

**BOROUGH OF GETTYSBURG
TROXELL COUNCIL CHAMBERS
59 EAST HIGH STREET, GETTYSBURG, PA 17325
COUNCIL BUSINESS MEETING MINUTES
JANUARY 8, 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 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 Glenny; 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; Brian Hodges, 137 Ridge Avenue and owner of The Brafferton Inn, 44 York Street; Linda Atiyeh, owner of The Upper Crust, 26 York Street; Susan Cipperly, 314 North Stratton Street; and Darlene Brown, 355 West High Street; Representing the press was Jim Hale with the *Gettysburg Times*; and filming by *Community Media-ACCTV*.

President Matthew Moon announced an executive session will be conducted immediately following the adjournment of this evening's monthly general business meeting consistent with section 708(a)(1) and section 708(a)(5) of the Sunshine Act for the following purposes: (1) to provide information and to discuss matters involving the employment and the terms and conditions of employment of current Borough employees; and (2) to review 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 Ms. Lawson seconded Mr. Carr to approve the January 8, 2024 agenda as presented. Motion carried unanimously.

Moved Mr. Carr seconded Mr. Berger to approve minutes of the Borough Council Meeting of December 11, 2023, and the Council Organization Meeting of January 2, 2024. Motion carried unanimously.

Public Comment (Restricted to Items on the Agenda)

Brian Hodges, 137 Ridge Avenue and owner of The Brafferton Inn, 44 York Street asked Council to consider adding the bus parking spaces and transient retail vendors to their 2024 legislative priority agenda. He said that hotels and the Majestic are allowed to pay for reserved spaces for the use of buses and feels that high-volume businesses such as restaurants should be allowed to do the same. The transient retail vendors/food trucks are allowed to park anywhere down town and feels that this should be more restricted; and that the Borough should enforce the parking limit as stated in the ordinance. He noted that these food trucks are often in the same spaces for longer than the three-hour limit.

Current and Old Business

Department of Planning/Zoning/Code Enforcement

Manager Gable introduced **Planning Director John Whitmore** who began work on January 2nd. He was the Director of Economic Development for Clarksville, W. Va.; and was also a senior planner for Morgantown, W. Va., a city planner for Parkersburg, WV, and has also held other planning positions.

Coordinator of Historic & Environmental Preservation

Coordinator of Historic & Environmental Preservation English gave the following report: the Gettysburg Storm Water Authority mailed thirty-day final payment notices dated January 8th with the payments due on February 8th. There are 111 notices with a balance due of \$24,116.76; and she noted that if not paid liens will be filed on the property.

Moved **Mr. Carr** seconded **Mr. Bales** to accept the recommendations of the Borough of Gettysburg Historic Architectural Review Board (HARB) following its review on December 20, 2023 and grant Certificates of Appropriateness for the following applications as presented: COA-230094, MAJOR PROJECT: 21-23 Chambersburg Street - Deborah Sabra for the proposed replacement of the two second floor rear windows not visible from the street with vinyl extrusion windows as presented in the application dated November 20, 2023; COA-230095, MAJOR PROJECT: 202 Carlisle Street - GOONY 45 LLC for the proposed replacement of the roof (with asphalt scallop pattern shingles), siding (with in-kind wood lap siding), and windows (extruded PVC or clad wood) as part of an exterior façade reconstruction due to severe fire damage as presented in the application dated November 21 2023; COA-230096, MAJOR PROJECT: 402 York Street – Giovanni Cucuzza for the proposed enclosure of 140 sf of the front porch to be used as a restaurant server station as presented in the application dated November 22, 2023; COA-230097, MAJOR PROJECT: 444 Baltimore Street, The Welty House and 452 Baltimore Street, The Brickhouse Inn – Lance Zaal for the installation of an aluminum ADA handicap ramp on the side entrances to each of these structures over existing steps and without alteration to the existing walkways in order to access their front entrance ways as presented in the application dated November 6, 2023. Motion carried unanimously.

Parking Department

Parking Manager Fissel gave the following report: there were 41 Local Privilege Parking (LPP) Permits issued for the month of December and 19 reserved parking spaces in the parking garage issued for the month of December. She noted that the year-end parking revenue comparison report has not been completed, but will send it to Council in the near future.

Council President Moon asked for updates on the capital projects for the parking garage.

Parking Manager Fissel responded that the KIOSKs were ordered and that it will take approximately twelve weeks to get them, and she is still reviewing sign options for the garage.

Public Works Department

Public Works Director Harbaugh gave the following report: Christmas trees will be collected until January 31, 2023, and noted that no artificial trees will be picked up. Borough residents should place them on top of the curb or along the alley but not on the street. Trees can also be dropped off at the Public Works building or the Gettysburg Area Recreation Authority. The leaf collection has been completed and the special event blocks have all been placed back in storage at the public works building.

Borough Engineer

Chad Clabaugh, Borough Engineer gave the following report: the H2O grant application was denied for the Gettysburg Inner Loop Phase B, and noted that they are working on finalizing the design and trimming the scope as much as possible to accommodate the lack of funding. He plans to provide the Council with an update at the upcoming January Work Session. C.S. Davidson reviewed the Gettysburg Station traffic impact application and it is under review with PennDOT noting that once it is approved a full traffic study will follow.

Police Department

Chief Glenny gave the following report: Joshua Chilcote graduated from the police academy on December 21st and is now progressing through the Field Training Officer Program; Officer Alec Lardarello will complete the Field Training Officer Program later this month; and the temporary traffic signal malfunction that occurred on Lincoln Square during the Christmas Festival was quickly resolved by the Public Works Department.

Moved Mr. Berger, seconded Mr. Carr authorizing the provision of notification to the Civil Service Commission of the Borough of Gettysburg of an anticipated vacancy, due to a pending retirement, for the position of Sergeant and to formally request that the Civil Service Commission proceed with the conduct of the required written and oral examinations, consistent with its Rules and Regulations, for the establishment and certification to the Borough Council of an eligibility list of applicants for promotion to the position of Sergeant in the Gettysburg Borough Police Department. Motion carried unanimously.

Office of the Manager/Treasurer/Secretary

Manager Gable gave the financial report as follows: as of December 31, 2023 the Borough received \$7,155,000 in revenues and \$6,950,000 in expenditures which is an estimated surplus of \$205,000 for fiscal year 2023, which won't be finalized until the audit is completed; currently there are just under \$1 million in the Reserve Fund for the PLGIT investments, about \$2 million in the General Fund, approximately \$1.6 million between the Capital Projects and Capital Reserve Funds, \$628,000 in Liquid Fuels which is used for road work; and \$309,000 in the Revolving Loan Fund, which is a total of \$7.68 million in all Borough accounts.

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

Moved Ms. Sanders seconded Mr. Carr to appoint Tammy Murdorf as a representative to the York Adams Tax Bureau and to appoint Lisa Angstadt as an alternate to the York Adams Tax Bureau. Motion carried unanimously.

Moved Ms. Sanders seconded Mr. Bales to appoint Tammy Murdorf as a voting delegate to the Adams County Tax Collection Committee and to appoint Lisa Angstadt as an alternative voting delegate to the Adams County Tax Collection Committee. Motion carried unanimously.

Moved Ms. Lawson seconded Mr. Carr to set monthly general business meetings of the Borough Council for fiscal year 2024 commencing at 7:00 p.m. on the following dates, and to authorize the provision of public notice for the business meetings:

- **Monday, February 12, 2024**
- **Monday, March 11, 2024**
- **Monday, April 8, 2024**
- **Monday, May 13, 2024**
- **Monday, June 10, 2024**
- **Monday, July 8, 2024**
- **Monday, August 12, 2024**
- **Monday, September 9, 2024**
- **Tuesday, October 15, 2024**
- **Tuesday, November 12, 2024, and**
- **Monday, December 9, 2024.**

Motion carried unanimously.

Moved Ms. Lawson seconded Mr. Carr to set monthly work session meetings of the Borough Council for fiscal year 2024 commencing at 7:00 p.m. on the following dates, and to authorize the provision of public notice for the work session meetings:

- **Monday, January 22, 2024**
- **Monday, February 26, 2024**
- **Monday, March 25, 2024**
- **Monday, April 22, 2024**
- **Tuesday, May 28, 2024**
- **Monday, June 24, 2024**
- **Monday, July 22, 2024**
- **Monday, August 26, 2024**
- **Monday, September 23, 2024**
- **Monday, October 28, 2024, and**
- **Monday, November 25, 2024.**

Motion carried unanimously.

Moved Ms. Lawson seconded Mr. Carr to set the fiscal year 2025 budget work session meetings of the Borough Council for fiscal year 2024 commencing at 7:00 p.m. on the following dates, and to authorize the provision of public notice for the budget work session meetings:

- **Monday, October 21, 2024**
- **Monday, October 28, 2024**

- **Monday, November 4, 2024 and**
- **Tuesday, November 5, 2024 (if needed).**

Motion carried unanimously.

Moved Mr. Carr seconded Ms. Lawson to set the Borough Council's legislative agenda for 2024 to include the following:

- **Borough-wide Rezoning**
- **Sign Ordinance**
- **Sidewalk Ordinance**
- **Code Enforcement Ticketing Ordinance**

Motion carried unanimously.

Councilwoman Lawson asked the Council what they want to do about adding the bus parking spaces and transient retail vendors to their 2024 legislative agenda.

Councilman Carr said that the bus parking is a major issue and Council needs to continue with this discussion.

President Matthew Moon said that the legislative agenda is set with the priorities, but it does not prevent Council from addressing other matters as they arise.

Reports

Main Street Gettysburg

Jill Sellers, President of Main Street Gettysburg read the following report: **Annual Report:** The 2023 Annual Report was released on December 29, 2023. Copies are available upon request or via our website under News & Media; **Christmas Festival:** December was filled with post-festival activities, including administrative, financial, surveys, and cleanup tasks. A sincere thank you to Public Works for helping take down trees and signs. We held a post-festival meeting on January 8, 2024. We reviewed details of the 2023 festival and initiated plans for the 2024 festival. We are working on statistics and surveys; **RAISE:** On December 12, 2023, the grant writing team met to discuss the Notice of Funding Opportunity for the 2024 RAISE Grant Program. We continue to develop strategies to secure federal funding for the \$14 million Baltimore Street Project; **ZILP:** Main Street Gettysburg will be announcing a new Zero-Interest Loan Program in 2024, which we hope will be helpful with sidewalk repairs and other projects that are not eligible for the Façade Program.

Gettysburg Area Recreation Authority

Councilman Carr gave the following report: country line dancing and lessons are scheduled for the months of January, February and March. More information is available on their website www.gara-recpark.info or telephone 717-334-2028.

Gettysburg Municipal Authority

Councilman Berger gave the following report: the renovations for their new offices at 424 East Middle Street are progressing with a completion date set for April.

Steinwehr Avenue Heart of Gettysburg Battlefield (SAHGB)

Councilwoman Butterfield reported that the officers were appointed as follows: Nathan Mares, President; Todd Mickley, Vice-President; Marci Cropp, Treasurer; and Susan Saum-Wicklein, Secretary.

Adams County Boroughs Association (ACBA)

Mayor Frealing reported that they continue to discuss the Broadband initiatives; and the next meeting of ACBA is scheduled for Monday, January 15, 2024.

Adams County Council of Governments (COG)

Councilwoman Butterfield reported that this board consists of supervisors, counselors, county employees and staff that work to discuss county matters.

Health Adams Bicycle Pedestrian, Inc. (HABPI)

Councilwoman Lawson reported that HABPI has been working tirelessly for over twenty years to create a series of trails that would eventually go to the Frederick, Maryland, Harrisburg and Hanover areas and that they continue to work on developing the Gettysburg Inner Loop (GIL). She announced that they recently received a \$50,000 grant from PELLA Windows for the GIL.

Adams County Transportation Planning Organization (ACTPO)

Councilwoman Butterfield reported that this is an active group that meets to discuss items such as transportation, bridges and traffic studies. The next meeting is scheduled for Wednesday, January 24, 2024.

Trail Feasibility Study

Councilman Berger said that they haven't met in several months so there is nothing to report at this time.

Council President Moon explained that there are numerous committees and that Council members attend the meetings. He said that he will be assigning Councilors to these committees and asked that they let him know if there is a particular committee that they are interested in attending.

Recycling

Councilwoman Butterfield said that she plans to set up a meeting on January 30, 2024 with Waste Management Officials, Recycling Committee and Borough Staff to review the recycling guidelines.

Elected Official's Comments

Mayor Frealing announced that Destination Gettysburg, Main Street Gettysburg and Community Media are planning an event for couples to renew their wedding vows on Lincoln Square on Saturday, February 17th. The goal is to bring people to town during the slow time of year. She said that she will perform a ceremony for the couples.

Councilman Carr asked what the deadline is for collecting Christmas Trees. He noted that Suds from the Bucket, 365 Blacksmith Shop Road, Gettysburg will take Christmas Trees to feed their goats.

Public Works Director Harbaugh responded that the crew would continue gathering trees through the month of February.

Councilman Carr thanked Public Works Director Harbaugh in celebrating his nineteen years of service with the Borough.

Councilwoman Sanders said that she is excited to work with everyone and is looking forward to it.

Councilman Bales thanked everyone for the warm welcome. He also thanked the Public Works Crew for their hard work and clearing the snow during the recent storm.

Public Comment

Linda Atiyeh, owner of The Upper Crust, 26 York Street said that there are hundreds of buses expected this year and that they are not allowed to reserve parking spaces, but the Majestic Theater and hotels can. Borough Council needs to resolve this issue for the safety and fairness of everyone.

Moved Mr. Carr, seconded Mr. Berger to adjourn the meeting to an executive session at 8:10 PM. Motion carried unanimously.

Respectfully submitted,



Sara L. Stull
Borough Secretary