

**Tree Advisory Commission
Community Room
New Castle City Police Station
1 Municipal Blvd., New Castle, DE 19720
Monday, July 6, 2026 – 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:

New Business/New Applications:

1. 2026-06 – 301 W 7th St – John Di Mondì – Planting permit.
2. 2026-07 – 3 William Penn Square – Robin Couch – Removal or pruning permit.
3. 2026-08 – 24 E 6th St – Renee Rousseau – Pruning permit.
4. 2026-09 – 17 E 2nd St – Phee Price – Pruning permit.

Member Comments/Discussion:

1. Budget Report.
2. 2026 Planting Plan.
3. Street Tree Pit Maintenance
4. Digital Tree Inventory

Miscellaneous:

Posted: 6/29/2026

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 July 6, 2026 at info@newcastlecity.delaware.gov.

MINUTES
City of New Castle Tree Advisory Commission
March 2, 2026 – 5:00 p.m.
1 Municipal Boulevard

Members Present: Edward Ryan, Chair
Art Walker
Linda Suskie

Absent: Wolcott Davis
Alice Riehl

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 – February 2, 2026

It was noted that a quorum of commissioners was not in attendance who were present at the February 2, 2026, TAC meeting.

A motion was made by Mr. Ryan to table the February 2, 2026 minutes to the April 2026 meeting due to a lack of a quorum of members in attendance. The motion was seconded by Mr. Walker and was unanimously passed.

Public Comment

Car Benson

Mr. Benson stated that he had submitted a Tree Application; however, it was not submitted in time to be included on the Agenda for the March 2, 2026, meeting. In response to Mr. Benson's request to explain his application, Mr. Ryan gave Mr. Benson permission to explain this issue.

Mr. Benson explained that 10 branches from a White Pine tree on his property fell into Callahan Alley (aka Heidi's Alley). He reported the branches to Public Works and was told they would clear them from the alley. Mr. Benson contacted several tree contractors to have other loose limbs still hanging in the tree removed, and received several estimates of approximately \$2,000.00. Mr. Benson asked the Commissioners if the City would be willing to assist with the cost of removing those limbs.

Ms. Suskie read sections of the City Code, noting that §210.9 states "every property owner is responsible for maintaining trees on their property in a safe and healthy manner and to keep trees properly trimmed and pruned so as to avoid hazards to persons, property and other vegetation" and 140-15.D states "homeowners must keep trees trimmed so no branch hangs less than 7' above any sidewalk".

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March 2, 2026

Mr. Benson said that he read that if branches overhanging a neighbor's property fall onto that neighbor's property the neighbor is responsible for clearing them, which led him to think the city might assist with the cost of removing the limbs still hanging loose in his tree.

After discussion Mr. Ryan concurred that removal of the loose branches is Mr. Benson's responsibility.

Old Business

Grants – Mr. Walker stated that the deadline for applying for the Delaware Forest Service Urban & Community Forestry Grant through the Department of Agriculture passed before TAC could submit an application. Mr. Ryan stated that he will tickle the 2026 calendar as a reminder in the fall to submit the application on time.

Beautification Committee – Mr. Ryan stated that he asked for clarification of what Ms. Tantillo specifically wanted the TAC to do regarding the Beautification Committee; however, he had not received a response from her yet. Discussion of the Beautification Committee will be removed from the Agenda for the April meeting.

Monthly Report – Mr. Ryan stated that during the monthly meeting with Ms. Tantillo:

- Discussion of the updated Tree List was to be added to the TAC Agenda.
- TAC requires assistance from Public Works to remove six trees on Delaware Street. Mr. Ryan will follow-up on this.

Old Applications

There were no old applications to review or discuss.

New Applications

No new applications were submitted.

Member Comments/Discussion:

Budget Report

In Ms. Riehl's absence, Mr. Ryan noted that \$125 for security was spent in the last month, leaving a budget balance of approximately \$27,000.00. He noted that \$10,000 had been added to the budget for the potential removal of six (6) Sycamore trees on 6th Street.

Mr. Ryan will present the TAC Annual Report to City Council at the March 10th Council meeting. He opined that no additional funding would be requested.

2026 Watering Plan / 2026 Planting Plan

Mr. Ryan reviewed the Tree Inventory and noted that approximately 80 trees are being watered. During discussion, Mr. Lehr opined more trees could be planted and watered in the fall if TAC has an outside watering source.

Regarding tree planting, Mr. Ryan noted that getting tree pits ready for planting is still an issue; noting that Mr. Davis had stated the cost of this work would have to come from the TAC budget. Mr. Ryan also stated that he was not certain if the volunteers who previously assisted with this

Tree Advisory Commission
March 2, 2026

work are licensed and insured, which would be a city requirement for hiring them to continue with tree pit preparation and/or work. A discussion of tree pit preparation ensued.

Mr. Ryan stated that he drafted an article for The Weekly to remind residents that new trees would be planted. A discussion of the amount and number of times each week the trees need to be watered ensued.

Mr. Ryan stated that 14 trees will be planted in the spring. Eight (8) will come from the Read House and six (6) were ordered from Gateway. Mr. Ryan explained the locations and species where those trees will be planted.

Ms. Suskie reviewed the City Tree List and recommendations for removing and adding specific species, noting that the list should be updated every few years. Mr. Lehr made several recommendations. During discussion Ms. Suskie noted that she will be doing a presentation for Master Gardeners on street-side trees. Mr. Ryan commended Ms. Suskie on her work on the Tree List. Mr. Lehr opined that regardless of whether a homeowner chooses a particular species the final decision of what tree is planted should rest with TAC. Ms. Suskie concurred. Mr. Lehr also opined that blocks should include clusters of like trees rather than a large variety of species.

Further discussion of the Tree List was deferred to the April meeting.

Mr. Lehr recommended that TAC research the cost of prepping and/or creating tree pits.

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

A motion to adjourn was made by Ms. Suskie and seconded by Mr. Walker. The motion was unanimously passed and the meeting adjourned at 6:05 p.m.

Respectfully submitted,

Kathleen R. Weirich
City Stenographer

MINUTES
City of New Castle Tree Advisory Commission
May 4, 2026 – 5:00 p.m.
1 Municipal Boulevard

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

Also Present: Norman Lehr, Gateway Consultant
Milt Draper, City Code Enforcement Officer

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

Minutes

March 2, 2026

A motion was made by Ms. Suskie to table the minutes of the March 2, 2026 meeting as presented. The motion was seconded by Mr. Walker and was unanimously passed.

April 6, 2026

A motion was made by Ms. Riehl to approve the minutes of the April 6, 2026 meeting as amended. The motion was seconded by Ms. Suskie and was unanimously passed.

Public Comments

There were no comments from the public.

Old Business/Tabled Applications/Old Applications

2026-02 – 55 The Strand – Howie Cohen – Tree Planting Request

Mr. Ryan stated that a tree was planted and the application could be closed.

A motion was made by Ms. Riehl to close Application 2026-02. The motion was seconded by Mr. Walker and was unanimously passed.

ACTION: Application 2026-02 can be closed.

New Business

2026-04 – 36 W 7th St – Paola Ciskanik - Removal & replacement request

An application was submitted to remove a Bradford Pear tree at 36 West 7th Street and have a replacement tree planted.

Ms. Ciskanik explained that the tree appears to be dead. She added that it is in the power lines. Ms. Riehl and Mr. Ryan stated they had inspected the tree and concurred that it does not look healthy and are in favor of approving the application. During discussion it was noted that a

better location for the replacement tree would be in front of her house farther down the street toward Tremont Street.

A motion was made by Ms. Riehl to approve Application 2026-04 to remove a Bradford Pear tree at 36 West 7th Street and replace it with an appropriate species. The motion was seconded by Mr. Davis and was unanimously passed.

ACTION: Add removal of a Bradford Pear Tree located at 36 West 7th Street to the City Tree List for Removal. A replacement tree will be planted farther down the street toward Tremont Street when available.

The Commissioners explained that it may be some time before a replacement tree is available for planting, and various species for the replacement tree were discussed.

Member Comments/Discussion

Budget Report

Ms. Riehl stated that Ms. Delgado informed her that no disbursements were made from the TAC budget in April.

Current Balance:	\$26,627.80
Committed Funds for Unpaid Invoices:	(\$ 9,665.23)
Trees on 6 th Street:	(\$10,000.00)
Remaining Balance:	\$ 6,962.57

2026 Planting Plan

Mr. Ryan reported that the Miller crew planted and/or removed 30 trees. He added that 22 trees were planted: 14 trees were received from Gateway, and eight (8) of them were from in the Reed House Garden. Additionally, six (6) trees were put into the Reed House Garden.

Ms. Suskie reminded the Commissioners that trees for the fall planting must be ordered by July 4th. She suggested that the \$6,000 in the budget be utilized for that purchase. Mr. Ryan questioned whether additional trees need to be ordered at this time. Mr. Lehr opined that four (4) trees may not be ready for fall planting; noting that the Cherry trees are quite small and the two (2) Red Bud trees are not suitable as street trees.

In response to a question from Ms. Riehl, Mr. Ryan stated that there are approximately six (6) applications for which new trees have been promised. Ms. Riehl suggested that the TAC budget balance be used to purchase trees to fulfill that obligation. Mr. Lehr suggested that funds could be deposited with Gateway for future tree purchases, and the cost of tree pit preparation and planting could come from the new budget. Mr. Ryan stated that purchasing additional trees should be postponed until the locations where they will be planted has is determined.

Ash Tree Treatment Plan

Mr. Ryan reported that Bartlett Tree submitted an estimate of \$4,320 to treat 10 Ash trees between June 8th and July 4th. Mr. Ryan noted the locations of the 10 trees. The locations will be verified to ensure that the Ash tree located at 24 East 3rd Street is included in the estimate. It

was also noted that this would further reduce the remaining balance of the TAC budget to \$2,642.57.

A motion was made by Ms. Riehl to recommend that the City accept the proposal from Bartlett Tree for Ash Tree treatment for an estimated cost of \$4,320, and that Bartlett begin the work as quickly as possible. The motion was seconded by Mr. Ryan and was unanimously passed.

Mr. Ryan stated for the Record that the Commission approved the expenditure of \$4,320 for Ash Bore Treatment with Bartlett Tree Service to include the Ash tree located at 24 East 3rd Street.

2026 Watering Plan

Mr. Ryan reported that the watering bags are all on the trees and watering has commenced. Public Works is watering approximately 65 trees and an appeal has been made to residents via a letter in The Weekly to fill the bags in front of their homes. He opined that the bags are not being filled very thoroughly. He distributed leaflets to be distributed to all residents who have a green tree bag explaining the need to have new trees watered regularly and including other information such as how to fill the bags correctly and how often they should be filled. Each Commissioner will distribute leaflets in their locale.

In response to a comment from Ms. Suskie, Mr. Ryan explained that watering bags with a red sticker on them is an indication to Public Works that the resident has agreed to fill that watering bag.

Digital Tree Inventory

Mr. Walker made a presentation on how the City trees can be digitally inventoried using an APP. Mr. Walker has spoken to Ms. Tantillo for approval to have access to the City GIS system for this project. He stated that he can start the project; however, his term on TAC is ending next year and others will need to continue the process. Mr. Walker explained that this will be a living project and anyone can add data to it. He also noted that volunteer assistance in logging street trees for which Tree Applications have been submitted would be a great help in speeding up the timeline. Ms. Riehl volunteered to help Mr. Walker when the project can be started.

Mr. Ryan will inform Ms. Tantillo that the Digital Tree Inventory has been discussed and recommend that the City move forward with Mr. Walker's proposal.

Street Tree Pit Maintenance

Mr. Ryan stated that going forward, funds from the TAC budget will be required to hire a vendor to create and maintain tree pits. It was proposed that Antonio Landscaping be hired to weed, mulch, and maintain the tree pits on Delaware Street from 4th Street to The Strand. Antonio's would charge an hourly rate for this work. Ms. Riehl recommended that the hourly rate be determined. A discussion of who is responsible for maintaining the tree pits ensued. It was suggested that the vendor that grinds the stumps be required to level the tree pit area as part of their contract. Mr. Ryan will include this recommendation in his next report to Ms. Tantillo.

Ms. Suskie also noted that if a removed tree is not replaced the tree pit needs to be bricked in.

Tree Advisory Commission
May 4, 2026

Report from Mr. Lehr

Mr. Ryan explained that Zelcova trees were planted on Delaware Street between 6th and 7th Streets. Mr. Lehr reported that he inspected six (6) Zelcova of the trees on Delaware Street between 6th and 7th Street. Two (2) are green to the scratch test and the others are not. He also inspected City Sprite trees in other areas of the City and one near Dewey Park on 2nd Street is not doing well. The City Sprites near the Church and on 5th Street are all looking fine. Mr. Lehr did not recommend any action at this time.

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

A motion to adjourn was made by Ms. Riehl and seconded by Mr. Walker. The motion was unanimously passed and the meeting adjourned at 6:15 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: 2026 06

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

Applicant(s) Name: john di mondi
 Address: 301 west 7th st
 Phone(s): 3284148 Email: johndimondi1@outlook.com

Location/address of requested tree work: _____
 Tree Location: 301 west 7th st

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

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: _____
john di mondi owner

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): john di mondi
 Applicant: john di mondi



← 301 W 7th St 🔍 ✕

← Share ✕

301 DE-9
New Castle, Delaware
📍
Google Street View
Sep 2023 See more dates



Google Maps

Street View Sep 2023 © 2024 Google



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

CITY OF NEW CASTLE
26 MAY 29 AM 11:47

File Number: 2026-07

Date of Request:

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

Applicant(s) Name: Robin Couch

Address: 3 William Penn Square

Phone(s): 302-465-2477 Email: Ladye 478@gmail.com

Location/address of requested tree work: Same

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****: _____

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

branches leaning on house roof & siding

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): Robin E. Couch

Applicant: _____



Unable to locate current picture. Street view has house blocked out of picture.

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: _____



Google Maps



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: 2026-09

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

Applicant(s) Name: Phae Price
 Address: 17 East 2 St
 Phone(s): 303-490-5930 Email: phaeprice@gmail.com

Location/address of requested tree work:
 Tree Location: Directly in front of house

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

Number, species and size* of tree(s) requested to be pruned**: 1 Sycamore

Reason(s) for pruning request: tree is resting on the roof and request that at least that part be trimmed

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): Phae Price
 Applicant: Phae Price

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.)

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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: _____

