

**The January 19, 2017 meeting of the Strasburg Borough
Shade Tree Committee was canceled.**

STRASBURG BOROUGH SHADE TREE COMMITTEE MINUTES
February 16, 2017 – 7:30 p.m.

Members present: 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 Brad Botchlet.
2. **Citizens' Comments:** None.
3. **Appointment of Officers:** On motion by Mary Dresser, second by Dale Kaufman, and approved, the existing slate of officers is retained for 2017: Chairman Brad Botchlet, Vice Chairman Gil Pratt.
4. **Minutes:** On motion by Dale Kaufman, second by Gil Pratt, the minutes of September 15, October 13, and November 17, 2016 were collectively approved as printed.
5. **Finance Report:** The year-end 2016 report was reviewed, and should be corrected to include reimbursement to Miko Landscaping for trees purchased from Gault Nursery for the fall planting. With that correction, year-end balances show that all but \$151.31 of Borough funds was spent on trees, and all but \$111.64 of the Center Square Beautification funds were spent. Beginning balances in 2017 are \$2,021.82 for trees and \$800 for Center Square.
6. **Spring Tree Planting:** The committee discussed the tree requests that have been submitted for spring, and will make site visits to determine eligibility and placement for those who need review. April 22 was selected as the planting date, with April 29 as an alternate/rain date. The secretary will ask the FFA advisor for approximately 6 student volunteers. The members reviewed the edited "Advice on Tree Care After Planting" handout that is given to tree recipients, and approved it by consensus with minor revision.
7. **Center Square:** Dale and Gil will trim the grasses and liriope on a warm day in March. Planting day will be Saturday, May 20 at 8:00 a.m. The actual planting plan will be discussed at a later meeting, but it was noted that we should keep better track of comments from the minutes about species that don't thrive, etc., when determining the plan for the new planting season.
8. **Marketing Blitz:** Yard signs and banners will go up on April 22, and come down approximately May 30. Ideas for an article for the next Borough newsletter will be reviewed at the upcoming spring meetings. Gail will ask Public Works employee Ed Zalewski about driving the Borough truck in the Memorial Day parade again this year to promote the tree program.
9. **Other Business:** None.
10. **New Business:** None.
11. **Citizens' Comments:** None.
12. **Adjournment:** The meeting was adjourned at 8:25 p.m.

Respectfully submitted,
Gail E. Anderson, Secretary

STRASBURG BOROUGH SHADE TREE COMMITTEE MINUTES
March 16, 2017 – 7:30 p.m.

Members present: Brad Botchlet, Mary Dresser, Curt Reynolds
Others present: Gail Anderson, Secretary

1. **Call to Order** – The meeting was called to order at 7:41 p.m. by Chairman Brad Botchlet.
2. **Citizens' Comments:** None.
3. **Minutes:** On motion by Curt Reynolds, second by Mary Dresser, the minutes of the February 16, 2017 meeting were approved as printed.
4. **Finance Report:** Accepted as printed.
5. **Spring Tree Planting:** Since the number of committee members available on April 22 is dwindling, and tree selection hasn't been verified, a March 30 deadline was set for final decision on whether or not we will have a spring planting. Gail and Mary will follow up with homeowners to verify their selections and whether they can wait until autumn.
6. **Center Square:** Mary will purchase plants as necessary to fulfill her planting plan, which she updated after reviewing comments from past minutes, noting that alyssum and verbena always do great, and begonias have always done best in the hanging baskets. Members will meet on Saturday, May 20 at 8:00 a.m. at Center Square to plant the beds. Gil Pratt will be asked to take the hanging baskets to Good Harvest Greenhouse and have them ready to hang on May 20.
7. **Marketing Blitz:** Members will be given copies of last year's newsletter articles for review and comment prior to this year's early June deadline. Gail will ask Christine about "every door direct mail" options and postal costs, and will also ask for permission from Rutter's and the Swan Hotel for banner placement. Borough public works employee Ed Zalewski is willing to drive the Borough truck in the Memorial Day parade again this year to promote the tree program.
8. **Other Business:** Gail was asked to contact two or three landscape contractors to provide quotes for removal and replacement of the large trees at Center Square.
9. **New Business:** None.
10. **Citizens' Comments:** None.
11. **Adjournment:** The meeting was adjourned at 8:14 p.m.

Respectfully submitted,

Gail E. Anderson, Secretary

**The April 20, 2017 meeting of the Strasburg Borough
Shade Tree Committee was canceled.**

STRASBURG BOROUGH SHADE TREE COMMITTEE MINUTES

May 18, 2017 – 7:30 p.m.

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

Others present: Gail Anderson, Secretary

1. **Call to Order** – The meeting was called to order at 7:35 p.m. by Chairman Brad Botchlet.
2. **Citizens' Comments:** None.
3. **Minutes:** On motion by Mary Dresser, second by Curt Reynolds, the minutes of the March 16, 2017 meeting were approved as printed.
4. **Finance Report:** Accepted as printed.
5. **Center Square:** Committee members will meet this Saturday, May 20 at 8:00 a.m. at Center Square to plant the flowerbeds for the season. Mary has plants reserved; she will bring them and lay them out on Saturday morning. Gil will pick the baskets up from Good Harvest. The secretary will bring refreshments.
6. **Marketing Blitz:** Gil Pratt erected the banners at Rutter's and the Swan Hotel late last month. In hindsight, the committee thinks the banners don't have the visual impact that was hoped for. Gail Anderson will research pricing and design options for something bolder. The committee reviewed last year's Borough newsletter copy and made some minor revisions for this year's edition, which will be passed on to the newsletter editor. Yard signs were distributed in anticipation of site lists to be e-mailed by the secretary. Gail Anderson and Ed Zalewski will participate in the Memorial Day parade on the Tree Committee's behalf, with the banners and a decorated tree displayed on the Borough truck.
7. **Other Business:** Review of tree requests for fall planting sparked a discussion on how to encourage greater commitment to long-term tree maintenance on the part of tree recipients. Suggestions included a "commitment clause" on the request form, and engraved tree tags noting the species and "Planted by Tree Committee" that might make people think twice before removing their trees.
8. **New Business:** The members reviewed landscaping plans for the Ephrata National Bank to be constructed at the southeast corner of Historic Drive and North Decatur Street. By consensus, the members concurred with Mary Dresser's recommendation that the bank select species such as maple or oak, other than the linden (susceptible to beetles) and black gum (can be "finicky" and high maintenance for a commercial site). Concerns were raised that the revised plan we were looking at had not been thoroughly reviewed for inclusion of conditions imposed by Planning Commission and other recommending Borough bodies prior to the final plan's approval by Borough Council. These concerns will be forwarded to the Borough Manager.
9. **Citizens' Comments:** None.
10. **Adjournment:** The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Gail E. Anderson, Secretary

**The June 15, 2017 meeting of the Strasburg Borough
Shade Tree Committee was canceled.**

**The July 20, 2017 meeting of the Strasburg Borough
Shade Tree Committee was canceled.**

**The August 17, 2017 meeting of the Strasburg Borough
Shade Tree Committee was canceled.**

STRASBURG BOROUGH SHADE TREE COMMITTEE MINUTES
September 21, 2017 – 7:30 p.m.

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

1. **Call to Order** – The meeting was called to order at 7:35 p.m. by Chairman Brad Botchlet.
2. **Citizens' Comments:** None.
3. **Minutes:** On motion by Dale Kaufman, second by Mary Dresser, the minutes of the May 18, 2017 meeting were approved as printed.
4. **Finance Report:** Accepted as printed. The \$187 remaining in Center Square funds will be used to purchase supplies: liquid fertilizer refills and applicator, new male quick-connect for the PNC corner, black plastic chain for the hanging baskets, and perhaps a new 20 ft. section of hose as an extension, unless someone has an extra length of hose they can donate.
5. **Center Square:** Plantings will be maintained status quo until they die off. It was noted that water pressure seems low at the hose bib on the southeast corner; Gail will ask Public Works if they know a reason, or can improve flow.
6. **Fall Planting:** Planting date was set for November 18, with committee members gathering at 8:00 a.m. and FFA student volunteers at 9:00 a.m. at the Borough Office. Teams will fan out from there to planting sites. If trees arrive a day or two in advance, Public Works should be able to deliver them to sites, along with bags of mulch. We will have as many as 11-12 trees to plant. Mary will contact Sandra Knowles, Jon Rider, and the Fagan family (98 Lancaster Avenue) to determine tree placement and selection; likewise, Dale will contact Allison Elias-Lizardo on Franklin Street, Gil will talk to Jillian Nerys at 1110 Hampden Drive, and Brad will contact Danielle Spiziri to discuss removal of an existing tree and stump. Dale is already talking with several prospects for the spring 2018 planting. Curt's suggestion to leave a yard sign at each new tree site for two weeks was favorably received.
7. **Other Business:** The secretary was given a deadline of spring 2018 to have a list of former tree sites that will allow yard signs promoting the program.
8. **New Business:** In response to an inquiry from the Heritage Strasburg homeowners' association about the potential for free trees, before committing to any trees Brad Botchlet says we will need to know what the HOA agreement says about ownership of landscaping, and whether street trees are considered part of the lot or part of the common area. Brad also noted that the trees Charter Homes are currently planting seem to be poorly planted; Gail will ask Lisa Boyd to contact the borough engineer to review them for compliance with the approved final plan for the development.
9. **Citizens' Comments:** None.
10. **Adjournment:** The meeting was adjourned at 8:21 p.m.

Respectfully submitted,
Gail E. Anderson, Secretary

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
October 19, 2017**

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

1. **Call to Order** – The meeting was called to order at 7:40 p.m. by Chairman Brad Botchlet.
2. **Citizens' Comments:** None.
3. **Minutes:** On motion by Dale Kaufman, second by Curt Reynolds, the minutes of Sept. 21, 2017 meeting were approved as printed.
4. **Center Square:** Plantings will be maintained status quo until they die off. Square clean-up will occur on fall planting date since we will have help. A new hose and speed connection is needed – Dale will take care of this and submit a receipt.
5. **Fall Tree Planting:** The committee reviewed the following pertaining to the tree planting event:
 - White flags in by Nov. 13th
 - Mary contacted Sandra Knowles, Jon Rider and the Fagan family to confirm/mark tree placement.
 - Gil was to have contacted Jillian Nerys at 1110 Hampden Drive.
 - Dale contacted Allison Elias-Lizardo on Franklin Street
 - Brad says there is an existing tree in the spot at Danielle Spiziri's site.
 - Planting date November 18
 - Committee members gather at 8 AM, FFA student volunteers at 9 AM at the Borough office.
 - Teams will fan out from there
 - All trees will be # 15 containers this year.
 - Remember to look for root bound issues in the containers. If/when encountered, score and divide into thirds using knife to break up roots.
 - Remember to prune before setting in hole.
 - Reminder to bring tarps, bolt cutters and digging bar(s)
 - Where to get donuts since Market Basket closed?
 - Brad may have to search for the Amur Maples
 - The committee reviewed tree planting Flow Chart
 - No sidewalk cutouts
 - Gail to notify recipient
 - Gail to make one-call by November 13
6. **Other Business:** None
7. **New Business:** None
8. **Citizens' Comments:** None
9. **Adjournment:** The meeting was adjourned at 8:10 p.m.

Respectfully submitted,
Mary H. Dresser

STRASBURG BOROUGH SHADE TREE COMMITTEE MINUTES
November 16, 2017 – 7:30 p.m.

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

1. **Call to Order** – The meeting was called to order at 7:51 p.m. by Chairman Brad Botchlet.
2. **Citizen Comments:** None.
3. **Minutes:** None available to review.
4. **Finance Report:** Approved as presented.
5. **Center Square:** Dale recently cleaned up the southwest corner and has lots of debris. In future, we can bag the debris and notify Public Works through the Borough Office to pick it up.
6. **Fall Planting:** Committee members reminded to meet at the Borough Office this Saturday, November 18, at 8:00 a.m., to be joined by student FFA volunteers at 9:00 a.m. Brad will pick up the trees, and he and Curt will deliver them to the sites on Saturday morning. Mary still needs to flip the flags at the Fagan property and site the Rider trees. Remember to bring tarps! If trees are root-bound, score the root ball in thirds. After all trees have been planted, regroup at Center Square to clean up the flowerbeds, etc.
7. **New Business:** None.
8. **Other Business:** None.
9. **Citizen Comments:** None.
10. **Adjournment:** On motion by Dale Kaufman, second by Gil Pratt, meeting adjourned at 8:20 p.m.

Respectfully submitted,

Gail E. Anderson, Secretary

**The December 21, 2017 meeting of the Strasburg Borough
Shade Tree Committee was canceled.**