

**BOROUGH OF GETTYSBURG  
TROXELL COUNCIL CHAMBERS  
59 EAST HIGH STREET, GETTYSBURG, PA 17325  
COUNCIL BUSINESS MEETING MINUTES  
FEBRUARY 12, 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:** Mayor Rita Frealing; Borough Manager Charles Gable; Borough Secretary Sara Stull; Borough Solicitor Harold Eastman, Barley Snyder; Police Chief Robert Glenn; Planning Director John Whitmore; Coordinator of Historic and Environmental Preservation Debra English; Planning Assistant Karen Mesher; Parking Manager Rebecca Fissel; Public Works Director Robert Harbaugh, and Chad Clabaugh, Borough Engineer, C. S. Davidson, Inc.

**Others present included:** Jill Sellers, President of Main Street Gettysburg; Mary Sue Cline and Brandt Ensor representing the Adams County Library, 140 Baltimore Street; Brian Hodges, 137 Ridge Avenue and owner of The Brafferton Inn, 44 York Street; Linda Atiyeh, owner of The Upper Crust, 26 York Street; Scott English, owner of The Gettysburg Academy, 66-68 West High Street; Linda Cockle, owner 168-170 Carlisle Street (formerly Ugly Mug Business on first floor); Shelley Knouse, owner of Fresh Boutique, 28 Chambersburg Street; Susan Cipperly, 314 North Stratton Street; Martin Jolin, Shade Tree Committee Member, 612 Long Lane; Kurt Kramer, 12 Wade Avenue; Sharon Monahan, 114 West Broadway; Darlene Brown, 355 West High Street and Steven Voorhis, 201 North Washington Street. Representing the press was Jim Hale with the *Gettysburg Times*; and filming by *Community Media-ACCTV*.

**President Matthew Moon** announced an executive session of the Borough Council of the Borough of Gettysburg will be conducted immediately following the adjournment of this evening's monthly general business meeting consistent with section 708(a)(2) and section 708(a)(5) of the Sunshine Act for the following purposes: (1) to receive informational updates relative to a pending grievance matter and a contractual issue raised by the Teamsters Local No. 776 in connection with the Borough's collective bargaining agreements with its police and nonuniformed employees labor organizations; and (2) to revise and discuss matters of Borough business which, if conducted in public, could lead to the disclosure of information or matters of confidentiality protected by law.

**Moved Mr. Carr seconded Mr. Berger to approve the February 12, 2024 agenda as presented. Motion carried unanimously.**

**Moved Ms. Lawson seconded Ms. Sanders to approve minutes of the Borough Council Meeting of January 8, 2024, and the Council Work Session meeting on January 22, 2024 as presented. Motion carried unanimously.**

## **Public Comment (Restricted to Items on the Agenda)**

**Steven Voorhis, 201 North Washington Street** urged the Council Members to reject the Adams County Library's request for a zoning variance that would allow them to move to a new location located on property at the United Lutheran Seminary campus. He said that many residents feel that it should remain at the current location on Baltimore Street which is close to the downtown area making it easy for people to walk to the library. The new location is on the western edge of the Borough making it difficult for some people to walk to this location.

**Scott English, owner of The Gettysburg Academy, 66-68 West High Street** also urged the Council to reject the Adams County Library's request for a variance to allow them to build a new library out of the downtown Gettysburg area. The current location makes it convenient for residents to walk.

## **Current and Old Business**

### **Department of Planning/Zoning/Code Enforcement**

**Planning Director John Whitmore** reported that the zoning and sign ordinance working groups have been meeting to discuss both ordinances for any changes or amendments to be made in the future.

**Councilwoman Butterfield** asked if the Zoning Text Amendment is strictly for the Adams County Library's use.

**Solicitor Eastman** responded that the Adams County Library made the request for a change in the zoning but it can be used by anyone that would be located in the Institutional District.

**Moved Mr. Berger seconded Mr. Carr to accept the request of the Adams County Library System for a Gettysburg Borough Zoning Ordinance Text Amendment for the purpose of adding a library principal use as a use permitted by right in the Institutional-1 (INS-1) Zoning District. Motion carried unanimously.**

**Councilwoman Lawson** asked that this process be slowed down to allow time for discussion because there is concern about moving the Library from its current location near the downtown area. The relocation is not within the goal of making Gettysburg a friendly place for pedestrians and bicyclists.

**Councilman Carr** said that this matter has been discussed and does not feel that the process should be delayed, and by doing so could force the Library to move out of town. He noted that the Council does not have the authority to prevent the Library from moving; and said that the library knows what their needs are to provide a service to the public, and that they were unable to find other suitable sites within the Borough.

**Councilman Berger** said that he does not want to see the Library move out of the Borough and therefore should proceed with their plans.

**Council President Moon** said that the Adams County Library serves at the County level and not at the Borough level. He said that the amendment would clear up the ordinance in which stand-alone libraries are not allowed in the Institutional District, but that libraries are permitted as accessory uses, noting that the Gettysburg College, the Gettysburg Area School District, and the Lutheran Seminary all have libraries.

**Councilman Bales** said that the Library is going to move regardless and that it is only a matter of where they can find a suitable location.

**Councilwoman Sanders** said that this is not in the Borough Council's realm to legislate where the Library has their location.

**Councilwoman Lawson** urged people in the community to express their concerns about the relocation directly to the Library board members.

**Moved Mr. Carr seconded Mr. Berger to authorize the drafting and preparation of a proposed ordinance amending the text of the Gettysburg Borough Zoning Ordinance for the purpose of adding a library principal use as a use permitted by right in the Institutional-1 (INS-1) Zoning District. Motion carried unanimously.**

**Moved Mr. Carr seconded Mr. Bales to authorize the setting of a public hearing of the Borough Council to be held on Monday, April 8, 2024 at 6:30 p.m. and to authorize the provision of public notice of the hearing consistent with the provisions of section 609 of the Pennsylvania Municipalities Planning Code relative to the proposed amendment to the text of the Gettysburg Borough Zoning Ordinance in order to add a library principal use as a use permitted by right in the Institutional-1 (INS-1) Zoning District. Motion carried unanimously.**

**Moved Mr. Carr seconded Mr. Bales to authorize the drafting and preparation of a proposed ordinance for the purpose of implementing a code enforcement ticketing process in an effort to streamline the enforcement of certain Borough ordinances and the procedures for the payment of fines and penalties in order to limit the need for issuance of a citation and any subsequent proceedings through the court system. Motion carried unanimously.**

## **Coordinator of Historic & Environmental Preservation**

**Coordinator of Historic & Environmental Preservation English** gave the following report: the Historical Architectural Review Board (HARB) did not meet in January, and therefore will conduct their reorganization meeting at the February meeting; the ACT 100 Recycling Report will be completed and submitted to the Adams County Office of Planning and Development later this week; the Gettysburg Storm Water Authority (GBSWA) is processing liens on all unpaid parcels; and 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 7<sup>th</sup> at 5:30 PM. They will have a live auction for the upcycled art, and a silent auction with donations that they received for the event; so please create, donate or attend this fund raising event and upcycle your old junk.

**Moved Ms. Lawson seconded Mr. Carr to appoint Kurt Kramer as a member of the Gettysburg Borough Storm Water Authority for a five (5) year term which term will expire in January 2029. Motion carried unanimously.**

### **Parking Department**

**Parking Manager Fissel** gave the following report: all reserved parking is now located on the first level of the parking garage; there were 35 Local Privilege Parking (LPP) Permits issued for the month of January, and 18 reserved parking spaces were issued in the parking garage for the month of January.

**Moved Mr. Bales seconded Mr. Carr to authorize the preparation of a proposed resolution 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.**

### **Public Works Department**

**Public Works Director Harbaugh** gave the following report: there were 83 loads estimated at 713 cubic feet of leaves gathered in 2023; there was 158 loads estimated at 1,106 cubic feet of brush picked up in 2023; and 183 Christmas trees were picked. The Shade Tree Commission is scheduled to meet on Tuesday, February 13, 2024 at 7:00 PM. The Public Works crew is prepared for the expected snow storm to begin tomorrow.

### **Borough Engineer**

**Chad Clabaugh, Borough Engineer** gave an update on the Gettysburg Inner Loop (GIL) Phase B2, stating that the H2O grant application for \$900,000 was denied which was a significant amount that was to be used for the project. He was instructed at the last meeting by the Council to proceed in order to not forfeit any of the CDBG funding or C2P2 grants; and said that the new estimated cost is \$1.28 million dollars. The Gettysburg Borough Storm Water Authority and the Gettysburg Municipal Authority components of the project are both over \$300,000 stating that most of the work is utility work. The CDBG deadline is in May 2025, so construction could begin as early as June and completion by November of this year during the winter months.

**Manager Gable** explained that GIL Phase B2 has been discussed since the Policy Briefing Summary originated in February of 2020. The current issue needing Borough Councils attention is to appropriate adequate funds to get a segment of the larger project completed by May of 2025. He said that it would be best to split the B2 into two smaller segments since it has been difficult to secure funding for the larger project. The current segment discussed tonight is B2B which is the North Washington Street section between Racehorse Alley and Constitution Avenue. During last month's meeting, options for funding were discussed. PENNVest is one option that offers low interest rates with no minimum amount to borrow and can be used for a local match for grants. The application process takes approximately four months. He also said that the Gettysburg Borough Storm Water Authority approved at their meeting tonight to contribute \$230,000 for the project, and The Gettysburg Municipal Authority Utilities Director Mark Guise will ask their board if they are willing to also contribute to the project.

After some discussion it was decided to conduct a special meeting of the Council on Monday, February 26, 2024 at 6:30 PM prior to the Council Work Session meeting, to consider the preparation of a resolution to authorize a local match of \$273,500.

## **Police Department**

**Chief Glenn**y gave the following report: an event is planned with children to celebrate the 215<sup>th</sup> Anniversary of Abraham Lincoln's Birth in front of his statue outside the Adams County Library. They will also take a tour of the David Wills House located on Lincoln Square. He said that the vehicle thefts have been problematic and he urged everyone to lock their vehicles; Officer Alec Lardarello completed the Field Training Officer Program and will begin patrolling alone; and Officer Joshua Chilcote continues in the Field Training Officer Program.

**Moved Mr. Bales, seconded Mr. Berger to authorize the preparation of a proposed resolution for the purposes of amending, modifying and confirming certain maximum fees to be charged by an authorized towing company 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 accordingly amend, modify and confirm such maximum fees as set forth in the Borough's Fee Resolution adopted on December 11, 2023. Motion carried unanimously.**

**Councilwoman Butterfield** reported that she researched other municipalities regarding their towing fees and found that some are lower, but not out-of-line with our current rates. She said that upon her review she would recommend keeping the towing fees at the current rates or a minor increase would be sufficient.

**Councilwoman Lawson** agreed and said that we do not want to raise the towing fees too high making it difficult for citizens to retrieve their vehicle.

**Chief Glenn**y expressed his concern about the low fees because it may be difficult to get towing service, noting that one company has already said that they would not renew their license due to the low rates.

**Solicitor Eastman** explained that Borough Council does not need to determine the fees at tonight's meeting, and that this topic can be discussed at the upcoming Work Session. He said to provide him with the fees so that he can prepare the resolution for the March Council meeting.

### **Office of the Manager/Treasurer/Secretary**

**Secretary Stull** gave the following report: Master Patrolman Bill Orth is celebrating his twenty-year anniversary this month with the police department; and the Public Works Department continues to be down a laborer due to an employee out on medical leave.

**Manager Gable** gave the financial report as follows: as of January 31, 2024 the Borough received \$275,000 in revenues and \$600,000 in expenditures; currently there is approximately about \$2.48 million in the General Fund, approximately \$1.6 million between the Capital Projects and Capital Reserve Funds; \$1.6 million in the American Rescue Plan Act; \$628,000 in Liquid Fuels which is used for road work; and \$313,000 in the Revolving Loan Fund, which is a total of \$7.27 million in all Borough accounts.

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

**Moved Mr. Carr seconded Mr. Bales to adopt the ACNB Bank Corporate Authorization Resolution retroactive to January 1, 2024 for approved signers for the Borough of Gettysburg: J. Matthew Moon, President, Judith R. Butterfield, Vice President, Charles Gable, Borough Manager and Sara Stull, Borough Secretary. Motion carried unanimously.**

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

**Moved Mr. Bales seconded Ms. Lawson to authorize the completion and submission of an Application for Eligibility to the Pennsylvania Department of General Services for its Federal Surplus Property Program on behalf of the Borough of Gettysburg and to designate the Borough's authorized representatives to sign for the release of property on behalf of the Borough. Motion carried unanimously.**

**Moved Ms. Lawson seconded Mr. Berger to approve the Gettysburg Fire Department Active Volunteer Eligibility List, as submitted by the Chief of the Fire Department, for the Gettysburg Borough volunteer service tax credit program and to authorize the issuance of the 2023 Tax Credit Certificates accordingly. Motion carried unanimously.**

### **Reports**

#### **Main Street Gettysburg**

**Jill Sellers, President of Main Street Gettysburg** read the following report: **State of American Business:** U.S. Chamber of Commerce evaluates the State of American Business for the new year, and that the message was optimistic; **Façade Improvement Program:** Some funding remains in the current façade program, and to contact Main Street Gettysburg with your project information to determine eligibility; **Gettysburg Welcome Center:** Completed a second-round grant application to the America250PA Infrastructure and Improvements Projects Program; the project also remains under consideration in the FY2024 federal budget under Community Project Funding. Local grant submissions like the Hoffman Trust have also been submitted; **Baltimore Street Revitalization:** Main Street Gettysburg continues to work with the grant team to develop the fourth application for the RAISE Grant Program under U.S. Department of Transportation. Main Street Gettysburg has secured 23 letters of support from our elected officials, businesses and organizations. The application is due February 28, 2024; **Gettysburg Loves Love:** New event is scheduled for February 17<sup>th</sup>. The mayor will preside over a ceremony for married couples to renew their vows in front of the Gettysburg Hotel. The event includes drawings and other promotions to increase visitation and commerce downtown. Many businesses are supporting the event and approximately 90 couples have registered thus far; and **Gettysburg Christmas Festival:** Post-festival surveys and analysis reported are as follows:

- Over 12,000 people attended
  - 48% stayed two or more nights
  - 43% traveled 50+ miles
  - 30% are local
  - 27% attended with more than four people
- 82% plan to return in 2024
- 85% came to shop
- 20% spent \$50
- 22% spent \$500 or more
- Reached of 41,000 on Facebook
- Over 11,500 followed on social media
- 24,400 pages viewed on the festival website on festival weekend
- 52% of businesses rate it as high value to their business
- 48% have increased foot traffic and sales.

### **Gettysburg Area Recreation Authority**

**Councilman Carr** gave the following report: the Green Space Grant was awarded which will pay for costs associated with repairs to the playgrounds.

### **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 near completion.

### **Steinwehr Avenue Heart of Gettysburg Battlefield (SAHGB)**

**Councilwoman Butterfield** gave the following report: a miniature golf course is planned for the vacant lot on Steinwehr Avenue which was the old Hardees Restaurant. The opening would not occur until the spring of 2025.

### **Adams County Boroughs Association (ACBA)**

**Mayor Frealing** announced that the next meeting of ACBA is scheduled for Monday, February 19, 2024. The speaker will be State Representative Torren Ecker.

### **Adams County Council of Governments (COG)**

**Councilwoman Butterfield** announced that the next meeting of ACCOG is scheduled for Thursday, February 22, 2024 at the Emergency Services Building. She noted that she currently serves on the subcommittee for the Broad Band Task Force

### **Health Adams Bicycle Pedestrian, Inc. (HABPI)**

**Councilwoman Lawson** reported that HABPI met last week and that they are broadening their membership to now include Littlestown. Some of the HABPI members are meeting with private property owners on the East-end of town to seek their help in connecting the trail. St Francis School already agreed to help and the Gettysburg School District is considering use of their property. They are also meeting with the County and other private residents to seek help.

### **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** reported that the meeting with the Waste Management Officials, Recycling Committee, and Borough Staff to review the Recycling Guidelines was well attended and highly informative.

## **Elected Official's Comments**

**Councilwoman Butterfield** reported that @ Home in Adams County is an organization that addresses the housing crisis in the area. Stacy Rice is the Chair of the group and invites anyone who is interested in participating in one of the subcommittees which are the Housing Working Group that plans to meet on March 12<sup>th</sup>, Transportation Committee and Coalition Committee in which their meeting dates were not established. The group is also collaborating with the Adams County Arts Council for the Peoples Project, which will meet later this month.

**Council President Moon** shared a Federal Government report that was dated February 6, 2024. He said that the winter months are poor especially for those in the hospitality industry, and said that Gettysburg has done well with creating new opportunities to bring people to town in the winter. Main Street Gettysburg, in collaboration with many others, organized the Gettysburg Christmas Festival; and this year the new event "Love is in the Square" has been successful for business. He pointed out the US Bureau of Labor Statistics Report released on February 6, 2024 stated that Gettysburg had the lowest unemployment rate at 2.2%.

## **Public Comment**

**Brian Hodges, 137 Ridge Avenue and owner of The Brafferton Inn, 44 York Street** said that he noticed on the Borough Website in the Upcoming Events section an announcement for a peaceful protest, and questioned why the Borough would be promoting this event or are all protests placed on the Website. He does not feel this should be on the Borough Website and asked that it be removed.

**Manager Gable** explained that all permits and special events, for which the organizers properly obtain a permit, are placed on the Website, noting that this does not mean that the Borough endorses these events.

**Councilwoman Lawson** said that posting all permitted events is important for transparency.

**Linda Cockle, owner 168-170 Carlisle Street** said that her three-story brick building that her family has been owned by her family for approximately sixty-five years. She is concerned with the sidewalk where the cement raised at the bridge area has caused a trip hazard. The Borough paved the Tiber area where this tripping hazard is located that joins her sidewalk. The Code Compliance Officer told her that she needs to repair the tripping hazard within the month. She is seeking some guidance from Council and is unable to replace her sidewalk.

**Susan Cipperly, 314 North Stratton Street** said that she believes it would be beneficial to broadcast the Planning Commission meetings to better inform the citizens. She also suggested placing a microphone system at the podium because it is sometimes hard to hear people speaking.

**Martin Jolin, Shade Tree Committee Member, 612 Long Lane** said that he has served on both the Planning Commission and the Shade Tree Commission for many years, and said that the

uneven sidewalks from shade trees pose a problem because they are publicly owned but the property owners are responsible for repairs. He said that a solution needs to be found that will preserve the shade trees without placing an excessive burden on the property owners.

**Moved Mr. Carr, seconded Mr. Berger to adjourn the meeting to an executive session at 8:50 PM. Motion carried unanimously.**

Respectfully submitted,

A handwritten signature in blue ink, reading "Sara L. Stull". The signature is fluid and cursive, with the first name "Sara" being the most prominent.

Sara L. Stull  
Borough Secretary

**Gettysburg Inner Loop**  
**Phase B2B - North Washington Street**  
(from RHA to Constitution)

**Funding Strategy**

Construction Costs	Cost (\$)
Storm Water Line	\$320,000
Water Line	\$315,000
Curb & Sidewalks (CDBG)	\$315,000
Road Paving	\$185,000
Misc. (Utility Poles/CSX)	\$50,000
Contract Admin./Inspection/Management	\$100,000
<b>TOTAL CONSTRUCTION COST:</b>	<b>\$1,285,000</b>

Date	Source	Funding (\$)	Balance	Comment
			\$1,285,000	
2021/2022	CDBG	\$250,000	<b>\$1,035,000</b>	Must be used by May 2025
2022	DCNR (C2P2)	\$200,000	<b>\$835,000</b>	After \$50,000 used for design (Total Grant Award = \$250,000)
4/6/2020	HABPI	\$20,000	<b>\$815,000</b>	Previously authorized by HABPI Board
7/21/2020	HABPI	\$500	<b>\$814,500</b>	Unger Family Donation
9/8/2020	HABPI	\$2,500	<b>\$812,000</b>	Gettysburg Foundation
1/10/2021	HABPI	\$10,000	<b>\$802,000</b>	Board Designation
11/21/2021	HABPI	\$1,000	<b>\$801,000</b>	Destination Gettysburg
12/13/2021	HABPI	\$1,000	<b>\$800,000</b>	Union Hotel - Giving Spree 2021
12/13/2021	HABPI	\$1,000	<b>\$799,000</b>	Leslie Magraw - Giving Spree 2021
2/4/2022	HABPI	\$10,000	<b>\$789,000</b>	Board Designation (B1 -- Reassigned to B2B)
2/25/2022	HABPI	\$25,000	<b>\$764,000</b>	WellSpan Health
4/14/2022	HABPI	\$17,500	<b>\$746,500</b>	Adams County Community Foundation (ACCF)
10/13/2022	HABPI	\$1,000	<b>\$745,500</b>	Destination Gettysburg
12/28/2022	HABPI	\$5,000	<b>\$740,500</b>	WellSpan Health
1/18/2024	HABPI	\$50,000	<b>\$690,500</b>	Pella Windows
1/28/2024	HABPI	\$2,500	<b>\$688,000</b>	S. Magraw Foundation - Giving Spree 2022
1/28/2024	HABPI	\$1,000	<b>\$687,000</b>	S. Magraw donation - Giving Spree 2022
1/28/2024	HABPI	\$1,000	<b>\$686,000</b>	Salisbury - Giving Spree 2022
12/13/2022	HABPI	\$42,500	<b>\$728,500</b>	Previously Spent (given to Borough by HABPI for Design Payments)
TBD	GBSWA	\$230,000	<b>\$498,500</b>	GBSWA Reserves
TBD	GMA	\$225,000	<b>\$273,500</b>	
TBD	Borough	\$273,500	<b>\$0</b>	Borough Reserves and/or Capital Projects