

**BOROUGH OF GETTYSBURG  
TROXELL COUNCIL CHAMBERS  
59 EAST HIGH STREET, GETTYSBURG, PA 17325  
COUNCIL BUSINESS MEETING MINUTES  
MARCH 14, 2022**

**President Wesley Heyser** called the meeting to order at 7:00 PM with the following **Councilors present:** Vice President Matthew Moon, Mr. Christopher Berger, Mrs. Judith Butterfield, Mr. John Lawver, and Mr. Chad Carr. Ms. Patricia Lawson was present via telecommunications. **Staff present included:** Mayor Rita Frealing; Borough Manager Charles Gable; Assistant Borough Manager/Secretary Sara Stull; Borough Solicitor Harold Eastman, Barley Snyder; Police Chief Robert Glenney; Director of Historic & Environmental Preservation Debra English; Planning Director Carly Marshall; Planning Management Assistant Karen Mesher; 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; Scott English, Owner of 68 West High Street; and Jean Green, 7 Straban Court. Representing the press was Jim Hale with the *Gettysburg Times*; and filming by *Community Media-ACCTV*.

**President Wesley Heyser** announced executive sessions of the Borough Council of the Borough of Gettysburg were conducted immediately prior to and immediately following the adjournment of its February 28, 2022 work session consistent with section 708(a)(1), section 708(a)(2), section 708(a)(4) and section 708(a)(5) of the Sunshine Act.

**Moved Mr. Lawver seconded Mr. Berger to approve the March 14, 2022 agenda as presented. Motion carried unanimously.**

**Moved Mr. Moon seconded Mr. Lawver to approve minutes of the Council Meeting of February 14, 2022 after amending page three changing the name from Chad Clabaugh to Chad Carr, and the Council Work Session on February 28, 2022 as presented. Motion carried unanimously.**

**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**

**Planning Director Marshall** reported that Melissa Vayda's application to develop a business plan with the United Lutheran Seminary (ULS) has been withdrawn, and the Seminary has elected not to pursue submitting an application for a zoning change in order

to pursue the vacation rental apartment for the ULS Refectory building. The proposed ordinance change would have allowed short-term lodging in the Institutional Zoning District.

**Moved Mr. Moon seconded Mrs. Butterfield to authorize the Planning Director and the Solicitor to proceed with the preparation and finalization for consideration of enactment by the Borough Council of an ordinance relative to the regulation of parklets and pedlets in the Borough of Gettysburg. Motion carried unanimously.**

### **Department of Historic & Environmental Preservation**

**Director of Historic & Environmental Preservation English** announced that the upcoming Electronic Recycling Event will be held on Saturday, March 19, 2020. Borough residents must pre-register by contacting Judie Butterfield at 717-337-0724 or [jbutterfield@gettysburgpa.gov](mailto:jbutterfield@gettysburgpa.gov). The HARB Preservation Award Presentation is scheduled for April 20<sup>th</sup> prior to their meeting. More details to follow and said that Council members are invited to attend.

**Moved Mr. Carr seconded Ms. Lawson to accept the recommendation of the Borough of Gettysburg Historic Architectural Review Board (HARB) following its review on February 16, 2022 and grant Certificates of Appropriateness for the following applications as presented: COA 22-0009 MAJOR PROJECT: 249 Carlisle Street –Carlisle House, Gettysburg College to approve the wholesale replacement of wood windows with custom wood and wood clad windows to match the historic profile and details to include all three dormers with the arch design will be replaced with wood that is consistent with both the *Secretary of the Interior Guidelines* and the *Gettysburg Design Guide* as presented to the Board in the application dated January 19, 2022; COA 22-0013 MAJOR PROJECT: 34 Breckenridge Street, George and Joanne C. Mitchell to approve the replacement of a deteriorated tin fishtail roof with a black standing seam metal roof with snowbirds that is consistent with both the *Secretary of the Interior Guidelines* and the *Gettysburg Design Guide* as presented to the Board in the application dated January 3, 2022. Motion carried unanimously.**

### **Parking Department**

**Parking Manager Fissel** reported that the LPP and reserved parking permits in the parking garage continue to increase.

**Councilman Carr** said that he gets questioned about the signage for the parking garage and asked if the garage is ever filled. **Parking Manager Fissel** responded that the garage does fill-up during special events.

## **Public Works Department**

**Public Works Director Harbaugh** gave the following updates on the South Street Project: Columbia Gas's contractor has approximately 50 new services left to complete; a preconstruction meeting was held for the CDBG curb and sidewalk with the start date to begin work on March 21<sup>st</sup>, and the garden wall portion has been completed.

**Councilwoman Butterfield** said that she has received phone calls about concerns especially when driving at night with the construction vehicles and porta potty parked along West Street. **Public Works Director Harbaugh** responded that the contractor is using the M & T Bank for a staging area, but there isn't enough space for all of the equipment that is needed for the job so they are also using West Street.

## **Borough Engineer**

**Engineer Clabaugh** gave an update on the South Street project: Garden Wall was completed for \$17,000 noting the BID was \$33,000; an agreement was satisfied with the property owners for the basement entry abandonment with the Borough paying them \$5,000 and Columbia Gas paying \$5,000; GMA has agreed to increase their contribution from \$30,000 to \$43,740 and Storm Water Authority approved a contribution of \$1,700 for the 3" pipe.

**Moved Mr. Lawver, seconded Mr. Moon to approval the application for payment #2 in the amount of \$46,824.99 to WYElectric, LLC in connection with the South Street CDBG Site Lighting project. Motion carried unanimously.**

## **Police Department**

**Chief Glenny** gave the following report: recently hired a part-time officer that is already ACT 120 certified and noted that he is the only applicant for the upcoming Civil Service Exam scheduled for March 25<sup>th</sup>; the police department solved the recent bank robbery very quickly.

**Councilman Carr** asked Chief Glenny to explain what is meant by "pending lab results" when a driving under the influence charge is marked as noted in his monthly report. **Chief Glenny** responded that a charge is automatic if the results show a blood alcohol level of .08 percent or above, but an officer can file a charge as low as .05 percent if they witness poor driving. The charge would be dropped if the lab results do not meet the minimum.

**Councilman Berger** asked Chief Glenny about the police overtime challenges that he is experiencing. **Chief Glenny** responded that he is trying to save on some of the overtime by moving a daytime officer to fill the night shift and not replace the day shift slot.

## **Office of the Manager/Treasurer/Secretary**

**Manager Gable** reported that the Borough received notice from Adams County Commissioner Randy Phiel that Gettysburg has been appointed to the Steering Committee to prepare for the America250PA Commemoration in 2026. The Steering Committee includes Adams County, Gettysburg Borough, Main Street Gettysburg, Gettysburg National Military Park, Gettysburg Foundation, Adams County Historical Society, and Destination Gettysburg.

**Manager Gable** prepared a pillow tax receipts graph outline for the years 2014 through January 2022 (see attached). He noted that visitation has rebounded since COVID in the second half of 2021.

**Moved Ms. Lawson, seconded Mr. Moon to approve all bills and payrolls for the month as presented. Motion carried unanimously.**

**Moved Mr. Moon, seconded Mr. Berger to authorize a COLA increase for retired police pensioner Cytha Grissom, to be paid from the Police Pension Plan effective February 1, 2022. Motion carried unanimously.**

**Moved Mr. Carr, seconded Mr. Moon to adopt a Resolution authorizing the Borough Manager, Charles R. Gable, to submit a grant application to the Commonwealth Financing Authority (Local Share Account) for the purpose of acquiring five (5) 72-Unit Trailer Modular Vehicle Barrier Systems, in the amount of \$906,210 and to authorize Charles R. Gable (Borough Manager) and Sara L. Stull (Assistant Borough Manager) as the officials to execute all documents and agreements between the Borough of Gettysburg and the Commonwealth Financing Authority. Motion carried unanimously.**

## **Liaison Reports**

### **Main Street Gettysburg**

**President Sellers** gave the following report: met with Connor Phiel of Warehaus LLC regarding the timeline for initial plans and cost estimates to be available for the development of the Gettysburg Welcome Center. Next meeting is scheduled for March 22, 2022; met with Bill Sellers and Michelle Burrelli of Journey Through Hallowed Ground to begin planning a celebration of the 30<sup>th</sup> anniversary of the movie *Gettysburg*. The weekend is planned for Friday-Sunday, October 13-15, 2023; Gettysburg Christmas Festival is scheduled for Friday-Sunday, December 2-4, 2022; met with Stan Licharowicz, Technical Education Teacher at Gettysburg Area High School regarding a GIS project for the Legacy Pathway Brick Program. Mr. Licharowicz is developing a geolocation application that will allow people to search the database via their smartphone to retrieve the location of an engraved brick. The technical education students will review and revise the existing Excel spreadsheets to create an initial database. Main Street Gettysburg is coordinating with the

Borough and the National Park Service for support of this project.; attended the first steering committee meeting of the Adams County America250PA Commission and discussed programs, projects, events, and initiatives, along with the Commission's outlook for 2022. Five committees were established to begin the planning process: Fundraising, Events, Civic Engagement, Marketing, and County Heritage; and Main Street Gettysburg is excited to support Colin Arnold with his Flags Across Adams County Project. His goal this year is to raise \$10,000 for Wounded Warriors of Pennsylvania.

**Councilman Carr** thanked Jill Sellers for helping the Memorial Day Commission raise funds for the parade.

#### **Steinwehr Avenue Heart of Gettysburg Battlefield (SAHGB)**

**Councilwoman Butterfield** reported that the 19<sup>th</sup> Century Baseball Team will be here in July noting that Steinwehr BID supports the Elkton Baseball Club; The flower basket program will continue this year with the hanging baskets along Steinwehr Avenue; and noted that the tourist traffic has picked up earlier this year.

#### **Adams County Boroughs Association (ACBA)**

**Mayor Frealing** reported that the next meeting is scheduled for March 21<sup>st</sup>.

#### **Adams County Council of Governments (COG)**

**Councilwoman Butterfield** reported that Terry Scholle was appointed the Vice-President of COG.

#### **Adams County Heroin Awareness Task Force**

**Councilman Moon** reported that on March 6<sup>th</sup> a Black Balloon Day Celebration was held for lost loved ones; and they handed out Narcan Kits to the public during First Friday on March 4<sup>th</sup>.

#### **Recycling**

**Councilwoman Butterfield** reported that the electronic recycling is scheduled for Saturday, March 19<sup>th</sup> at the Public Works building; Waste Management sent letters to Borough residents to explain their services as the Borough's new garbage hauler to begin on April 1<sup>st</sup>.

#### **Elected Officials' Comments**

**Mayor Frealing** said that she and Chief Glenn attended the graduation ceremony for Eric Wenrich at the Harrisburg Area Community College Piccola Law



Enforcement Complex in Harrisburg. She is planning to start a “Coffee with the Mayor Program”.

**Councilman Carr** thanked *Community Media* for attending the Council meetings and filming so that the public can view all meetings. He pointed out that citizens are encouraged to attend and speak at all Borough Council meetings. He asked that people be kind to the restaurant industry as they struggle to get a full work force. Councilman Carr asked members of the public to clean-up after their animals as required by Borough Ordinance. He noted that a fine could be up to \$1,000 if owners do not pick up after their pets other than on their own property.

**Councilwoman Butterfield** said that she plans to attend the PSAB Annual Conference to be held in Hershey in June.

There was no public comment.

**Moved Mr. Lawver, seconded Mr. Moon to adjourn the meeting at 8:00 PM to an executive session. Motion carried unanimously.**

Respectfully submitted,



Sara L. Stull  
Borough Secretary



5-14-22

# Gettysburg Borough Pillow Tax Receipts

\$5093.32 of the \$10,682.87 was produced via an Adams County audit of delinquent Pillow Tax accounts. \$589.35 was collected by usual means and is consistent with other January collection rates.



	2014	2015	2016	2017	2018	2019	2020	2021	2022
December	\$4,428.95	\$5,087.01	\$5,183.03	\$6,101.95	\$6,699.84	\$6,246.28	\$5,159.84		
November	\$10,621.99	\$11,264.49	\$10,777.37	\$10,775.69	\$10,950.54	\$11,443.66	\$5,606.20	\$11,466.24	
October	\$16,670.37	\$24,218.67	\$18,895.08	\$27,852.40	\$18,464.58	\$19,490.35	\$10,106.52	\$22,836.83	
September	\$18,553.85	\$17,391.27	\$17,745.87	\$17,187.17	\$18,398.02	\$17,322.61	\$8,557.83	\$17,579.44	
August	\$16,647.94	\$20,842.05	\$15,710.29	\$16,097.65	\$15,984.97	\$16,637.12	\$9,610.64	\$18,060.20	
July	\$18,590.60	\$23,691.48	\$19,587.01	\$20,682.16	\$20,286.52	\$20,284.31	\$10,848.85	\$22,079.26	
June	\$19,196.45	\$19,858.80	\$18,731.96	\$19,317.10	\$21,302.52	\$23,029.48	\$5,425.48	\$15,138.85	
May	\$16,426.51	\$18,204.15	\$15,666.91	\$17,081.19	\$15,796.33	\$13,696.82	\$1,825.10	\$12,436.04	
April	\$12,214.42	\$13,692.57	\$13,484.22	\$13,106.86	\$14,011.29	\$12,792.98	\$2,592.65	\$9,814.59	
March	\$6,868.05	\$6,956.93	\$7,922.23	\$6,029.05	\$7,911.35	\$8,185.44	\$2,739.55	\$6,966.28	
February	\$5,202.51	\$5,026.58	\$5,742.45	\$5,740.05	\$6,113.35	\$5,685.71	\$7,063.50	\$4,733.99	
January	\$4,625.64	\$5,587.91	\$5,413.51	\$4,650.16	\$10,682.87	\$4,838.22	\$5,709.16	\$3,603.09	\$6,177.35
Year TOTAL	\$150,047	\$168,822	\$154,860	\$164,621	\$166,602	\$159,653	\$75,245	\$133,249	