

January 28, 2009 - Meeting Cancelled

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
February 25, 2009 – 7:30 P.M.**

Members Present: Mary Dresser Brad Botchlet Anne Harnish

Others Present: Diana Hallman

1. Call to Order - The meeting was called to order at 7:30 p.m. by Mary Dresser.

2. Citizens' Comments – None

3. Minutes of November 19, 2008 – Brad Botchlet made a motion, seconded by Anne Harnish and passed unanimously to approve the minutes of November 19, 2008. There was lengthy discussion pertaining to whether or not this Tree Committee is effective in presenting our plan review related concerns to the Planning Commission as well as to the Borough Council. Discussions related to whether or not our comments are actively reviewed, discussed, passed on to developers, and/or met with response also occurred. It is the feeling of several committee members that plan comments are not always included, when appropriate, as conditions to be met by developers. Discussion also targeted participation at Planning Commission and Borough Council meetings as a method of follow-up on committee concerns.

4. Web Page Updates – The Tree Committee took a final look at the Strasburg Street Tree List making a few changes. Anne Harnish suggested adding a link to the Arbor Day web site in order to aid those who would like to have a tree planted. From this link they could access photos and descriptions for each of the recommended varieties. The tree members agreed this was a great idea, so Anne will complete and pass her information on to Christine Drennen to transfer the information to the Borough's tree web page.

5. Tree Request – Paul & Joyce Akins, property owners at 200 Lancaster Avenue requested 4 trees to be planted through the Street Tree Program for various reasons, as stated in a letter to the Tree Committee. The Tree Committee would be happy to plant the maximum of two trees as stated on the Request Form. Diana Hallman was asked to wait a few weeks to see if there is any more interest in the Spring planting before calling the Akins and asking them to wait until Fall. Brad suggested either the Red Maple or the Sugar Maple as good choices for the Akins property.

6. Fall Planting – At present, there is only one request (see above) for trees for the spring planting, therefore, after much discussion, unless several more requests come in before our next meeting, the Tree Committee will not hold a street tree planting in Spring. Instead, efforts will be put into promoting the Street Tree Program as a whole as well as the Fall planting. Suggestions to be researched concerning promotion of the program included:

§ advertising in the Strasburg Weekly News, the Lancaster Newspapers or Engle Publishing (Merchandiser)

§ an article in the yearly Newsletter

§ go door to door with 3 x 5 cards - Diana will check with Chief Echternach on the specifics

§ advertise on the water/sewer bill - Diana will check with Lisa on this being a possibility

Mary asked Anne if she would write a targeted outline for the promotion. Anne will present the outline at the March meeting.

6. Other Business –

Brad Botchlet stated that another Mountain Laurel needs to be replaced at the Square during Spring Planting due to damage sustained during the New Year's Eve Celebration. Also, there was concern about the benches being moved in front of Mrs. Penn's shop. For a little protection, Mary suggested that a border of lirioppe surround the annuals. Detailed discussion and planning of the square plantings will occur at the March meeting.

7. Citizens' Comments – None.

8. Adjournment – A motion was made by Brad Botchlet, seconded by Anne Harnish, and passed unanimously to adjourn the meeting at 8:53 p.m.

Respectfully Submitted,
Diana L. Hallman
Borough Clerk

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
March 25, 2009 – 7:30 P.M.**

Members Present: Mary Dresser Brad Botchlet Dale Kaufman Anne Harnish

Others Present: Diana Hallman

1. Call to Order - The meeting was called to order at 7:30 p.m. by Mary Dresser.

2. Citizens' Comments – None

3. Minutes of February 25, 2009 – Brad Botchlet made a motion, seconded by Dale Kaufman and passed unanimously to approve the minutes as corrected.

4. Strasburg Square Beautification Ideas for Spring – The Tree Committee choose May 20, 2009 at 5:30 as a working meeting at the Square instead of the scheduled May Tree Committee Meeting. Mary Dresser will work up a list of plants to be purchased for the Spring planting and bring to the April Tree meeting. Mary suggested planting Hosta and annuals with Liriope as a border. Brad suggested more sun loving plants, like New Guinea Impatiens, and Dale suggested Snow Drops, Aconite, Crocus, and Daffodils. Diana Hallman will print posters promoting participation from friends, neighbors, and students looking for community service at the Spring planting.

5. Door-To-Door Tree Planting Solicitation – Dates and Times – Diana checked with Chief Echternach on the specifics and he does not have a problem with the committee members going door-to-door because they are part of a government entity. He suggested that Lisa Boyd be made aware of their plans. Lisa said to present the idea along with possible dates and time to Council for their approval. The committee will present this information to Council at the end of the Summer.

6. Fall Planting Promotion Outline – Anne Harnish presented fall planting publicity ideas. The goal is ultimately to have more trees planted in the Borough using news media publicity and community outreach. A brief description of outline follows: Anne Harnish presented her targeted outline for the promotion as follows:

- § **Strasburg Weekly News, & Engle Publishing (Merchandiser)** - run a feature story about the Tree Planting Program. Dale suggested sending a picture of the Spring Beautification Day along with the write up
- § **Lancaster Newspapers – Intel, New Era or Sunday News** – feature a story about the Square Beautification Day and promote the fall planting within the story
- § **Local TV affiliates (WGAL)** – same as the Lancaster Newspapers
- § **Other Media Outlets** – Lancaster County Magazine and radio stations
- § **Door Hangers** – target the houses that need a tree or two
- § **Fliers** – ask local businesses to hang fliers on windows/bulletin boards, advertising the planting
- § **Direct Mail** – letter or flier to Strasburg residents with details about the planting

§ **Web site** – place a link on the front page of the Borough web page to inform views about the planting. Create a button that says something along the lines of “Get a Tree For \$25.”

§ **2010 Spring Taxes & or Water/Sewer Bill** – inserts

§ **Strasburg Yearly Newsletter** – include an article

7. Other Business – None

8. Citizens’ Comments – None

9. Adjournment – A motion was made by Brad Botchlet, seconded by Anne Harnish, and passed unanimously to adjourn the meeting at 8:50 p.m.

Respectfully Submitted,
Diana L. Hallman
Borough Clerk

STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
April 22, 2009 – 7:30 P.M.

Members Present: Dale Kaufman Brad Botchlet Anne Harnish

Others Present: Diana Hallman

1. **Call to Order** - The meeting was called to order at 7:30 p.m. by Dale Kaufman.
2. **Welcome Tom Commero Jr.** – Diana Hallman reported that Mr. Commero Jr. called to inform Lisa Boyd that there had been a work schedule change that would not allow him to attend the meetings, so consequently there is still an opening on the Tree Committee .
3. **Citizens' Comments** – None
4. **Minutes of March 25, 2009** – Brad Botchlet made a motion, seconded by Anne Harnish and passed unanimously to approve the minutes.
5. **Strasburg Square Beautification Ideas for Spring** – Since Mary Dresser was unable to attend the meeting, Brad talked with her and Mary will get him a count based on last years annuals. Brad brought a book to share with the committee showing examples of different varieties of hanging baskets. Varieties were chose for the four location s at the Square as follows:
The Northeast Corner by the PNC Bank: A Basket “Good Carma”
The Northwest Corner by the Creamery: 2 Baskets “Taste of Tropic,” and Petunias
The Southwest Corner by Mrs. Penn’s Shop: 2 Baskets “Good Carma” and replace the Mt. Laurels with 3 dwarf Rhododendron
The Southeastern by the Old Bank: A Basket “Living on the Edge,” and in the two beds Impatiens and mixed Petunias.
6. **Door-To-Door Tree Planting Solicitation – Dates and Times** – Anne felt they should target Main Street and Miller Street first with door hangers. She suggested maybe a colored picture on the hand out for a small price, and also mentioned that supplies need to be ordered sooner than later. Dale suggested putting the date for soliciting on the June Tree Committee Agenda so it could be brought to the Council. Once approved the Tree Committee would continue working on the advertisings and ordering for the Tree Planting. Anne felt it would be very beneficial to run a story in the newspaper on the value of planting trees. She asked that the committee members be brainstorming on the wording for the Door Hangers and bring to the next meeting.
7. **Newsletter Article 2009** – Diana printed a copy of the Newsletter article submitted in 2008 for the Tree Committee. Anne will have all members email their thoughts on additions or changes to the article. She will compile an article for the 2009 newsletter and members will discuss the article at the Square Beautification on Wednesday, May 20th for finalization in the Newsletter and submit by June 1.
8. **Other Business** – None

9. Citizens' Comments – None

10. Adjournment – A motion was made by Brad Botchlet, seconded by Anne Harnish, and passed unanimously to adjourn the meeting at 8:30 p.m.

Respectfully Submitted,
Diana L. Hallman
Borough Clerk

May 20, 2009 - Square Beautification for Spring

May 27, 2009 - Meeting Cancelled

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
June 24, 2009 – 7:30 P.M.**

Members Present: Mary Dresser Dale Kaufman Brad Botchlet

Others Present: Diana Hallman

1. Call to Order - The meeting was called to order at 7:30 p.m. by Mary Dresser.

2. Citizens' Comments – None

3. Minutes of April 22, 2009 – Brad Botchlet made a motion, seconded by Dale Kaufman and passed unanimously to approve the minutes with one correction: Petunias were planted rather than New Guinea Impatiens.

4. Fall Planting Promotion – Brad suggested that this item be discussed at the next meeting.

5. Tree Requests – Diana Hallman handed in a Tree Request form for Doreen & Peter Fabulian at 26 West Main Street for 2 trees. They like the Accolade Flowering Cherry tree and the Snow Goose Cherry tree, and asked the committee for their thoughts. Diana will call the Fabulians with the Tree Committee's recommendation of two Snow Goose Cherry trees and let them know that someone will be out in August to do the sight visit. The committee will be checking that the lot frontage is 50' or more in order for the Fabulian's to order 2 trees. The committee will also mark the area where concrete is required to be removed in order to plant the tree.

6. Door-To-Door Tree Planting Solicitation – Dates and Times –

June: Mary Dresser will check with Anne Harnish on the amount of time an outside printing company needs for ordering the door hanger/handouts. Brad mentioned that an 8 ½ x 11 threefold could be a possibility as it could be printed here at the office. The following are ideas to be included on the door hangers:

- Picture of a tree
- 3 facts why trees are good for the environment
- Wording suggesting tree types:
“The Tree Committee recommends (leave a blank – to list the tree name and how many recommended) to enhance your streetscape”
- Borough phone number and tree cost
- Wording to encourage calling the Borough to order a tree “sooner rather than later” such as:

“Space is limited, reserve your tree(s) today!”

Main Street and Miller Street are the first two streets targeted for door hangers. The date for soliciting that will be brought before Borough Council is August 26th after a brief 7 pm committee meeting at the Borough Office. Once approved the Tree Committee would continue working on the promotional advertising and ordering for the tree planting.

July:

- Finalize the streets targeted to hang the door hangers

- Finalize the wording for the newspaper article
- Choose a date during the last week in October or the first week in November to plant the trees

August:

- Door-to-Door Solicitation, pending Council's approval – during the door-to-door event a picture will be taken to be used in the newspaper article

September :

- Square Fall Planting – during the planting event a picture will be taken to be used in the newspaper article

October/November

- Tree Planting – The committee reviewed approximate budget limitations for the fall square and tree plantings. The committee had approximately \$1,500 prior to the summer square plantings. The committee must reserve money for the fall square planting. The remaining money is available for ordering trees. The committee asked Diana to provide updated figures for our next meeting. It looks like we may have enough money to purchase and plant 8 or 9 trees.

The committee discussed the need to solicit donations to the tree committee. The committee would like to have more money in order to allow us to continue planting adequate numbers of trees in future spring and fall plantings.

7. Other Business – Diana will check with Lisa Boyd on who is responsible for cutting out existing sidewalk to plant a tree and the guidelines for minimum remaining sidewalk width adjacent to such cutout planter areas. Main and Miller Streets are of specific interest.

Mary mentioned that now may be an opportune time to talk with the Turkey Hill, Market Basket, and Laundromat owners about donating towards planting in the islands created by the 896 Bypass work presently under construction. A mass planting of 'Hameln' Grass, 'Blue Oat' Grass, 'Heavy Metal' Grass, sedums and/or Knock-Out Roses were suggested by the members. Mary said she would be willing to talk with the owners.

8. Citizens' Comments – None

9. Adjournment – A motion was made by Brad Botchlet, seconded by Dale Kaufman, and passed unanimously to adjourn the meeting at 8:30 p.m.

Respectfully Submitted,
Diana L. Hallman
Borough Clerk

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
July 22, 2009 – 7:30 P.M.**

Members Present: Mary Dresser Dale Kaufman Brad Botchlet Anne Harnish

Others Present: Diana Hallman

1. Call to Order - The meeting was called to order at 7:30 p.m. by Mary Dresser.

2. Citizens' Comments – None

3. Minutes of June 24, 2009 – Anne Harnish made a motion, seconded by Dale Kaufman and passed unanimously to approve the minutes.

4. Fall Planting Promotion – Miller Street will be this year's target street for Fall Planting. Any incoming requests will be honored, and if there are more tree requests than budget will allow, those requests will be honored next year. Anne suggested that a picture be taken during the door-to-door tree planting solicitation. The photo and an informational blurb will be sent to the Merchandiser and the Strasburg Weekly News.

Lisa Boyd is waiting on a return call from Eberly on the exact cost to cut out the sidewalk to create a planting pocket for a street tree, remove stone and cover with plywood for safety. It was agreed that the tree committee would provide soil if needed when planting a street tree in a planting pocket. Also, the committee will mark the area where concrete is required to be removed in order to plant a tree, and let the homeowner know that the replacement sidewalk is required to be a minimum of 36 inches wide and a preferred 4' wide.

Brad Botchlet stated that his company, MIKO Landscape: 629-0936 would cut and remove the sidewalk, remove the stone and cover the hole with plywood for an estimated cost of \$250.00. Brad felt three proposals should be found in order to provide the homeowner with some choices about who would be willing to create the planting pocket, since the homeowner would be responsible to pay. Mary will check with Wiker & Son to see if they would be interested in doing this type of work and have their name as one of the approved companies to do this work.

5. Tree Requests – Lynn Underhill, 219 Miller Street; she would like one low maintenance tree. Doreen Lynn & Peter Fabulian, 26 West Main Street, 2 trees. Diana called the Fabulians with the Tree Committee's recommendation of two Snow Goose Cherry trees and let them know that someone will be out in August to do the site visit. As stated above, Mary will also talk with the Fabulians about their responsibility of paying for creating the planting pocket and replacing the sidewalk.

Door-To-Door Tree Planting Solicitation – Upon approval from Borough Council, tree members will hand out Fall Tree Planting hanger/handouts along Miller Street Wednesday, August 26th after a brief meeting at the Borough Office. Mary shared her hand-designed door hanger/handouts. All members were excited by her design, facts given, and invitation to request a tree for \$25. Mary will recreate the drawing, making the few additions and changes agreed

upon by the members. She will then take it to Staples to be printed and the committee members will cut, punch holes and hand hi-light to save on costs.

7. Other Business –

Dale requested that Diana work up a spread sheet with the total dollar amount spent each year by the tree committee , and a list of trees planted each year.

Dale stated that he asked Lisa if a faucet could be installed on the side of the Old Bank in order to provide water for the planting pockets at the square. Lisa is waiting on a cost and date to install from Dick Hershey.

Diana had received a call from Grace Nuss who stated that the tree the committee had planted for her needs trimmed, and due to the cost she was thinking of cutting it down. Brad and Dale will trim the tree for Grace in front of Mrs. Penn's Shoppe and thin both trees; one in front of Mrs. Penn's and at the Old Bank.

Dale would like to see the committee, in the near future, contact all business owners at the Square and talk with them about starting a fund to off set some of the costs involved in making (and keeping) the Square beautiful.

8. Citizens' Comments – None

9. Adjournment – A motion was made by Brad Botchlet, seconded by Dale Kaufman, and passed unanimously to adjourn the meeting at 8:57 p.m.

Respectful ly Submitted,
Diana L. Hallman
Borough Clerk

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
August 26, 2009 – 7:00 P.M.**

Members Present: Mary Dresser Dale Kaufman Brad Botchlet Anne Harnish

Others Present: none

1. Call to Order - The meeting was called to order at 7:05 p.m. by Mary Dresser.

2. Citizens' Comments – None

3. Minutes of July 22, 2009 – Brad Botchlet made a motion, seconded by Dale Kaufman and passed unanimously to approve the minutes as amended.

4. Fall Tree Planting – the committee reviewed information about tree committee budgets and where all trees have been planted since 2000. It was requested that Diana provide the committee with the current dollar amount remaining for 2009 and the costs from last year's fall square planting to decide the maximum number of trees we can plant this fall.

5. Tree Requests – Lynn Underhill, 219 Miller Street; she would like one low maintenance tree. Doreen Lynn & Peter Fabulian, 26 West Main Street, 2 trees. Krieder (need names and address), 2 trees. Before planting it's necessary to confirm with the Fabulians that they are on board with the extra work that must be done, at their expense, to accommodate their tree request.

6. Fall Square Beautification – Diana will forward information about last year's planting (number of mums and asters planted, cost, and locations) to Brad. Brad will order plants. Planting will take place in lieu of the next meeting on September 23, 2009. Anne will bring a camera and "photographer" to take pictures that can be sent to the media for future tree committee publicity. Brad and Dale may also trim the pear trees for Mrs. Nuss at this time.

7. Other Business –

Mary suggested that committee members bring along the street tree inventory during the Miller Street planting promotion. She also showed the committee a street map which showed what areas of Strasburg had been inventoried. This map will be reviewed at a future meeting. At approximately 7:30, the group left the borough office and distributed door hangers on Miller Street. Progress was made from the (west) borough line to Hampden Dr. and 27 hangers were left with homeowners.

Brad and Dale have not yet trimmed pear trees for Mrs. Nuss. They may do this at the September meeting/square planting.

8. Citizens' Comments – None

9. Adjournment – A motion was made by Anne Harnish, seconded by Brad Botchlet, and passed unanimously to adjourn the meeting at 8:41 p.m.

Respectfully Submitted,
Diana L. Hallman
Borough Clerk

September 16, 2009 - Meeting Cancelled

October 14, 2009 - Meeting Cancelled

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
November 18, 2009 – 7:30 P.M.**

Members Present: Mary Dresser Dale Kaufman Brad Botchlet
Anne Harnish Mark Arbogast

Others Present: Diana Hallman

1. Call to Order - The meeting was called to order at 7:30 p.m. by Mary Dresser.

2. Citizens' Comments – None

3. Welcome New Member – Mark Arbogast has many years of Park Management Service with PPL. His experience includes several large landscaping projects and tree plantings. The Tree Committee welcomed him aboard and feels he will be a great asset to the Committee.

4. Minutes of August 26, 2009 – Brad Botchlet made a motion, seconded by Anne Harnish and passed unanimously to approve the minutes.

5. Fall Tree Planting – Mary stated that Friday at 9:00 all should meet at the Borough office and planting will start at the Underhill residence, travel to the Keller residence and finishing up the morning at the Fabulians. Brad said he will not be able to be in attendance at nine, so he will drop the trailer with the 4 trees at 8:00 along the back of the parking lot. Brad feels that extra soil is needed at the Underhill resident. Mary will check to see if there is a need and if so, have the Public Works Department purchase some top soil and mulch for the planting if the Borough does not have any extra.

Duties assigned for Friday Morning:

Tim - pick up the auger, drop trees off at the different locations, and bring along shovels, mulch and top soil if needed.

Diana - pick up apple cider and donuts, make coffee, and give Mary care papers to be handed to the homeowners.

Anne – contact the Advertiser to run an article on the tree planting and bring her camera to the planting

Mary emailed L/S High School to see if the school had any classes that would be interested in doing a field trip and for the class to help plant trees. They do not have the \$235 needed to fund the project this year.

Diana told the members of Lisa's concern about one of the trees to be planted at the Fabulians is over the water line. Lisa said the water line under the tree is the responsibility of the Borough and that she recommends that the tree not be planted over the water line. After much discussion, Diana asked Mary to talk with Lisa about this tree.

6. Tree Grant/s – Diana gave members a copy of the Tree Grant submitted in Oct. After seeing the grant requirements, Mary would like the committee to work on meeting more of the requirements so that the committee has an even better chance of receiving more grants in the

future. Mary would like the committee to advertise and solicit the Street Tree Program to promote more tree plantings in 2010.

7. Street Tree Inventory – Mary would like to see the necessary work done to complete the inventory next year.

8. Other Business – Diana asked members with a term ending 2009 to hand in or email Lisa with their decision. Mark suggested adding pictures of the tree plantings to the Tree Web Page. Anne will scan some of Dale's pictures and send them to Christine. Dale suggested including the Strasburg Street View off Google Earth to show the canopy increase from year to year.

8. Citizens' Comments – None

9. Adjournment – A motion was made by Anne Harnish, seconded by Dale Kaufman, and passed unanimously to adjourn the meeting at 8:54 p.m.

Respectfully Submitted,

Diana L. Hallman
Borough Clerk

December 16, 2009 - Meeting Canceled