

**BOROUGH OF GETTYSBURG
TROXELL COUNCIL CHAMBERS
59 EAST HIGH STREET, GETTYSBURG, PA 17325
COUNCIL BUSINESS MEETING MINUTES
MARCH 11, 2024**

President Matthew Moon called the meeting to order at 7:00 PM with the following **Councilors present:** Vice-President Judith Butterfield, Ms. Patricia Lawson, Mr. Christopher Berger, Mr. Chad-Alan Carr, Ms. Alisha Sanders, and Mr. Peter Bales. **Staff present included:** Borough Manager Charles Gable; Borough Secretary Sara Stull; Borough Solicitor Harold Eastman, Barley Snyder; Police Chief Robert Glenney; Planning Director John Whitmore; Coordinator of Historic and Environmental Preservation Debra English; Parking Manager Rebecca Fissel; Public Works Director Robert Harbaugh, Chad Clabaugh, Borough Engineer, C. S. Davidson, Inc. and Mayor Rita Frealing was absent.

Others present included: Jill Sellers, President of Main Street Gettysburg; Karl Pietrzak, President of Destination Gettysburg, 1560 Fairfield Road; Brian Hodges, 137 Ridge Avenue and owner of The Brafferton Inn, 44 York Street; Linda Atiyeh, owner of The Upper Crust, 26 York Street; Nancie Gudmasted, owner of the Shriver House, 309 Baltimore Street; and Sharon Monahan, 114 West Broadway. Representing the press was Jim Hale with the *Gettysburg Times*; and filming by *Community Media-ACCTV*.

Moved Ms. Lawson seconded Mr. Berger to approve the March 11, 2024 agenda as presented. Motion carried unanimously.

Moved Mr. Bales seconded Mr. Carr to approve minutes of the Council Meeting of February 12, 2024, the Special Council Meeting and Council Work Session held on February 26, 2024 as presented. Motion carried unanimously.

Public Comment (Restricted to Items on the Agenda)

Karl Pietrzak, President of Destination Gettysburg, 1560 Fairfield Road commented about the Bus Parking Pilot Program that is being reinstated. He was glad to see that the program is back in place and he also spoke with some of their partners who are happy to see it reinstated. He appreciates Council's willingness to continue with the survey and said that any data collected will be helpful with making any decisions moving forward.

Special Presentation

**Mayor Rita Frealing – Read Proclamation
Announced March 11 to 15, 2024 as Civic Learning Week in Gettysburg.**

In the absence of Mayor Frealing, President Moon asked Councilwoman Sanders to give a brief summary about Civic Learning Week.

Councilwoman Sanders read a brief summary about Civic Learning Week (CLW) as follows: “Civic Learning Week (CLW) is a product of iCivics, an organization dedicated to providing curricular materials, and free supplemental materials to classrooms when they teach civics. CLW seeks to highlight the importance of civic education in sustaining and strengthening our constitutional democracy in the United States. And in addition to CLW, there is a coalition of teachers, Teachers Advocacy Civic Learning (TACL) which is asking people to learn more about the Civics Secures Democracy Act of 2021. This legislation was passed to: expand access to civic education with \$1 billion investment across K-12 and higher education; provide funding to state education agencies, nonprofits, and higher education for research and to update civics grant programs; provide funds to schools to initiate civic programming; and establish a bi-annual administration of the National Assessment for Educational Progress (NAEP) in civics, grades 4 to 12. CLW also includes programming both online and in person: civiclearningweek.org”.

President Moon read the Proclamation announcing that March 11 to 15, 2024 as Civic Learning Week in Gettysburg.

Gettysburg Fire Department (GFD) Box Alarm Review

Chief Ken Kime explained that the GFD reviews the Box Card Alarms periodically; and said that the purpose is to assign and dispatch the fire apparatus and noted that even though they write the Box Card information, Borough Council must approve it for their municipality. He said that the Gettysburg Fire Department is Box Card Number 1.

Deputy Chief Scott McGonigal explained that the County provided and paid for third-party data that takes the resources throughout Adams, Franklin, York and Cumberland Counties. He said that it added and increased the capabilities for Gettysburg, but that there were no changes made to Gettysburg Borough.

Current and Old Business

Department of Planning/Zoning/Code Enforcement

Planning Director John Whitmore gave the following report: the Planning Commission meeting was cancelled in February due to lack of business items; the Zoning Hearing Board met on February 13, 2024 and approved the special exception to allow for an Outdoor Commercial Recreation or Entertainment Activity where it is proposed to develop a miniature golf course; the library land use project to establish a library in the Institutional-1 District has been submitted to the Adams County Office of Planning and Development for review, and a recommendation from the Planning Commission is expected at their next meeting on March 18, 2024; the Zoning Ordinance Rewrite Steering Committee continues to meet with the next meeting scheduled on March 26, 2024, and staff is also coordinating with the Adams County Housing Authority to determine housing opportunities; the Sign Ordinance working group met on February 21, 2024 and will continue to meet every other week for the next two months and staff plans to present a draft to Borough Council to review at the April 22, 2024 work session meeting; staff is working with the solicitor to prepare a draft ordinance for the Code Enforcement Ticketing process for

Council to review at the March 25, 2024 work session meeting; and he attended the grant seminar sponsored by State Senator Doug Mastriano's office, and will be attending the upcoming meeting of Healthy Adams Bicycle/Pedestrian Inc. (HABPI) and the Steinwehr Business Improvement District (BID).

Coordinator of Historic & Environmental Preservation

Coordinator of Historic & Environmental Preservation English gave the following report: the Gettysburg Storm Water Authority (GBSWA) processed forty-one liens and several payments have been received to date; the Adams County Rescue Mission is having their annual 'Upcycled Art Show' and is looking for artists to create upcycled artwork for the event which is scheduled for June 7th at 5:30 PM; and May is National Preservation Month and HARB plans to hold their Annual Award Ceremony on Wednesday, May 15th at 6:00 PM.

Moved Mr. Carr seconded Ms. Lawson to accept the recommendations of the Borough of Gettysburg Historic Architectural Review Board (HARB) following its review on February 21, 2024 and grant Certificates of Appropriateness for the following applications as presented: COA 24-0005 MAJOR PROJECT: 17 Lincoln Square – Wallace Real Estate Group LLC for the replacement of the existing veneer concrete steps to the entrance of the building with new brushed concrete steps and install a removeable ADA handrail with brass floor sockets as presented to the board in the application dated January 8, 2024; COA-230003 MAJOR PROJECT: 615 York Street – Schmuck Lumber Company for the proposed renovation and alterations of an existing building in order to combine two retail spaces into one larger hardware/retail space to include the creation of a new main entranceway with parallel ADA concrete ramps with railings, down lighting from the roof and parking lot, and maintain the brick façade and window style as presented in the application dated February 1, 2024; COA-240004 MAJOR PROJECT: 106 N. Washington Street – Eric Smith from the Historic Railroad Passenger Station for the complete Historic Train Station renovation project at 106 N. Washington Street to include the demolition of additions on the west-side of the building, restore the original train station building, add a new toilet room, and construct a new platform canopy as presented in the application dated February 7, 2024. Motion carried unanimously.

Councilwoman Butterfield asked if Eric Smith from the Historic Railroad Passenger Station is working with the Adams County Historical Society regarding the Historic Train Station renovations project.

Coordinator of Historic & Environmental Preservation English responded that it is not a requirement to do so but that Eric Smith has been working closely with Gary Shaffer, HARB Chairman, on this important project. She said that she will speak to Andrew Dalton, Executive Director of the Adams County Historical Society regarding the renovations.

Councilman Carr appreciates any land owner that is able to make renovations to their historic property and also to be able to accommodate with the American With Disabilities Act (ADA) requirements.

Parking Department

Parking Manager Fissel gave the following report: there were 46 Local Privilege Parking (LPP) Permits issued for the month of February, and 20 Reserved Parking spaces were issued in the parking garage for the month of February; she noted that more people are using the parking applications so the coin count is down in the meters; and a part-time Parking Enforcement Officer will begin work this week.

Moved Mr. Berger seconded Mr. Carr to adopt resolution #031124-1 for the purposes of amending, modifying and confirming certain fees for parking within the Borough's Race Horse Alley Parking Garage and to amend, modify and confirm certain fees for the temporary reservation of parking spaces for the parking and placement of construction vehicles and open-top refuse containers and to accordingly amend, modify and confirm such fees as set forth in the Borough's Fee Resolution adopted on December 11, 2023. Motion carried unanimously.

Moved Mr. Carr seconded Mr. Bales to adopt resolution #031124-2 implementing a Gettysburg Borough bus parking pilot program for the temporary reservation and use of public parking spaces in designated locations within the Borough for a 90-day trial period commencing in the latter part of March 2024 and terminating in the latter part of June 2024. Motion carried unanimously.

Councilman Carr noted that he has not heard any comments from the public regarding the Bus Parking Pilot Program.

Public Works Department

Public Works Director Harbaugh gave the following report: the public works crew picked up 181 Christmas trees for recycling this season; and the public works crew will be working on an emergency storm water pipe replacement at the intersection of North Howard Avenue and Seminary Avenue due to a section of failing pipe that was discovered during construction by the Gettysburg Municipal Authority digging for a new sewer main.

Borough Engineer

Chad Clabaugh, Borough Engineer gave the following report: update on the Gateway Connectivity Project stating that funding for the design was initially approved with a Federal Land Access Program (FLAP) Grant in 2020 and they plan to start the design of the project within the next few months; the RAISE Grant application was submitted noting that with the increase in the utilities cost the amount was increased to \$12.6 million with construction expected to begin in 2027; Gettysburg Inner Loop (GIL) Phase B2B Project stating the next step is for the bidding process to begin in the near future, and noted that we need to secure easement agreements with the Gettysburg College for the GIL; and the agreement with Heather Hazel regarding the Stevens Run Channel Wall repair which is on the agenda for approval tonight.

Moved Ms. Lawson seconded Mr. Bales to authorize the Borough Engineer to advertise the Gettysburg Inner Loop Phase B2(B) project for construction bidding. Motion carried unanimously.

Moved Ms. Sanders seconded Mr. Berger to authorize the preparation and entry into written agreements with Heather J. Hazel relative to her real property located at 347 West Middle Street for purposes of obtaining a temporary construction easement and a permanent stormwater easement for the construction, operation, inspection, maintenance, repair and replacement of a portion of the Stevens Run channel wall adjacent to and along Bream Alley. Motion carried unanimously.

Police Department

Chief Glenny gave the following report: Officer Alec Lardarello completed the Field Training Officer Program and is currently on night shift with the B Squad; the three new police vehicles arrived and the computer tablets are currently being installed; the Annual National Night Out will be held on Tuesday, August 6, 2024; and he thanked Councilwoman Sanders for inviting the police department to speak to her elementary class about Civic Learning Week and said that both Police Officers Orth and Chilcote will be speaking to the class tomorrow.

Councilman Carr asked how the Medical Outreach Program with York/Adams Mental Health Intellectual and Development Disabilities (MH-IDD) Program with co-responder McKenzie Johnson is working out in the police department, and if Wellspan Health plans to continue to fund this program. This is an important program and he hopes that it will continue.

Chief Glenny responded that it has been a successful program and that the co-responder has worked well within the police department. He hopes that Wellspan Health will continue to fund this important program. He also pointed out that Wellspan Health has approved a \$40,000 grant to be used for police officers training

Moved Mr. Bales seconded Mr. Carr to adopt resolution #031124-3 for the purposes of amending, modifying and confirming certain maximum fees to be charged by authorized towing companies for the performance of certain motor vehicle towing and storage services to be paid by motor vehicle owners, pursuant to the provisions of the Borough of Gettysburg Towing Ordinance and to amend, modify and confirm such maximum fees accordingly, as such maximum fees are set forth in the Borough's Fee Resolution adopted on December 11, 2023. Motion carried unanimously.

Office of the Manager/Treasurer/Secretary

Manager Gable gave the financial report as follows: as of February 29, 2024 the General Fund currently has a \$260,000 deficit which will begin to reduce as property taxes are collected; currently there is about \$2.5 million in the General Fund; and approximately \$7.3 million in all Borough accounts.

The Borough is finalizing the PennDOT Agreement to administer the Federal Land Access Program (FLAP) Grant in the amount of \$800,000. The engineering portion of the Gettysburg Connectivity Project is \$1.2 million in which the Borough will be contributing some funding and is also partnering with PennDOT to help fund the local match with the grant program.

The fourth round of the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant was successfully submitted on February 28th which is for construction funding for the Gettysburg Connectivity Project.

Moved Mr. Carr seconded Ms. Sanders to approve all bills and payrolls for the month as presented. Motion carried unanimously.

Moved Mr. Berger seconded Mr. Carr to authorize a COLA increase for retired police pensioner Cytha Grissom, to be paid from the Police Pension Plan effective February 1, 2024. Motion carried unanimously.

Moved Ms. Sanders seconded Mr. Carr to adopt resolution #031124-4 to excuse the police from making contributions to the Police Pension Fund for fiscal year 2024. Motion carried unanimously.

Moved Mr. Bales seconded Mr. Carr to approve the 2024 Municipal Box Alarm Card information as submitted by the Gettysburg Fire Department Fire Chief for the Adams County Department of Emergency Services. Motion carried unanimously.

Moved Ms. Lawson seconded Mr. Bales to adopt resolution #031124-5 authorizing a Gettysburg Borough local match in the amount of \$273,500.00 relative to the funding in connection with the construction and completion of certain infrastructure and utility improvements for Phase B2(B) of the Gettysburg Inner Loop project. Motion carried unanimously.

Moved Mr. Carr seconded Ms. Lawson to authorize the preparation of a proposed Memorandum of Understanding, by and between Gettysburg Borough, Gettysburg Borough Storm Water Authority and Gettysburg Municipal Authority, relative to the funding parties cooperation in connection with the construction and completion of certain infrastructure improvements for Phase B2(B) of the Gettysburg Inner Loop Project. Motion carried unanimously.

Moved Ms. Sanders seconded Ms. Lawson to adopt resolution #031124-6 authorizing and ratifying the submission of a grant application requesting \$10,096,944.00 in Rebuilding American Infrastructure with Sustainability and Equity (RAISE) funds, through the United States Department of Transportation, to advance construction of a transportation infrastructure and streetscape improvement project in the historic downtown area of the Borough, with the total cost of the RAISE scope of work (construction) of \$12,621,180.00 and committing the RAISE 20% local match requirement of \$2,524,236.00 in non-federal local funds for the construction of the

Gettysburg Gateway Connectivity Project. Motion carried unanimously.

Moved Mr. Berger seconded Mr. Carr to adopt resolution #031124-7 authorizing the preparation and submission of an application to the Pennsylvania Department of Community and Economic Development, through its Municipal Assistance Program, for a grant in aid of the undertaking by the Borough of Gettysburg of a neighborhood revitalization plan for the Borough's Elm Street District, with the commitment of a local funding match of \$25,000.00 by the Gettysburg Elm Street program, and to further authorize and designate J. Matthew Moon, President of Borough Council, Charles R. Gable, MPA, Borough Manager, and Sara L. Stull, Borough Secretary, to sign, execute, attest and deliver any and all documents and agreements required by and between the Borough and PA DCED in order to facilitate and assist in obtaining the requested grant. Motion carried unanimously.

Moved Ms. Sanders seconded Mr. Carr to adopt resolution #031124-8 appointing Kenneth C. Kime, Jr. as a member of the Gettysburg Borough Code Enforcement Appeals Board for a five (5) year term of office expiring in March 2029. Motion carried unanimously.

Moved Ms. Lawson seconded Mr. Berger to adopt resolution #031124-9 appointing Jennifer Yablonsky as an alternate member of the Zoning Hearing Board of the Borough of Gettysburg for the remainder of a three (3) year term expiring in January 2027. Motion carried unanimously.

Moved Mr. Carr seconded Ms. Sanders to adopt resolution #031124-10 appointing Jenny Dumont as an alternate member of the Gettysburg Borough Planning Commission to complete the remainder of an unexpired four (4) year term expiring in January 2026. Motion carried unanimously.

Moved Mr. Carr seconded Mr. Berger to appoint Judith Butterfield as a voting delegate for the Pennsylvania State Association of Boroughs Annual Conference to be held June 2 to 5, 2024. Motion carried unanimously.

Reports

Main Street Gettysburg

Jill Sellers, President of Main Street Gettysburg (MSG) read the following report:
Adams County Community Foundation: On March 5, 2024, Ms. Sellers attended the Investment Briefing at the Adams County Historical Society, which presented details about endowment investment accounts and strategies. The Community Foundation has grown its endowment investments to \$21 million, and its annual local grants to \$850,000; **Pennsylvania Downtown Center:** On February 27, 2024, Ms. Sellers attended the PDC Manager's Meeting in Harrisburg to discuss grants, programs, legislation, and other initiatives that affect Main Street and Elm Street organizations. Governor Shapiro's proposed budget includes the Main Street Matters program,

which will provide \$25 million in investments to create opportunities for PA Main Street Programs and small businesses; **Gettysburg Loves Love:** On February 17, 2024, MSG kicked off this new event in partnership with Destination Gettysburg, Community Media, and Mayor Frealing. The mayor presided over a vow renewal ceremony for over 100 couples in front of the Gettysburg Hotel. MSG is already making plans for this event next year; **Volunteers:** MSG celebrated our amazing volunteers in February at the Dobbin House; **Elm Street Program:** The Elm Street Committee provided input to the Rezoning Committee; The Planning grant application was not awarded by DCED but a new grant application was submitted under the Municipal Assistance Program (MAP). Thanked the Council for the adoption of Resolution #031124-7; **Zero-Interest Loan Program:** Main Street Gettysburg developed a zero-interest loan program to support businesses and residents with sidewalk projects. Please contact the office for more information or an application; **RAISE:** The RAISE grant total has increased in FY2024 to \$1.5 billion; and **Capital Campaign:** The capital and endowment campaigns will kick-off this spring. Please watch for more information and consider a donation toward this transformational project.

Gettysburg Area Recreation Authority

Councilman Carr gave the following report: an Easter Egg Hunt for kids is scheduled for Saturday, March 23, 2024 from 9:00 AM to 12:00 PM.

Gettysburg Municipal Authority

Councilman Berger gave the following report: the board members took a tour of the new GMA office located at 424 East Middle Street, and said that the renovations are about 90% complete with an anticipation of conducting the first meeting in May; drawings are complete for the Interceptor Sewer Phase 2 Project and they plan to break ground later this summer or early fall; Black Horse Tavern Road Water Main Extension Water Survey has been completed; and they will discuss at the upcoming meeting the Memorandum of Understanding regarding funding for the Gettysburg Inner Loop to help fund the infrastructure project.

Steinwehr Avenue Heart of Gettysburg Battlefield (SAHGB)

Councilwoman Butterfield gave the following report: during the upcoming meeting SAHGB plans to devise and modify the long-term strategic plan; and Planning Director John Whitmore attended the meeting to meet the board members and to provide them with information about signage and other issues that are important to the businesses on Steinwehr Avenue.

Adams County Boroughs Association (ACBA)

In the absence of Mayor Frealing, **Council President Moon** said that there was nothing to report at this time.

Adams County Council of Governments (COG)

Councilwoman Butterfield gave the following report: she serves on the Collaboration Subcommittee for COG and said that they have identified a need for cybersecurity training for the county and will be conducting a Cyber Security Survey in the near future to determine what the specific needs are; and announced that the next meeting of ACCOG is scheduled for Thursday, March 28, 2024 at the Emergency Services Building.

Health Adams Bicycle Pedestrian, Inc. (HABPI)

Councilwoman Lawson gave the following report: HABPI met last week and it was announced that they had received approximately \$107,000 in funding towards the Gettysburg Inner Loop which includes the Pella Window Grant; and Planning Director John Whitmore attended the meeting to meet the board members.

Adams County Transportation Planning Organization (ACTPO)

Councilwoman Butterfield announced that the next meeting of ACTPO is scheduled for Wednesday, April 24, 2024 from 1PM to 3 PM at the Adams County Agricultural and Natural Resources Center, 670 Old Harrisburg Road, Gettysburg.

Trail Feasibility Study

Councilman Berger said that they have not met in several months so there is nothing to report at this time.

Recycling

Councilwoman Butterfield announced that the Electronic Device Recycling event is scheduled for Saturday, April 20, 2024 and the paper shred event is scheduled for Friday, May 17, 2024. She encouraged people to preregister by contacting her at jbutterfield@gettysburgpa.gov or 717-337-0724 or through the Borough Website at www.gettysburgpa.gov.

Elected Official's Comments

Councilwoman Butterfield reported that @ Home in Adams County is an organization that addresses the housing crisis in the area and said that they plan to apply for a grant through the South Central Community Actions Program (SCCAP) to help with the needs for affordable housing in Gettysburg.

Councilman Moon announced that the lights around Lincoln Square were purple on March 6th in recognition of National Black Balloon Day for those that were lost to opioid addiction. The Coalition for Overdose and Recovery had a booth on the square to distribute NARCAN and he said that anyone interested in receiving NARCAN for their home or business can contact him at mmoon@gettysburgpa.gov.

Public Comment

Nancie Gudmasted, owner of the Shriver House, 309 Baltimore Street asked Council why she cannot continue to place and remove the meter bags at her business as she has done for the past twenty-seven years noting that the Borough Ordinance allows for this.

Councilman Moon pointed out that the ordinance states “may” place and remove bags; and at this time, the Borough Council has opted to have the Parking Department personnel do this.

Solicitor Eastman said that it is discretionary in terms of that particular application and it does not mandate that the Borough provide bags to anyone.

Moved Mr. Carr, seconded Mr. Berger to adjourn the meeting to an executive session at 8:40 PM. Motion carried unanimously.

Respectfully submitted,



Sara L. Stull
Borough Secretary