

January 26, 2011 – Meeting Canceled

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
February 23, 2011**

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

Others present: Gail E. Anderson, Acting Secretary

1. Reorganization – On motion by Dale Kaufman, second by Gil Pratt, the committee was reorganized for calendar year 2011 with Mary Dresser and Dale Kaufman continuing as chairman and vice chairman respectively.
2. Call to Order – The meeting was called to order at 7:30 p.m. by chairman Mary Dresser.
3. Citizens' Comments – None.
4. Minutes of November 17, 2010 – On motion by Dale Kaufman, second by Brad Botchlet, the minutes of the November 17, 2010 meeting were approved as presented.
5. Tree Grant – Gail Anderson reported that she has repeatedly tried to contact Christine Ticehurst at Pennsylvania Urban & Community Forestry Council regarding a typographical error on our grant paperwork, but has had no response, other than to find out through the grapevine that Ticehurst may be out on maternity leave. Consensus was to submit the grant papers “as is” to request payment of the first half of grant funds. The remainder of funds will be received upon submittal of receipts and final report.
6. Surplus Trees from Planting Day – We still need to find homes for the ginkgo, katsura, and two sugar maples left over from last fall's planting. Committee members are assigned to contact the target properties identified earlier in their sector of the borough about these trees, and report results at the next meeting. If this proves unsuccessful, the committee will prepare an article for the Strasburg Weekly News describing the available trees and promoting their specific availability, as well as consider selling them for rear-yard planting if there are no takers as street trees.
7. Spring Planting – There are 10 potential trees lined up for the spring planting, which includes the four left from last fall. **Planting day was set for Saturday, May 14.**
8. Center Square Beautification – The committee members expressed their appreciation to Borough Council for its approval of \$800 for Center Square beautification in the 2011 budget.

Several suggestions for planting materials were presented, including perennials such as hosta; lirioppe around the edges of the pockets surrounding hosta and/or annuals; abundant flowers; and ornamental grasses. Committee members were given the assignment of looking at the spaces and coming up with ideas for combinations of plantings (both annual and perennial), taking maintenance, low water demand, and color into account. Brad Botchlet will order new coca liners for the baskets, and Dale will talk to Don Heiser about providing a water source on the southwest corner.

It was also suggested that the watering schedule be adjusted to be less burdensome on individual committee members.

The borough's Public Works department will be asked to evaluate the masonry around the planting pockets and either make repairs or refer the work to a masonry contractor.

9. Other Business – Gil Pratt reported that Keystone Custom Homes has completed their mandated tree plantings in the Trails at Strasburg neighborhood.

On motion by Brad Botchlet, second by Gil Pratt, the meeting was adjourned at 8:28 p.m.

Respectfully submitted,

Gail E. Anderson
Acting Secretary

March 23, 2011 - Meeting Canceled

STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
April 27, 2011

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

Others present: Diana Hallman

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 February 23, 2011 – Dale Kaufman made a motion, seconded by Mark Arbogast and passed unanimously to approve the minutes.
4. Tree Grant payment status – Diana reported that Gail Anderson signed and mailed the papers April 6, 2011.
5. Spring Planting Day May 14 –
 - The items the committee need Ed Zalewski, a Borough Public Works employee to bring to the planting are as follow: truck, tarps and mulch. Ed said he will try to recruit some people to give a helping hand that day.
 - Four people asking for 7 trees to be planted changed their minds to either not have their tree/s planted or to hold off until the Fall. Diana had the names of 2 people requesting 4 trees to be planted in the Spring, so their request was honored. Mary had talked with Ken Johnson and he said the Church would gladly have 2 left over trees (Gingo and Katsura) planted in the rear of the Methodist Church along Franklin Street. So, the 3 prior requests, the 4 newly honored, plus 2 of the left over trees being planted brings the total to 9 definite trees to be planted, with a possible 1 left over Maple tree to be planted for Brad's neighbor .
6. Center Square Beautification –
 - Pizza City/Old Bank - Mary suggested planting 2 types of grasses (Heuchera or Campanula and Hakone grass)which would be nice until mid December (they would need trimmed at that time), interspersed with perennials and annuals in the larger planting pocket. Mark suggested grouping the plants for a larger show of unity and color. The committee agreed to try this arrangement in the large pocket with all colored regular impatiens in the smaller pocket where the Boxwood bushes are.
 - Creamery – Annuals
 - ECOLOCO – 2 Hanging Baskets
 - PNC Bank – Perennials and Annuals

The Center Square Beautification will be held Wednesday May 25 a 6:00 and the regularly scheduled Tree Committee Meeting will be canceled. If time does not permit, Gil and Mark will finish planting the pockets at a later date. The Committee Members talked about a few different ways to help with Center Square trash pick up, sweeping, and possible watering of the plants. Diana said that there are a lot of new business owners at the Square and they are all very nice and trying to be a part of the community. She felt they may very well be interested in doing their part. Diana conveyed that Lisa is friends with the ECOLOCO shop Owner and that she may be willing to talk with Jodi about the watering. Mary and Dale were going to check with the other business owners to see if they would be interested in helping.

 - Masonry repair estimates: Diana reported that the Borough received 2 estimates for repair and they were very different in what repairs were needed and the cost. Mr. Apple is scheduled to report to the office Monday morning to give the office a more detailed list of everything that is in need of repair.

7. Other Business – None

8. Citizens' Comments

9. A motion was made by Dale Kaufman, seconded by Gil Pratt, and passed unanimously to adjourn the meeting at 9:12 p.m.

Respectfully submitted,

Diana L. Hallman
Borough Clerk

May 25, 2011 - Meeting Cancelled

STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
June 22, 2011

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 Chairman Mary Dresser.
2. Citizens' Comments – None.
3. Minutes of April 27, 2011 – Dale Kaufman made a motion, seconded by Mark Arbogast and passed unanimously to approve the minutes.
4. Tree Grant payment status – Diana reported that she nor Gail Anderson were getting a response from the PA Community Forest regarding the signed papers mailed April 6, 2011 for the receipt of the 1st payment of Tree Grant Money. Gail Anderson contacted Christine Ticehurst at PA Community Forests, who explained that while on maternity leave our paperwork slipped at her end. She apologized for the way things were handled and reassured Gail that all was well with the status of the grant funding, and that she would place a check for \$750.00 in the mail. Christine Ticehurst faxed us the Completion Report that needs to be filled out and mailed along with copies of all receipts to both herself and Julianne Schieffer, Extension Urban Forester. Upon receipt Julianne Schieffer will come to the Strasburg Borough to verify work completed. She will then follow up with a completion letter on our behalf in order to receive the 2nd check for \$750.00 from the Municipal Challenge Grant. Julianne Schieffer, emailed Gail to let us know that there is a Tree Vitalize Grant available but in order to be considered, four people from the Borough must attend the Tree Tender Workshop held in Denver on September 16th. Mary, Dale, Mark, and Gil are marking their calendars to attend. This topic will be discussed more at our next meeting.
5. Spring Planting Day May 14 –
 - Updated Tree Planting Flow List: Mark said that due to some legal matters he felt that there should be a cutoff date as to when any more trees could be added to the planting. Mary asked that the list include 2 PA ONE Calls (a week prior to the last committee meeting) so the Committee members can verify the lines and the tree positioning. Gil thought homeowners should be asked if they would mind if there were paint lines in their lawn approximately 2 months prior to the planting. The last meeting prior to the Spring or Fall planting all tree locations and positioning will be confirmed.
 - Memories of the day: Mary felt that the planting went pretty smoothly and that they were finished in good time, by 12:30. Dale said that he greatly appreciated Ed Zalewski (PW) and the helpers that he brought along. Gil questioned how effective the posters have been in the past. Mary said that even though high school students need community service time, we never had any response. Gil suggested that each member bring someone, and Mary said she would be willing to pay a second (PW) personnel out of tree funds, to help with the planting of the day. Diana will check with Lisa Boyd.
6. Center Square Beautification –
 - Memories of the day: Members agreed that things went well this day also, and that Brad's plant choices were very good.
7. Other Business –

- Revenues & Expenses: The Committee members looked at the 2010 and 2011 revenue and expense reports provided by Christine Drennen. The report includes tree monies received from Borough Council, grant monies, tree gift money along with tree bills for accounting purposes. Members noted that the report did not include the Public Work employee labor time or the concrete removal amounts. Mary said she would make an appointment with the Borough staff to address these items. Mary and Brad stated that they have recent bills for the square planting that need to be submitted, which will also change the bottom line. Mary wondered if her wages for labor could be included due to her line of work. Diana will check with Lisa Boyd. Dale said he would like to see a spreadsheet so he knew exactly how much money was still available through the Municipal Challenge Grant.

8. Citizens' Comments

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

Respectfully submitted,

Diana L. Hallman
Borough Clerk

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
July 27, 2011**

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. by Chairman Mary Dresser.
- 2. Citizens' Comments** – None.
- 3. Minutes of June 22, 2011** – Dale Kaufman made a motion, seconded by Mark Arbogast, and passed unanimously to approve the minutes.
- 4. Tree Grant (Municipal Challenge Grant)** –
 - A. Tree Grant payment status: \$750.00 has been received. Christine Ticehurst faxed us the Completion Report that needs to be filled out and mailed along with copies of all receipts to both herself and Julianne Schieffer, Extension Urban Forester. Upon receipt Julianne Schieffer will come to the Strasburg Borough to verify work completed. She will then follow up with a completion letter on our behalf in order to receive the 2nd check for \$750.00 from the Municipal Challenge Grant.
 - B. Tree Grant Spreadsheet: Copies of the spreadsheet were distributed. Mistakes in the number of hours worked were noted for the Nov. 13, 2010 tree planting and errors were also noted in the May 14, 2011 tree planting. Mary will go over these with Diana. There were added expenses for the 2011 square planting as well. Spreadsheet should be revised and updated.
 - C. An extension until 12/31/11 to complete the tree planting and to submit the required report for the second \$750 grant was obtained.
- 5. Tree Vitalize Grant** - Grant is available but in order to be considered, four people from the Borough must attend the Tree Tender Workshop held in Denver on September 16th. Brad, Dale, Mark, and Gil are marking their calendars to attend. Forms will need to be filled out. The Borough will pay for the workshop attendees.
- 6. Fall Tree Planting Day** - Saturday November 12, 2011 at 8 am.
 - A. Trees should be confirmed by Sept. 28 to allow time for an early Design-call.
 - B. The early Design-Call will be followed by a 2nd call or PA One-call to allow time to confirm proposed tree locations.
 - C. There are 6 potential trees to be planted in the fall. All were encouraged to personally contact persons where street trees could be planted.
- 7. Fall Square Planting** - date is Tuesday Sept. 13, 2011 at 6:00 pm. Brad agreed to pick up mums. He plans to get 9" mums rather than 6". Mary will determine number of mums to get.
- 8. Extra Maple Tree** - Lisa approved the planting of the extra tree in the park.
- 9. Citizens' Comments:** none
- 10.** A motion was made by Dale Kaufman, seconded by Brad Bochlet, and passed unanimously to adjourn the meeting at 8:54 p.m.

Respectfully submitted,
Dale Kaufman

STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
August 24, 2011

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 Chairman Mary Dresser.
- 2. Citizens' Comments** – None.
- 3. Minutes of June 22, 2011** – Mark Arbogast made a motion, seconded by Dale Kaufman, and passed unanimously to approve the minutes.
- 4. Tree Grant (Municipal Challenge Grant)** –
 - A. After reviewing the revised spreadsheet it was requested that future spreadsheets include the revised date. Questioned was the rate difference from the fall planting and the spring planting on Public Work employees. Diana noted that only one Public Work employee will be paid by the Borough per planting, all other Public Work employees will be listed at the volunteer rate. In order to help clarify any questions for the Municipal Challenge Grant personnel, it was requested that Public Work employee, or Public Work volunteer be posted after the Public Works rate. A bill for the square planting was handed in to be processed and shown on the revised spreadsheet.
- 5. Tree Vitalize Grant** – Diana reported that four people have been registered to attend the Tree Vitalize Grant workshop on September 16th. Dale is unable to attend and Mary's schedule will now allow her to attend. So attending the workshop is Mary, Brad, Mark and Gil. Grant application were distributed noting that the application due date is October 1, 2011. Two questions the committee came up with to send in to Julianne Schieffer for the workshop were:
 1. How to solicit to homeowners
 2. Which trees work best in small, narrow planting pockets
- 6. Fall Tree Planting Day** - Saturday November 12, 2011 at 8 am.
 - A. There are 9 potential trees to be planted in the fall.
 - B. After the Fall Planting is confirmed at the next meeting on September 28th, another look will be taken to see how much money is available in the 2011 Tree Fund.
- 7. Fall Square Planting** - Brad will meet members at the Square with the mums on Tuesday September 13, 2011 at 6 pm. Dale suggested planters at the Square, with a look at who will maintain them. Dale suggested students trained by possibly a tree member, or an organization to maintain the planters. Dale thought maybe a program with persons or organizations sponsoring the planters, and the money received from this program be used to pay someone to water the planters. Mark felt a maintenance plan should be put together and discussed later.
- 8. Citizens' Comments:** Dale shared that he has had only good comments on the Square. Brad asked for an update on the brick/masonry repair at the old bank, Diana will report at the next meeting.

10. A motion was made by Brad Bochlet, seconded by, Dale Kaufman and passed unanimously to adjourn the meeting at 8:45 p.m.

Respectfully submitted,

Diana Hallman

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
September 28, 2011**

Members present: 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 Vice Chairman Dale Kaufman.

2. Citizens' Comments – None.

3. Minutes of August 24, 2011 – Gil Pratt made a motion, seconded by Brad Botchlet, and passed unanimously to approve the minutes.

4. Tree Vitalize Meeting – Brad, Mark, and Gil agreed that the day spent at the Tree Tender Workshop was well worthwhile and very educational. Members are not prepared to apply for another tree grant at this time, but are interested in applying next year for the 2012 Tree Vitalize Grant. They asked Diana to check with Julianne Schieffer to confirm that their attendance at the workshop in September 2011 will meet the requirement that states: Tree Tender Training Workshops must be completed prior to planting by (1) group member for every ten (10) trees to be planted.

5. Fall Tree Planting - Saturday November 12, 2011 at 8 am.

A. There are 10 trees to be planted.

B. All members chose tree recipients to whom they would visit and place a white stake in their yard where the homeowner wishes to have their tree/s planted. When the stakes are in place, members will confirm through email to Diana, and she will place a PA One Design Call the middle of October so members can revisit each spot to confirm that tree/s will not be planted over wires or lines.

C. Diana will send all tree recipients a Thank You Letter for allowing us to plant their Street Tree, stating their tree choice and how many they will receive and the planting date . Also, she will request a watering hose, tarp and wheelbarrow, and their help if available.

D. The tree members will apply all monies left from the PA Urban & Community Forestry Council Grant toward the Fall Planting. After all receipts are turned in, an update will be made to the spreadsheet, then the completion report for tree planting grants will be sent to Julianne Schieffer so she can schedule her inspection before the end of the year to meet our Grant requirements.

6. Other Business – Diana reported that the Borough Public Works Personnel will take care of the brick/masonry repair at the old bank the end of September.

7. Citizens' Comments – None

8. Adjournment - A motion was made by Brad Bochlet, seconded by, Gil Pratt and passed unanimously to adjourn the meeting at 8:32 p.m.

Respectfully submitted,

Diana Hallman

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
October 26, 2011**

Members present: 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 Mark Arbogast.

2. Citizens' Comments – None.

3. Minutes of September 28, 2011 – Brad Botchlet made a motion, seconded by, Gil Pratt and passed unanimously to approve the minutes.

4. Fall Tree Planting –

- A. The PA One Design Call was placed October 20, 2011, and a PA One Dig Call was placed for 43 West Main Street so Dale can dig out his stump. Another PA One Dig Call will be placed November 7th for all ten trees. Gil is going to help his neighbors on Tinsmith dig their hole Friday night the 11th, and Mark will ask the Lewis's and the Witmer's to dig Friday also.
- B. Mark learned from Brad that the Lewis's tree choice of a Thornless Hawthorn was not a good choice because it is prone to disease and has large messy fruit (berries). Brad suggested 2 other Hawthorns that are more disease resistant or possibly a Cherry Tree. Mark will talk with the Lewis's and let Brad know of their new choice.
- C. Things needed for the November 12th tree planting:
Diana will check with Dale to see if he needs top soil after grinding out his tree truck.
Diana will give Ed Zalewski the list of all locations where trees are being planted with a request for a bag of mulch for each tree and bolt cutters. He will also be asked to supply the usual tarp, shovels, wheel barrow and watering hose. Brad will deliver the trees to the back parking lot.
- D. Advertising for the Tree Planting 2012: Brad suggested that a thank you card be sent to all grant tree recipients on eco-friendly paper thanking them for allowing us to plant their tree/s for environmental and for beautification reasons. The card will include a note asking if the home owner knows anyone in their neighborhood or in the Borough that would like to benefit from the Strasburg Street Tree Program. Members will complete their Door-to-Door target area, and when they are finished they will help other members until their areas are complete. This topic will be covered more at the next meeting.
- E. Diana upon receipt of all bills for the fall planting will update the spreadsheet and fill out the Grant Completion Report for Julianne Schieffer so she can schedule her inspection.

5. Other Business –

- Brad thanks the Borough Public Works personnel for the brick work done at the Square.
- Diana reported that Julianne Schieffer confirmed that the tree member's training stands no matter if it was the year before they apply for a tree grant. Julianne looks forward to getting our application March of 2012!
- At the next meeting the Square cleanup date will be set, and thank you cards signed.

6. Citizens' Comments – None

7. Adjournment - A motion was made by Gil Pratt, seconded by Brad Bochlet, and passed unanimously to adjourn the meeting at 8:23 p.m.

Respectfully submitted,

Diana Hallman

STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
November 17, 2011

Members present: Mary Dresser, Mark Arbogast, Gil Pratt

Others present: None.

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 26, 2011 – Approval of meeting minutes is tabled until next meeting since only two who were in attendance at that meeting were present.
4. Fall Tree Planting Report and Square Cleanup – The following items were discussed:
 - It was nice to have the holes pre-dug; planting event went very smoothly and quickly
 - We were done by 10:30 a.m.
 - One conflict occurred with Pa One Call... we should double check stake location
 - Miller Street site had stake over the H₂O line so the trees required adjustment
 - Check paint markings as soon as we enter the site before digging, especially when two trees are staked symmetrically
 - Should we consider buying smaller trees?
 - Can the trees be delivered a little earlier?
 - Owner participation in the planting process should be standard operating procedure
 - Contact Boy Scout leader who offered help and for participation by Boy Scouts
 - Center Square Beautification – Gil and Mark will coordinate doing this cleanup, which is scheduled for 4:00 p.m. on Thursday, December 1; anyone else who can attend will be welcome.
 - Discussion ensued concerning if we can work towards having the Borough maintenance staff do this, especially to help with disposal of spent plants, etc.
 - Mark will bring trash bags in the event Brad cannot make it December 1; Mary will e-mail Brad and Dale.
5. TreeVitalize Grant/Planting Locations – Locations for Fall 2012
 - We need to advertise.
 - We should include a photo from this past fall planting and state that we are currently soliciting participants through February 2012 for the November 2012 tree planting event.
 - We anticipate there being a problem with getting people to sign up for trees.
 - Will trees in front of the Borough office fit the criteria of the grant? Lisa will be asked this question. What is the process if so?
 - Submit a sketch to the Borough Council and to the Farmers Market for their comments.
 - Will three or five be proposed? Spacing thereof? Future sidewalk?

TreeVitalize Grant:

- Of the \$1,199.28 balance Diana gave us, how much remains to be deducted for the cost of the trees that were just planted?

6. Tree Recipients/Thank You Cards – All were written, signed and given to staff to mail pending addition of Brad’s signature.

7. Other Business:

- Witness Tree: we have a seedling that is presently located in the Borough Office kitchen. We need advice on where to keep it for the next year or so due to its tiny size. Mary will contact Brad for his advice.
- Web page: Has “6 feet from the street” been changed to “6 feet from the sidewalk”?

8. Citizens’ Comments: None.

9. A motion was made and passed unanimously to adjourn the meeting at 8:54 p.m.

Respectfully submitted,

Mary H. Dresser
Chair

December 21, 2011 – Meeting Canceled