

**BOROUGH OF GETTYSBURG  
TROXELL COUNCIL CHAMBERS  
59 EAST HIGH STREET, GETTYSBURG, PA 17325  
COUNCIL WORK SESSION MEETING MINUTES  
AUGUST 28, 2023**

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

**Others present included:** Karl Pietrzak, President of Destination Gettysburg; Max Felty, President of Gettysburg Tours, 778 Baltimore Street; Assistant Chief Ken Kime, and Captain Russel McCutcheon, both representing the Gettysburg Fire Department; Linda Atiyeh, owner of Gallery 30, 26 York Street; Nancie Gudmestad, owner of Shriver House Museum, 309 Baltimore Street; Marcia Wilson, 386 Hill Road, Hanover, Schriver House Museum employee; Shelley Knouse, owner of Fresh Boutique, 28 Chambersburg Street; Susan Cipperly, 314 North Stratton Street; and Sharon Monahan, 114 West Broadway. Representing the press was Jim Hale with the *Gettysburg Times*; and filming by *Community Media-ACCTV*.

**President Wesley Heyser** announced the upcoming meetings:

**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 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 14, 2023 Council Business Meeting consistent with section 708(a)(1) and section 708(a)(5) of the Sunshine Act.

**President Wesley Heyser** announced an executive session of the Borough Council of the Borough of Gettysburg will be conducted immediately following the adjournment of this evening's monthly work session 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 discuss matters involving the employment, the terms and conditions of employment, the salary and benefits of administrative Borough employees and the investigation of complaints involving 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 and matters of confidentiality protected by law.

## **Special Presentation**

### **Gettysburg Fire Department: Fire Protection Services Tax**

**Gettysburg Fire Department Assistant Chief Ken Kime** gave a presentation and brief history stating that the property tax rate that supports the volunteer firefighters was created in 2013. He said that it came after a Financing Fire Services Study was completed by the Adams County Council of Governments. They are requesting the Borough Council consider increasing the fire tax mileage from 0.25 to 0.50 (see attached).

**Gettysburg Fire Department Captain Russell McCutcheon** explained that the expenses have increased, noting that protective gear for one firefighter to include a helmet, protective clothing, etc. cost approximately \$2,500 in 2013 and now it is about \$6,100; and the portable radio in 2016 was \$5,359 and now that cost is \$8,333.

After Council discussion for the need to increase the fire tax, they directed Manager Gable to include the higher tax rate in the 2024 draft budget.

**Public Comment** – Restricted to Old Business and New Agenda Items (not tabled items).

There were no public comments.

## **Old Business**

### **Employee Policy Manual (Final Review)**

**Manager Gable** reported that the *Employee Handbook and Policy Manual* has been reviewed by the Borough's legal counsel and is ready for Council's final review.

**Councilman Lawver** asked about the Employee Complaint Policy section that the attorney needs to review and said that Council should wait for final approval until that has been completed.

**President Heyser** said that after legal counsel completes a final review of the policy it will be placed on an upcoming meeting for Council's final approval.

## **New Business**

### **A. Leaf/Vacuum Truck – Special Appropriation**

**Public Works Director Harbaugh** reported that a state grant of \$300,000 has been approved for the purchase of a leaf vacuum truck which costs \$440,767, but it would require a local match of \$140,767. He said that the truck would only require one person rather than three people that is now needed to collect the raked leaves with the current street sweeping truck.

**Manager Gable** said that Council would need to approve the purchase of the leaf vacuum truck to lock in the current price.

**Councilman Lawver** stated that the prices continue to increase and that the truck should be purchased as soon as possible to secure the rate.

**Councilwoman Lawson** asked if the Borough would be keeping the old truck.

**Public Works Director Harbaugh** responded that it would be removed from the fleet to make room for the new truck.

### **B. Management of Public Spaces (Lincoln Square & Sidewalk Ordinance Revisions)**

**Manager Gable** said that some sidewalks are in terrible condition and are dangerous to both pedestrians and bikers, and that a multi-pronged approach could help the Borough strategically and holistically deal with the challenges of the sidewalks. He pointed out that property owners other than those on Lincoln Square are responsible for the maintenance of sidewalks with repairs costing thousands of dollars. Borough staff members are reviewing options and plan to make a presentation to Council at the September 25<sup>th</sup> Work Session.

**Planning Director Marshall** said that some of the options could facilitate cost sharing whereas homeowners would be notified when repairs are scheduled in their area so that those repairs could be completed at the same time. She noted that some municipalities do sidewalk repairs and then invoice the property owners who would face a lien on their property if they do not pay. A resolution was presented to approve a policy for the use and management of Lincoln Square. The policy would formalize procedures regarding maintenance, landscaping, signage, dining, special events etc. in or on Lincoln Square.

After some discussion Manager Gable was directed to refine the resolution and place it on next month's Council agenda for consideration.

**Councilman Carr** asked that the Parking Pilot Program be placed on an upcoming agenda so that the Council members that were not present during the discussion on oversized vehicle parking could discuss the program.

**President Wesley Heyser** said that the Parking Pilot Program is a ninety-day program that will expire in October. At that time Council can decide if they want to revisit the program for further discussion, and if so it would be placed on an upcoming agenda.

**Public Comment** – (Open to items currently tabled or not listed on the agenda).

**Shelley Knouse, owner of Fresh Boutique, 28 Chambersburg Street** expressed her concerns regarding the Sidewalk Ordinance stating that it is confusing as to who is responsible for sidewalks in and around Lincoln Square and who would be responsible if people fell. She also said that she asked to trim a tree in front of her business on Chambersburg Street and was told that she cannot trim the street tree.

**Nancie Gudmestad, owner of Shriver House Museum, 309 Baltimore Street** expressed her concern about the Bus Parking Pilot Program and said that she has dealt with hundreds of buses at her business for many years. She offered her assistance to Borough Council about bus parking if they want to discuss the issues further.

**Marcia Wilson, 386 Hill Road, Hanover**, said that she has been an employee for thirteen years at the Schriver House Museum and said that the Bus Parking Pilot Program does not help them when they have several buses scheduled at the same time. She said that Mrs. Gudmasted has managed and controlled the bus parking and visitors for many years effectively.

**Max Felty, President of Gettysburg Tours, 778 Baltimore Street** said that his business brings thousands of people aboard buses to Gettysburg every year. He wants the Borough and the businesses to have success with the buses and has offered to work with the Council to develop a solution for everyone.

**Karl Pietrzak, President of Destination Gettysburg** said that the bus group industry is busy and slowly increasing, pointing out that they would have over 10,000 buses coming to Gettysburg prior to COVID. He also offered his expertise to the Council in dealing with the bus situation.

### **Other Business**

**Councilman Lawver** expressed his disappointment that our local state legislators are not listed as supporters of House Bill Number 1619 regarding public utility poles to address the many “ghost poles” throughout the Borough. He said that these poles are ones that have been replaced but not taken down because there are utility lines that have not been moved; and he pointed out that many of these poles are dangerous.

**Public Works Director Harbaugh** said that he counted approximately forty-three poles throughout town that need to be removed.

**Councilwoman Butterfield** said that she is glad to see that citizens are attending the Council meetings to discuss their issues.

**President Wesley Heyser** adjourned the meeting to an executive session at 8:50 PM.

Respectfully submitted,

A handwritten signature in blue ink that reads "Sara L. Stull". The signature is fluid and cursive, with the first name "Sara" being more prominent and the last name "Stull" following in a similar style.

Sara L. Stull  
Borough Secretary



# Gettysburg Fire Department Fire Tax Request





# Gettysburg Fire Tax History

- Created as a result of Adams County C.O.G. *Financing Fire Services* study in 2013
- Designed to provide financial sustainability for the volunteer system to provide fire protection
- Property tax of 0.25 mills implemented in 2013
- Fire tax millage rate of 0.25 has remained static since 2013



# Gettysburg Fire Service Expense Increases

1 set of personal protective equipment (PPE-i.e., firefighter gear)	2013 \$2,497	2023 \$6,138
1 portable radio	2016 \$5,359	2023 \$8,333
1 fire engine	2010 \$425,625	2023 \$763,360



# Gettysburg Fire Department Fire Tax Request

Increase fire tax millage to 0.5 mills

\$0.50 of fire tax for each \$1,000 of  
assessed value





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# Gettysburg Fire Department Fire Tax Request

