

**Borough Council  
Minutes of August 11, 2008  
Borough of Gettysburg**

Council President Edwin Peterson called the Borough Council meeting to order at 7:32 pm on Monday, August 11, 2008. Those present were Caroline Smith, Holliday Giles, Robert Krummerich, Michael Birkner, Ted Streeter, John Butterfield, Susan Naugle, Alice Estrada, Mayor William Troxell; Merry Bush, Borough Planner; and John Lawver, Borough Manager. There was a quorum of Council members in attendance.

Others in attendance were: Police Chief Joe Dougherty; Ramona Overton, Finance Director; Beth Corson, Director of Recreation; Norris Flowers, Gettysburg Convention and Visitors Center; Brad Baer, Gateway Gettysburg; Phillip Murray, Gettysburg Hotel; Karen Hendricks, Hendricks Communication; Robert DeFayette, Judie Butterfield; Susan Merkey; Brad Hoch and Deb Adamik, Main Street Gettysburg; Roberta Cooke, Jean Green, Mary Alice Nutter, 3rd Ward Concerned Neighbors; Edward R McPherson; Wayne E. Motts, Adams County Historic Society; Kathy Gilbert; Mary Patrick and Chuck Teague. Members of the media attending were Scot Pitzer, *Gettysburg Times* and Erin James, *Evening Sun*.

**Main Street Interpretive Plan II**

Debra Adamik, Executive Director of Main Street Gettysburg, introduced Brad Hoch, who will serve as Main Street's 2009 Board Chairman. Dr. Hoch presented information regarding the Interpretive Plan II. Main Street was not asking for money and was not asking Council to take on another project. Instead the group asked for the Council's endorsement and partnership. Members of the working committee for the Interpretive Plan II are Deb Adamik, Robin Fitzpatrick, Norris Flowers, Holly Giles, Ron Hankey; Bill Kough, John Latschar, Wayne Motts, Larry Taylor and Brad Hoch. Ed LeClear, a DCED community planner for the south central region is working closely with the group.

After hearing the personal thoughts of Brad Hoch, Holly Giles made a motion to support Main Street's Interpretive Plan II. Caroline Smith seconded the motion; it carried unanimously.

**Agenda and Minutes**

John Butterfield moved to approve the agenda and the minutes of the July 14, 2008 Borough Council meeting. Ted Streeter seconded the motion and it carried unanimously.

**Comments from Citizens in Attendance**

The local committee for the Pennsylvania League of Cities and Municipalities (PLCM) convention presented a check in the amount of \$4,828.70 to the Borough Police Radio Fund. The money was in excess of that needed for the convention. Karen Hendricks, Hendricks Communications, LLC, served as the chairman of the committee; other members were Brad Baer, Hans Schreiber and Carol Burns, Wyndham Gettysburg; Theda Bonetis and Phillip Murray, The Gettysburg Hotel; Jeffrey Gabel, The Majestic Theater; Ted Streeter and Mayor William Troxell, Gettysburg Borough; and Jeanne Vice, Gettysburg Convention and Visitors Bureau.

Ted McPherson, 250 Carlisle Street, spoke of his concerns regarding the directional sign the college plans to install at the intersection of W. Stevens and Carlisle Streets. Mr. McPherson thinks that the sign is too large and that it will block traffic. Mr. McPherson also feels that the sign is out of character for the historic district. The signs will be discussed at the College Community Relations Committee on Wednesday, September 3, 2008 at 6:00 pm.

Robert DeFayette asked about the repaving of S. Washington Street. John Lawver reported that Columbia Gas is restoring the trenches that had to be dug and GMA will be doing the same. The repaving of the street will not take place until next construction year. Any milling work will require the installation of ADA compliant handicapped accessible ramps.

**Ted Streeter** reminded everyone that the welcome to the new Elm Street manager will take place on August 20 at 9 am.

Mr. Streeter reported that the legislation regarding Johnstown Flood Tax money remains up in the air as Representative Dan Mohr does not see the legislature going back into session. Mr. Streeter noted that on July 2, the Governor signed into law requiring each county and the municipalities lying within that county to have a single tax agency by 2012. He recommended that municipal accountants start lobbying for the appropriate tax agency.

**Caroline Smith**, who serves as the liaison to Gettysburg College, reported that freshman will not be allowed to bring vehicles to campus. The annual freshman walk through town will be held on August 28, 2008.

She also noted that the Seminary and the College appeared before the Planning Commission on July 16, 2008 as reported in the minutes of that meeting. Each group will be crafting amendment language regarding the three or four issues they have with the recently adopted Zoning Ordinance amendments.

Ms. Smith said that she had a meeting with Brad Hoch regarding the Interpretive Plan II. She tended a focus group session with Healthy Adams County. Beth Corson also attended. The Shade Tree Commission minutes were in the Council packets along with an inventory of trees.

**Michael Birkner** reported that recycling bins have been ordered for the Biser Fitness Trail and that Beth Corson is working on a plan to get bins for the remainder of the Rec Park. He said that a meeting has been arranged with the chairman of the Straban Township Recreation Committee. Mr. Birkner said that he has met with other municipal and county officials. There is a growing awareness of the need for Rec Park funding and support.

Judie Butterfield will serve as chairman of the reconstituted recycling committee. The Ad Hoc Ordinance committee along with Merry Bush has been working to update the Recycling Ordinance. The Borough website has updated recycling information and the only other educational requirement is to provide printed educational material twice a year. Judie Butterfield reported that she has created templates for bag and bill stuffers, a three-panel brochure, a power point presentation and a recycling newsletter.

Mr. Birkner noted that HARB saw the conceptual drawings for the Gettysburg transit station. The Pennsylvania Museum and Historical Commission (PHMC) has the right to approve or deny the design of the transit station. PHMC denied the first design. As the result of a meeting held August 4, 2008 a third design will be presented to PHMC. Time is of the essence to take advantage of the Federal Transit Administration grants. Mr. Birkner thanked former Councilman Bill Monahan for his continued efforts regarding the REDDI project site.

Michael Birkner made a motion to approve the HARB consent agenda. Caroline Smith seconded and the motion carried unanimously.

**John Butterfield** said that Dale Gettel reported to the Safety Committee that out of the 99 violation letters sent as of July 15, 60 had already complied. Timothy Braband, president of the Gettysburg Fire Department, will inform the Safety Committee about Act 8. Fire Chief Kenneth Kime will also attend the meeting.

A letter has been sent to Gary Shaffer, chairman of the Historic Architectural Review Board (HARB), requesting that the Board review Chapter 11 Historic District Ordinance and provide any recommended changes within 60 days of the letter. The Ad Hoc Ordinance committee will then consider the recommendations.

A letter has also been sent by the Ad Hoc Committee to six local sign makers, including Gene Golden, requesting comment on the revised sign ordinance prepared by the committee.

A letter was sent to County Sheriff Muller thanking him for his assistance to the Police Department during the events of Bike Week.

John Butterfield described some of the changes to Chapter 1, the revision of which is complete. The following are some of the proposed changes:

- Part 3B regarding the qualifications and residence of the Code Enforcement Officer (CEO), deleting the section naming CEO as the assistant Borough Manager
- Part 8 §1-412 giving the Police Department the power to administer, supervise and enforce on-street and off-street parking. Deletion of §1-413 and 1-414 eliminating the Parking Department and the position of Parking Manager
- Part 5 B. Dissolution of the Gettysburg School Authority

John Butterfield made a motion to authorize the solicitor to advertise for adoption at next Borough Council Meeting, an Ordinance of the Borough of Gettysburg amending Chapter 1 of the Code of Ordinances relating to the Administration and Government of the Borough of Gettysburg. Robert Krummerich seconded. The motion carried unanimously.

**Susan Naugle** reported that the Human Resource Committee did not meet in July but a meeting was scheduled for the following day at 3 pm. A letter was sent to the media requesting volunteers to serve on boards and commissions.

The Recycling Committee will consist of one member from each ward along with representatives from the college and the business/tourism community.

Training for the Employee Evaluation Program has been completed. There were two sessions, one for supervisors and one for employees. Job descriptions, schedules, the process for the conferences and evaluation process has been packaged up on a computer disk and given to John Lawver, Borough Manager and Sara Stull, Borough Secretary. Initial conferences should be completed by October 1 and evaluations completed by March 1, 2009. The Gettysburg College Human Relations Department has been extremely helpful in the process at no cost to the Borough.

Ms. Naugle made a motion to adopt Resolution #81108-3 appointing Dorothy K. Puhl to the Gettysburg Municipal Authority (GMA) Board of Directors filling the seat of Jamie Fleet, who resigned from the Board. Ms. Puhl's term will end on January 31, 2011. Ted Streeter seconded the motion, which carried unanimously.

Ms. Naugle said that there is a need to reconstitute the Gettysburg Industrial Authority. There is one remaining member after several resignations in 2007. There are outstanding bills that need to be taken care of. The Authority was created in the 1950s. Robert McQuaide has served as the attorney of the Board and has recently turned over 25 boxes of records.

John Butterfield complimented Susan Naugle on her work with the Employee Evaluation System. He said that we needed to create job descriptions, update the employee handbook including information on the family leave act, as well as the Americans with Disabilities Act and develop the evaluation process. Susan, he said, did most of the work.

**Robert Krummerich** gave a brief report of the financial numbers as of July 31, 2008—Total Cash On Hand - \$1,557,586.91; Total Revenues Received - \$206,768.44; Total Expenses - \$207,849.67.

It was noted that at the last Finance Committee meeting on July 15 the Borough received the Smith Elliott Kearns Audit Report. There was only one finding; the disaster plan needs to be printed out.

There was a comment that Harry Eastman's bill was 50 percent less; it was noted, however that Mr. Eastman had been on vacation most of the month. Mr. Krummerich made a motion to pay all bills and payroll. Seconded by Alice Estrada, the motion carried unanimously.

**Alice Estrada** had a briefing by the director of Go21, a non-profit organization promoting the increased use of the railroad system for freight transportation and the decreased use of the nation's highway system. She suggested that the group come before the Public Works Committee

### **Manager's Report**

There were two motions regarding the disposition of records:

- Ted Streeter moved to adopt a resolution setting fourth the intention of the Borough of Gettysburg to follow the schedules and procedures for disposition of records as set forth in the Municipal records manual. Holly Giles seconded and the motion carried.
- John Butterfield moved to adopt a resolution authorizing the disposition of certain public records of the Borough of Gettysburg consistent with the schedules and

procedures set forth in the Municipal records manual. Ted Streeter seconded and the motion carried.

Alice Estrada moved to approve an updated Gettysburg Fire Department Box card. Ted Streeter seconded and the motion carried.

The Stratton Street bridge should be open before Labor Day. Some utility work remains along with a final pour inspection.

The Borough is working to consolidate the 13 ADA complaints received into one complaint and is working with HR Gray, an accessibility consultant. Training for the audit of streets will take place September 8 to 11. All intersections and sidewalks on streets paved since 1994 must be brought up to ADA compliance first, followed by the remaining streets. A five to eight year plan will be created.

**Chief Dougherty** reported that the two new officers have completed and passed all the required testing including physical and psychiatric. They are compliant with necessary emergency training.

#### **Tax Exoneration Report**

Ted Streeter moved to accept the J. H Harris tax exoneration report. Alice Estrada seconded. There followed a discussion of the report. The exonerated taxes are per capita taxes and earned income taxes. Property taxes are not included. John Butterfield pointed out that Darcy Bertelmann, fourth name on the 2006 list, appeared at the July HARB meeting. The motion, made by Ted Streeter, was revised to accept the report excluding Darcy Bertelmann. Holly Giles seconded and the motion carried.

**Beth Corson** reported on the meeting with Healthy Adams County, which focused on solutions to identified issues so that a report can be produced.

#### **Unfinished Business**

John Butterfield asked whether a bill had been sent to the sponsors of Bike Week for the Police Department overtime. Ramona Overton said that a bill for \$5000+ for Bike Week overtime was sent. There was discussion whether the amount was to be just for parade overtime and not overtime for the entire event.

**Officer William Laughman** was named Police Officer of the Year at the 2008 Pennsylvania Convention of the American Legion.

Mr. Streeter moved to adjourn. Ms Estrada seconded the motion. The meeting adjourned at 9:10 pm.

Respectfully submitted,

Merry V. Bush  
Assistant Borough Secretary