St	Removal	Remove tree that is half dead	7/7/25	Denied
2025-20	6/20/2025	Diane Bristow	46 E 3rd St	46 E 3rd St	Pruning	Pruning request	7/7/25	Tree to be added to list for pruning
2025-21	6/23/2025	Paul Guttenplan	34 W 4th St	34 W 4th St	Pruning	Pruning request	7/7/25	Tree to be added to list for pruning
2025-22	6/30/2025	Mary Davis	24 E 3rd St	24 E 3rd St	other	Emerald Ash Boon Treatment	9/8/25	Tree to be added to list for ash bore treatment
2025-23	6/30/2025	Michael Douph	910 Gray st	910 Gray St	Other	Bark is falling from tree	9/8/25	Denied
2025-24	7/7/2025	Dan Struble	11 E 2nd	11 E 2nd St	Pruning	Pruning request	9/8/25	Denied
2025-25	7/21/2025	Ally Hatton	168 E 3rd St	168 E 3rd St	Pruning and replace	Prune branches & remove Dogwood Tree	9/8/25	Redbud tree to be removed. Dogwood will be left alone.
2025-26		Dawn Kackley	65 W 4th St	65 W 4thSt	Remove/replace	Redbud tree as tree is dying	9/8/25	Tree to be added to list for pruning
2025-27	7/15/2025	Marygrace Kennedy	523 Cherry St	523 Cherry St	Planting	Plant a tree in empty tree pit	9/8/25	To be added to tree planting list
2025-28	8/22/2025	Suzaane Swift	16 W 4th St	16 W 4th St	Pruning	Prune branches from a Willow Oak	9/8/25	Tree to be added to list for pruning
2025-29	8/25/2025	Alicia Marchesani	20 W 5th St	20 W 5thSt	Removal	Remove tree that is impacting the water line	9/8/25	Tree to be removed and repalced
2025-30								
2025-31								
2025-32								
2025-33								
2025-34								