Tree Advisory Commission
Community Room
New Castle City Police Station
1 Municipal Blvd., New Castle, DE 19720
Monday, November 3, 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 2025-34 –Neil Webster – 917 Clayton St – Pruning Request.**
2. **Application 2025-35 – Constance Hurd – 113 Baldt Ave – Removal & Replace**

Member Comments/Discussion:

1. Budget Report.

Miscellaneous:

Posted: 10/27/2025

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, November 3, 2025 at *info@newcastlecity.delaware.gov*.

MINUTES
City of New Castle Tree Advisory Commission
October 6, 2025 – 5:00 p.m.
1 Municipal Boulevard

Members Present:	Edward Ryan, Chair Alice Riehl Linda Suskie Art Walker Wolcott Davis
Also Present:	Milt Draper, Code Enforcement Officer Norman Lehr, Gateway Consultant

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. Riehl to approve of the minutes of the June 2, 2025 meeting as presented. The motion was seconded by Mr. Davis and was passed with a vote of three in favor and two abstaining. Ms. Suskie and Mr. Walker abstained from the vote as they were not present at the June meeting.

A motion was made by Ms. Riehl to approve the minutes of the September 8, 2025 meeting as presented. The motion was seconded by Ms. Suskie and was passed with a vote of four in favor and one abstaining. Mr. Davis abstained from the vote as he was not present at the September meeting.

Public Comment
There was no public comment.

New Business/New Applications
Application 2025-30 – Kelly and Joseph Perez – 26 West 6th Street
An application was submitted to have a Sycamore tree pruned at 26 West 6th Street. Ms. Riehl stated that the tree is overgrown and recommended pruning.

A motion was made by Ms. Riehl to approve Application 2025-30 to have branches pruned from a Sycamore that are growing toward the resident's house. The motion was seconded by Mr. Ryan and was unanimously passed.

Mr. Ryan will notify Mr. and Mrs. Perez of the TAC decision.

> **ACTION:** Add pruning a Sycamore tree located at 26 West 6th Street to the City Tree List for pruning. Application 2025-30 can be closed.

Application 2025-31 – Kenet Adamson – 39 West 3rd Street – Planting Request
An application was submitted to have a Redbud tree planted midway between the light pole at 39 West 3rd Street and the property line with 41 West 3rd Street.

A discussion ensued regarding the availability of trees and the number of applications that have been approved for tree planting.

Mr. Davis opined that the Commission could approve the application with the stipulation that the timing of the planting is not known. Ms. Suskie suggested that a list of applications that have been approved for plantings be compiled and reviewed. Mr. Ryan recommended that all applications for the last several years be reviewed. Mr. Lehr added that TAC voted to approve the 5-year Plan to plant trees on the west side of the city. Ms. Riehl volunteered to review the minutes of the last 2-3 years and compile the list. Mr. Ryan noted the trees that were planted in the spring and the plan for additional plantings on the west side of the city.

A motion was made by Mr. Ryan to approve Application 2025-31 to plant a Red Bud tree as noted in the application. The motion was seconded by Ms. Riehl and was unanimously passed.

> **ACTION:** Add planting a Red Bud tree at 39 West 3rd Street between the light pole at 39 West 3rd Street and the property line with 41 West 3rd Street to the City List for Tree Planting. The property owner will be notified that the timing of planting a tree is not known at this time. Application 2025-31 can be closed.

Application 2025-32 – Anna Burns – 6 West 5th Street – Planting Request
An application was submitted to plant a tree at 6 West 5th Street. Mr. Ryan stated that a tree was planted at this location on Friday, October 3rd.

A motion was made by Ms. Riehl to deny Application 2025-32 because a tree was already planted at that location and the application is not necessary. The motion was seconded by Ms. Suskie and was unanimously passed.

> **STATUS:** Application 2025-32 was denied because a tree was already planted at the requested location. Application 2025-32 can be closed.

2025-33 – Tommy Wilson -230 East 2nd Street – Pruning Request
An application was submitted to have ten (10) Black Locust trees located on East 2nd Street opposite the power lines pruned because they are leaning, and one tree is leaning close to the ground and is about to break.

Ms. Riehl opined that pruning the trees would make them more attractive. Messrs. Lehr and Walker stated that they did not observe any limbs touching the ground. Mr. Lehr added that because the trees are "one-sided" he wasn't sure how the trees could be pruned. Mr. Davis said he would be concerned if lower limbs were eye-level, but it did not appear that they were. In

response to a question from Mr. Ryan, Mr. Lehr stated that the trees are leaning because there is more weight on that side of the tree; adding that if pruning for weight reduction is approved, the trees might as well be removed and new trees planted further from the power lines.

A motion was made by Ms. Riehl to deny Application 2025-33 because the trees do not need pruning. The motion was seconded by Mr. Walker.

During discussion, Ms. Suskie noted that there is one tree with low-hanging limbs that could be trimmed up.

Ms. Riehl amended her motion.

A motion was made by Ms. Riehl to deny Application 2025-33 to prune 10 Black Locust trees along East 2nd Street, with the exception of the 2nd Black Locust tree that is located near the Bull Hill sign which should be pruned. The motion was seconded by Mr. Ryan and was unanimously passed.

> **ACTION:** Add pruning the lowest branches of one (1) Black Locust tree located near the Bull Hill sign on East 2nd Street to the City Tree List for pruning. The request to prune the remaining nine (9) trees on East 2nd Street was denied. Application 2025-33 can be closed.

Member Comments / Discussion:

Budget Report

Ms. Riehl reported that the TAC budget is currently $35, 200.57. She added that Ms. Delgado has an estimate from Brandywine Valley Service in the amount of $700 for stump grinding that will be paid upon completion of the work.

Extended Watering Plan

Mr. Ryan reported that Mr. Delgado informed him that the City cannot add any trees to the watering plan at this time. Mr. Ryan will review the watering list to see if any trees will come off the watering list this fall.

Mr. Ryan recommended that the Commissioners discuss alternative funding for watering this winter.

Flush Cutting

Mr. Ryan summarized the discussion from the September meeting of the six (6) newly planted trees on Delaware Street located between 20' and 60' from the Stop sign that were flush cut.

Ms. Riehl noted that Mr. Vukelich recommended that the trees be removed. Mr. Ryan stated that it is presumed that Public Works staff flush cut the trees, adding there were chain saw markings on the trees. Mr. Davis stated that TAC gave Mr. Casale, the former Code Enforcement Officer, pamphlets on proper pruning techniques to give to Public Works staff. He suggested that the TAC request that the City approve funding for professional training on proper pruning

techniques for at least one Public Works staff member. Ms. Suskie noted that TAC is only assuming that Public Works flush cut the trees, and suggested that the City provide a monthly list of street tree work done by Public Works that has been approved by TAC as well as street tree work that is done by Public Works that has not come before TAC. Ms. Riehl will draft a memorandum to the City Administrator outlining the situation and noting TAC recommendations. Mr. Davis opined that a TAC application is not submitted for general tree maintenance such as trimming branches that may be blocking a Stop sign.

After discussion, it was agreed that the memorandum will include:

- A history of the flush cutting on Delaware Street.
- Request funding for a Public Works staff member to have professional training for proper pruning techniques; with the idea that the staff member who receives training could train others.
- Request that TAC be notified of general street tree maintenance, pruning and/or removal by Public Works.
- Request that TAC receive a monthly report of Applications for which approved tree work has been completed.

In response to a question from Mr. Davis, Mr. Lehr stated it will take at least 10 years to make the trees that were flush cut look normal. Mr. Lehr added that there are no trees on order for spring planting at this time; and sixteen (16) trees were moved from Penn Farm to The Reed House. He suggested that the trees at The Reed House be reserved for Applications that have already been approved by TAC. Mr. Lehr recommended that if TAC approves removing the flush cut trees they be replaced with the same species.

Mr. Lehr also stated that four (4) flush cut Amelanchier trees were purchased by a property owner and some were purchased through State Grants. He added that the property owner is very upset, and the State inspected the trees and they were not happy with what happened either. Mr. Davis opined that the property owner would like the trees removed and replaced as soon as possible. In response to a question from Mr. Ryan, Mr. Lehr stated that depending on the nursery's availability, it would be possible to get replacement trees for the spring.

During discussion, Mr. Lehr opined that if the trees are pulled out and there is no stump grinding, the replacement trees can be planted in the same tree pit. Mr. Lehr further opined that the Parrotia tree roots have probably grown out of the tree pits, but if the Amelanchier tree roots are still within the tree pits they can be pulled out with a backhoe. Mr. Lehr recommended that the same trees are replanted. In response to a question from Mr. Ryan, Mr. Lehr stated that the City Code states trees should be 20' away from a Stop sign, and all six of the trees are at least or farther than 20' from a Stop sign and they should not have been flush cut.

A motion was made by Ms. Suskie that the flush cut trees on Delaware Street be removed at such time that replacement trees are available for spring 2026 or fall 2026 planting. The motion was seconded by Ms. Riehl and was unanimously passed.

ACTION: TAC to submit a memorandum to the City Administrator regarding flush cut trees on Delaware Street with recommendations. Add removal of all six flush cut trees at such time that replacement trees are available to be replanted to the City Tree List for removal/replacement. Trees are to be replanted in the same tree pit if possible, spaced evenly, and no less than 20' from a Stop sign.

Fall 2025 New Tree Planting Schedule and Locations

Mr. Ryan reported that on October 3rd, nine (9) trees were planted on Delaware Street between 6th and 7th Streets, one (1) tree was planted at 128 East 2nd Street, two (2) trees were planted on East 2nd Street, one (1) tree was planted East 3rd Street, and one (1) tree was transplanted from Delaware Street to West 5th Street.

Mr. Lehr stated that approval from the State is pending to plant three (3) Elm trees on The Green. He added that a Red Point Maple tree was planted at the foot of Harmony Street that was paid for by a property owner. Mr. Ryan noted that TAC would be billed for 13 trees and property owners are paying for two (2) of the Elm trees on The Green and the Red Point Maple tree at Harmony and The Strand.

Penn Farm Tree Inventory

Mr. Ryan stated that 16 trees were moved from Penn Farm to The Read House and are waiting to be planted, including:

- 5 Cherry trees
- 5 Mesa Gold trees
- 2 Red Bud trees (one was given for Arbor Day and is not a street tree)

New Tree Pruning and Maintenance

Mr. Lehr stated that he goes through the city once each year to prune all the newly planted trees. In response to a question from Ms. Suskie, Mr. Lehr stated that trees for Fall 2026 and Spring 2027 need to be ordered by the July 2026 meeting.

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. Suskie. The motion was unanimously passed and the meeting adjourned at 6:10 p.m.

Respectfully submitted,

Kathleen R. Weirich
City Stenographer

CITY OF NEW CASTLE
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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- 34

- ○ Planting Permit
- ☑ Pruning Permit
- ○ Removal and Replacement Permit
- ○ Tree Pit modification or creation
- ○ Other (Please Explain) Trim branches hanging over the roof.

Applicant(s) Name: Neil Webster
Address: 917 Clayton St
Phone(s): 302 229 4552 Email: _____

Location/address of requested tree work: 917 Clayton St
Tree Location: front of the house

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

Number, species and size* of tree(s) requested to be **pruned****: 1
Reason(s) for pruning request: branches over the roof

Number, species and size* of tree(s) requested for **removal****: ~~1 tree~~
~~to be trimmed~~ N/A

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): D Neil Webster
Applicant: D Neil Webster

Submit form to: City of New Castle, 220 Delaware St, New Castle, DE 19720; or Fax to 302-322-9814; or scan and email to: info@newcastlecity.delaware.gov

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

**Please attach the report prepared by an arborist, certified by the International Society of Arboriculture or other nationally recognized tree research, care and preservation organization, stating and certifying the reason(s) for the tree work.

Documentary photographs are required for all removals.

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

Company: _____ Phone: _____

Signed: _____ Certification: _____

City use only: **Reset Form** **PRINT**

File Number: _____

Inspection Date: _____ DBH: _____ Condition: _____

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

Denied: _____ Initials: _____ Comments: _____

Inventory updated: initials: _____

City Administrator's Authorization: _____

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2023 Google
Google Maps

CITY OF NEW CASTLE
'25 OCT 10 PM

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: 10-2-2025

File Number: 2025-36

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

Applicant(s) Name: CONSTANCE HURD
Address: 113 BALDT AVE. HISTORIC NEW CASTLE
Phone(s): 302-322-3286 Email: HNEWCASTLE@AOL.COM

Location/address of requested tree work: 113 BALDT AVE. HISTORIC NEW CASTLE
Tree Location: _____

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

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**:** 1 TREE

Reason(s) for removal request (Please fill out your selection of replacement tree(s)): _____
TREE IS BURNT & MAY BE DEAD

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): Constance Hurd

Applicant: CONSTANCE HURD

Submit form to: City of New Castle, 220 Delaware St, New Castle, DE 19720; or Fax to 302-322-9814; or scan and email to: info@newcastlecity.delaware.gov

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

**Please attach the report prepared by an arborist, certified by the International Society of Arboriculture or other nationally recognized tree research, care and preservation organization, stating and certifying the reason(s) for the tree work.

Documentary photographs are required for all removals.

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

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Company: _____ Phone: _____

Signed: _____ Certification: _____

City use only: **Reset Form** **PRINT**

File Number: _____

Inspection Date: _____ DBH: _____ Condition: _____

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

Denied: _____ Initials: _____ Comments: _____

_____

Inventory updated: initials: _____

City Administrator's Authorization: _____