

**BOROUGH OF GETTYSBURG
TROXELL COUNCIL CHAMBERS
59 EAST HIGH STREET, GETTYSBURG, PA 17325
COUNCIL BUSINESS MEETING MINUTES
SEPTEMBER 11, 2023**

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; Assistant Borough Manager/Secretary Sara Stull; Borough Solicitor Harold Eastman, Barley Snyder; Planning Director Carly Marshall; Parking Manager Rebecca Fissel; and Public Works Director Robert Harbaugh; and Borough Engineer Clabaugh, C. S. Davidson, Inc. Borough Manager Charles Gable; Police Chief Robert Glenny; and Director of Historic and Environmental Preservation Debra English were absent.

Others present included: Jill Sellers, President of Main Street Gettysburg; Darlene Brown, 355 West High Street; Scott English, owner of The Gettysburg Academy, 66-68 W. High Street; Brian Hodges, 137 Ridge Avenue and owner of The Brafferton Inn, 44 York Street; Linda Atiyeh, owner of The Upper Crust, 26 York Street; Shelley Knouse, owner of Fresh Boutique, 28 Chambersburg Street; Alisha Sanders, 812 Sunset Avenue; Peter Bales, 35 Hanover Street; Susan Cipperly, 314 North Stratton Street; Representing the press was Jim Hale with the *Gettysburg Times*; and filming by *Community Media-ACCTV*.

President Wesley Heyser announced the notable upcoming meetings as follows:

Council Meeting (2024 Budget Proposal) – Tuesday, October 10, 2023 at 7:00 PM
Council Meeting (2024 Budget Work Session) – Monday, October 16, 2023 at 7:00 PM
Council Meeting (2024 Budget Work Session) – Monday, October 23, 2023 at 7:00 PM
Council Meeting (2024 Budget Work Session) – Monday, October 30, 2023 at 7:00 PM
Council Meeting (2024 Budget Work Session) – Monday, November 6, 2023 at 7:00 PM
Council Meeting (Vote to Advertise 2024 Budget) – Monday, November 13, 2023 at 7:00 PM
Council Meeting (2024 Budget Posted for Public Review) – Monday, November 20, 2023
Council Meeting (Vote to Adopt 2024 Budget) – Monday, December 11, 2023 at 7:00 PM

President Wesley Heyser announced an executive session of the Borough Council of the Borough of Gettysburg was conducted immediately following the adjournment of the August 28, 2023 monthly work session of the Borough Council consistent with section 708(a)(1) and section 708(a)(5) of the Sunshine Act.

President Wesley Heyser announced an executive session will be conducted immediately following the adjournment of this evening's monthly general business meeting consistent with section 708(a)(1) and section 708(a)(5) of the Sunshine Act for the following purposes: (1) to provide information and to discuss matters involving the employment, the terms and conditions of employment, and the evaluation of performance of current Borough employees; and (2) to review and discuss matters of Borough business which, if conducted in public, could lead to the disclosure of information or matters of confidentiality protected by law.

Approval of Agenda and Minutes

Moved Mr. Moon seconded Mr. Berger to approve the September 11, 2023 agenda as presented. Motion carried unanimously .

After making an amendment to the CDBG minutes to add Susan Cipperly who was inadvertently missed as an attendee, the motion moved by Mr. Moon seconded Mr. Carr to approve minutes of the Council Meeting of August 14, 2023; CDBG Public Hearing and the Council Work Session of August 28, 2023, as amended. Motion carried unanimously as amended .

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 /Code Enforcement

Planning Director Carly Marshall gave the following report: the upcoming Planning Commission meeting is on September 18th at 7:00 PM when they will consider the land development plan submissions for 0 Hanover Street and 687 York Street and the scoping for a traffic study for the Gettysburg Station site; the Rezoning Committee will discuss at their next meeting on September 26th how to include the standards from the current street scape overlay district into the underlying district noting that the intention is to eliminate that overlay district which is shown currently on the draft map, noting that the current version of the draft map will be included with the agenda for the meeting; and the Zoning Hearing Board meeting is scheduled for September 27th at 7:00 PM for a variance request for a vacation rental at 44 South Street.

Department of Historic & Environmental Preservation

Planning Director Carly Marshall in the absence of Director of Historic and Environmental Preservation Debra English reported that Architect Charles Alexander representing Alexander Design Studio will be attending the September 20th meeting of HARB to present the concept design for the Gettysburg Station (REDDI) Project.

Moved Mr. Moon seconded Mr. Carr to accept the recommendations of the Borough of Gettysburg Historic Architectural Review Board (HARB) following its review on August 16, 2023 and to grant Certificates of Appropriateness for the following applications as presented: COA-230062 MAJOR PROJECT: 121 York Street – St. James Lutheran Church for the proposed rear porch exterior alterations per the application dated June 13, 2023; COA-230061 MAJOR PROJECT: 330 Baltimore Street – C and B Ruth Family Revocable Trust for the proposed exterior renovations of this single-family home to include painting the front façade, installing historically accurate wood shutters, replacing wood transom in-kind, installing new windows on the back lower portion of the property matching the trim of the existing structure, modifying the back porch to reflect

historical accuracy, removing the small window on the Pferrer Alley-side of the building, replacing rear siding with Hardie Plank Lap siding, replacing front concrete stoop with brick, and adding six-inch copper gutter downspouts while maintaining all historical features as presented in the application dated August 3, 2023; COA-230045 MAJOR PROJECT: 321-323 Baltimore Street – Adam and Megan Doolittle for the exterior façade renovations to include removing the existing aluminum storm door and replacing it with a mahogany wood storm door and paint the wood trim per the application dated June 16, 2023. Motion carried unanimously.

Parking Department

Parking Manager Fissel gave the following report: 33 Local Privilege Parking (LPP) Permits were issued for the month of August; 18 reserved parking spaces in the parking garage were issued for the month of August, noting that both numbers are up possibly due to the college being back in session; 186 Residential Parking Permits (RPP) were renewed by September 1st; the Parking Department continues to track the oversized vehicle parking spaces and observed two cars and one bus parked in those spaces, and \$146.60 was collected from August 15th to September 11th; and she received a call from a local campground inquiring about the oversized parking spaces, and referred them to the Borough website.

Public Works Department

Public Works Director Harbaugh gave the following report: both JVI Group and Martins Paving completed the street preservation project; and the public works crew has been working nights to finish the thermoplastic pavement markings.

Borough Engineer

Borough Engineer Clabaugh, gave an update on the Welcome Center noting that they are initiating the design and are working with Crabtree Rohrbaugh, the architects for the project, on the site layout and landscaping plan which will be presented to the Planning Commission at an upcoming meeting if anyone is interested in attending to see those plans. It was reported at the Gettysburg Storm Water Authority meeting preceding this meeting that an underground culvert pipe that goes under the rear of the Welcome Center site is a concern. The culvert starts at the property of Mr. G's Ice Cream and continues along with two other properties to the Welcome Center and that the rear parking spaces there are not safe to park on; so the first phase of the project will be to include no parking in those two parking spaces. He also reported on the Gettysburg Inner Loop Phase B Project and would like to have that item placed on the September Council Work Session for discussion. The plan is to move forward with only the Washington Street components of this project to follow with the Community Development Block Grant (CDBG) funding requirements as we continue to wait to hear about the H20 and GTRP Grants that were to be announced in July, but those budget were not passed.

Moved Mr. Berger seconded Mr. Moon to approve Application for Payment #2-Final to JVI Group, Inc, in the amount of \$3,290.00 for the remaining items completed to date, associated with Contract No. 2 of the 2023 Street Improvements Project, as reviewed and recommended by the Borough Engineer. Motion carried unanimously.

Moved Ms. Lawson seconded Mr. Moon to execute A motion to approve Application for Payment #1-Final to Martin Paving, Inc, in the amount of \$124,031.00 for items completed to date, associated with Contract No. 1 of the 2023 Street Improvements Project, as reviewed and recommended by the Borough Engineer. Motion carried unanimously.

Police Department

President Wesley Heyser in the absence of Chief Glennly noted that both police cadets are doing well in the academy.

Councilman Burger also reported that the National Night Out held on August 1st was an incredible success and commended the police department and especially Officer Eric Wenrich who did a great job in planning the event. He also acknowledged Linda Atiyeh, owner of The Upper Crust, who presented a donation of \$1,600 to the police department to be used for police salaries during National Night Out.

Office of the Manager/Treasurer/Secretary

Assistant Borough Manager Stull gave a brief overview of the motions listed on tonight's agenda.

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

Moved Mr. Carr, seconded Mr. Moon to approve the 2024 Minimum Municipal Obligation (MMO) based upon market value of assets for the Gettysburg Police Pension Plan in the amount of \$280,798 and the Non-Uniformed Pension Plan in the amount of \$154,453. Motion carried unanimously.

Moved Mr. Moon, seconded Mr. Burger to authorize a COLA increase for retired police pensioner Kevin Wilson, to be paid from the Police Pension Plan effective August 1, 2023. Motion carried unanimously.

Moved Ms. Lawson, seconded Mr. Moon to appoint Judith Butterfield as the voting delegate at the Pennsylvania State Association of Boroughs (PSAB) Fall Leadership Conference to be held on October 13 to 15, 2023. Motion carried unanimously.

Moved Mr. Carr, seconded Mr. Burger to authorize a special appropriation for the local match amount of \$140,767.00 in order to establish and lock in the total purchase price of \$440,767.00 for the manufacture and purchase of a chassis-mounted leaf vacuum truck pursuant to the Borough's Recycling Grant Leaf Vac and Recycling Bins Project which was approved for a Recycling Development and Implementation Grant under the Municipal Waste Planning, Recycling and Waste Reduction Act of the Commonwealth of Pennsylvania. Motion carried unanimously.

Moved Ms. Lawson, seconded Mr. Lawver to authorize the issuance of letters of support to Adams County members of the Pennsylvania State House of Representatives in connection with the passage of House Bill No. 1619, Session of 2023 relative to the repair, removal and replacement of double utility poles due to concerns regarding public safety, the efficient use of public easements and streetscape aesthetics within the Borough of Gettysburg, Adams County and the Commonwealth of Pennsylvania. Motion carried unanimously.

Councilman Lawver said that our local representatives Torren Ecker and Dan Moul have not signed in support of House Bill Number 1619 regarding the old utility poles that are left standing with old lines next to the new poles.

Councilman Carr encouraged the public to reach out to both representatives Torren Ecker and Dan Moul to express support of House Bill Number 1619.

Liaison Reports

Main Street Gettysburg

Jill Sellers, President of Main Street Gettysburg gave the following report: **Gettysburg College** – On August 24, 2023, we attended the first Sustainability Fair. We met with first year students and discussed opportunities to get involved in their new community, especially to help them connect with activities off campus; **DCED** – On August 28, 2023, Jill submitted a Planning Grant application for the Elm Street Program. The grant total is \$50,000 with a 1:1 match requirement. The community responded with \$25,000 in support within two weeks to make this application possible; **Historic Pathways Brick Program** – On September 7, 2023, 175 bricks were installed on Lincoln Square. Many thanks for supporting Main Street Gettysburg through this special program that is celebrating its 30th birthday; **30th Anniversary of Gettysburg Movie** – This special weekend is coming up in October. Tickets are available for the Friday screening of the movie “Gettysburg”, as well as “Copperhead” on Sunday – both of which are new Director’s Cut versions. Bus, autograph sessions, and other special tours are available. Director Ron Maxwell and 20 cast members will be in attendance on Saturday, October 14. We appreciate the support of local businesses; **Giving Spree** – This year’s Giving Spree will be on November 9, 2023, in person at the Gettysburg Area Middle School. Main Street Gettysburg is raising funds for the Gettysburg Welcome Center. Contact us for more information on how to donate through the Giving Spree; **Challenge Grant** – Adams County Community Foundation awarded the project a Challenge Grant in the amount of \$20,000. Therefore, we need \$20,000 in new donations to receive that \$20,000 grant. We’re getting closer, so help us meet this challenge by the end of October; and **Christmas Festival** – Main Street Gettysburg is pleased to introduce Bonnie Grady as our new Christmas Festival Event Coordinator. Bonnie brings years of experience with events and community development. Contact us to get involved!

Councilwoman Butterfield asked when the historic pathway bricks are available for purchase. Jill Sellers responded that these bricks can be purchased anytime throughout the year.

Gettysburg Area Recreation Authority (GARA)

Councilman Carr gave the following report: the Adams County Farmers Market held on Saturday's continuing to be successful at the Recreation Park; the Annual Adams County Heritage Festival will be held on Sunday, September 17th from 12:00 PM to 4:00 PM; and the Gettysburg Community Blood Drive will be held on September 27th from 12:00 PM to 6:00 PM.

Gettysburg Municipal Authority (GMA)

Councilman Berger was not able to attend the meeting so he had nothing to report.

Steinwehr Avenue Heart of Gettysburg Battlefield (SAHGB)

Councilwoman Butterfield gave the following report: Main Street Gettysburg gave a comprehensive report to the BID on how the Gettysburg Christmas Festival relates to Steinwehr Avenue; she noted that she is amazed at how well the BID has benefited over the years with this BID Program and said that she spoke with former councilors who had discussed the opportunity for the downtown area to create an Improvement District. It was never successful at that time but now with business changes over the years, it may be time to discuss a BID for the downtown area. She asked that this subject be placed on the Borough Council Work Session for discussion.

Adams County Boroughs Association (ACBA)

Mayor Frealing announced that the next meeting of ACBA will be held at the Adams County Department of Emergency Services on Monday, September 18th at 6:30 PM.

Adams County Transportation Planning Association (ACTPO)

Councilwoman Butterfield announced that the next meeting of ACTPO will be held on October 25th from 1:00 PM to 3:00 PM.

Adams County Council of Governments (ACCOG)

Councilwoman Butterfield gave the following report: the Adams County Conservation District continues to perform the municipalities mosquito spraying program. If anyone would like more mosquito spraying performed they should contact their office.

Health Adams Bicycle Pedestrian, Inc. (HABPI)

Councilwoman Lawson reported that the 8th Annual Ride for Trails will be held on Saturday, September 23rd from 8:00 AM to 1:00 PM beginning and ending at the Gettysburg Recreation Park.

Overdose Awareness and Recovery

Councilman Moon gave the following report: the Task Force changed its name to the Coalition for Overdose Awareness and Recovery; the annual Memorial Walk was held on August 31st noting that the police were present and assisted with the walk along with Mayor Frealing, the police co-responder, and a county commissioner was a speaker at the event. The Coalition for Overdose Awareness and Recovery will continue with the medicine take-back program, and that Narcan is always available for anyone by contacting Matthew Moon at mmoon@gettysburgpa.gov to receive it.

Trail Feasibility Study

Councilman Berger had nothing to report.

Other Reports

Recycling

Councilwoman Butterfield gave the following report: there are forty people registered for the Electronic Device Recycling to be held on Saturday, September 16th.

Elected Officials' Comments

Councilman Carr announced that Project Gettysburg-Leon will hold its Annual Salsa on the Square event on Friday, September 29th from 3:30 PM to 11:30 PM.

Councilwoman Butterfield reported that @Home in Adams County along with Commuter Services of PA have partnered to provide transportation resources for people to increase their walking, biking, and bus trips. They have posters displayed throughout the area regarding the program.

Mayor Frealing gave the following report: said that she attended the Gettysburg Exchange Club meeting stating that they are trying to rebuild and are looking for members and can contact her for more information; she will be attending the Heritage Festival and will be a Marshall for the kids bike event; attended the Project Gettysburg-Leon meeting as they plan for their upcoming event; and there will be a program this Wednesday at noon at the courthouse with the County Commissioners speaking about suicide prevention.

Councilman Lawver expressed his concern about people placing their garbage cans on the streets instead of on the sidewalk areas. This interferes with the public works crew street sweeping and it also becomes a problem when we have snow because the cans would get hit.

Councilwoman Butterfield also asked that Waste Management be notified that when the garbage cans are emptied that the cans are placed on the sidewalk area and not on the street.

Councilman Carr said that he was contacted by a resident about the street sweeper on a PennDOT roadway and asked why the Borough is cleaning the street. He asked the Borough Manager who stated that PennDOT does not street sweep any of the roadways in town so that is why you see our public works crew doing it.

Councilman Moon announced that there is a resignation on the Human Relations Commission and are currently reviewing applications on file. If anyone is interested you can pick up a volunteer application in the Borough lobby or on the Borough website at www.gettysburgpa.gov.

Public Comment

Susan Cipperly, 314 North Stratton Street expressed her concern regarding sidewalks and asked that Borough Council explain who owns the sidewalks, right-of-way for pedestrians, liability during events, Gettysburg Area Retail Merchants Association (GARMA) renting sidewalk space and who is responsible for tree planting and the care of those trees. She also asked who will be responsible long-term for the Baltimore Street Project and said that she is glad to see that more citizens are attending the Borough Council and Planning Commission meetings.

Moved Mr. Berger, seconded Mr. Moon to adjourn the meeting at 7:50 PM to an executive session. Motion carried unanimously.

Respectfully submitted,



Sara L. Stull
Borough Secretary