

**BOROUGH OF GETTYSBURG
TROXELL COUNCIL CHAMBERS
59 EAST HIGH STREET, GETTYSBURG, PA 17325
COUNCIL BUSINESS MEETING MINUTES
JUNE 14, 2021**

President Jacob Schindel called the meeting to order at 7:00 PM with the following **Councilors present:** Vice President Wesley Heyser, Mr. Christopher Berger, Mr. John Lawver, Mrs. Judith Butterfield and Mr. Matthew Moon. Ms. Patricia Lawson was present via telecommunications. **Staff present included:** Mayor Theodore Streeter; Borough Manager Charles Gable; Assistant Borough Manager/Secretary Sara Stull; Borough Solicitor Harold Eastman, Barley Snyder; Police Chief Robert Glenney, Parking Manager Rebecca Fissel; Director of Historic & Environmental Preservation Debra English; Planning Director Carly Marshall; Public Works Director Robert Harbaugh; and Chad Clabaugh, Borough Engineer, C. S. Davidson, Inc.

Others present included: Jill Sellers, President of Main Street Gettysburg; Representing the press was Jim Hale with the *Gettysburg Times*; and filming by *Community Media-ACCTV*.

President Schindel announced an executive session of the Borough Council of the Borough of Gettysburg was conducted earlier today on Monday, June 14, 2021, commencing at 4:00 PM, consistent with section 708(a)(1) and section 708(a)(5) of the Sunshine Act for the following purposes: (1) to discuss matters involving the employment, the termination of employment and the terms and conditions of employment of current and former Borough employees; and (2) to review and discuss matters of Borough business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or matters of confidentiality protected by law.

Moved Mr. Moon, seconded Mr. Lawver to approve the June 14, 2021 agenda as presented. Motion carried unanimously 7-to-0.

Moved Mr. Heyser, seconded Mr. Berger approve minutes of the Council Business Meeting of May 10, 2021, and the Council Work Session on May 24, 2021, as presented. Motion carried unanimously 7-to-0.

Public Comment (Restricted to Items on the Agenda)

There were no public comments at this time.

Current and Old Business

Department of Planning /Zoning/Code Enforcement

Moved Mr. Moon, seconded Mrs. Butterfield to authorize the Director of Planning and Zoning and the solicitor to proceed with the revision and finalization of the draft, proposed ordinance for the purpose of amending the text of the Gettysburg Borough Zoning Ordinance in connection with the regulation of short-term lodging and the amendment of zoning ordinance provisions relative to lodging uses for the purpose of protecting the residential housing stock within the Borough. Motion carried unanimously 7-to-0.

Moved Mr. Heyser, seconded Mr. Moon to authorize the setting and the provision of public notice of a hearing of the Borough Council to be held on Monday, July 26, 2021 and August 23, 2021, both commencing at 6:30 PM, for the purpose of receiving public comments and suggestions from residents of the Borough on community needs for the purpose of identifying projects for the Borough's use of 2021 Community Development Block Grant (CDBG) funds. Motion carried unanimously 7-to-0.

Department of Historic & Environmental Preservation

Moved Mr. Berger, seconded Mr. Lawver to accept the recommendation of the Borough of Gettysburg Historic Architectural Review Board (HARB) following its review on May 19, 2021 and grant a Certificate of Appropriateness for the following application as presented: COA 21-0045 MAJOR PROJECT: 28 Chambersburg Street – Shelley Knouse to approve a 6'-high stockade privacy fence on both sides of the property, a rear wrought iron fence to the rear of the property, and architectural pavers to replace the side walkway consistent with the *Secretary of the Interior Guidelines* as presented to the Board in its application dated April 27, 2021. Motion carried unanimously 7-to-0.

Moved Mr. Heyser, seconded Mr. Lawver to accept the recommendation of the Borough of Gettysburg Historic Architectural Review Board (HARB) following its review on May 19, 2021 and deny COA 21-0046 CRITICAL PROJECT: 29 Breckenridge Street – Cindy Fox for the front porch replacement project at 29-29.5 Breckenridge Street as presented to the Board from the application dated April 21, 2021, until the project scope includes a front porch design with staircase that does align with both the *Secretary of the Interior Guidelines* and the *Gettysburg Design Guide*, and that the siding proposal be clarified in the application dated April 20, 2021. Motion carried unanimously 7-to-0 by roll call vote.

Director of Historic & Environmental Preservation English noted that the property owners plan to resubmit proper plans for the porch replacement that are approved by both the *Secretary of the Interior Guidelines* and the *Gettysburg Design Guide*.

Parking Department

Parking Manager Fissel reported that parking revenues continue to increase but are not back to pre-COVID numbers. She noted that the Gettysburg Hotels is still closed and plans to reopen on July 1st.

Public Works Department

Public Works Director Harbaugh gave the following report: started the stormwater replacement for Gettys Street Project; Columbia Gas started work on South Street to finish installing new service lines and meters to the properties; the utility companies will begin work on South Street when Columbia Gas is finished.

Councilwoman Butterfield thanked the Public Works Crew for their prompt work installing the Adams County Arts Council Parklet located in the ACNB Bank quadrant on Lincoln Square, for the Memorial Day Weekend.

Borough Engineer

Chad Clabaugh, Borough Engineer gave the following report: South Street project remains on schedule for completion in the spring of 2022; the Flood Ordinance will be removed from his monthly report now that it will be managed again by Borough staff. He noted that the Borough received a letter of good standing from FEMA.

Police Department

Chief Glenn gave the following report: the police are still in the trial phase using body cameras and plan to begin officially using them on July 1st, noting that a device was ordered to activate the cameras as soon as the vehicles are turned on; a person donated a bike to the department and noted that one officer is a certified mountain bike officer; the “Coffee with a Cop” at McDonald’s will resume in the near future, and the police also plan to use the Borough Parklet on Lincoln Square to give citizens the opportunity to interact informally with the police officers.

Office of the Manager/Treasurer/Secretary

Manager Gable reported on the following: the Borough building officially opened to the public on June 14th with lobby hours Monday through Thursday as follows: Parking 9:00 AM to Noon and Planning 1:00 PM to 4:00 PM with mask optional for people that are vaccinated; trash complaints have been received during events and asked Council to consider adding garbage disposal on the event permits; staff continues to work on the five-year Capital Improvement Plan (CIP); revenues continue to improve, but still need to be cautious.

Councilman Lawver asked what the American Rescue Plan Act funds can be used for by the Borough. Manager Gable responded that he continues to review documents from the Department of the Treasury for clarification. He noted that this is one-time money and that it should not be used for ongoing annual expenses. Council will need to have a discussion as to how they want to use these funds once we get more details.

Moved Mr. Moon, seconded Mr. Heyser to approve all bills and payrolls for the month as presented. Motion carried unanimously 7-to-0.

Moved Mr. Berger, seconded Mr. Heyser to accept the J. P. Harris Tax Exoneration report for tax year 2005 and 2010 through 2012 as presented. Motion carried unanimously 7-to-0.

Moved Mr. Lawver, seconded Mr. Moon to adopt the ACNB Bank Corporate Authorization Resolution for approved signers for the new checking account established for the American Rescue Plan Act for the Borough of Gettysburg: Jacob Schindel, President, Wesley Heyser, Vice President, Charles Gable, Borough Manager and Sara Stull, Assistant Borough Manager/ Secretary. Motion carried unanimously 7-to-0.

Moved Mr. Berger, seconded Mr. Heyser to authorize and ratify the entry into a Client Agreement with Michael Baker International for the provision of community planning and public funding services to the Borough of Gettysburg. Charles R. Gable, MPA, Borough Manager is hereby authorized to execute and deliver the Client Agreement on behalf of the Borough. Motion carried unanimously 7-to-0.

Moved Mr. Moon, seconded Ms. Lawson to modify the Borough Budget for fiscal year 2021 in order to authorize a new appropriation in the amount of \$15,370.00 for the payment of the Borough's portion of the compensation to be paid to Michael Baker International pursuant to the terms of the parties' Client Agreement. Motion carried unanimously 7-to-0.

Moved Mrs. Butterfield, seconded Mr. Heyser to ratify the scheduling, advertisement and provision of notice of a public hearing and special meeting for Monday, July 12, 2021 at 6:30 PM, immediately prior to Borough Council's regular monthly general business meeting for the purpose of receiving public comment from affected property owners within the Steinwehr Avenue, Heart of Gettysburg Battlefield Neighborhood Improvement District relative to the continuation of the Neighborhood Improvement District and extension of its term of existence for a period of an additional seven (7) years beyond its previously extended termination date of December 31, 2021. Motion carried unanimously 7-to-0.

Moved Mr. Heyser, seconded Mr. Lawver to adopt a resolution authorizing the disposition of certain identified records of various departments of the Borough of Gettysburg consistent with the provisions of the Municipal Records Act, the

Municipal Records Manual and previously adopted Gettysburg Borough Council Resolution No. 021020-4. Motion carried unanimously 7-to-0.

Moved Mr. Lawver, seconded Mr. Moon to remove Edith C. Smith as a Borough of Gettysburg Open Records Officer due to her recent retirement as a Borough employee and to authorize notification of the same to the Pennsylvania Office of Open Records. Motion carried unanimously 7-to-0.

After some discussion, the motion to appoint an assistant Open Records Officer has been tabled to allow Council time to discuss further.

Liaison Reports

Main Street Gettysburg

Jill Sellers Main Street Executive Director reported on the following: the Steinwehr BID is moving forward and renewal letters will be sent to all property owners; weekly coordination meetings with Michael Baker International will continue until the submission of the Raise Grant on July 12th; Main Street is donation the sponsorship signs to the new Arts Council parklet on Lincoln Square; the Ground Up crew is doing a great job cleaning the sidewalks on Monday mornings noting that they are all volunteers.

Gettysburg Area Recreation Authority

Councilman Schindel reported that they continue to plan the July 4th Celebration which will include numerous food vendors, music, raffle tickets and fireworks.

Steinwehr Avenue Heart of Gettysburg Battlefield

Councilwoman Butterfield reported that many businesses continue to have difficulty hiring employees; someone is considering providing history tours along Steinwehr Avenue and is gathering information.

Adams County Council of Governments

Councilman Lawver reported that the Community Foundation gave a presentation and noted that the Gettysburg Police Department is listed on the Giving Spree for donations.

Adams County Transportation Planning Organization

Councilwoman Butterfield reported that the next meeting of ACTPO will be scheduled on July 28th.

Adams County Heroin Awareness Task Force

Councilman Moon reported that the Medicine Take Back Event organized by the Collaboration with Youth held on April 24th was successful; the Mercy House Recovery Center Open House was held on May 14th by the County of Adams; the Task Force has NARCAN available for citizens.

Elected Officials' Comments

Councilman Heyser reported that tax support may be needed for emergency medical services because existing funding is “very much on life support”.

Councilman Moon reported that the Gettysburg Pride March held on June 5th went well and that he estimates approximately 600 people were in Lincoln Square. He thanked the local organizers who created a nice event for the citizens and the business community for their support.

Councilwoman Lawson agreed that the Gettysburg Pride celebration was a beautiful weekend with lots of people visiting from out of town. She noted that a business owner reported that it was one of their best sales day.

Councilwoman Butterfield reported that she continues to attend the County meetings regarding the upcoming garbage hauler bid renewal.

Councilman Schindel said that he was approached by someone about starting a trap-neuter-release program in the Borough due to the numerous feral cats. He asked that this topic be placed on the upcoming Council Work Session agenda for discussion.

Public Comment

There were no public comments at this time.

Moved Mr. Moon, seconded Ms. Lawson to adjourn the meeting at 8:10 PM. Motion carried unanimously 7-to-0.

Respectfully submitted,

Sara L. Stull
Borough Secretary