

2025-2
STRASBURG BOROUGH SHADE TREE COMMITTEE
April 17, 2025
MINUTES

Members Present: Brad Botchlet, Chairman
Dale Kaufman

Gil Pratt
Curt Reynolds

Others Present: Steve Echternach, Borough Manager
Kim Rubincam, Secretary

Call to Order: The meeting was called to order at 7:05 p.m.

Citizens' Comments: None

Minutes of March 20, 2025: A motion was made by Dale Kaufman, seconded by Gil Pratt, and passed unanimously to approve the meeting minutes of March 20, 2025 as printed.

Reports:

Finance Report - The 2025 Finance Reports was reviewed.

Unfinished Business:

Spring Tree Planting – Spring tree planting is scheduled for April 26th at 9:00 a.m. with a rain date of May 3rd. There is a total of seven trees to be planted. The Borough Manager stated that public works employees would be available to help.

Spring Square Planting/Bed Design Update – Dale Kaufman completed cleanup at the square and will get mulch for the beds. Gil Pratt will take the hanging baskets to Good Harvest for planting. Dale Kaufman will talk with the owner of 1 East Main Street about planting that corner. Center Square planting is scheduled for Saturday, May 17th at 9:00 a.m.

New Business: None

Other Business: None

Citizen Comments: None

Adjournment: A motion was made by Dale Kaufman, seconded by Gil Pratt, and passed unanimously to adjourn the meeting at 7:30 p.m.

Respectfully submitted,
Kim Rubincam, Secretary

2025-3
STRASBURG BOROUGH SHADE TREE COMMITTEE
May 15, 2025
MINUTES

Members Present: Brad Botchlet, Chairman
Dale Kaufman
Mary Dresser
Gil Pratt, Vice Chairman
Curt Reynolds

Others Present: Kim Rubincam, Secretary

Call to Order: The meeting was called to order at 7:15 p.m.

Citizens' Comments: None

Minutes of April 17, 2025: A motion was made by Curt Reynolds, seconded by Gil Pratt, and passed unanimously to approve the meeting minutes of April 17, 2025 as printed.

Reports:

Finance Report - The 2025 Finance Reports was reviewed.

Unfinished Business:

Spring Tree Planting Recap – The consensus was that tree planting went very well. The committee appreciated public works help and that the homeowners were home for the plantings.

Spring Square Planting –

- How many flowers are needed – Mary already ordered flats of alyssum, petunias, and coleus. Dale will bring mulch.
- Old PNC Bank building – Can we plant? – Nobody contacted the current owner.
- Watering Schedule – Mary created a watering schedule that was distributed.
- What plants will need removed before tree removal – The committee will discuss closer to the time of removal.

New Business:

Review Street Tree Setback Requirements – The committee reviewed the current street tree setback requirements, must be planted within six feet of the sidewalk in the historic district, and within fifteen feet of the sidewalk for those not within the historic district as approved by the committee. The committee agreed that property owners who wish to have a tree further than six feet should be planting a larger street tree, not a small landscaping tree.

Other Business: None

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Citizen Comments: None

Adjournment: A motion was made by Curt Reynolds, seconded by Dale Kaufman, and passed unanimously to adjourn the meeting at 7:40 p.m.

Respectfully submitted,
Kim Rubincam, Secretary

2025-5
STRASBURG BOROUGH SHADE TREE COMMITTEE
August 21, 2025
MINUTES

Members Present: Brad Botchlet, Chairman
Dale Kaufman
Mary Dresser
Gil Pratt, Vice Chairman
Curt Reynolds

Others Present: Kim Rubincam, Secretary

Call to Order: The meeting was called to order at 7:20 p.m.

Citizens' Comments: None

Minutes of May 15, 2025: A motion was made by Dale Kaufman, seconded by Mary Dresser, and passed unanimously to approve the meeting minutes of May 15, 2025 as printed.

Reports:

Finance Report - The 2025 Finance Reports was reviewed.

Unfinished Business:

Program Marketing – Members were each assigned 7 homeowners that previously had trees planted to contact for permission to place program signs in their yard. The members are to place the yard signs by September 6, 2025.

New Business:

Fall Tree Planting – Fall tree planting was scheduled for November 15, 2025, meeting at the borough office at 9:00 a.m. The rain date is November 22, 2025. There are three tree requests for a total of 4 trees. Members will contact applicants to confirm tree selections and planting locations before the next meeting. Gil Pratt will contact St. Michaels Lutheran Church, Dale Kaufman will contact Mr. & Mrs. Burke, and Curt Reynolds will contact Ms. Miller.

Other Business: None

Citizen Comments: None

Adjournment: A motion was made by Dale Kaufman, seconded by Gil Pratt, and passed unanimously to adjourn the meeting at 7:50 p.m.

Respectfully submitted,
Kim Rubincam, Secretary

2025-6
STRASBURG BOROUGH SHADE TREE COMMITTEE
September 18, 2025
MINUTES

Members Present: Brad Botchlet, Chairman
Dale Kaufman
Mary Dresser
Gil Pratt, Vice Chairman
Curt Reynolds

Others Present: Kim Rubincam, Secretary

Call to Order: The meeting was called to order at 7:05 p.m.

Citizens' Comments: None

Minutes of August 21, 2025: A motion was made by Curt Reynolds, seconded by Mary Dresser, and passed unanimously to approve the meeting minutes of August 21, 2025 as printed.

Reports:

Finance Report - The 2025 Finance Reports was reviewed.

Unfinished Business:

Program Marketing – Members placed their yard signs by previously planted trees at the beginning of September. Members will pull the signs at the end of the month. The sign campaign generated one new tree request so far.

Fall Tree Planting – Fall tree planting will be November 15, 2025, meeting at the borough office at 9:00 a.m. The rain date is November 22, 2025. There are four tree requests for a total of 5 trees. Members will confirm tree selections with applicants and an e-mail will be sent to members on October 1st to confirm the tree order before it is placed. No volunteers were requested for this planting.

New Business: None

Other Business: None

Citizen Comments: None

Adjournment: A motion was made by Curt Reynolds, seconded by Dale Kaufman, and passed unanimously to adjourn the meeting at 7:25 p.m.

Respectfully submitted,
Kim Rubincam, Secretary

2025-7
STRASBURG BOROUGH SHADE TREE COMMITTEE
October 16, 2025
MINUTES

Members Present: Brad Botchlet, Chairman Gil Pratt, Vice Chairman
Mary Dresser

Others Present: Kim Rubincam, Secretary

Call to Order: The meeting was called to order at 7:05 p.m.

Citizens' Comments: None

Minutes of September 18, 2025: A motion was made by Gil Pratt, seconded by Mary Dresser, and passed unanimously to approve the meeting minutes of September 18, 2025 as printed.

Reports:

Finance Report - The 2025 Finance Reports was reviewed.

Unfinished Business:

Program Marketing – Members were reminded to remove their yard signs and return them to the office.

Fall Tree Planting – Fall tree planting will be November 15, 2025, meeting at the borough office at 9:00 a.m. The rain date is November 22, 2025. There are 6 trees to be planted.

Mary will place the tree order with Mountain Springs Nursery and have them deliver the trees. Public works will place the trees and bag of mulch at each site the day before planting.

Members are to mark their tree sites with a white flag by November 9th so PA One Calls can be placed on November 10th.

New Business: None

Other Business: None

Citizen Comments: None

Adjournment: A motion was made by Gil Pratt, seconded by Mary Dresser, and passed unanimously to adjourn the meeting at 7:25 p.m.

Respectfully submitted,
Kim Rubincam, Secretary

2025-8
STRASBURG BOROUGH SHADE TREE COMMITTEE
November 20, 2025
MINUTES

Members Present: Brad Botchlet, Chairman Dale Kaufman
Mary Dresser Curt Reynolds

Others Present: Kim Rubincam, Secretary

Call to Order: The meeting was called to order at 7:15 p.m.

Citizens' Comments: None

Minutes of October 16, 2025: A motion was made by Curt Reynolds, seconded by Dale Kaufman, and passed unanimously to approve the meeting minutes of October 16, 2025 as printed.

Reports:

Finance Report - The 2025 Finance Reports was reviewed.

Unfinished Business:

Fall Tree Planting Recap – Overall the members felt tree planting went well. 5 of the 6 scheduled trees were planted on Saturday, November 15, 2025.

The planting pocket at 123 East Main Street still contained a tree stump under the dirt. The home owner will be contacted. If they remove the stump a planting date will be scheduled.

A tree was planted at 319 Susan, but the homeowner was unhappy the location was changed without contacting them, their phone number was hanging on the door. The homeowner had chosen a location with Mary, and a white flag was placed for the PA One Call. The morning of planting the tree was planted at 6 feet behind the sidewalk. The homeowner will be contacted to see if they would like the committee to move the tree to the original location.

New Business: None

Other Business: None

Citizen Comments: None

Adjournment: A motion was made by Dale Kaufman, seconded by Curt Reynolds, and passed unanimously to adjourn the meeting at 7:35 p.m.

Respectfully submitted,

Kim Rubincam, Secretary