

STRASBURG BOROUGH SHADE TREE COMMITTEE MINUTES
JANUARY 25, 2012 – 7:30 P.M.

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

Others present: Gail Anderson, Acting Secretary

Chairman Mary Dresser called the meeting to order at 7:30 p.m. There were no citizens' comments to be heard.

On motion by Brad Botchlet, second by Mark Arbogast, the minutes of the October 26, 2011 meeting were approved. On motion by Mark Arbogast, second by Gil Pratt, the minutes of the November 17, 2011 meeting were approved.

TreeVitalize Grant/Planting Locations

Brad Botchlet raised the question of whether planting locations along the Precision Avenue edge of the borough lawn were being considered because there were no other requests, to which the answer was that other locations would take precedence, but street trees on the borough lawn would be desirable, providing shade for the farmer's market and other activities taking place there. Mark Arbogast noted that Borough Council will need to approve the planting plan, so it should be presented at the February 14 meeting if we wish to include those trees in the grant request. The committee's immediate objective is to spend the next month soliciting residents for tree planting requests. Gail will confirm that the deadline for this grant application is March 1.

Other Business

Mark wondered if we could change the 6 foot distance from the sidewalk to 10 feet. It is believed that this is a requirement imposed by the street tree definition in former grant guidelines.

It was noted that it's time to start thinking about spring planting ideas for Center Square. The committee members expressed their appreciation to Borough Council for its support and funding of that project.

There was no new business to discuss.

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Gail E. Anderson
Acting Secretary

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
February 22, 2012**

Members present: Chairman Mary Dresser, Mark Arbogast, Brad Botchlet, 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 of January 25, 2012 – On motion by Dale Kaufman, second by Gil Pratt, the minutes of the January 25, 2012 meeting were unanimously approved as printed.

4. Financial Status Update –

We are still awaiting an invoice from Gault Nursery for \$910 for trees planted in autumn 2011. Assuming we pay that bill and also receive the \$750 in grant funds still to come, the Tree Committee will have \$2218.42 available for trees and tree-planting expenses in 2012. In addition, Borough Council has separately provided \$800 maximum for Center Square beautification; Gail stressed that they are firm about the “maximum” for that line item.

In subsequent discussion, it was determined that even without grant funding, at an average cost of \$100 per tree the Committee could purchase 20 trees on its own. The demand for trees has waned, and although several potential locations for as many as 13 trees have been identified and homeowners are considering it, we currently have no official tree requests in hand.

On motion by Brad Botchlet, second by Dale Kaufman, the committee will forgo applying for the Spring 2012 TreeVitalize Grant, and work to get commitments from property owners in anticipation of purchasing the trees ourselves and/or applying for grant funding as necessary in the fall.

Gil remarked that marketing is the real problem, and a number of ideas to increase demand for trees were discussed as follows:

- Direct mailer to property owners advertising the tree program to build a list for Spring 2013
- Tree Information Night
- Memorial Day Parade entry: trees, tools, volunteers, etc., pulled on a trailer through the parade
- Press coverage in local outlets such as the Advertiser

By consensus, the members will focus on Center Square beautification in spring 2012, work to solidify commitments from those already considering trees, and dedicate one meeting over the summer to distributing door hangers throughout the borough. The secretary will contact our TreeVitalize liaison to express our regrets about this round of funding and our interest in applying in future.

5. Center Square Beautification –

May 19 is the first post-frostfree planting date. Members will meet at 8:00 a.m. to plant.

6. Other Business

Mary received a thank you note from Diana Hallman for the card and gift wishing her “get well.”

7. Citizens' Comments – None

8. Adjournment - A motion was made by Brad Botchlet, second by Gil Pratt, and passed unanimously to adjourn the meeting at 8:33 p.m.

Respectfully submitted,

Gail Anderson

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
March 28, 2012**

Members present: Chairman Mary Dresser (7:45 p.m.), Mark Arbogast, Brad Botchlet,
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 Vice Chairman Dale Kaufman.

2. Citizens' Comments – None.

3. Minutes of February 22, 2012 – On motion by Brad Botchlet, second by Mark Arbogast, the minutes of the February 22, 2012 meeting were unanimously approved as printed.

4. Tree Requests to Date –

Gil has received positive interest for two trees at 211 South Decatur St. and two at 245 South Decatur St., where there may be some issue with siting due to a berm. Mary Dresser had just come from a site visit with two residents of Pleasant View Drive who are interested in two trees, and who inquired about planting them this spring. By consensus, the committee decided to stick with the schedule of planting in autumn 2012.

5. Center Square Beautification –

Brad asked Mary to provide the number of plants required to complete the same basic planting plan as last year. Brad asked for helpers to plant the baskets, and it was decided that the members will plant the baskets on May 19 while completing the pockets at the Square.

6. Memorial Day Parade/Other Marketing Ideas

We will forgo participating in the Memorial Day parade, and instead work to revise the door hanger for distribution throughout the borough during one of the summer committee meetings. Mary will mock up a revised door hanger and bring it to the April meeting.

7. Potential Public Sites for Grant-Funded Trees

Municipal sites are eligible for grant-funded trees (even non-street trees), but locations such as Strasburg Pool may not be eligible because they are not open for public access. We will confirm this with the grant coordinator.

8. Other Business

Brad suggests we identify a site on one of the borough's main streets where a larger specimen tree would make a real impact, noting that we needn't limit ourselves only to those small caliper trees that we can handle planting ourselves. Mark suggested we consider hiring a landscaper to put some of our trees in, noting that the committee's labor and strength may be at its outer limit.

9. Citizens' Comments – None

10. Adjournment - A motion was made by Mary Dresser, second by Gil Pratt, and passed unanimously to adjourn the meeting at 8:36 p.m.

Respectfully submitted,

Gail Anderson

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
April 25, 2012**

Members present: Chairman Mary Dresser (7:45 p.m.), Mark Arbogast, Brad Botchlet,
Dale Kaufman, Gil Pratt

Others present: Gail Anderson, Secretary

1. Call to Order – The meeting was called to order at 7:33 p.m. by Vice Chairman Dale Kaufman.

2. Citizens' Comments – None.

3. Minutes of March 28, 2012 – With the secretary's apologies, the minutes of the March 28 meeting will be provided at the May meeting.

4. Center Square Planting Plan

Dale has trimmed the grass, edged, and cleaned up the planting pockets to ready them for planting on May 19 starting at 8:00 a.m., when the committee will plant 50 mixed cascade (spreading) petunias on the Creamery corner, 50 New Guinea impatiens in each of the two pockets on the southeast (old bank) corner, and 30 lantana and verbena on the PNC corner.

5. Door Hanger Status

Mary continues to work on revising the door hanger. Committee members are encouraged to continue making personal contacts with residents to market the tree program.

6. Other Business

- FYI: The "leftover" maple will be planted this coming Saturday (April 28) in the Strasburg Community Park, along with several other trees that have been donated by the Strasburg Lions Club.
- Brad has two more tree sites to add to the fall planting list: one at 131 East Main Street which will need prep work, and one at 122 South Decatur Street (Shroy House), species to be determined but perhaps an ornamental cherry.
- The check for remainder of our grant award from the last round is promised to be on its way.
- Secretary Diana Hallman is continuing to recover from surgery and has begun chemotherapy. Members contributed toward a monetary gift to defray her expenses in traveling to and from treatment.

7. Citizens' Comments – None

8. Adjournment – The meeting was adjourned at 8:17 p.m.

Respectfully submitted,

Gail Anderson

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES**

May 23, 2012

Members present: Chairman Mary Dresser, Mark Arbogast, Brad Botchlet,
Dale Kaufman (7:37 p.m.), Gil Pratt

Others present: Gail Anderson, Secretary

1. Call to Order – The meeting was called to order at 7:31 p.m. by Chairman Mary Dresser.

2. Citizens' Comments – None.

3. Minutes of March 28, 2012 and April 25, 2012 – On motion by Brad Botchlet, second by Gil Pratt, the minutes of the March 28, 2012 meeting were approved as presented. On motion by Brad Botchlet, second by Mark Arbogast, the minutes of the April 25, 2012 meeting were approved as presented.

4. Center Square Beautification

Mary Dresser reported, and all concurred, that the planting day on May 19 went well. All beds were planted with “Royal Velvet” and “Bubblegum” supertunias, and Good Harvest Greenhouse planted the baskets @ \$30 each. We will need to replace the liners for next year. The watering schedule was determined as follows: Gil, Dale, Mark, Mary, repeat, then add Brad to the third rotation. Mary will e-mail the schedule to all members; if there is a need to switch, members should call each other to make arrangements. The hose is on-site; you will need to bring your own pliers to turn the valve.

Mark Arbogast feels that the pear trees at the Square need some trimming of low hanging branches and suckers, particularly those on the southeast corner. Pruning will be scheduled for fall or winter, after any fall annuals have been cleaned out of the planting pockets, with consultation between the tree committee, Public Works staff, and tree contractor Ed Shull.

Also, on the southwest corner, the Japanese holly should come out and be replaced with some other shrub or perennial, keeping in mind that it's a pretty dry bed. Gail reminded the members of their budget, and it was estimated that there should be approximately \$185 available for fall planting; with that in mind, suggestions included perhaps skipping mums this fall and planting perennials instead, or leaving the petunias in place through fall until they die off completely, then tearing out the holly and planting perennials in its place. Some money will have to be spent on fertilizer to keep the petunias looking good for the remainder of the summer.

5. Door Hanger Status

Mary continues to work on revising the door hanger, and it will be ready for review in June.

6. Fall Planting

Tentative date for this year's fall tree planting will be November 10, 2012.

7. TreeVitalize Grant

The committee's plan is no planting in spring 2013, but “sell” some trees in advance for fall 2013, and include trees for the Precision Avenue edge of the borough lawn at that time. With that

in mind, the door hangers to be distributed over the summer should indicate that requests are being taken for fall 2013.

8. Other Business

- The secretary was directed to prepare an update of the committee's article for the annual borough newsletter, to include prominent mention of the fact that the trees will be FREE along with eye-catching graphics if possible.
- The committee discussed the origin of the \$25 per tree fee, and would like to change the language of program materials from a fee to a suggested donation. Gail will look into how the fee was established and whether the Tree Committee or Borough Council would be responsible for eliminating it.
- Secretary Diana Hallman sent a note of thanks for the committee's recent monetary gift toward the expenses of her treatment.

9. Citizens' Comments – None

10. Adjournment – The meeting was adjourned at 8:36 p.m.

Respectfully submitted,

Gail Anderson, Secretary

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
June 27, 2012, 7:30 p.m.**

Members present: Chairman Mary Dresser (7:40 p.m.), Mark Arbogast, Brad Botchlet,
Dale Kaufman, Gil Pratt

Others present: Gail Anderson, Secretary

1. Call to Order – The meeting was called to order at 7:36 p.m. by Vice Chairman Dale Kaufman.

2. Citizens' Comments – None.

3. Minutes of May 23, 2012 – Tabled until next meeting.

4. Center Square

All the annuals planted on the northeast (PNC) corner have died. When it's her turn to water, Mary will try to get some petunias or other inexpensive replacements, and Dale will help plant them. The hanging baskets on the west side need to be lowered for more sunlight.

5. Door Hangers

Mary's door hanger design was reviewed and revised. The regular July meeting will be canceled in favor of going door-to-door distributing the door hangers. Committee members will meet at 6:30 p.m. on July 25 to do so on Miller, Main, and Decatur Streets; rain date July 26.

6. Newsletter Article

The secretary provided an advance copy of the committee's article from the annual borough newsletter. We were fortunate to get front-page placement.

7. Review of Per-Tree Fee

The \$25 per tree fee had been established by the Tree Committee, and not by Borough Council, in order to encourage greater citizen "ownership" and care of trees in the planting program. As such, it is entirely at the Tree Committee's discretion whether to eliminate the fee. On motion by Brad Botchlet, second by Dale Kaufman, the \$25 per tree donation was eliminated.

8. Review of Tree Information on Borough Web Site

The members reviewed the program documents (guidelines, suggested tree list, and request form) and suggested several revisions. The secretary will see to updating all program materials, as well as preparing a more user-friendly street tree fact sheet packet.

9. Fall Tree Planting

November 10, 2012 was established as the fall planting date.

10. Other Business – None.

11. New Business

Brad reported that he had worked with residents to generate requests for 3 trees for autumn 2013, and also 1 for autumn 2012. All three will require stump grinding, and one tree removal.

12. Citizens' Comments – None.

13. Adjournment – On motion by Dale Kaufman, second by Mark Arbogast, the meeting was adjourned.

Respectfully submitted,

Gail Anderson, Secretary

JULY 25, 2012 – MEETING CANCELED

AUGUST 22, 2012 – MEETING CANCELED

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
September 26, 2012 – 7:30 PM**

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 – None

4. Lincoln Tree Status:

- Need for trimming? No – not yet
- Ready for Transplant? Yes, but needs protection via stake, fence and large surrounding mulch bed.
- Where to transplant? Toward front left of Art Building near the road. Transplanting can occur in November or December after defoliates.

5. Center Square Planting/Watering Status Report:

- The time has come to switch from annuals to mostly perennials. Mary and Dale will put ideas together for review.
- Planting could happen before end of year if money is available in account for square plantings. Planting could occur on a Monday late afternoon.
- Baskets will continue to be planted with annuals; we will need new liners next year.
- Mary will check with staff to determine balance in account. Dale is willing to contribute \$50.

6. Fall Tree Planting: November 3rd date change for plantings. Must review list at next meeting.

7. Citizens' Comments – None.

8. Adjournment – A motion was made by Dale Kaufman, seconded by Brad Botchlet, and passed unanimously to adjourn the meeting at 8:20 p.m.

Respectfully submitted,

Mary Dresser
Chairman

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
October 24, 2012 – 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. Citizens' Comments – None.

3. Minutes – On motion by Dale Kaufman, second by Brad Botchlet, the minutes of the May 23, June 27, and September 26, 2012 meetings were approved.

4. Center Square Beautification:

The borough office will arrange a consultation with Ed Shull's Tree Service, public works staff, and Mark Arbogast later in winter when all the leaves are off the trees at Center Square to discuss interior thinning and pruning.

Mary Dresser presented a plan for infill plantings in the pockets. She suggests a number of perennial species, including heuchera, creeping jenny, hakone grass, and homestead verbena, for a total of 30 new plants. Keeping in mind the remaining funds of \$150, and availability, Mary and Brad will purchase as many plants as possible toward completing the planting on November 3 after the street trees are planted on that same day. Dale offered to cover any cost overrun in the interest of purchasing all the needed plants and getting the job done.

5. Fall Tree Planting: The tree request list was reviewed, and all but the Caswell request can be fulfilled this year on November 3. Workers will meet at the borough office at 8:00 a.m.

6. Other Business

Mark suggested the committee brainstorm some ideas and think about hosting a "tree maintenance class" for public education. His concept includes perhaps an hour-long presentation some late winter/early spring evening on how to select, plant, and maintain trees so that they thrive. Mary noted that we might coordinate this through Tree Tenders, or have them as the presenters. Other educational ideas included a page on the borough's web site about tree maintenance and care, including pictures taken when the Center Square trees are eventually thinned and pruned; an information table at the Farmer's Market; and adding illustrations to the "Tree Advice" sheet given to residents when we plant new trees for them.

7. New Business

Mary will respond to a request from a university student asking for our tree inventory data.

8. Citizens' Comments – None.

9. Adjournment – A motion was made by Dale Kaufman, seconded by Brad Botchlet, and passed unanimously to adjourn the meeting at 8:44 p.m.

Respectfully submitted,

Gail Anderson, Secretary

**STRASBURG BOROUGH
SHADE TREE COMMITTEE MINUTES
November 28, 2012 – 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. Minutes** – On motion by Dale Kaufman, second by Gil Pratt, the minutes of the October 24, 2012 meetings were approved with the correction of Brad Botchlet's name in Item #9.
- 4. Fall Planting Wrapup** – The day went well, but was long, with lots of work getting accomplished both in planting trees and beautifying Center Square. Brad suggests better coordination of work crews and tree dropoff, with a helper to assist in offloading trees and the “diggers” going to the offloaded trees instead of waiting for trees at various locations that may not get the trees delivered right away. Gil Pratt reported that the planting at the Bronkema residence that took place midweek went well. The liriopie at Center Square will need to be pruned in spring 2013.
- 5. Center Square Funds Balance** – After expenditures for the November 3 planting, there is a balance of \$141.92 remaining for 2012. Brad will purchase a case of coco basket liners, along with fertilizer and supplies to use up the funds.
- 6.** The meeting schedule for 2013 was reviewed. By consensus, the November 2013 meeting was moved from the regular night to Tuesday, November 26, and there will be no meeting in December 2013.
- 7. Tree Care Class** – Mark's concept for this event is that it be a basic presentation of how to care for trees, lasting about 45 minutes. It was agreed that the committee members have the knowledge and expertise to present the program themselves, rather than arranging for an outside speaker. A tentative date of Monday, April 22, 2013 at 7:00 p.m. was set, and will be reported to the Borough Manager for reservation of the room. Mark presented a list of suggested topics to be covered for review by the members; the Borough's tree program, and “Insects and Infestations” should be addressed as well.
- 8. Old Business** – None.
- 9: New Business** – The TreeVitalize grant program is transitioning back to administration at the state level and undergoing some major changes. Local liaison Fritz Schroeder will relay our interest to the state coordinator, in the hopes that she will be in touch about the new application process and deadlines.
- 10. Citizen Comments** – None.

11. Adjournment – On motion by Brad Botchlet, second by Dale Kaufman, the meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Gail Anderson, Secretary

DECEMBER 19, 2012 – MEETING CANCELED