

**BOROUGH OF GETTYSBURG
59 EAST HIGH STREET, GETTYSBURG, PA 17325
DUE TO COVID-19 PANDEMIC, MEETING
CONDUCTED VIA TELECOMMUNICATIONS
DEVICES THROUGH ZOOM PLATFORM
COUNCIL MEETING MINUTES
SEPTEMBER 14, 2020**

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

Others present included: Deb Adamik, President of Main Street Gettysburg; Jenine Weaver, Voices United in Gettysburg Adams County, 18 Sunnie Way; Blessing Shahid, 54 East Stevens Street; Jim Hale representing the *Gettysburg Times*; and Mark Wherley, Community Media-ACCTV filming through Zoom platform.

President Schindel announced that an executive session of the Borough Council was conducted immediately following the adjournment of the August 24, 2020 Council work session consistent with section 708(a)(1) and 708(a)(5) of the Sunshine Act.

President Schindel announced that an executive session of the Borough Council was conducted prior to this evening's meeting, beginning at 4:00 PM consistent with section 708(a)(4) of the Sunshine Act to consult with its insurance defense attorney regarding information in connection with litigation filed in the United States District Court for the Middle District of Pennsylvania to Docket No. 1:19-CV-01412 captioned Linda Atiyeh, et al, Plaintiffs v. the Borough of Gettysburg and regarding information in connection with matters on which identifiable complaints could or are expected to be filed.

Moved Mrs. Butterfield, seconded Mr. Moon motion to approve the September 14, 2020 agenda as presented. Motion carried unanimously 5-to-0 by roll call vote.

Moved Mr. Berger, seconded Mr. Moon to approve minutes of the Council Meeting on August 10, 2020; and Council Special Meeting and Work Session on August 24, 2020 as presented. Motion carried unanimously 6-to-0 by roll call vote.

Special Presentation

Mayor Streeter read a proclamation honoring Francis Dutrow, who retired on September 11th after serving the Borough for 30 years in the Public Works Department.

Public Comment

There was no public comment at this time.

Current and Old Business

Department of Historic and Environmental Preservation

Director of Historic and Environmental Preservation Debra English announced that the electronic recycling will be held on Saturday, September 19th for Borough residents. Everyone must register for the event by contacting Judith Butterfield.

Moved Mrs. Butterfield, seconded Mr. Lawver to accept the recommendation of the Borough of Gettysburg Historic Architectural Review Board (HARB) following its review on August 19, 2020 and grant Certificates of Appropriateness for the following applications as presented: COA 20-0044, 24-26 Barlow Street – Roy and Linda Fauth for the composite roof installation project for the rear accessory garage for asphalt shingles if the roof pitch is greater than 3/12, and for a metal roof if the roof pitch is below 3/12 per the *Secretary of the Interior Guidelines* as presented in the application dated May 26, 2020 pending the verification of the roof pitch by the contractor; COA 20-0068, 90 Buford Avenue – Barry Dunlap for the construction of a ground level 20' x 10' seating deck for outdoor dining with PVC covered posts, black wrought iron railings, and composite decking as presented in the application dated June 26th, 2020; COA 20-0067, 687 York Street - K & W Tires, Kenneth E. Klein for the new construction of a three-bay 21'x 44' brick addition as presented in the application dated July 28, 2020; COA 20-0066, 128 Chambersburg Street – SPG Capital LLC for exterior renovations at 128 Chambersburg Street as presented in the application dated July 28, 2020; and COA 20-0065, 312 Baltimore Street – Wetzel Family Holdings LLC for the replacement of a rear exterior metal stairway to the second floor apartment with a wooden stairway that is code compliant as presented in the application dated July 29, 2020. Motion carried unanimously 6-to-0 by roll call vote.

Parking Department

Parking Manager Fissel gave the following report: 29 Local Privilege Parking (LPP) Permits were sold in the month of August; and some college students that purchased parking permits for the Parking Garage asked for refunds due to the college sending students home due to COVID. She said that they will pay \$12.00 per day for the time that they used the parking garage and will be refunded if a balance remains.

Moved Mr. Moon, seconded Mr. Heyser to authorize the parking manager and the solicitor to proceed with the necessary procedures, to include the preparation of an ordinance, for the purpose of designating an area on West Water Street as a reserved parking space for use by persons with disabilities. Motion carried unanimously 6-to-0 by roll call vote.

Public Works Department

Public Works Director Harbaugh gave the following report: street line painting was completed; working on thermoplastic pavement markings; Residential Permit Parking lines and parking lot lines to be completed this month; completion of the GARA Fitness Trail is expected to be completed this week with paving and seeding.

Public Works Director Harbaugh said that he received a complaint regarding the need for a traffic signal at West Middle Street and South Howard Avenue. The intersection would not meet PennDOT standards for the placement of a signal.

Councilman Lawver who served as a former Borough Manager said that past requests to PennDOT would not meet the requirements to qualify for a traffic study. He noted that years ago the police would sit at ACNB Bank on West Middle Street; and that would help to slow traffic down.

Chief Glenny said that he reviewed the incident reports and said that that there were two crashes within the past five-years; and agreed with Councilman Lawver that it would not warrant PennDOT to put a traffic light at this intersection.

Councilman Berger asked about line painting to slow traffic or have the police monitor the traffic to slow vehicles down. Harbaugh responded that stripes will be placed on the pavement in the near future to facilitate the timing-based speed detection used by the Borough.

Public Works Director Harbaugh said that the South Central Community Action Program (SCCAP) reported that a sink hole appeared between their building and the Tiber bridge wall. There is a two-foot storm drain pipe that runs through the parking lot and under the North West corner of their building. He said that repairs were made but noted that more work will need to be completed to correct the issue.

Moved Mr. Moon, seconded Mr. Lawver to approve application for payment #1 in the amount of \$94,848.00 to Pantano and Sons LLC for work completed on the 2020 CDBG Curb Ramp Project contingent upon Adams County Planning review. Motion carried unanimously 6-to-0 by roll call vote.

Police Department

Chief Glenny said that he would like to continue the process in getting the police department accreditation from the Pennsylvania Law Enforcement Accreditation Commission (PLEAC).

Councilman Moon asked what that designation represents and what additional fees would be needed from the Borough. Chief Glenn responded that there may need to be some construction to comply with the standards such as evidence storage room upgrades, holding area for suspects and policies updated.

Chief Glenny asked about the possibility of applying for a grant for police body cameras. He said that it would require Council to approve a cash match and that the applications are due in October. Councilman Heyser responded that with the budget constraints due to COVID, this would not be the right time to apply for a grant that requires a cash match. Council members agreed that this is not a good time with the revenues drastically reduced from the pandemic.

Councilman Berger asked what activities are happening in the Borough that the public should be aware of. Chief Glenny responded that there was a cardiac arrest at the 7-Eleven Store, but the person died from a drug overdose; and police calls are up due to domestic issues and DUI arrests.

Councilwoman Butterfield asked if there were any protest scheduled on Lincoln Square this weekend and asked if the police monitor noise at restaurants that have outdoor dining. Chief Glenny responded there were no protests scheduled and stated that the police are monitoring any protests that do occur. He said that they respond to complaints when restaurants call for any issues.

Chief Glenny reported that the proposed Police Mutual-Aid Agreement with Cumberland Township is almost complete and should be placed on an upcoming Council agenda.

Office of the Manager/Treasurer/Secretary

Manager Gable gave a financial update and reviewed a year-to-date comparison for 2019 and 2020 (see attached).

Moved Mr. Lawver, seconded Mr. Berger to approve all bills and payrolls for the month as presented. Motion carried unanimously 6-to-0 by roll call vote.

Moved Mr. Lawver, seconded Mr. Moon to accept the resignation of Brian D. Eastman as Gettysburg Borough Tax Collector effective September 15, 2020, thereby creating a vacancy in the office of tax collector, which vacancy shall be filled by the Borough Council within thirty (30) days. Motion carried unanimously 6-to-0 by roll call vote.

Moved Mr. Moon, seconded Mrs. Butterfield to adopt a Resolution approving the appointment by Brian D. Eastman, Tax Collector of the Borough of Gettysburg of Brandy Harman to serve as Deputy Tax Collector until the Borough Council can appoint a qualified registered elector of the Borough of Gettysburg to fill the vacancy created by the termination of residency and resignation of the Borough Tax Collector. Motion carried unanimously 6-to-0 by roll call vote.

Moved Mrs. Butterfield, seconded Mr. Moon to authorize the Borough Manager to proceed with the renewal of the Borough's franchise agreement and adopt a Resolution with the Comcast Corporation as a cable franchise operator within the Borough. Motion passed 5-to-1 by roll call vote with Councilman Lawver the dissenting vote.

Moved Mr. Lawver, seconded Mr. Berger to authorize a COLA increase for retired police pensioner Kevin Wilson, to be paid from the Police Pension Plan effective August 1, 2020. Motion carried unanimously 6-to-0 by roll call vote.

Moved Mr. Lawver, seconded Mr. Moon to authorize a written request to the Civil Service Commission of the Borough of Gettysburg to consider extending the validity of the certified eligibility list for the position of entry level patrol officer for up to an additional 12 months from October 2020 to October 2021. Motion carried unanimously 6-to-0 by roll call vote.

Liaison Reports

Main Street Gettysburg

Deb Adamik, President of Main Street Gettysburg gave the following report: the Gettysburg's Pillars of Opportunity gave a summary from the outcome of a meeting held to discuss how the community would survive and thrive after the 2020 pandemic (see attached); the Christmas Festival will not be held this year due to COVID, but to support the business community a new event will take place this year named a "Gettysburg Season of Wishes which would run from November 27th through December 31st; continue working on the Baltimore Street Project; CARES program continues to expand and has introduced a new Gettysburgpro.com free website to all Borough businesses; and MSG applied for a grant through the County for COVID relief.

Gettysburg Area Recreation Authority

Councilman Schindel said that the Adams County Library would like to build a new building at the Rec Park and relocate. He said that cost to repair its current location on Baltimore Street would be enormous. Councilman Heyser expressed concern due to the deed restrictions on the land that would need to be reviewed.

Gettysburg Municipal Authority

Councilman Berger reported that a decrease in revenues regarding hotels and restaurants is down ten-percent compared to 2019.

Steinwehr Avenue Heart of Gettysburg Battlefield (SAHGB)

Councilwoman Butterfield reported that Labor Day was a good weekend for businesses, noting that people are taking more day trips and weekend visits.

Adams County Boroughs Association (ACBA)

Mayor Streeter announced that the next meeting is scheduled for Monday, September 21st. He said that he asked that Trick-or-Treat be placed on the ACBA agenda for municipalities to discuss.

Adams County Heroin Awareness Task Force

Councilman Moon reported that the Overdose Awareness Walk is scheduled for Sunday, August 30th to begin at the Adams County Courthouse and ending at the Gettysburg Area Recreation Park.

Trail Feasibility Study

Councilman Berger reported that the feasibility study is complete and can be viewed on the HABPI Website.

Elected Officials Report

Councilwoman Butterfield reported that the electronic device recycling will be held on Saturday, September 19th, and Borough residents must preregister by calling Judie Butterfield.

Public Comment

Blessing Shahid, 54 East Stevens Street expressed her concern that Gettysburg ignores and silences black voices, and that she would like to preserve the extensive history of black people in Gettysburg.

Jenine Weaver, Voices United in Gettysburg Adams County, 18 Sunnie Way asked if Council was going to respond to these issues.

President Schindel responded that Council does not get into dialogues during these meetings.

Moved Mr. Lawver, seconded Mr. Berger, to adjourn the meeting at 8:30 PM. Motion carried unanimously 6-to-0 by roll call vote.

Respectfully submitted,

Sara L. Stull
Borough Secretary

2020 Budget YTD Revenue Analysis

	2019			2020 Budget Assuming Equal Revenue Projections Compared to 2019 Budget			
	Budgeted Amount	% Collected thru August	\$\$\$ Collected thru August	% Collected thru August	\$\$\$ Collected thru August	\$\$\$ Change from Previous Year	% Change from Previous Year
Real Property Tax	\$1,914,383	95%	\$1,816,647	93%	\$1,781,532	-\$35,115	-2%
Occupation Tax	\$15,780	85%	\$13,435	88%	\$13,921	\$486	4%
Local Enabling Tax (Act 511)	\$1,084,435	55%	\$591,562	47%	\$507,195	-\$84,367	-14%
Business Licenses/Permits	\$85,050	103%	\$87,195	101%	\$86,018	-\$1,177	-1%
Non-Business Licenses/Permits	\$21,946	106%	\$23,359	75%	\$16,505	-\$6,854	-29%
Fines & Forfeits	\$211,800	78%	\$165,359	80%	\$169,910	\$4,551	3%
Interest Earnings	\$11,900	122%	\$14,539	96%	\$11,425	-\$3,114	-21%
Rents & Royalties	\$39,600	100%	\$39,600	98%	\$39,000	-\$600	-2%
Federal Capital Grants	\$1,000	0%	\$0	0%	\$0	\$0	0%
State Operating Grants	\$7,500	128%	\$9,593	107%	\$8,004	-\$1,589	-17%
State Shared Revenue	\$208,000	3%	\$6,000	3%	\$6,250	\$250	4%
Revenue from Local Governments	\$166,950	41%	\$68,468	15%	\$25,355	-\$43,113	-63%
Charges for Services	\$29,620	77%	\$22,901	85%	\$25,251	\$2,350	10%
Highways & Streets (Parking)	\$1,090,050	75%	\$815,048	42%	\$458,016	-\$357,032	-44%
Culture & Recreation	\$8,350	352%	\$29,420	31%	\$2,579	-\$26,841	-91%
Other Financing Sources	\$2,200	44%	\$978	34%	\$743	-\$235	-24%
Sale of Fixed Assets	\$0	0%	\$1,925	0%	\$0	-\$1,925	-100%
Refund of Prior Year Expenses	\$2,000	492%	\$9,842	0%	\$0	-\$9,842	-100%
TOTALS	\$4,900,564	76%	\$3,715,871	64%	\$3,151,704	-\$564,167	-15%

Budget Adjustments in Response to Revenue Shortfalls Resulting from the COVID-19 Pandemic:

1. Multiple line item cuts approved by Council on June 8, 2020
2. Administrative staff increased contributions toward benefit premiums
3. Staff reductions through furloughs and attrition:
 - a. TOTAL reduction in personnel by 5 full-time employees
 - i. Police 13 to 12 reduction of 1 (partial furlough)
 - ii. Administration 9 to 8 reduction of 1 (attrition)
 - iii. Public Works 8 to 5 reduction of 3 (2 attrition and 1 furlough to resignation)
 - b. Combined savings of recent attrition added to Council Budget Adjustments in June:
 - i. Administration \$42,876
 - ii. Public Works \$20,317

Combined June 8, 2020 budget adjustments (-\$232,648 and recent attrition (\$42,876 and \$20,317):

\$295,841

BUDGET YTD REMAINS OUT OF BALANCE:

\$268,326

GETTYSBURG'S PILLARS OF OPPORTUNITY

Crisis, by its nature, opens opportunities, if WE are open to take them

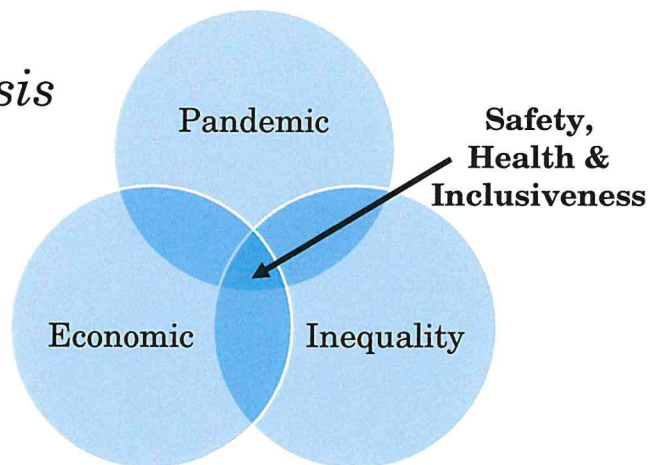
On June 22, Gettysburg leaders met to discuss how the Gettysburg community will survive and thrive beyond the 2020 pandemic, civil rights and economic crisis. This paper presents a summary of thoughts to be used as a catalyst for planning, recovery and growth.

Vision: *To work together as a community that values diversity, equality, the health of our community and its environment, and economic well-being for all businesses.*

Question to answer: *How do we attract residents, students, visitors and businesses in order to thrive?*

Approach: *Focus on Safety, Health & Inclusiveness*

The 2020 Crisis



Gettysburg's Major Assets



PILLARS OF OPPORTUNITY

2020 AND BEYOND

INCLUSIVE COMMUNITY & CULTURE

- Connectivity of people and places matter more now due to fragmented federal and state level public responses
- Set bold policies followed by educational opportunities
- Create a safe, inclusive, and respectful experience for all who visit
- Proactively seek diversity among community leadership to gain new ideas and perspectives and set an example



ECONOMIC HEALTH

- Regenerative economics for crisis recovery
 - Support local businesses through recovery with access to capital, free business classes, and mentor-ship and networking opportunities
- Smart City Infrastructure
 - Innovation, creativity, and capital will keep gravitating and drawing people towards our town. How do the planners and leaders create smart city infrastructure in preparation for the future to attract new audiences and foster remote work opportunities?



PHYSICAL DESIGN & INFRASTRUCTURE

- Balance the quaint historic character of our town with 21st century infrastructure
- Brick and mortar maintenance and upgrades - ADA compliance
- Visitor and community amenities - public bathrooms, charging stations, etc.
- Improve multi-modal transportation amenities such as safer sidewalks, streets, and lighting



HEALTH & ENVIRONMENTAL SUSTAINABILITY

- The connectivity of people and places may mean more now than ever
- Focus on protecting and sustaining the area's nature, beauty, and agriculture
- Provide a safe, clean, and green town for all
- Prioritize investing in the areas such as health education programs and initiatives that protect natural resources
- Develop and promote active and healthy attractions, events, and activities for locals and visitors



EDUCATION & HISTORY

- Create partnerships among the education providers throughout town, and develop programs and learning experiences for residents, visitors, and all scholars and students that interact with Gettysburg
- Interpretation of the relevancy of Gettysburg's very rich history to the conversations of current events



TECHNOLOGY

- Create a Smart City Technology Plan that provides remote work opportunities and attracts new audiences with creativity, innovation, and capital
- Develop digitization and technology infrastructure, such as enough broadband, that creates an important inter-connectivity through a global community of cities, especially among younger populations

