

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
January 27, 2010 – 7:30 P.M.**

Members Present: Mary Dresser Dale Kaufman Brad Botchlet
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. Minutes of November 18, 2010 – Dale Kaufman made a motion, seconded by Mark Arbogast and passed unanimously to approve the minutes.

4. Reorganization – Mary was nominated and accepted to continue the position of Tree Committee Chairman, and Dale was nominated and accepted to continue the position of Tree Committee Vice Chairman.

5. Square Clean up – Dale gave his seal of approval for a job well done. Brad Botchlet stated that due to snow removal a rhododendron was lost and two limbs were broken off the pear tree. The committee members appreciated the clean-up efforts, and decided to replace the rhododendron in the Spring.

6. Street Tree Inventory – Mary suggested completing the Street Tree Inventory during evenings over the summer months, so the inventory sheet would be more up-to-date for future Tree Grant application submissions with first concentration on streets that have never been inventoried. Mark Arbogast felt it would be wise to develop a Management Plan to use the \$3,500 Tree Grant money and promote tree planting prior to finishing the street tree inventory.

Members marked their calendars for 2010 Tree events as follows

- April 10th - Spring Tree Planting
- May 22nd - Spring Square Beautification
- August – Door to Door Solicitation to promote Fall Tree Planting
- September – Fall Tree Planting
- November – Late Tree Planting

7. Tree Grant/s –Members agreed that the Management Plan would be the focus of the February and March meetings. A few streets were suggested; Precision Avenue, Clover Avenue, Hampden Drive, and Dale will contact PNC bank to ask them their ideas of including street trees at the bank. Starting at the Square and working out as monies are available was another thought. If this becomes the concentrated area, it was felt that the committee would have the greatest impact by contacting Owners. Mary asked everyone to bring any other location suggestions for a concentrated tree planting to the next meeting.

8. Other Business –

Mark asked if there was still a vacancy on the committee, and suggested Gill Pratt who helped during the fall tree planting. Mary thought that was a great idea and will approach him about becoming a member.

8. Citizens' Comments – None

9. Adjournment – A motion was made by Brad, seconded by Mark, and passed unanimously to adjourn the meeting at 8:56 p.m.

Respectfully Submitted,

Diana L. Hallman
Borough Clerk

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
Feburary 24, 2010 – 7:30 P.M.**

Members Present: Mary Dresser Dale Kaufman Brad Botchlet
Mark Arbogast

Others Present: None

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 January 27, 2010 – A motion was made and seconded - the committee unanimously approved the minutes.

4. Tree Grant/s –Members discussed potential street tree locations if the Grant is awarded to the Borough. Notification will be made in March. The committee decided that the targeted planting area will be the first blocks North, South, East and West of center square. Committee members will review the existing conditions along the areas to further define specific street tree location possibilities. Property owners will be approached about participating in our street tree program. A discussion concerning how to approach rental properties determined that we may need office assistance in providing names and phone numbers.

Dale will contact the PNC Bank concerning their participation in the program for their frontage along North Decatur – both east and west sides.

Mark initiated discussion of a management plan for the use of potential grant monies. The committee determined the following priorities:

1. Decide on actual street tree locations. (Determined by application or solicitation).
2. Determine potential sidewalk removal costs – if any.
3. Determine number of trees able to be purchased with remaining money.

Discussion will continue at the March meeting.

5. Square Clean up – Brad Botchlet stated that due to snow removal a rhododendron was lost. The committee members discussed the loss of the rhododendron and whether or not the shrub should be replaced. Shrubs in the planters located on the Southwest quadrant of the square may be damaged recurrently, each winter. The committee will consider planting other “snow-tolerant”, forgiving, plant materials rather than replace the rhododendron. Ornamental grasses or larger annuals were discussed. A decision will be made with the ordering of the spring plants.

6. Final Land Development Plans for 44 Strasburg Associates, LLC, Hampton Inn - The committee understood that this plan has not yet been officially submitted for review. However, the committee looked at the plan that was available and found it, in its present form, to adequately address landscaping requirements in the area of the new parking lot. The committee

commented that the proposal for the over all property looks nice. The plan and design of the rain gardens in the hotel area are appreciated.

The committee would like to see a note added to the plan stating some form of the following: All tree plantings and landscaping, as illustrated on approved, recorded plans, must be installed completely before a certificate of occupancy is issued.

8. Other Business –

Gill Pratt is being approached about filling the committee's vacancy. Mary will continue to try to contact him.

Charter – the lack of screen planting along the rear of the North Decatur properties was discussed. The committee is concerned with the lack of progress in this area.

Sidewalk - The committee discussed the situation related to the existing mature tree located at the parking lot access drive into Post Office and proposed sidewalk installation. Due to observations by Brad, during construction, it was the consensus of the committee that the tree should be removed.

A new street tree will perform better and be more aesthetically pleasing in the long run.

8. Citizens' Comments – None

9. Adjournment – A motion was made, seconded and unanimously passed to adjourn the meeting at 8:56 p.m.

Respectfully Submitted,

Mary Dresser

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
March 24, 2010 – 7:30 P.M.**

Members Present: Mary Dresser Dale Kaufman Brad Botchlet
 Mark Arbogast Gil Pratt

Others Present: Diana Hallman

1. **Call to Order** - The meeting was called to order at 7:30 p.m. by Dale Kaufman.
2. **Citizens' Comments** – None
3. **Minutes of February 24, 2010** – Brad Botchlet made a motion, seconded by Mark Arbogast and passed unanimously to approve the minutes.
4. **Tree Grant/s** – Brad asked if there was any word on the awarding of the PA Community Forests Tree Grant. Diana Hallman said the Borough Office did not receive a call as of yet, so she will contact their office to check on its status. Gil Pratt asked if there was anything written in the building permit for Keystone Custom Homes that stated when trees were going to be planted, with the thought that this could be a target area for tree grant monies. Diana will check with Lisa Boyd on Keystone's intentions and report at the next committee meeting. Further discussion of grant monies will continue at the April meeting.
5. **Other Business** – Brad mentioned that there is prep work that needed to take place prior to the spring planting, so April 10th at 9:00 members will meet at the Square for spring clean up. Plants for the spring planting will be chosen at the April 28th meeting. Diana will print and distribute posters to advertise for community participation at the Square planting May 22nd starting at 8:00. Members will continue to water the plants and maintain the planting pockets at the Square sharing dates through the summer and into the fall. Mark Arbogast mentioned that the benches at the Creamery needed stained and Dale stated that they were owned by the Creamery and are somewhat beyond our jurisdiction. We could recommend periodic maintenance.
6. **Citizens' Comments** – None
7. **Adjournment** – A motion was made by Dale, seconded by Brad, and passed unanimously to adjourn the meeting at 8:27 p.m.

Respectfully Submitted,

Diana Hallman

STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
April 28, 2010 – 7:30 P.M.

Members Present: Mary Dresser Dale Kaufman Brad Botchlet
 Mark Arbogast Gil Pratt

Others Present: None

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

2. Citizens' Comments – None

3. Minutes of March 24, 2010 – A motion was made by Dale and seconded by Mark to approve the Minutes of March 24th - the committee unanimously approved the minutes.

4. Tree Grant – Receipt of the Tree Grant: Members discussed the receipt of the tree grant. The committee discussed the following list of items requiring completion that needs to be attended to, as identified in the award letter:

- a. Project Description – Exhibit 5 – We must describe proposed use of the grant money.
Brad suggested: Website improvement, advertising, planting trees, etc.
- b. Planting Plan – Exhibit 6 – We must elaborate in more detail.
- c. Tree Ordinance – it appears as though we must have an Ordinance in place in order to receive any money. Mark will call Julia to ask her the following questions:
 1. Does she have a boilerplate or “dumbed down” ordinance, perhaps two or three page basic ordinance that she can share with us. Discussion continued about the status of our originally submitted ordinance and what lead to it’s demise.
 2. Must we actually have an ordinance in place in order to receive the grant monies? If so: the committee must get to work preparing and then resubmitting a basic ordinance to the Borough Council in the hopes that it will be approved. This time we need to plan and present the ordinance:
 - recognize the need for more trees in the Borough as more and more have been removed along the streets
 - encourage the planting of shade trees along streets

5. Square Planting – The planting date is May 15 @ 8 AM. Brad brought plant catalogues from which the committee chose the following:

- a. PNC: Verbena blend
- b. OLD BANK: New Guinea Impatiens
- c. CREAMERY: New Guinea Impatiens
- d. HANGING BASKETS: Potato Vine, Magenta Impatiens

We will need to buy more soil for the baskets

The committee discussed asking Diana to create a spread sheet for the money spent on flowers in the past in order to keep a record each year.

8. Other Business – None

8. Citizens' Comments – None

9. Adjournment – A motion was made, seconded and unanimously passed to adjourn the meeting at 8:56 p.m.

Respectfully Submitted,

Mary Dresser

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
May 26, 2010 – 7:30 P.M.**

Members Present: Mary Dresser Brad Botchlet Mark Arbogast Gil Pratt

Others Present: Lisa M. Boyd, Borough Manager

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

2. Citizens' Comments – None

3. Minutes of April 28, 2010 – Brad made a motion, seconded by Mark and passed unanimously to approve the minutes of April 28, 2010 with the addition of Gil Pratt being present.

4. Tree Grant – Receipt of the Tree Grant:

Mark reviewed the e-mail from Julie Neumyer of the PA Community Forestry Council, dated May 13, 2010 about specific information on the trees to be planted, location, site preparations, who will plant, and ordinance. It was asked within the Committee if the \$800 per year spent on the beautification of the Square was in violation of the match, if so, perhaps in the fall they would not plant the mums. Mark was going to talk with Julia to make sure the Committee does not violate the in-kind match of donations, and get back with the members. It was asked if the \$25 donation requested by the Borough per tree could be waived knowing that some people are on a tight budget, and to encourage homeowners to participate so that the grant funds can be fully utilized. Lisa is going to check on this for the next meeting.

It was agreed that members will do their homework to locate target properties for possible tree plantings on East Main - being canvassed by Brad, North Decatur being canvassed by Mark, West Main to the Swan Motel being canvassed by Dale and Mary, and South Decatur being canvassed by Gil. Property owners will not be approached at this time. It was noted that Miller Street was canvassed last fall. For each property selected, members should confirm the following:

1. Width of property to determine if eligible for 1 or 2 trees (must be at least 50' wide for 2 trees).
 2. What type of sight preparation would be required such as, planting pocket, stump removal, and overhead wires.
 3. Verify that there is sufficient area for trees to be planted within 6 feet of the sidewalk.
- Target properties will be brought to the June 23rd meeting where members will discuss the possible tree varieties per location. A list will be prepared showing property address and 2 tree varieties for the homeowner to choose from. The Committee will be open to other tree requests from homeowners. It was asked if Diana could provide the members with a list showing if the properties are homeowner or tenant occupied. If the property is tenant occupied they would like the homeowner's phone number. Lisa will check with Diana.

5. Old Business – Square Planting – Brad asked that a spreadsheet be kept of the number of plants planted at each Square Planting. At the spring planting 4” pots were planted at the following locations with mulch purchased at Zimmerman True Value to complete the job.

PNC: 30

OLD Bank: 80

CREAMERY: 40

IN HANGING BASKETS: 36

Watering: May 15th – June 23rd (Brad)

June 24th – July 28nd (Mary)

July 29rd – August 25th (Gil)

August 26th – Fall Tree Planting (Mark)

Watering dates work best to be scheduled from tree meeting to tree meeting. Brad observed that the planting needs some fertilizer. So, he will stop at Zimmerman’s and pick up fertilizer, a 50’ section of hose and applicator along with more liners for the hanging baskets. The Committee has its own watering can, and it was noted that the Creamery waters the Borough plants along with their own, so members were asked to check the plants and baskets prior to watering.

8. Citizens’ Comments – None

9. Adjournment – A motion was made by Brad, seconded by Gil, and passed unanimously to adjourn the meeting at 8:36 p.m.

Respectfully Submitted,

Lisa M. Boyd,
Borough Manager

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
June 23, 2010 – 7:30 P.M.**

Members Present: Mary Dresser, Chairman; Dale Kaufman, Vice Chair; Mark Arbogast, Brad Botchlet, Gil Pratt

Others Present: Gail E. Anderson, Acting Secretary

1. **Call to Order** – The meeting was called to order at 7:37 p.m. by chairman Mary Dresser.
2. **Citizens' Comments** – None.
3. **Minutes of May 26, 2010** – On motion by Mark Arbogast, second by Gil Pratt, and passed unanimously, the minutes of the May 26, 2010 meeting were approved as printed.

4. Tree Grant – Additional Info Needed to Flesh Out Application:

Mark reviewed an e-mail from Julia Neumyer of the PA Community Forestry Council, dated June 2, 2010, clarifying that the grant's cash match must be used toward the tree planting; funds used for beautification of Center Square cannot be counted as part of the cash match. Julia also remarked that, if professional help is utilized, in-kind can also be used as part of the match.

With the committee's current budget of \$1,500, less \$700 spent for Center Square this year to date, leaving \$800 cash, plus the estimated \$550 in-kind support, there is a total of \$1,350 of borough money to spend as a match, facilitating a grant of \$2,700. The question of how the in-kind figure was arrived at was raised, and whether it was time to re-evaluate that figure. Gail will ask Lisa how \$550 was determined. Brad inquired about the possibility of asking Borough Council to consider funding the Center Square beautification as its own line item, rather than from the Tree Committee funding, which would free up cash for the grant match. Consensus was that such a line item would most likely not be approved. Dale suggested sticking with \$550 as the in-kind match for this application, but taking a long look at adjusting the figure for later grant applications.

Status of the Ordinance: An ordinance need not be in place to receive grant funds, but our application needs to indicate the status of work toward that reality. Currently, an ordinance has been drafted and was presented to Borough Council, which reviewed but did not adopt it into the Code of Ordinances. Mark's recollection of a recent conversation with Lisa Boyd, who was in attendance at that Council Meeting when the draft ordinance was reviewed, as presented, it would have required too much enforcement responsibility and additional work on the part of borough personnel to justify. Thus, the ball is in the committee's court to review the draft ordinance and revise it as necessary—a project which should perhaps be brought back to the table. Copies of the draft will be provided to all committee members to begin a review.

An extension of the grant window is possible, and perhaps more funding may be available at budget time, but Mary suggested first getting a grasp on the number of desired trees. Brad concurred, and suggested limiting planting expenditures by targeting tree "marketing" efforts to those potential locations assigned a highest-priority. To that end, committee members submitted the results of their survey of several streets to identify locations in need of trees: Mary Dresser,

West Main Street, 32 locations; Mark Arbogast, North Decatur Street, 9 locations; Gil Pratt, South Decatur Street, 3 locations; Brad Botchlet, East Main Street, 12/13 locations; 58 total locations in need of trees. In discussing how many of these locations to pursue, it was determined that with grant funding of \$2,600 we could purchase 13 trees at \$200 each. Brad encouraged the members to go out and personally market trees to property owners (a stock of door hangers will be kept at the borough office for use if property owners are not home when an attempt at personal contact is made), reporting results to other committee members via e-mail to keep a running tally until a total of 13 trees had been “sold.” The borough office will provide property owner contact information for the 58 identified locations. An approach such as this will satisfy the grant’s stipulation that a genuine work list be in place.

Immediate goals on closing out the grant application: 1) Sell trees; 2) Get a “do-able” fall planting list; 3) Fill out specifics on grant application and submit.

5. Waiver of \$25 Donation per Tree:

On motion by Dale Kaufman, second by Gil Pratt, and unanimously approved, the \$25 per tree fee will not be required in this round of tree planting, but donation of that amount will be allowed and encouraged. The question of whether to date these fees have been going into the Borough’s general fund or been credited to the Tree Committee budget was raised. Gail will inquire and report next month.

6. Other Business:

Sidewalk Cuts—Mark inquired about the procedure for sidewalk cuts. While required cuts are included in the tree-planting “contract” with property owners, they do significantly increase the per-tree cost. Borough public works staff can help with making the cuts, but their time would need to be scheduled to do so, not only for staffing but for equipment rental as well. Also, utilities both underground and overhead may have some effect on placement of trees, cuts, and some other unknowns. On suggestion by Brad, the committee reached consensus to approach “no cut” prospects first. Committee members were reminded of the program’s specifications that at least 4 feet of sidewalk width must remain in place after any curb cut, the planting pocket should be no less than 3 feet, and any tree placed on the house side of the sidewalk must be no farther than 6 feet back on the lawn from the house edge of the sidewalk.

Removal of trees at 17 West Main Street—Several committee members expressed displeasure with the removal of two trees from the property at 17 West Main Street. Gail reported that at least one had been removed to satisfy notice from PennDOT to the property owner that it was within the sight triangle for a new commercial driveway being proposed for the building. Brad feels that a tree could be replaced on site that would be located both within 6 feet of the sidewalk edge and outside the sight triangle. It was suggested that the property owner submit a letter confirming PennDOT’s removal requirement, and be urged to replace the tree. Gail will confirm this recollection with Christine Drennen and report at the next meeting.

7. Citizens’ Comments/Adjournment:

There being no further business or citizen comment, on motion by Dale Kaufman, second by Brad Botchlet and unanimously approved, the meeting was adjourned at 8:50 p.m.

Respectfully Submitted,
Gail E. Anderson, Office Assistant

STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
July 28, 2010

Members present: Mary Dresser, Chairman; Mark Arbogast, Brad Botchlet

Others present: Gail E. Anderson, Acting Secretary

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

2. Citizens' Comments – None.

3. Minutes of June 23, 2010 – Mark Arbogast clarified that, in the third paragraph under "Tree Grant," regarding Borough Council's impressions of the draft ordinance, it was not *his* recollection from that council meeting, but rather what he gathered from a recent conversation with Lisa Boyd, who was in attendance at the council meeting when the draft ordinance was reviewed. On motion by Brad Botchlet, second by Mark Arbogast, the minutes of the June 23, 2010 meeting were approved as corrected.

4. Tree Grant:

Gail Anderson reported that upon review by Borough Office staff, there do appear to be additional legitimate expenses that can be added to the previously listed \$550 of in-kind fees. We would be justified in adding approximately 10 hours of administrative staff time @\$20/hour (\$200 total), and approximately 12 hours +/- of public works staff time @\$35/hour (\$420 total).

With adjustments, Brad Botchlet calculates that the committee will have approximately \$2,400-\$2,700 to spend on trees in 2010.

A number of residents have responded to personal contacts by members of the committee and have agreed to tree plantings, as follows:

103 North Decatur Street, contacted by Mark Arbogast. The property owner has some concerns about potential damage to his existing retaining wall. Recommendation: 2 northern red oaks to be planted in spring 2011, with barrier fabric put into place to keep surface roots from penetrating the wall.

39 East Main Street, contacted by Brad Botchlet, requesting 2 honeylocusts. An existing maple stump will need to be ground out, the grindings removed, and soil replaced prior to the planting date; the borough office staff will seek pricing from contractors for that task.

33 West Main Street, contacted by Dale Kaufman. No particular variety selected as yet.

Keller's Barber Shop, 20 West Main Street, contacted by Mary Dresser. The site is hindered by overhead wires, signage, probable underground utilities, and the need for a curb cut. The species of tree (perhaps more columnar in growth) will be determined once a more precise planting pocket has been defined; borough staff will request a PA One Call as soon as possible.

Mary is also working on some design ideas for 108 West Main Street which might include space for 2 trees, probably vase-shaped, but sidewalk cuts would be required.

This makes a total of 8 trees, plus any that have come in to Diana at the front desk, for fall 2010/spring 2011 planting.

5. Budget:

Gail reported that, in answer to a question at last month's meeting, the \$25/tree fees that have been collected to date have been credited back to the Tree Committee account, in offset of actual tree cost.

After brief discussion, on motion by Mark Arbogast, second by Brad Botchlet, and unanimously approved, the Tree Committee will request that \$1,500 of general funding and \$800 for Center Square beautification be included in the 2011 borough budget.

On motion by Brad Botchlet, second by Mark Arbogast, and unanimously approved, the meeting was adjourned at 8:37 p.m.

Respectfully submitted,

Gail E. Anderson
Acting Secretary

STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
August 25, 2010

Members present: Mary Dresser, Chairman; Mark Arbogast, Brad Botchlet, Dale Kaufman, Gil Pratt

Others present: Gail E. Anderson, Acting Secretary

1. Call to Order – The meeting was called to order at 7:32 p.m. by chairman Mary Dresser.

2. Citizens' Comments – None.

3. Minutes of July 28, 2010 – On motion by Mark Arbogast, second by Brad Botchlet, the minutes of the July 28, 2010 meeting were approved as presented.

4. Tree Grant:

To fulfill requirements of the grant application, we will provide Julia Neumyer with details of the number of trees proposed for planting, the locations, and a planting plan with site prep, along with a status report on our ordinance, and a signed final copy of the grant documents.

Gail will check with borough manager Lisa Boyd to clarify how trees and supplies are paid for if the grant is paid on a reimbursement basis.

5. Review of Trees for Upcoming Plantings

Estimated cost for tree requests to date under this grant are:

103 N. Decatur St. (spring 2011 planting)—banner fabric \$82, 2 northern red oaks \$220

39 E. Main St.—stump grinding \$365, 2 honeylocusts \$220

33 W. Main St.—1 Katsura tree \$140, no site prep costs

20 W. Main St.—sidewalk cut \$300, 1 tree (perhaps snowgoose cherry) \$110

108 W. Main St.—2 sidewalk cuts \$600, 2 trees (perhaps zelkova) \$220

285 Wilton Dr.—1 Autumn Flame maple \$110

Total 9 trees + site prep = \$2,367. Planting date is set for Saturday, November 13. All sites will need PA One Call prior to planting date, and in particular 20 West Main Street and 108 West Main Street will need utility review for siting purposes.

In reviewing price quotes for stump grinding, Mark Arbogast expressed concerns about disclaimers on the estimates stating that the grinder may not leave an adequate planting pocket. Brad Botchlet will contact the estimators to clarify what equipment they would use and their true ability to clear an adequate pocket.

6. Other Business

Ownership of the trees in the Center Square planting pockets was discussed, and it was determined that the pockets were installed as part of the Borough's square improvements. As such, it was felt that Borough Council should be made aware of its responsibility for maintenance of the pockets and trees, and that a tree ordinance or more stringent adherence to the sidewalk ordinance may be in the borough's best interest. It was also noted that, had a tree

ordinance been in place, the recent removal of a large Norway spruce from the Swan Hotel property might have been prevented. It was suggested that the borough manager be invited to attend a meeting of the committee before too much revision of the draft ordinance gets under way.

The borough manager will be requested to prepare a letter of reminder to Keystone Custom Homes regarding required tree plantings in the Trails of Strasburg neighborhood, and to follow up on their commitment to fall planting.

Mums will not be planted at Center Square this year; rather, the existing plantings will be pulled up following frost kill and the beds left empty over winter. Some of the bricks at the Square are shifting, and will require maintenance by either the Public Works staff or a contractor, to be determined by borough staff.

On motion by Brad Botchlet, second by Gil Pratt, and unanimously approved, the meeting was adjourned at 8:49 p.m.

Respectfully submitted,

Gail E. Anderson
Acting Secretary

September 15, 2010 - Meeting Cancelled

STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
October 27, 2010

Members present: Mary Dresser, Chairman; Mark Arbogast, Dale Kaufman, Gil Pratt

Others present: Gail E. Anderson, Acting Secretary

1. Call to Order – The meeting was called to order at 7:35 p.m. by chairman Mary Dresser.
2. Citizens' Comments – None.
3. Minutes of August 25, 2010 – On motion by Dale Kaufman, second by Mark Arbogast, the minutes of the August 25, 2010 meeting were approved as presented.

4. Tree Grant:

Julia Neumyer is no longer with the PA Forestry Council, we will need to learn who is now our grant contract. Borough staff are working to finalize the grant paperwork.

5. Review of Trees for Upcoming Plantings

We will need to be careful about positioning of trees at 108 West Main Street to avoid existing signs and growth of branches into the building.

In addition to the tree planned for 33 West Main this fall, owner Joe Neustadter has agreed to a second tree being planted in the spring.

We will have an auger available on Saturday if needed. The borough public works staff will do the required sidewalk cuts at 20 and 108 West Main, and will be requested to pre-dig the holes as much as possible and backfill with loose soil.

The planting volunteers (Mark Arbogast, Gil Pratt, Bill Gretton, Mary Dresser, Brad Botchlet, and borough staff Gail Anderson and Jeff Stoltzfus) will meet on Saturday, November 13 at 8:00 a.m. at the borough office; bring a tarp if you have one. Since Dale Kaufman is unable to attend, he offered to pre-dig the hole for the katsura at 33 West Main Street.

Gil Pratt spoke with Petrone Moye, who has requested 2 trees. She understands that trees provided under the borough's shade tree program must be in front, within 6 feet of the sidewalk, and wants something big to provide shade to the house. Gil informed her that her request will be considered for the spring planting.

6. Developer Commitment to Fall Planting

Borough manager Lisa Boyd has contacted Keystone Custom Homes and Charter Homes about their commitment to planting trees and other landscape screening requirements this season. If she has received no response by Friday, November 12, she will follow up with phone calls.

7. Maintenance of Center Square Planting Pockets

As requested, the public works staff was asked to inspect the bricks at Center Square and arrange for necessary maintenance.

A clean-up session of Tree Committee members will be scheduled to pull the annuals from the pockets and baskets. Discussion of what to plant next year will be taken up in January or February 2011.

8. Other Business

Borough manager Lisa Boyd would like the committee's input on a damage complaint resulting from the milling/paving project recently completed on Beddington Lane. Mr. and Mrs. Will Torres, 115 Beddington, were upset to find that some lower branches on the street side of their goldenrain trees, planted in 2005, had been trimmed off by the paving contractors, and were requesting the borough's support in demanding that the contractor replace both trees with new trees of the same size, which would most likely cost \$1,000 per tree and require removal and replacement of some sidewalk sections. From the photographs, and Mark Arbogast's account of his site visit with the property owner, the committee issued the following statement:

"It does not appear to the Tree Committee as though the damage to either tree is catastrophic. The homeowner was advised on-site that the trees would live, and that additional lower branch pruning would help their appearance. That being said, it is the contractor's responsibility to resolve the issue with the homeowner."

Committee members are reminded that the November and December meetings have been scheduled a week earlier than usual, to avoid conflict with holidays, as follows:

November 17, 2010

December 15, 2010

On motion by Gil Pratt, second by Mark Arbogast, and unanimously approved, the meeting was adjourned at 8:46 p.m.

Respectfully submitted,

Gail E. Anderson
Acting Secretary

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
November 17, 2010**

Members present: Mary Dresser, Chairman; Mark Arbogast, Brad Botchlet, Dale Kaufman, Gil Pratt

Others present: Gail E. Anderson, Acting Secretary

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

2. Citizens' Comments – None.

3. Minutes of October 27, 2010 – On motion by Dale Kaufman, second by Mark Arbogast, the minutes of the October 27, meeting were approved as presented. Brad Botchlet, who was not present at the October 27 meeting, abstained from voting.

4. Tree Grant:

Christine Ticehurst is our new contact person at Pennsylvania Urban & Community Forestry Council, replacing Julia Neumyer. She recently reached out to borough staff to discuss finalizing our grant paperwork.

5. Wrap-Up of Planting Day

Brad Botchlet submitted an invoice from Gault Nursery for the purchase of the trees planted on Saturday, November 13. Many hands made light work, and a total of five trees were planted: two Pacific Sunset maples at 108 West Main Street, two Sunburst honeylocust at 39 East Main Street, and a Sun Valley red maple at 265 Wilton Drive. Volunteers included committee members Mark Arbogast, Brad Botchlet, Mary Dresser, and Gil Pratt, along with Gail Anderson, Bill Gretton, and Will Mullin. We also received assistance from Borough public works employees Ed Zalewski and Jeff Stoltzfus.

Four trees were dug but not planted, and now need to find homes. The katsura intended for 33 West Main Street was not planted because of property owner Joe Neustadter's concerns about space and utility conflicts; Amy Keller, 20 West Main Street, withdrew her request for the Autumn Gold ginkgo on advice from her financial advisor about visibility of her signage; two sugar maples already dug for 108 West Main Street were replaced with the Pacific Sunset variety due to concerns about size at maturity crowding the building. To distribute these trees, the following action will be taken:

First, Dale Kaufman will talk with Joe Neustadter to see if he wants either the katsura or ginkgo, if anything, for his 33 West Main planting site, and report the result to Mary Dresser.

Then, Mary Dresser will talk to Petrone Moye, 204 Tinsmith Lane, to determine if any of the trees remaining would meet her request for a tree.

Then, after determining which, if any, tree(s) Petrone Moye might take, Mary Dresser will contact Andrew & Patricia McGuire, 312 Sunset Avenue, about their request for a red maple, and see if any of our remaining trees would suit their planting site.

Finally, if there are no takers for these trees in this fall planting season, the balled trees can survive over winter if stored in a protected location and heavily mulched, for planting in spring.

There was discussion over whether Bob Cook, property owner at 108 West Main Street, should be asked to pay the cost of the trees planted there, since the Pacific Sunset variety is not specifically on the approved list. By consensus, and particularly in light of Mr. Cook's significant early financial support of the Borough's street tree program, it was decided that if Mr. Cook calls and offers a donation we should accept it, but we won't actively request payment.

6. Other Business

With regard to tree plantings required in new developments in the borough:

- Borough manager Lisa Boyd asked public works personnel to verify that planting being done by Charter Homes at Heritage Strasburg was in the locations specified on the plan. It was Public Works' opinion that the locations were correct, but they did not verify exact species.
- Keystone Custom Homes reported to Lisa Boyd that their planting crew was making its way to Trails of Strasburg within this planting season to fulfill its obligation.

While the Tree Committee did not feel that concerns about these plantings merit review by the Borough engineer, they did request that Lisa Boyd call Charter and Keystone to determine the schedule for completion to the specific species and spacing on the approved plan. Mary Dresser noted that the latest rewrite of the Borough's Subdivision and Land Development Ordinance contains language that planting must be completed before occupancy permits are issued.

The Tree Committee's funding request of \$1,500 for trees and \$800 for Center Square beautification appear to be included in the Borough's draft budget for 2011, which will be voted on by Borough Council at its December 14, 2010 meeting.

Committee members are reminded that the December meeting has been scheduled a week earlier than usual, on Wednesday, December 15, 2010, to avoid conflict with the Christmas holiday.

On motion by Dale Kaufman, second by Gil Pratt, and unanimously approved, the meeting was adjourned at 8:34 p.m.

Respectfully submitted,

Gail E. Anderson
Acting Secretary

December 15, 2010 - Meeting Cancelled