

**BOROUGH OF GETTYSBURG
TROXELL COUNCIL CHAMBERS
59 EAST HIGH STREET, GETTYSBURG, PA 17325
COUNCIL WORK SESSION MINUTES
JANUARY 22, 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; Code Compliance Officer Peter Griffioen; 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; Attorney Richard Thrasher of Puhl & Thrasher, 220 Baltimore Street, representing the Adams County Library, 140 Baltimore Street; Dorothy Puhl, Mary Sue Cline and Brandt Ensor also representing the Adams County Library; 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 Gudmestad, owner of Shriver House, 309 Baltimore Street; Sharon Monahan, 114 West Broadway; Darlene Brown, 355 West High Street and Thakor Patel, owner of the President Inn and Suites, 606 York 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 was conducted immediately following the adjournment of the January 8, 2024 general business meeting consistent with section 708(a)(1) and section 708(a)(5) of the Sunshine Act .

Special Presentation

Adams County Library System – Zoning Text Amendment Request

Attorney Richard Thrasher of Puhl & Thrasher, 220 Baltimore Street, representing the Adams County Library, 140 Baltimore Street said that the library would like to purchase property at the United Lutheran Seminary to build a new library. They would relocate from the current location on Baltimore Street and offer that property for sale. He said that the problem is that the current Borough Zoning Ordinance does not allow for a stand-alone library as a permitted use in the Institutional Zoning District. They are asking Council to consider amending the Zoning Ordinance to allow for stand-alone libraries. Attorney Thrasher said that the sale cannot proceed unless the proper zoning is obtained and noted that the agreement for the property only runs through May. He noted that he met with the Borough Planning Commission and they seemed receptive of the project.

Borough Solicitor Harold Eastman explained the process that would need to take place noting that amending the ordinance would take approximately three months and would be faster than the process needed for a zoning variance. He said that it would be almost impossible to fulfill the

legal requirements of a variance under state law. The Municipal Planning Code also requires that the Adams County Planning Office and the Borough Planning Commission are notified.

After council discussion **President Matthew Moon** said that the consensus was to place this on the upcoming Borough Council meeting agenda on February 12th and authorize Solicitor Eastman to begin the process and set a public hearing as required.

Public Comment (Restricted to items appearing on the agenda – not tabled items)

Nancie Gudmestad, owner of Shriver House, 309 Baltimore Street expressed her concerns regarding the proposed changes to the Parking Ordinance related to bus parking and stated that she had provided parking for her business for twenty-eight years without any problems. She asked that the Borough Council consider only making changes to the streets that need loading/unloading for buses such as on Baltimore and York Streets.

Linda Atiyeh, owner of The Upper Crust, 26 York Street ask that Borough Council add restaurants to the current Parking Ordinance to allow for bus parking.

Current and Old Business

1. H₂O Grant Denials - GIL Phase B1/B2 Funding Strategies

Manager Gable gave an overview of the GIL progress and funding that was applied for and what was received since this project began in 2012 (see attached). He said that there are three options for the Borough to consider as follows: he and Engineer Clabaugh met with the Adams County Office of Planning and Development to discuss changes to the current Community Development Block Grant (CDBG) application and make changes to the current commitment that would allow the Borough some time to meet the deadlines by DCED and also to apply for other funding; the Borough could borrow the funds for the project noting that the Pennsylvania Infrastructure Bank (PIB) Loan or the PA Infrastructure Investment Authority (PennVEST) would be options; or use the American Rescue Plan Act (ARPA) funds.

Engineer Clabaugh gave a report on the funding strategy and the donations and grants that were applied for and either received or denied (see attached). He said that the total construction cost is \$1.35 million dollars. Phase A has been completed which includes the blue bridge by Foursquare Gospel Church on West Middle Street to the Gettysburg Post Office on Buford Avenue. The next portion to complete is Phase B which includes all of Racehorse Alley and a portion of North Washington Street down to Constitution Avenue. He said that this portion of the project is over \$300 million dollars. The utilities must be completed first before the curb and sidewalks can be completed. The first section would be to repair the old masonry arch chamber from the 1800s that is failing which is located on Chambersburg Street. To correct this a new water pipe will need to be placed down Washington Street.

Engineer Clabaugh reviewed the funding strategy and said that the Borough has been unsuccessful for a few years in obtaining some of the grants and noted that the current unfunded balance for the project is \$670,000. He pointed out that the deadline for the 2021 and 2022 CDBG

funds is the spring of 2025, and that the PA Department of Conservation and Natural Resources (DCNR) deadline is at the end of 2025. If the Borough does not meet these deadlines to use the funds then the money will need to be returned.

President Matthew Moon said that further discussion will occur as more information is received regarding the funding, project schedule, and which option the Borough plans to choose.

2. PBS 2020-08 Code Enforcement Ticketing

Manager Gable gave a brief overview of the need for developing an ordinance to address the property maintenance code and other violations throughout the municipality. He noted that an analysis was conducted in 2020 regarding a code enforcement ticketing procedure and found that it would reduce the cost of overall Borough Code Enforcement activities, transfer the burden of violation costs from all taxpayers/residents to only those in violation, incentivizes compliance, and is a monthly savings for the Borough.

Code Compliance Officer Griffioen gave an explanation of the Ticketing Ordinance program and the procedures (see attached).

Planning Director Whitmore said that this will be beneficial for their department to provide compliance for property violations.

After council discussion **President Matthew Moon** said that the consensus was to place this on the upcoming Borough Council meeting agenda on February 12th to instruct Solicitor Eastman to begin the process to prepare a Ticketing Ordinance.

New Business

2024 Fee Resolution Amendments / House-Keeping Items

- a. Towing Fees
 - Section 16. c. 1.
 - Section 16. c. 2.

Chief Glenny said that some of the towing vendors asked that the Borough increase the towing fees stating that the current rates are too low. He noted that there are three current vendors that the Borough uses. The Chief requested for the following rates to be increased: non-crash towing of disabled vehicle from \$125.00 to \$225.00; towing of vehicle involved in a crash from \$175.00 for the first hour and \$125.00 for each additional hour to \$325.00; storage of motor vehicle reduce from \$110.00 to \$75.00 per day; and to add a drop fee of \$100.00 which occurs when the tow truck arrives but is not needed.

Some Council members expressed their concern about increasing these fees and that it may cause a hardship for some people.

President Matthew Moon asked for a consensus of Council whether to change or keep the current fees. The consensus was as follows: non-crash towing of disabled vehicle \$175.00; towing

of vehicle involved in a crash \$325.00 for the first hour and \$125.00 for each additional hour; storage of motor vehicle \$110.00 per day; and to add a drop fee of \$100.00 which occurs when the tow truck arrives but is not needed.

b. Parking Fees

- Section 15. a. 2.
- Section 15. a. 8.
- Section 15. a. 9.
- Section 15. a. 10.
- Section 15. a. 11.
- Section 15. a. 12.
- Section 15. a. 13.
- Section 15. a. 14.
- Section 15. h. 1.
- Section 15. h. 2.

Parking Manager Fissel said that there are no changes to the current hourly parking fees but the daily rates were increased in sections Section 15. a. 2, Section 15. a. 8, Section 15. a. 9, Section 15. a. 10, Section 15. a. 11, Section 15. a. 12, Section 15. a. 13, Section 15. a. 14, Section 15. h. 1, and Section 15. h. 2 as follows:

Current Resolution: an hourly rate of Two (\$2.00) Dollars with a maximum rate of Twenty (\$20.00) Dollars per day for electric car charging stations if paid at KIOSKS; a one (1) day guest/visitor rate of Twelve (\$12.00) Dollars; a two (2) day guest/visitor rate of Twenty-Four (\$24.00) Dollars; a three (3) day guest/visitor rate of Thirty-Six (\$36.00) Dollars; a four (4) day guest/visitor rate of Forty-Eight (\$48.00) Dollars; a five (5) day guest/visitor rate of Sixty (\$60.00) Dollars; a six (6) day guest/visitor rate of Seventy-Two (\$72.00) Dollars; and a seven (7) day guest/visitor rate of Eighty-Four (\$84.00) Dollars.

Amended Resolution: An hourly rate of Two (\$2.00) Dollars with a maximum rate of Twenty-Eight (\$28.00) Dollars per day for electric car charging stations if paid at KIOSKS; a one (1) day guest/visitor rate of Eighteen (\$18.00) Dollars; a two (2) day guest/visitor rate of Thirty-Six (\$36.00) Dollars; a three (3) day guest/visitor rate of Fifty-Four (\$54.00) Dollars; a four (4) day guest/visitor rate of Seventy-Two (\$72.00) Dollars; a five (5) day guest/visitor rate of Ninety (\$90.00) Dollars; a six (6) day guest/visitor rate of One-Hundred Eight (\$108.00) Dollars; and a seven (7) day guest/visitor rate of One-Hundred Twenty-Six (\$126.00) Dollars.

Parking Manager Fissel also said that the language needs to be amended in the temporary parking for construction Section 15. h. 1 and Section 15. h. 2 to read from daily rate to weekly rate.

President Matthew Moon asked that the amended resolution be placed on the February Council agenda for approval.

President Matthew Moon announced that he will begin to form a large working group to discuss the Sign Ordinance and a small group to discuss the Bus Parking Pilot Program, and have these items added to the Council's 2024 Legislative Priorities.

Public Comment (Open to items currently tabled or not listed on the agenda)

Sharon Monahan, 114 West Broadway said that past Councilors have gone to Harrisburg and Washington DC to discuss with the legislators the funding issues that the Borough of Gettysburg are faced with, and said that it might be helpful for members to consider doing this.

Brian Hodges, 137 Ridge Avenue and owner of The Brafferton Inn, 44 York Street suggested that Council allow citizens to have a dialogue throughout the work session meetings and not only during the public comment period. He also expressed concern about the Shade Tree Commission planting trees without notifying the home owners, and people walking dogs in the downtown area are not cleaning up after their dogs.

Code Compliance Officer Griffioen said that last year he attached a dog waste dispenser on a trash receptacle on Lincoln Square and has three more yet to place in other areas. He plans to complete this in the near future.

Adjournment

President Matthew Moon dismissed the meeting at 9:00 PM to an executive session.

Respectfully submitted,

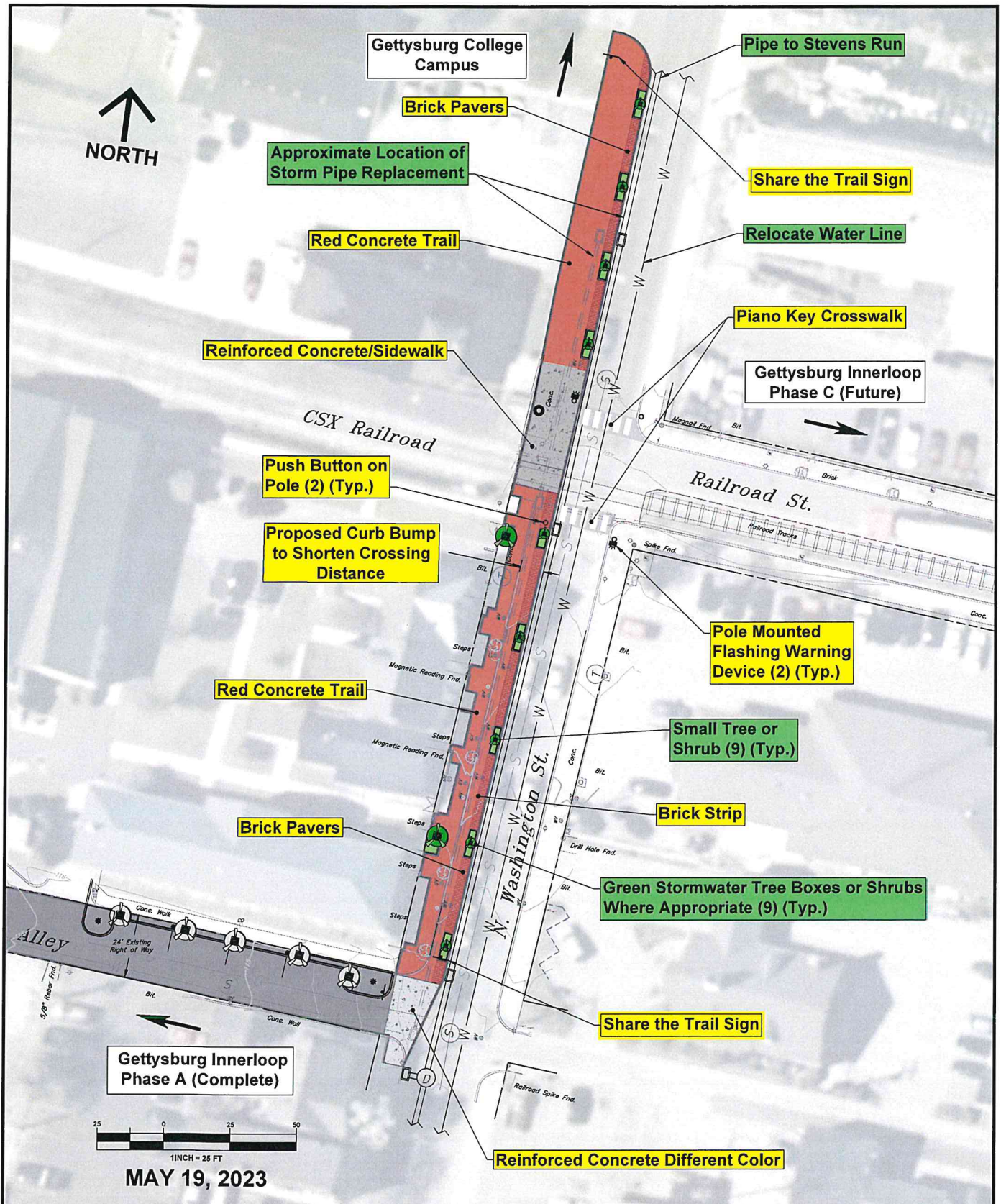


Sara L. Stull
Borough Secretary

(8) H₂O Grant Denials
a. GIL Phase B1/B2 Funding Strategies

- | | | |
|------|---|----------|
| I. | Introduction | Gable |
| | a. GIL Phase B1/B2 Map | |
| | b. Grants Applied for to Fund Project | |
| II. | Project Scope | Clabaugh |
| | a. North Washington Street Segment | |
| III. | Project Budget | Clabaugh |
| | a. Total Cost | |
| | b. CDBG Portion of Total Cost | |
| | c. Deadline to use Grant Funds | |
| | i. C2P2 | |
| | ii. CDBG | |
| IV. | Funding Alternatives (Options) | Gable |
| | a. Delay project to allow time to apply for more grant funding | |
| | i. Pivot use of CDBG funds to other curb ramp projects
(if approved by DCED) | |
| | b. Borrow money (PennVEST, PIB Loan, or other) | |
| | i. Would include greater cost share between partners
(Borough, GMA, GBSWA) | |
| | c. Use accumulated Capital Reserve Funds | |





C.S. DAVIDSON, INC.
ENGINEERING A BETTER COMMUNITY

**GETTYSBURG INNER LOOP
PHASE B (N. Washington Street)**
BOROUGH OF GETTYSBURG, ADAMS COUNTY

Gettysburg Borough

Grant Application History
2011 - 2023

Program Year	Agency	Name of Grant	Amount Applied For	Amount Awarded	Capital Improvement Plan Project #	Purpose
2023	DCED / CFA	H2O Small	\$499,995	\$0	CIP 454-05	Gettysburg Inner Loop - Phase B1/B2 (various storm water, public safety, and streetscape components)
		H2O Large	\$1,804,000	\$0		
		AC Adams County ARPA Recovery Funds	\$250,000	\$0		
		DCED Greenways, Trails, and Recreation Program (GTRP - CFA)	\$250,000	\$0		
		PennDOT Transportation Alternative Funds (TA)	\$500,000	\$0		
		PCCD Local Law Enforcement Assistance Grant	\$138,000	\$126,583		
		DEP 902 Municipal Recycling Program Grant	\$400,000	\$306,895		
2022	PAOOB	USDOT Rebuilding American Infrastructure with Sustainability and Equity (RAISE)	\$7,329,198	\$0	CIP 430-01	Municipal Building Security Upgrades Public Works Equipment (Leaf Vacuum Truck) Gettysburg Gateway Connectivity Project Gettysburg Visitors Center
		PAOOB Redevelopment Assistance Capital Program (RACP)	\$1,500,000	\$0		
		PennDOT MultiModal Transportation Fund (MTF) Grant	\$168,500	\$0		
		DCED Commonwealth Finance Authority - MTF Grant	\$168,500	\$0		
		PennDOT Transportation Alternative Funds (TA)	\$168,500	\$0		
		DCED Greenways, Trails, and Recreation Program (GTRP - CFA)	\$168,500	\$168,500		
		NFWF Chesapeake Bay Pennsylvania Local Government	\$500,000	\$0		
		FEMA Non-Profit Security Grant Program (NSGP)	\$250,000	\$0		
		USDOT Rebuilding American Infrastructure with Sustainability and Equity (RAISE)	\$7,329,198	\$0		
		USDOT Rebuilding American Infrastructure with Sustainability and Equity (RAISE)	\$7,329,198	\$0		
2021	NFWF	Chesapeake Bay Pennsylvania Local Government	\$500,000	\$0	CIP 439-04	Gettysburg Gateway Connectivity Project Culps Run Stream Restoration
		DCNR Community Conservation Partnerships Program (C2P2)	\$359,000	\$252,500		
		PennDOT MultiModal Transportation Fund (MTF) Grant	\$486,000	\$0		
		DCNR Community Conservation Partnerships Program (C2P2)	\$610,000	\$0		
		DCED Greenways, Trails, and Recreation Program (GTRP - CFA)	\$250,000	\$0		
2020	AC	Adams County Parks, Recreation & Greenspace	\$25,000	\$25,000	CIP 454-06	Gettysburg Inner Loop - Phase B2
		DCED / AC Fund for Adams Investment and Recovery (FAIR)	\$100,000	\$100,000		
		NFWF Chesapeake Bay Pennsylvania Local Government	\$106,259	\$0		
		DCNR Community Conservation Partnerships Program (C2P2)	\$180,625	\$0		
2019	DCED	Greenways, Trails, and Recreation Program (GTRP - CFA)	\$245,240	\$0	CIP 454-06	Gettysburg Inner Loop - Phase B2
		PennDOT MultiModal Transportation Fund (MTF) Grant	\$470,540	\$0		
		FHWA Federal Lands Access Program (FLAP)	\$1,253,917	\$800,000		
		DCNR Park Rehabilitation & Development Program	\$25,980	\$25,980		
		ACCF Hoffman Trust	\$8,000	\$8,000		
2018	ACCF	Hoffman Trust	\$8,000	\$8,000	N/A	GIL - Gettysburg Station Spur Right-of-Way
2017	ACCF	Hoffman Trust	\$10,000	\$10,000	N/A	Biser Fitness Trail Relocation
2016	PEMA	Declaration #4267 - Winter Storm Jonas	\$36,566	\$36,566	N/A	Disaster Recovery
		AC Adams County Parks, Recreation & Greenspace	\$19,846	\$19,846		
2015	DCNR	Community Conservation Partnerships	\$250,000	\$250,000	N/A	GIL Phase A2
		PennDOT Transportation Alternatives Program (TAP)	\$334,263	\$334,263		
		PennDOT Congestion, Mitigation, and Air Quality Program (CMAQ)	\$1,464,973	\$1,464,973		
2014	PSATS	Internship Program	\$2,000	\$2,000	N/A	Summer Intern
		DCED Governor's Center for Local Government Services	\$69,600	\$69,600		
		CBT Green Street Program	\$47,262	\$47,262		
		PennDOT Act 89 Multimodal Grant	\$191,517	\$191,517		
		DCED Keystone Communities Grant	\$140,000	\$140,000		
		FHWA Federal Lands Access Program (FLAP)	\$3,746,000	\$3,746,000		
		DCNR Community Conservation Partnerships Program (C2P2)	\$32,805	\$32,805		
2013	PennDOT	Pennsylvania Community Transportation Initiative (PCTI)	\$2,500,000	\$2,500,000	N/A	Steinwehr Avenue Revitalization Project : Phase I
2012	DCED	Keystone Communities Grant	\$400,000	\$400,000	N/A	Elm Street Program
			\$42,618,982	\$11,058,290		
Program Year	Agency	Name of Grant (Non-Competitive ARPA Related Funds)	Amount Applied For	Amount Awarded	Capital Improvement Plan Project #	Purpose
2023	USTD	American Rescue Plan Act of 2021 (ARPA) - Adams County Appropriation	\$0	\$28,001	N/A	Replacement of Liquid Fuels Funds by Pandemic
2021	USTD	American Rescue Plan Act of 2021 (ARPA)	\$0	\$3,136,677	N/A	Financial Recovery from COVID-19 Pandemic
			\$0	\$3,164,678		

N. Washington Street - GIL Phase B2B - Storm Pipe - Waterline Funding Strategy

Construction Costs

Storm Line	\$ 325,000.00
Water Line	\$ 375,000.00
Curb and Sidewalk (CDBG)	\$ 325,000.00
Road Paving	\$ 175,000.00
Misc. (Including Utility Pole and CSX)	\$ 50,000.00
Contract Admin/Inspection/Management	\$ 100,000.00
Total Construction Cost	\$ 1,350,000

Available Funds

		running balance
CDBG (2021, 2022)	\$ 250,000	\$1,100,000.00
DCNR C2P2 (after \$52,000 used for design)	\$ 200,000	\$900,000.00
Pella	\$ 50,000	\$850,000.00
Gettysburg Borough	\$ 80,000	\$770,000.00
GBSWA	\$ 100,000	\$670,000.00
Current Unfunded Balance		\$670,000.00

Donations/Grants for GIL Phase B

01-22-2024

Used for Design

Chesapeake Bay Trust funded GIL B1 environmental engineering	\$	47,262
HABPI	\$	33,000
Adams Co. Community Foundation	\$	17,500
Adams County Parks Recreation and Green Space	\$	25,000
Wellspan Health	\$	25,000
Destination Gettysburg	\$	1,000
Union Hotel	\$	1,000
Adams County Community Foundation, applied for herein	\$	30,000

Secured for Construction

DCNR C2P2	\$	252,500
CDBG (2021 and 2022)	\$	260,000
Pella	\$	50,000

Denied:

Adams County Response and Recovery	\$	250,000
H2O ARPA	\$	900,000
DCED/CFA greenways trails and recreation program	\$	250,000

Ticketing Ordinance

Procedures

Step	Guidance	Form
1. Issue Notice of Violation	Include property address, statement of violations, maximum time frame to take corrective action and amount of fine	Form T-1 Notice of Violation
2. Serve Notice of Violation	See Section 3 (B) for methods of service	
3. Issue Violation Ticket	Include property address, statement of violation(s), maximum time frame for compliance, and amount of fine	Form T-2 Violation Ticket
4. Issue Second Violation Ticket (if necessary)	Depending on municipality, the ordinance may provide that only one Violation Ticket is issued; if the issue is not resolved at the ticketing stage a code citation may be issued in under the Property Maintenance Code	
5. Issue Third Violation Ticket (if necessary)		
6. Schedule appeal and hold hearing (if appeal is requested)	Hearing is scheduled; ruling on appeal shall occur within 5 days after hearing	Form T-3 Letter Notifying Owner of Appeal Date
7. Issue code citation under Property Maintenance Code if issue is not resolved	See procedures for issuance of code citation (Property Maintenance Code Procedures)	