

Gettysburg Borough Shade Tree Commission Meeting Minutes 09/12/2023

The regularly scheduled meeting of the Shade Tree Commission was held on Tuesday, September 12, 2023, at the Borough Office. Present: David Rice, Chair; Susan Naugle, Member; Martin Jolin, Member; and Rob Harbaugh, Public Works Director. Absent: Rebecca Brown, Alternate Member. The meeting was called to order by Chair Rice at 7:00 pm.

MINUTES: Draft minutes for the August 8 regular meeting were provided prior to the meeting. Following a reading of the minutes, members accepted the minutes as presented.

FINANCIAL REPORT: A report from the Borough Finance Department shows a balance of \$11,888.67 as of September 11. **Commission Members accepted the Finance Report as presented.**

PUBLIC WORKS UPDATE: Rob Harbaugh reported they have been continuing to water trees planted in the spring and all appear to be doing well despite the dry conditions. He advised that the Commission will need to decide on the fall tree planting at this meeting so Public Works can get them planted before brush and leaf pick-up. He requested a list of not more than 20 trees since many will require sidewalk cutting.

The Gettysburg Trinity UCC (60 E. High St, across the street from the Borough Office) has reported that two maple trees in front of the church have lost leaves at the top. They requested the dead limbs be pruned. Public Works will take care of these later in the fall. Members also discussed the dead tree at the Borough office (not a street tree). Rob advised the tree will be removed but it may not be replaced in order to provide additional parking.

As a follow-up to the August meeting, members discussed the status of the Pin Oaks at 140 W. Broadway. The property owner has not provided a statement to verify that the trees present a danger to people or property. Public Works will prune out dead limbs and check into removing a vine growing up one of the trees. Action related to complaints about a tree on private property in the 500 block of York Street remains unresolved.

Members unanimously approved the purchase of 20 additional watering bags (Tree Gators) since current ones are wearing out and more will be needed for fall planting.

SIDEWALK ORDINANCE REVISIONS: This topic was discussed at the Borough Council Workshop on August 28. No action or decisions were made on how to proceed to repair them. Council members indicated they might favor use of the revolving loan fund or use of Community Development Block Grant (CDBG) funds to help defray the cost for residents since this is an ADA issue.

Chair Rice expressed his desire to use Shade Tree funds to fix unsafe sidewalks caused by street trees. He proposed we consider some kind of pilot program to begin addressing the issue. Susan Naugle advised that current ordinance language may not support use of funds since the property owner is responsible. It was decided that we would table the issue for later discussion but request an increase in our budget to \$20,000 so we have extra dollars to develop a program in 2024. **Members unanimously agreed to the budget request of \$20,000 for 2024 with the additional funds going into "Contracted Services".**

OTHER OLD BUSINESS: Susan advised that the Planning Department intern has been assigned other tasks which has delayed work on the GIS mapping of trees. Director Marshall has requested the Commission review the list of data fields to be collected. Consensus of members was that the fields listed in her email of 9/11/2023 are acceptable. There were no other suggestions.

REVIEW OF PERMIT REQUESTS:

Members discussed the permit request from Harry Stokes for the planting of two trees on Mummasburg Street for inclusion in the fall planting. He has since submitted a second request for replacement of a damaged tree at 211 N Washington Street which he and his wife recently purchased. Susan had a

photo of the tree which had its main trunk broken off at some point. Dir. Harbaugh believes the tree was planted by the college when they replaced the sidewalk on that block. Public Works should be able to easily remove that tree for replacement this fall. Mr. Stokes also provided an aerial photo of Mummasburg Street showing current trees and those he would like to see added in the future. He repeated his willingness to underwrite the cost of the trees.

UPDATES TO ORDINANCE LIST OF SUGGESTED TREES:

Ms. Naugle provided an updated draft for review. The list incorporates trees recently planted by the Commission. Chair Rice provided information about the Katsura tree and requested it be added to the list.

DISCUSSION OF PLANTING SITES AND SPECIES FOR FALL PLANTING:

Members reviewed possible tree locations for planting this fall. Dir. Harbaugh requested the addition of three locations where they have removed trees – 166 York St, 7 Liberty St and 30 E. Broadway. Members will visit sites with Rob to determine if any of the suggested sites are not feasible due to space, utilities, etc. Marty Jolin will determine the tree species/variety to be planted once locations are finalized. **Members voted unanimously to approve the planting of up to 20 trees this fall with exact locations to be established through the One Call process.**

Members discussed possible tree vendors. Susan had contacted Diller's and confirmed they are willing to contract with the Borough. Members agreed that we should send the final list to multiple vendors for availability and price: Boyers Nursery, Shott's (Taneytown), Diller's (Dillsburg) and Rockelman's (Shady Grove).

MEMBER'S TERM ENDING: Susan Naugle's term will end October 2023. She agreed to reappointment.

OTHER NEW BUSINESS:

Chair Rice will draft an article for the Borough Newsletter.

Having no other business for discussion, the meeting was adjourned at 8:55 pm.

The next meeting of the Commission will be held on November 14, 2023.

Minutes prepared by Susan Naugle 9/14/2023