

STRASBURG BOROUGH SHADE TREE COMMITTEE MINUTES
January 28, 2016 – 7:30 PM

Members present: Mary Dresser, Dale Kaufman, Gil Pratt, Curt Reynolds

Also present: Secretary Gail Anderson

1. Call to Order – The meeting was called to order at 7:35 p.m. by Vice Chairman Gil Pratt.

2. Citizen Comment – None.

3. Reorganization – On motion by Dale Kaufman, second by Curt Reynolds, the committee was reorganized with the same slate of officers (Chairman Brad Botchlet, Vice Chairman Gil Pratt) for the year.

4. Minutes – On motion by Mary Dresser, second by Dale Kaufman, the minutes of the September 23, 2015 meeting were approved as printed. On motion by Dale Kaufman, second by Mary Dresser, the minutes of the October 28, 2015 meeting were approved as printed.

5. Finance Report – Year-end report of 2015 expenditures is in preparation. The committee received its requested funding of \$1,500 for trees and \$800 for Center Square beautification in the Borough's 2016 budget.

6. Center Square Update – The alyssum performed beautifully all season. Gil took down the last of the hanging baskets, and they have been put in storage in the borough shed. Dale has 2 other baskets and will bring them in for storage as well. The November cleanup went great, particularly with the help of the hard-working FFA students.

7. Fall Tree Planting – The day got off to a slow start as we waited for the trees to be distributed. In future, perhaps we should go back to having Public Works deliver them on the day before, or do the student tutorial first then deliver trees and work crews to start digging. The 15-gallon tree pots are much easier to handle than the burlap-balled large trees we had been working with, and we should continue with the smaller specimens. The last tree on the borough lawn has been planted, and the ginkgo was staked.

8. Marketing Blitz – We received one response to the banners, and that was from someone who lived outside the borough. We will prepare to do a marketing push in the spring.

9. Other Business – Curt Reynolds reported a conflict with the fourth Thursday meeting date. All members were in agreement that, if it suits Chairman Botchlet, their first choice of alternate date would be the THIRD Thursday of each month, second choice the second Thursday. The secretary will check on room availability and Brad's agreement, and proceed with advertisement of the new schedule.

10. New Business – None.

11. Citizen Comment – None.

12. Adjournment – The meeting adjourned at 8:12 p.m.

Respectfully submitted,
Gail E. Anderson, Secretary

**The February 18, 2016 meeting of the
Strasburg Borough Shade Tree Committee was canceled.**

STRASBURG BOROUGH SHADE TREE COMMITTEE MINUTES
March 17, 2016 – 7:30 PM

Members present: Brad Botchlet, Dale Kaufman, Gil Pratt, Curt Reynolds, Mary Dresser
Also present: None

- 1. Call to Order** – The meeting was called to order at 7:30 p.m. by Chairman Brad Botchlet.
- 2. Citizen Comment** – None.
- 3. Minutes** – On motion by Dale Kaufman, second by Curt Reynolds, the minutes of the January 28, 2016 meeting were approved as printed.
- 4. Finance Report** – Year-end report of 2015 expenditures was distributed. It was noted that the 2016 Budget was fully funded and the donations from 2015 have been carried over.
- 5. Center Square Beautification** – The Square planting was proposed for May 21, 2016 at 8 am with a rain date of May 28, 2016. Dale Kaufman volunteered to do the cleanup this week and to cut back the lirioppe. Due to warmer weather, Gil Pratt and Dale Kaufman agreed to plant pansies in the beds in the Square prior to May 21, 2016. Group flower selection and bed layout will be done by Mary and arranged at the next meeting.
- 6. Spring Tree Planting** – Dale Kaufman requested a Pacific coast maple. Dale Kaufman will get a signed request for a tree planting in front of the Pretzel House. The Committee agreed to pay to grind out the stump in front of the Pretzel House pending the signed request. The tree planting at the Odd Fellows lodge will likely be a fall planting due to the required curb cut. The spring tree planting date was proposed for April 30, 2016 at 8 a.m. The Secretary will make the PA One Calls.
- 7. Spring Marketing Blitz** – The past free tree recipients will be called to see if yard signs can be placed on their property to promote the fall planting. The signs will be placed the same day as the Square planting. The Secretary was asked to identify the acceptable duration for the signs to be placed in the yards.
- 8. Other Business – Rutter’s Waiver Requests** – The waiver requests for Rutter’s were reviewed and the following recommendations were made:
 - 402.03.6 - Recommend waiver be approved. Recommend construction fencing be placed along tree row at the drip line of the trees to protect trees in the tree row during construction
 - 603.09 - Do NOT recommend granting waiver - Tree Committee feels following the ordinance is crucial to site blending into and maintaining the character and feel of properties in the Borough.
 - SALDO Sections 613.03 - Do NOT recommend granting waiver - Subdivision ordinance is subordinate to zoning ordinances so it is not appropriate to grant a waiver through the subdivision ordinance process.
 - 613.02/613.02.3 - Do NOT recommend granting a blanket waiver - Recommend council consider waiving the 6 ft. setback to allow trees to be placed outside easements.
- 9. New Business** – None.
- 10. Citizen Comment** – None.
- 11. Adjournment** – The meeting adjourned at 9:35 p.m.

Respectfully submitted,
Curt Reynolds

STRASBURG BOROUGH SHADE TREE COMMITTEE MINUTES
April 21, 2016 – 7:30 PM

Members present: Brad Botchlet, Mary Dresser, Dale Kaufman, Curt Reynolds
Also present: Gail Anderson, Secretary

- 1. Call to Order** – The meeting was called to order at 7:36 p.m. by Chairman Brad Botchlet.
- 2. Citizen Comment** – None.
- 3. Minutes** – On motion by Mary Dresser, second by Dale Kaufman, the minutes of the March 17, 2016 meeting were approved as printed.
- 4. Finance Report** – Approved as printed.
- 5. Center Square Beautification** – Dale Kaufman and Gil Pratt, with assistance from former committee member Mark Arbogast, did a nice job cleaning up the beds and trimming the lirioppe. They also planted two flats of pansies and mulched.

Mary Dresser will have this year's planting plan ready for the May 21 work session. The layout will be same as last year. Noting that the alyssum did well, Mary will try to get some purple variety for this year. Gil Pratt was assigned the task of taking the baskets and liners to Good Harvest in advance of May 21, to be planted with the same combination of alyssum, begonias, and creeping jenny that did so well last year.

- 6. Spring Tree Planting** –The committee will convene at the Borough Office at 8:00 a.m. on Saturday, April 30 and proceed to plant 4 trees. Brad will deliver the trees to the Public Works shop in advance for them to distribute, along with mulch, ahead of time. Public Works will also be asked to provide topsoil and remove stump-grinding debris if necessary on planting day.
- 7. Spring Marketing Blitz** – Scheduled for May 21-June 21. Proposed banner locations include Swan Hotel, 2 Miller St.; Iron Horse Inn, 135 E. Main St.; Smoker property, southeast corner of N. Decatur St. and Historic Drive. The secretary will prepare a list of poster locations for the May 19 meeting, along with a supply of posters. Office staff will be calling past tree recipients for permission to place yard signs for the 30-day period.
- 8. Other Business – Rutter's Waiver Requests** – The committee's recommendations regarding plan waivers were followed, and as a result the revised plans show an increase in plantings. The secretary noted that, with its investment of time to review the plans, they had succeeded in getting a significant number of new trees planted in the Borough, and that the members should be pleased with that accomplishment.
- 9. New Business** – The secretary will send a letter of appreciation to the graduating students of the Lampeter-Strasburg FFA, thanking them for the help with tree plantings. Mary Dresser remarked that her firm has been recruiting student interns and that the FFA student from their local school had conducted himself most professionally and favorably of all applicants.

The committee will review and update last year's Borough newsletter article at its May meeting.

- 10. Citizen Comment** – None.
- 11. Adjournment** – On motion by Mary Dresser, second by Curt Reynolds, the meeting adjourned at 8:30 p.m.

Respectfully submitted,
Gail Anderson, Secretary

STRASBURG BOROUGH SHADE TREE COMMITTEE MINUTES
May 19, 2016 – 7:30 PM

Members present: Brad Botchlet, Mary Dresser, Gil Pratt, Curt Reynolds

Also present: Gail Anderson, Secretary

- 1. Call to Order** – The meeting was called to order at 7:37 p.m. by Chairman Brad Botchlet.
- 2. Citizen Comment** – None.
- 3. Minutes** – On motion by Gil Pratt, second by Curt Reynolds, the minutes of the April 21, 2016 meeting were approved as printed.
- 4. Finance Report** – Approved as printed.
- 5. Center Square Beautification** – Planting day is planned for May 21, but forecast is for rain. If it is raining hard on that morning, we will postpone until Saturday, May 28. Gil will pick up the hanging baskets from Good Harvest, and Mary will bring the planting plan.

Regarding fertilizer at the Square, Dale will fertilize once with Osmokote, and Brad will evaluate to see if more is needed throughout the season. Gail will check the shed for the “lock & load” fertilizer applicator.
- 6. Spring Tree Planting** –The spring planting day went well, despite the large size of the trees. Prior to our fall planting, we will revise the tree care guidelines sheet that is given to homeowners.
- 7. Spring Marketing Blitz** – Gail has been talking with the Borough Manager and Public Works about the possibility of mounting the tree banners on one of the Borough trucks and driving it in the Memorial Day parade on May 30. The banners will be left down until after the parade and the Heritage Society garden tour, which is putting up banners at the Swan Hotel and Iron Horse Inn in conflict with our marketing blitz dates. Posters will be put up at several businesses around town, and the secretary continues to work on the list of locations for “Free Tree” signs.
- 8. Other Business** – None.
- 9. New Business** – The members made suggestions for updates to the Tree Committee’s article in the annual Borough newsletter. These will be passed along to the editor.
- 10. Citizen Comment** – None.
- 11. Adjournment** – On motion by Mary Dresser, second by Curt Reynolds, the meeting adjourned at 8:40 p.m.

Respectfully submitted,
Gail Anderson, Secretary

STRASBURG BOROUGH SHADE TREE COMMITTEE MINUTES

June 16, 2016 – 7:30 PM

Members present: Brad Botchlet, Gil Pratt, Curt Reynolds

Also present: Gail Anderson, Secretary

1. Call to Order – The meeting was called to order at 7:34 p.m. by Chairman Brad Botchlet.

2. Citizen Comment – None.

3. Minutes – On motion by Gil Pratt, second by Curt Reynolds, the minutes of the May 19, 2016 meeting were approved as printed.

4. Finance Report – Brad noted that the cherry tree for the spring planting from Huber’s Nursery should be reimbursed to him directly, rather than paid to Huber’s, and asked that the amount be verified before payment. Gail will also contact Good Harvest about an invoice for the hanging baskets. With those adjustments, the finance report was approved.

5. Center Square Beautification – Regarding fertilizer at the Square, rather than Osmokote, Gil will purchase a MiracleGro liquid fertilizer applicator and several bottles of feed. Fertilizer should now be applied at every watering.

6. Marketing Blitz – Gail Anderson and public works employee Ed Zalewski participated in the Memorial Day parade with the “free tree” banners mounted on the Borough truck. For next year, Gail proposes the addition of a potted oak tree with a yellow ribbon placed in the back of the truck.

The secretary will continue to work up a list of past tree sites to contact for placement of yard signs, with a goal of 50 by the end of June.

7. Other Business – Gail provided copies of the Tree Committee page from the annual newsletter, due to go out at the end of June to all residents.

8. New Business – The trees along the Borough front lawn need to be mulched. Gail will ask Public Works to purchase mulch, and Gil Pratt will do the job. It is also time to reassess the crooked tree out front; Gil thinks it looks healthy enough, but needs stronger staking. Brad will examine the tree and see what needs to be done.

Curt Reynolds asked whether the Borough had a Facebook page. Gail reported that it has been discussed, but it was thought that the “maintenance” of keeping a social media site fresh were more than the Borough staff was ready to undertake. Curt raised the idea of whether the Tree Committee would be allowed to have their own; Gail will check with the Borough Manager, noting that the Committee would likely be required to keep the site fresh if it is allowed.

9. Citizen Comment – None.

10. Adjournment – On motion by Curt Reynolds, second by Gil Pratt, the meeting adjourned at 8:33 p.m.

*Respectfully submitted,
Gail Anderson, Secretary*

STRASBURG BOROUGH SHADE TREE COMMITTEE MINUTES
July 21, 2016 – 7:30 PM

Members present: Brad Botchlet, Dale Kaufman, Gil Pratt, Curt Reynolds
Also present: Gail Anderson, Secretary

- 1. Call to Order** – The meeting was called to order at 7:33 p.m. by Chairman Brad Botchlet.
- 2. Citizen Comment** – None.
- 3. Minutes** – On motion by Curt Reynolds, second by Gil Pratt, the minutes of the June 16, 2016 meeting were approved as printed.
- 4. Finance Report** – Approved with no change.
- 5. Center Square Beautification** – Gil will purchase two packs of refill fertilizer and three quick-connect hose fittings. Dale will mulch and assess the baskets.
- 6. Marketing Blitz** – Targeted for autumn 2016.
- 7. Tree List for Fall 2016** – The list was reviewed, and will be further evaluated in September in preparation for the November planting.
- 8. Other Business** – Brad met with Carmen Baciotti from Tomlinson Bomberger to discuss a quote for removal of the pear trees at Center Square, who passed on the job because Baciotti thinks the trees are fine and just need treatment for powdery mildew. Rather than spraying for mildew, which could prove difficult to accomplish, Brad will look into Mauget injection treatment. If replacing the trees, Brad's initial vision was three of the same species, but he now thinks maybe three different species would be best. The committee will continue to consider.
- 9. New Business** – Borough manager Lisa Boyd has asked the committee to consider rescheduling its October meeting from October 20 to one week earlier, Thursday, October 13, so as not to conflict with the proposed date of the Borough's annual recognition banquet. The committee agreed to do so. Borough staff will advertise the changed date.
- 10. Citizen Comment** – None.
- 11. Adjournment** – On motion by Dale Kaufman, second by Curt Reynolds, the meeting adjourned at 8:26 p.m.

Respectfully submitted,
Gail Anderson, Secretary

**The August 18, 2016 meeting of the
Strasburg Borough Shade Tree Committee was canceled.**

STRASBURG BOROUGH SHADE TREE COMMITTEE MINUTES
September 15, 2016 – 7:30 PM

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

Also present: Gail Anderson, Secretary

- 1. Call to Order** – The meeting was called to order at 7:38 p.m. by Chairman Brad Botchlet.
- 2. Citizen Comment** – None.
- 3. Minutes** – On motion by Dale Kaufman, second by Gil Pratt, the minutes of the July 21, 2016 meeting were approved as printed.
- 4. Finance Report** – Approved with no change.
- 5. Center Square Beautification** – It has been a brutal summer, and the dry weather has been a challenge. It was recommended that lantana not be included in next year's baskets; also, new liners will be needed next year. Gail will get a count of the liners we have in stock to determine if we should buy some with the year's remaining funds. The verbena at the bank (northeast corner of the Square) is boring but does well at that location.
- 6. Marketing Blitz** – Targeted for autumn 2016, with signs out by mid-October and taken down by mid-November.
- 7. Fall Tree Planting** – Planting day is set for Saturday, November 12, with raindate of November 19. We will assign sites to members next month for them to visit and mark the planting locations. Gail will contact the Lampeter-Strasburg FFA adviser to arrange for student helpers.
- 8. Other Business** – Gail reminded the members that next month's meeting will be one week early, on October 13, because of the Borough's appreciation banquet being held on Thursday, October 20.

Remaining funds in the Center Square allocation could possibly be spent on water crystals, mums, or more basket liners if needed; we will discuss this at the October meeting.
- 9. New Business** – Gail reported that Asplundh has been contracted by PPL to begin trimming trees away from power lines throughout the Borough this month.
- 10. Citizen Comment** – None.
- 11. Adjournment** – On motion by Mary Dresser, second by Dale Kaufman, the meeting adjourned at 8:26 p.m.

Respectfully submitted,
Gail Anderson, Secretary

STRASBURG BOROUGH SHADE TREE COMMITTEE MINUTES
October 13, 2016 – 7:30 PM

Members present: Brad Botchlet, Dale Kaufman, Gil Pratt, Curt Reynolds

Also present: Gail Anderson, Secretary

- 1. Call to Order** – The meeting was called to order at 7:35 p.m. by Chairman Brad Botchlet.
- 2. Citizen Comment** – None.
- 3. Minutes** – Approval of the minutes of September 15, 2016 was tabled until next month.
- 4. Finance Report** – Approved.
- 5. Center Square Beautification** – Mums will not be planted this fall. Leftover funds will be used to purchase water retention crystals (probably available at Rohrer's in Smoketown) and MiracleGro liquid fertilizer refill bottles at Lowe's, to be stored in the janitorial room until needed in the spring.
- 6. Marketing Blitz** – Postponed until spring 2017.
- 7. Fall Tree Planting** – Committee members will meet at the Borough Office at 8:00 a.m. on November 12, with FFA student helpers arriving at 9:00 a.m. ready to work. Locations were assigned to members for site visits and marking of planting locations, to be completed by Monday, November 7 in time for the PA OneCall utility marking.
- 8. Other Business** – Gail reminded the members of next week's Borough appreciation banquet.
- 9. New Business** – None.
- 10. Citizen Comment** – None.
- 11. Adjournment** – On motion by Dale Kaufman, second by Curt Reynolds, the meeting adjourned 8:26 p.m.

Respectfully submitted,
Gail Anderson, Secretary

STRASBURG BOROUGH SHADE TREE COMMITTEE MINUTES
November 17, 2016 – 7:30 p.m.

Members present: Mary Dresser, Dale Kaufman, Brad Botchlet, Gil Pratt, Curt Reynolds
Others present: None

1. **Call to Order** – The meeting was called to order at 7:38 p.m. by Chairman Brad Botchlet.
 2. **Citizens' Comments:** None.
 3. **Minutes:** None available to review.
 4. **Finance Report:** The Finance Report was reviewed; the following comments were discussed:
 - Adjust to remove Gault trees for fall planting
 - Balance left over to be returned to the Borough
 5. **Fall Tree Planting / Center Square Cleanup Wrap-up:** The committee had the following comments pertaining to the tree planting event:
 - Gil liked the committee members meeting at 8 prior to the help arriving at 9
 - Curt's one tree was difficult to dig – in front of Zole at 17 West Main Street
 - Two locust trees were well received
 - The high school helpers were very good workers
 - Ginkgo recipients were very thankful and grateful
 - Discussed buying lunch for the high school help
 - "Tree care After Planting" form needs updating, with bigger print & easier to understand
 - Next time we should remember to bring extra bolt cutters and extra digging iron
- Square Clean-up:**
- Gil and Dale will come up with a date
 - Brad recommended cutting lirioppe back in the spring.
6. **Review of Pending Tree Requests for Spring 2017:** The list was reviewed and will be further evaluated at our next meeting. Planting sites at 2 East Main Street will require cutting concrete.
 7. **Other Business:**
 - The committee is in favor of keeping the third Thursday as our meeting day.
 - Purchase of water crystals and MiracleGro refills with remaining funds (balance to be spent will be determined after all current outstanding receipts have been submitted). Gil already purchased these and will submit receipts, then balance remaining will be returned to the Borough.
 8. **New Business:** The committee decided to cancel December's meeting.
 9. **Citizens' Comments:** None.
 10. **Adjournment:** A motion was made by Mary Dresser, seconded by Gil Pratt, and passed unanimously to adjourn the meeting at 8:06 p.m.

Respectfully submitted,
Mary H. Dresser

**The December 15, 2016 meeting of the
Strasburg Borough Shade Tree Committee was canceled.**