

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
January 23, 2013 – 7:30 PM**

Members present: Mark Arbogast, Brad Botchlet, Mary Dresser, Dale Kaufman, Gil Pratt
Others present: Gail Anderson, Secretary

- 1. Call to Order** – The meeting was called to order at 7:35 p.m. by Chairman Mary Dresser.
- 2. Citizen Comments** – None.
- 3. Minutes** – On motion by Brad Botchlet, seconded by Dale Kaufman, the minutes of the November 28, 2012 meeting were approved.
- 4. Financial Report** – The secretary presented an outline of 2012 expenditures and monies available for 2013. On review, the committee questioned why the amount of grant money being carried over was reduced even though the committee had not spent all of its budgeted borough funding. They also noted that an expense of \$136.74 to Brad Botchlet for trees was actually for perennials at Center Square. Gail will work with Christine Drennen and Lisa Boyd to revise the report for next month's meeting.
- 5. Tree Care Class** – Mark presented a draft program for the April 22 tree care workshop, with the following timeline: "Hold My Hand" (care after a tree is planted), 5 minutes; "Watch Out for That Low Branch" (pruning low branches), 5 minutes; "Mom, I'm Hungry (fertilizing), 5 minutes; "Give Me Some Room" (room for the tree roots), 5 minutes; overview of the borough's tree program and what varieties to use, 10 minutes; and Q&A, 10 minutes. The goal is to start at 7:00 p.m. and finish at 8:00 p.m. The event will be advertised in March, and publicized via the borough website, water bills, signboard, and posters. Grant funds in reserve can be used to pay for the evening's expenses.
- 6. TreeVitalize Grant Application** – Deadline for the spring TreeVitalize application (funding fall 2013) is April 1, 2013. Previously awarded grant funds are not able to be used as a cash match. Committee members should be working to firm up commitments from those residents who have expressed interest in receiving trees, as well as evaluate any site prep needs for each potential site. A suggestion was made to reach out to past tree recipients for their suggestions of other sites in their neighborhoods.
- 7. Old Business** – None.
- 8. New Business** – Mary Dresser read a Christmas note from former secretary Diana Hallman.
- 9. Citizen Comments** – None.
- 10. Adjournment** – On motion by Brad Botchlet, seconded by Mark Arbogast, the meeting was adjourned at 8:33 p.m.

Respectfully submitted,
Gail Anderson, Secretary

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
February 27, 2013 – 7:30 PM**

Members present: Mark Arbogast, Brad Botchlet, Mary Dresser, Dale Kaufman, Gil Pratt
Others present: Gail Anderson, Secretary

- 1. Call to Order** – The meeting was called to order at 7:34 p.m. by Chairman Mary Dresser.
- 2. Citizen Comments** – None.
- 3. Reorganization** – On motion by Brad Botchlet, seconded by Dale Kaufman, Mary Dresser was elected chairman and Brad Botchlet vice chairman for this year. Brad will observe the chairman's duties over the year in anticipation of serving as chairman in 2014. Mary suggested that members take an active role in monitoring the status of committee activities and reporting at the monthly meetings: Mark will keep tabs on the status of tree requests, Dale will monitor budget status, material costs and purchases.
- 4. Minutes** – On motion by Dale Kaufman, seconded by Mark Arbogast, the minutes of the January 23, 2013 meeting were approved.
- 5. Financial Report** – The secretary presented a revised outline of 2012 expenditures and monies available for 2013, reporting that the committee has \$3,496.29 available for trees in 2013, as well as \$800 for Center Square beautification. This spurred lengthy discussion on whether we should apply for additional grant funds or not. Following review of tree requests in hand, on motion by Dale Kaufman, seconded by Brad Botchlet, the committee voted to forgo application for the Spring 2013 round of TreeVitalize grant funding. For this year, the tree request list will be prioritized and we will plant as many as possible with the funds already in hand; some funds will also be used for the tree care workshop. Should the need arise, we can consider applying for grant funds in the Autumn 2013 round.
- 6. Tree Care Workshop** – Mark presented the draft program for the April 22 tree care workshop, with various topics assigned to each member. He asked that the members review their assigned topics and prepare their presentation for review at the March meeting.
- 7. Old Business** – An updated member directory with contact information was distributed.
- 8. New Business** – None.
- 9. Citizen Comments** – None.
- 10. Adjournment** – On motion by Brad Botchlet, seconded by Gil Pratt, the meeting was adjourned at 9:06 p.m.

Respectfully submitted,
Gail Anderson, Secretary

STRASBURG BOROUGH SHADE TREE COMMITTEE
MARCH 27, 2013 – 7:30 P.M.

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

Others present: Gail Anderson, Secretary

Chairman Mary Dresser called the meeting to order at 7:35 p.m. There were no citizen comments to be heard.

On motion by Dale Kaufman, second by second by Mark Arbogast, the minutes of the previous meeting were approved.

Tree Care Workshop Run-Through

The floor was turned over to Mark Arbogast, who led discussion of each member's role and their planned presentation for the Tree Care Workshop scheduled for April 22. Images for inclusion in the Powerpoint slide show will need to be to the secretary by Thursday, April 11. A "dress rehearsal" of the program was scheduled for Thursday, April 18 at 7:00 p.m.

Other Business

Mark submitted a signed tree request from Ronald Bond. He also reported that the trees at Center Square have been trimmed, and that the honey locust "Lincoln" tree has been transplanted to the northeast of the Art Association building and will be staked.

There was no new business to discuss.

On motion by Dale Kaufman, second by Brad Botchlet, the meeting was adjourned at 8:57 p.m.

Respectfully submitted,

Gail E. Anderson
Secretary

April 24, 2013 – Meeting Canceled

May 22, 2013 – Meeting Canceled

STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
June 26, 2013 – 7:30 PM

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

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 – On motion by Brad Botchlet, second by Dale Kaufman, the minutes of the March 27, 2013 meeting were approved.

4. Center Square Beautification:

- A. Hanging Baskets: Mary to purchase 4 hanging baskets. Baskets and plantings should be fertilized. We need to check on fertilizer that had been in storage. One hook needed for the tree in the SW corner. Mark agreed to take care of this.

5. Fall Tree Planting: Scheduled for Saturday November 16, 2013 with Saturday November 23 as a rain date. Mark your calendars! Tree list should be updated. It was noted that we would like to plant a tree in memory of Diana. This would be one of the approved trees to be planted along Precision Avenue. Dale will look into information on ordering a plaque. The bronze plaque could be similar to those used in the Strasburg Community Park.

6. Other Business:

- A. Street Light Bases at the Square – Bricks that are covering the bases are loose and should be repaired.

7. New Business

8. Citizens' Comments – None.

9. Adjournment – A motion was made by Dale Kaufman, seconded by Brad Botchlet, and passed unanimously to adjourn the meeting.

Respectfully submitted,
Dale Kaufman for Gail Anderson, Secretary

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
July 24, 2013 – 7:30 PM**

Members present: Mark Arbogast, Brad Botchlet, Mary Dresser, Dale Kaufman, Gil Pratt
Others present: Gail Anderson, Secretary

1. Call to Order – The meeting was called to order at 7:39 p.m. by Chairman Mary Dresser.

2. Citizens' Comments – None.

3. Minutes – On motion by Mark Arbogast, second by Gil Pratt, the minutes of the June 26, 2013 meeting were approved.

4. Center Square Beautification:

The new hook for the tree on the SW corner has been installed. The empty baskets and fertilizer have been located, but considering the late date Mark and Gil will purchase 4 established baskets from a local greenhouse and hang them. Brad noted that, when it comes to watering, if the soil is cool and wet to the touch there is no need to water.

5. Fall Tree Planting:

The tree request list was reviewed and prioritized, and there are 14 trees on the list for the fall planting scheduled for Saturday, November 16, 2013. Discussion of the need for additional planting help generated several suggestions, including using available funds to pay for helpers, either borough public works staff, landscape professionals, or others from the community.

The committee discussed the extent to which its available funds could and should be used for removal of old and decaying trees. Concern was raised that paying to remove existing trees will increase the “cost per unit” of each tree the committee plants, and thus significantly reduce the number of trees we’d be able to purchase. By consensus, the committee agreed that, aside from the assistance with tree removal already offered to a property owner on Main Street, from this point forward the actual removal of trees will be the responsibility of the property owner. The committee will continue to fund such site preparation as curb cuts, planting pocket enlargement, etc.

6. Other Business – None.

7. New Business – An Urban Tree Canopy Survey request from a student at Virginia Tech was reviewed and our answers noted. A majority of the questions were not applicable to our situation.

8. Citizens' Comments – None.

9. Adjournment – The meeting was adjourned at 8:52 p.m.

Respectfully submitted,

Gail Anderson, Secretary

August 28, 2013 – Meeting Canceled

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
September 25, 2013 – 7:30 PM**

Members present: Mark Arbogast, Brad Botchlet, Mary Dresser, Gil Pratt

Others present: Gail Anderson, Secretary

1. Call to Order – The meeting was called to order at 7:39 p.m. by Chairman Mary Dresser.

2. Citizens' Comments – None.

3. Minutes – On motion by Brad Botchlet, second by Mark Arbogast, the minutes of the July 24, 2013 meeting were approved.

4. Center Square Beautification:

Mary noted that it had been a “horrible year” for the annuals. The flowers on the northeast (PNC) corner had lots of foliage but few blooms. Petunias don't do well on the southeast corner, next year we will go with New Guinea impatiens there. If there is money left at year-end, the committee will purchase new basket liners. Gil and Dale will get together to clean out the dead flowers and take down the baskets sooner rather than later, and on tree planting day on November 16 the perennials will be trimmed.

5. Fall Tree Planting:

Brad estimates it would cost anywhere from \$250-\$360 to hire two landscaping workers for a 4-hour stretch during a normal work week. He proposes that we plant as many trees as we can on November 16, and then go to a “Plan B” of hiring of either the public works department or landscapers to complete the fall list.

Gail will call Jim Hallman to find out if Diana had a particular favorite tree that we could plant in her memory along the Precision Avenue lawn frontage. She will also call local schools and check with the police chief to drum up community service volunteers.

6. Other Business – Brad asked for clarification on the use of grant funds for tree removal. The members felt that, if it is allowed by the grant, monies could be spent for that, but Mary suggests that a maximum amount be established so that the committee is not using all its funds in cases where tree removal becomes very involved or expensive.

7. New Business:

It was noted that January 1, 2014 is the deadline for application for Spring 2014 grant funding.

Mark Arbogast thanked the committee and the Borough office for the cards and flowers he received during his recent recovery from surgery.

8. Citizens' Comments – None.

9. Adjournment – On motion by Gil Pratt, second by Mark Arbogast, the meeting was adjourned at 8:52 p.m.

Respectfully submitted,
Gail Anderson, Secretary

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
October 23, 2013 – 7:30 PM**

Members present: Mark Arbogast, Brad Botchlet, Mary Dresser, Dale Kaufman, Gil Pratt
Others present: Gail Anderson, 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 – On motion by Dale Kaufman, second by Gil Pratt, the minutes of the September 26, 2013 meeting were approved.

4. Center Square Beautification – Things are looking good now that the baskets are down and dead flowers and foliage have been cleaned up. The grasses will be left intact until spring, when they can be cut back along with the lirioppe.

5. Fall Tree Planting:

Secretary Gail Anderson reported that she had favorable response to requests for volunteers, and that we might get some students from Lampeter-Strasburg FFA and Willow Street Vo-Tech, a community service youth, and two local residents.

Brad provided a quote of \$1,600 from Susquehanna Arborist & Landscaping to do site prep at 28 East Main, 40 West Main, and 33 North Decatur Streets. On motion by Dale Kaufman, second by Mark Arbogast, it was approved for Brad to contact Susquehanna Arborist and hire them at that price to complete the work prior to the planting date.

Sugar maple was chosen as the tree species to be planted on the borough lawn in memory of Diana Hallman. The borough will pay for a memorial plaque to be dedicated in Spring 2014, as well as a plaque for the Gettysburg Legacy tree planted along the property line between the borough driveway and the Community Park.

The fall planting will be held on November 16, starting at 8:00 a.m. at the borough office. Public Works staff will drop off the trees and mulch at planting sites on November 15.

6. Other Business – None.

7. New Business:

Mary Dresser reported that Borough Council had approved waivers of requirements for green space and street trees for the Sauder's Used Auto Sales plan on North Decatur Street (on site of the former bowling alley), and expressed her disappointment that she didn't lobby harder as a member of the Planning Commission to explain why trees are so important. The waiver is of planting placement, not the requirement to plant; Mary will ask, as she understood the property owners' profession of good faith to include plantings on the site, that they plant something along the street frontage. In a brief review of the plan, Tree Committee members pointed out that trees of moderate size, not just shrubs, could be planted at each front corner of the lot, or perhaps along the north edge. The question of what triggers a request for Tree Committee review of plans was raised.

The Committee decided by consensus to cancel the November and December 2013 meetings, as there is nothing anticipated for the agenda in late autumn.

8. Citizens' Comments – None.

9. Adjournment – On motion by Brad Botchlet, second by Gil Pratt, the meeting adjourned at 8:42 p.m.

Respectfully submitted,
Gail Anderson, Secretary

The November 26, 2013 meeting of the Strasburg Borough Shade Tree Committee was canceled due to a lack of items for the agenda.

The December 18, 2013 meeting of the Strasburg Borough Shade Tree Committee was canceled due to a lack of items for the agenda.