

## **COUNCIL MEETING MINUTES**

### **JULY 14, 2008**

President Edwin Peterson called the meeting to order at 7:30 PM with the following Councilors present: Ms. Holliday Giles, Mr. Theodore Streeter, Ms. Caroline Smith, Mr. Michael Birkner, Mr. John Butterfield, Ms. Susan Naugle, Mr. Robert Krummerich, Ms. Alice Estrada and Mayor William Troxell. Staff present included Manager John Lawver, Borough Secretary Sara Stull, Solicitor Harold Eastman, Chief Joseph Dougherty, Finance Director Ramona Overton, Rec Director Beth Corson and Planner Merry Bush.

Others present included Gene Golden, borough vent, Judie Butterfield, 999 Sunset Avenue, Patrick Naugle, 650 Red Patch Avenue, Kathy Gilbert, 39 South Street, Darlene Brown representing PICPI-ACHA, Roberta Cooke and Jean Green representing the 3<sup>rd</sup> WARD Concerned Citizens group.

Representing the press were Scot Pitzer of the *Gettysburg Time*, Max Stevens, *WGET* and Erin James representing the *Evening Sun*

Moved Mr. Streeter, seconded Ms. Smith to approve the agenda as presented. Motion carried unanimously.

Moved Mr. Butterfield, seconded Mr. Streeter to approve June 9, 2008 minutes as presented. Motion carried unanimously.

Citizens in attendance:

Ms. Jean Green reported she is now the President of the 3<sup>rd</sup> WARD Concerned Citizen Group. The group requested approval to garner ownership of the Diggs-Monroe and Culp-Mundorff artifacts. Ms. Roberta Cooke asked Council to submit a letter to the PA State Historical and Museum Commission to transfer the artifacts.

Mayor Troxell reported the PLCM Conference went very well and received many compliments about Gettysburg.

Ms. Estrada reported the Gettysburg Festival was also very successful. Everyone enjoyed 10 days of numerous events and shows in various locations throughout town.

Ms. Estrada asked the status of the way-finding signage and if the funding is approved for the signs. Manager Lawver responded the National Park Service has been working with Penn DOT and believes the funding has been approved.

Ms. Smith reporting for Community Development Committee noted there are 4 entities asking for changes to the Zoning Ordinance. She request Council consider

hearing these request and not wait 6 months as was discussed at the committee meeting. Ms. Estrada agreed it is best to proceed with these request now.

Mr. Butterfield noted some of these request would need to go before the Planning Commission who would then forward their recommendations to Council. Ms. Giles suggested each plan be reviewed case by case. She noted Dave Sites proposed plans for the York Street project would be a great asset to the Borough.

Manager Lawver pointed out the College and Seminary request are definition changes and the projects for Dave Sites and Loring Shultz would require zoning changes. Solicitor Eastman noted Council would need to hold a public hearing to hear public comment from citizens regarding changes to the ordinance.

Mrs. Naugle suggested Council wait until the Planning Commission hears these request and forward their recommendations for review. Manager Lawver instructed the planning department to invite the College, Seminary, Davie Sites and Loring Shultz to the next Planning Commission meeting.

Ms. Smith reported the College Community Committee will begin to hold meetings as needed. An upcoming meeting will be announced in the near future.

Manager Lawver asked Ms. Smith if the college sent letters to the freshman class notifying them that they would not be allowed to park on campus. Ms. Smith responded she has not heard anything but will follow up with college representatives.

Mr. Birkner reported a meeting is scheduled with Straban Township officials in the near future to discuss contributions for the Rec Park.

Mr. Birkner reported a number of borough residents have complained about the recent bike weekend. He suggested reviewing the ordinance to define what changes may be possible and also asked for a cost benefit analysis be prepared.

Moved Mr. Birkner, seconded Mr. Streeter to approve HARB consent agenda as presented. Motion carried unanimously.

Moved Mr. Butterfield, seconded Mr. Streeter to authorize Manager Lawver to offer candidates #1 and #3 from the Civil Service list for the entry level police officer positions. Motion carried unanimously.

Moved Mr. Butterfield, seconded Mr. Birkner to instruct the Civil Service Commission to prepare a new list of candidates for entry level police officer. Motion carried unanimously.

Ms. Naugle reported she will prepare an article for the newspaper to inform citizens of any openings on the Borough's Boards and Commissions.

Ms. Naugle reported department head training for employee evaluations went very well. College representatives gave a presentation regarding procedures and process of employee evaluations. Ms. Naugle continues to complete job descriptions and evaluation descriptions for employees.

Ms. Estrada asked when the evaluation process would be complete. Ms. Naugle responded March 2009 is their goal. Ms. Estrada asked why this has taken so long. Ms. Naugle explained she has been working with college representatives on the procedures and also plan to meet with the employees to inform them what will be expected. She pointed out that job descriptions must be prepared for some positions and that some must be updated before evaluating employees.

Manager Lawver also noted that job descriptions will be reviewed with the employees first to make any necessary changes. Ms. Estrada asked about merit raises for employees. Ms. Naugle responded they are still working out these issues. Manager Lawver also said he hopes to get to this point that employees will be recognized for their work. He noted since we are a municipal government we will need to research the legality of such raises.

Mr. Butterfield reported the committee is also updating the personnel manual and plan to complete by the end of this year. Mr. Birkner commended the committee for all their hard work with this time consuming task.

Mr. Krummerich reviewed the finance reports. Ms. Smith expressed here concern with the amount of legal fees the borough has incurred. Ms. Overton responded both the general and police funds are under budget and planning is over at 17%.

Mr. Butterfield asked why the tax revenues and expenditures are different from last year at this time. Ms. Overton responded it depends on when taxes are paid and posted.

Mr. Krummerich reported an anonymous donor is willing to fund a grant writer. Council and staff should prepare a priority list of items needed such as building repairs, comprehensive plan etc. Ms. Estrada noted a new police car may be an option.

Moved Mr. Krummerich, seconded Ms. Naugle to pay all bills and payrolls for the month as presented. Motion carried unanimously.

Moved Mr. Butterfield, seconded Mr. Streeter to authorize the partial release of the financial security for the completion of improvements in connection with the Diggs-Monroe Washington Street Overlook project. Consistent with the recommendation of C.S. Davidson, Inc., the Borough Engineer, the financial security for the completion of the required improvements for the Diggs- Monroe Street Overlook Residential Development shall be reduced from the amount of \$23,004.10 to the amount of \$5,081.00 for the street construction work in connection with West Wall Alley. Motion carried unanimously.

Moved Mr. Butterfield, seconded Mr. Streeter to substitute the financial security for the completion of the public improvements for the Diggs- Monroe Street Overlook Residential Development from the irrevocable standby letter of credit no. 704-00-15849 issued by Bank of Hanover and Trust Company and to be replaced by the developer with another form of financial security as authorized by the Municipalities Planning Code. The irrevocable standby letter of credit and all modifications thereto shall be returned to the Bank of Hanover and Trust Company upon the developer's posting of the substitute financial security with the Borough. Motion carried unanimously.

Moved Mr. Streeter, seconded Ms. Naugle to accept the J. P. Harris tax exonerations for tax year 2006 as presented. Motion carried unanimously.

Chief Dougherty reported he has instructed the officers to more foot patrols and business checks instead of using the vehicles as a means to cut down on fuel usage.

Chief Dougherty reported during bike week his department only received 10 minor complaints. He noted all Borough Officers were out on patrol during this event to show police presence. The Sheriff and 6 deputies volunteered their services on Friday and Saturday evenings.

Mr. Butterfield commended all officers who worked this detail and would like a thank you note sent to the Sheriffs department. He asked Chief Dougherty the approximate cost of overtime hours worked. Chief Dougherty responded approximately \$3300 for police, auxiliary and civilian hours.

Ms. Giles commented she understood that event organizers paid for police services in prior years. Manager Lawver noted the finance director would send an invoice but must wait until the pay period ends. He also noted Harley Davidson put extra garbage cans out during bike week.

Chief Dougherty mentioned that BELCO Credit Union prepared lunch for the police department on Saturday of bike week. It was greatly appreciated by everyone.

Mayor Troxell pointed out every year complaints are received about the motorcycle noise and that the police do everything legally possible.

With no further business to come before Council, moved Ms. Giles, seconded Ms. Smith to adjourn the meeting at 9:20 PM.

Respectfully submitted,

Sara L. Stull  
Borough Secretary