

**BOROUGH OF GETTYSBURG  
TROXELL COUNCIL CHAMBERS  
59 EAST HIGH STREET, GETTYSBURG, PA 17325  
COUNCIL WORK SESSION MINUTES  
OCTOBER 23, 2023**

**President Wesley K. 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; Ms. Patricia Lawson; Mr. John Lawver and Mr. Chad-Alan Carr. **Staff present included:** Mayor Rita Frealing was present via telecommunications; Borough Manager Charles Gable; Assistant Borough Manager/Secretary Sara Stull; HR Coordinator Kara Riethmaier; Planning Director Carly Marshall; Director of Historic & Environmental Preservation Debra English; Parking Manager Rebecca Fissel; and Public Works Director Robert Harbaugh; and Borough Engineer Chad Clabaugh. **Staff absent included:** Police Chief Robert Glenny.

**Others present included:** Erin Pedigree, Executive Director of Gettysburg Area Recreation Authority (GARA), and Filming by *Community Media-ACCTV*. There was no one present from the *Gettysburg Times*.

**President Wesley Heyser announced the 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 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 October 16, 2023 Council 2024 Budget Workshop Meeting consistent with 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 Borough Council Work session meeting consistent with section 708(a)(5) of the Sunshine Act for the following purposes: (1) 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.**

**Special Presentation**

There was no special presentation.

**Public Comment** (Restricted to items appearing on the agenda – not tabled items)

There was no public comment at this time.

## Old Business

### A. Employee Manual

- **Finalize and Provide Authorization for Adoption**

**Manager Gable** said that the *Employee Handbook and Policy Manual* is completed for final review and adoption. He noted that Section 33.3 Employee Complaint Policy should be removed on the advice of our legal attorney.

**Solicitor Harold Eastman** said that, after speaking with Attorney Rolf Kroll, it was determined that Section 33.3 be removed from the Employee Manual. He said that this should be a stand-alone policy and so he recommends that the Borough Council remove this section from the Employee Manual.

**Councilman Heyser** said that he thought that Attorney Kroll was fine with this section if we removed the Mayor from any investigations that involved the Chief of Police.

**Councilman Moon** expressed his disappointment that Borough Council has not heard from Attorney Kroll directly.

**Councilman Heyser** asked that a meeting be scheduled to speak with Attorney Kroll so that we are prepared to adopt a resolution and approve the Employee Manual at the December Council meeting.

## New Business

### A. ADA Space Request - South Washington Street & Breckenridge Street

**Parking Manager Fissel** said that she received a written request for a handicapped parking space to be placed at the corner of Breckenridge Street and South Washington Street. She noted that the space can be used for any handicapped person and not designated only to the requester.

**Councilman Carr** said that he is fine with this request and noted that he has had other constituents talk to him about the need for more handicapped parking spaces.

**Solicitor Harold Eastman** read from the Pennsylvania State Statute 75 Pa. C.S.A Section 3354(d) (2) which says: "at the request of a person with a disability or severely disabled veteran, local authorities may erect on the highway as close as possible to the person's or veteran's place of residence a sign or signs indicating that that place is reserved for a person with a disability or severely disabled veteran, that no parking is allowed there by others, and that any unauthorized person parking there shall be subject to a fine and may be towed", therefore the Borough Council has the right to provide the parking under the State Statute.

It was the consensus of the Borough Council to move forward and approve the request for a handicapped parking space at the corner of Breckenridge Street and South Washington Street.

### B. GARA MOU

**Erin Pedigree, Executive Director of Gettysburg Area Recreation Authority (GARA)** reviewed the Memorandum of Understanding (MOU) between the Borough of Gettysburg, Cumberland Township, and GARA that is set to expire on December 31, 2023. She said that she has met with Borough Manager Charles Gable and Cumberland Township Manager David Blocher to discuss the renewal of the MOU. Some of the highlights are not to prohibit GARA from acquiring additional property; and in the event that GARA dissolves by the partners, any property or assets would revert back to the municipalities in which the property or assets

are located. She noted that she continues to look for new programs and events for GARA and has reached out to additional partners, and noted that Straban Township said that they are not interested at this time.

**Manager Gable** gave a brief history stating that GARA was incorporated as a municipal authority on June 7, 2013. At that time there was no agreement upon budget appropriations between GARA and both the Borough of Gettysburg and Cumberland Township; so over the years whatever amount the Borough would contribute, Cumberland Township would match. The budget proposal for GARA in 2024 is \$77,500 for both the Borough of Gettysburg and Cumberland Township with a two-percent increase over the next ten-years. He noted that the Borough of Gettysburg gave an additional \$50,000 towards capital improvements last year, and so the proposed MOU includes the addition of budgeting for capital improvements. The proposal for a capital improvement appropriation in 2024 for the Borough of Gettysburg is \$10,0000. He noted that he has not discussed this concept with Cumberland Township, but would hope that they agree to partner with the Capital Improvement Fund.

**Councilman Heyser** pointed out that the Borough owns the recreation park property and therefore is responsible to insure its viability. GARA and the staff have been doing a great job managing the maintenance and programs at the park. He went on to say that he does not know if Cumberland Township will budget as much as the Borough plans to contribute. At this point the Borough needs to determine what the financial contribution will be for GARA and the term of the MOU and Lease Agreement.

**Manager Gable** said that the current MOU term was for ten-years and he recommended another ten-year term which would expire in December 2033. He recommended a twenty-five year term for the Lease Agreement between GARA and the Borough of Gettysburg for the property noting that a longer term is better when applying for grant funds.

**Solicitor Eastman** said that his recommendation would be a maximum of twenty-five years. He noted that going beyond that could create issues for future councilors, and that twenty-nine to thirty years are considered more of a permanent transfer of real estate under state law.

The Borough Council consensus was to approve the proposed budget for GARA and the twenty-five year lease between the Borough of Gettysburg and GARA.

### **C. Civil Service Regulations Amendment**

**Councilman Heyser** explained that Chief Glennly submitted a request to the Gettysburg Civil Service Commission at their meeting on October 10, 2023 to request removing the requirement that a motor vehicle operator's license be issued by the Commonwealth of Pennsylvania and amend to say a valid operator license. The Civil Service Commission approved revising the rules and regulations.

The Borough Council consensus was to approve the request of the Civil Service Commission to revise the Rules and Regulations.

## **2024 Budget**

### **Revenues**

- |                  |                                |
|------------------|--------------------------------|
| • Department 301 | Real Property Tax              |
| • Department 305 | Occupational Tax               |
| • Department 310 | Local Enabling Tax (Act 511)   |
| • Department 321 | Business Licenses & Permits    |
| • Department 322 | NonBusiness Licenses & Permits |

- Department 331 Fines & Forfeits
- Department 341 Interest Earnings
- Department 342 Rents & Royalties
- Department 351 Federal Grants
- Department 354 State Operating Grants
- Department 355 State Shared Revenue
- Department 357 Local Governmental Units
- Department 361 Charges for Services
- Department 363 Highways & Streets (Parking)
- Department 367 Culture & Recreation
- ~~Department 383 Storm Water Fees~~
- Department 389 Miscellaneous Revenue
- Department 390 Other Financing Sources
- Department 392 InterFund Transfers In
- Department 395 Refund of Prior Years Expense

#### Expenditures

- Department 400 Legislative
- Department 401 Office of the Manager
- Department 403 Tax Collection
- Department 409 General Government Administration
- **Department 410 Police Services**
- **Department 411 Fire Services**
- **Department 413 Code Enforcement**
- **Department 414 Planning, Zoning, Historic Preservation**
- **Department 415 Emergency Management**
- **Department 421 Health**
- **Department 430 Public Works**
- **Department 432 Winter Maintenance**
- **Department 433 Traffic Control Devices**
- **Department 434 Street Lighting**
- **Department 435 Sidewalks & Crosswalks**
- ~~Department 436 Storm Sewers & Drains~~
- **Department 438 Bridges**
- **Department 439 Roads & Alleys**
- **Department 445 Parking Facilities**
- **Department 454 Parks, Recreation & Grounds**
- **Department 455 Shade Tree**
- **Department 465 Community Development**
- **Department 471 Debt Principal**
- **Department 472 Debt Interest**
- **Department 475 Fiscal Agent Fees**
- **Department 492 InterFund Transfers Out**

Councilman Heyser said that the continuation for reviewing the proposed 2024 Draft Budget will begin with the General Fund Department 411– Fire Services. He noted that due to Chief Glenny being unable to attend tonight’s meeting department 410-Police Services will be discussed at the next Budget Work Session on October 30<sup>th</sup>.

**413-Code Enforcement – Planning Director Marshall** noted that Code Enforcement has decreased due to not using our third-party UCC administrator (Pennsylvania Municipal Code Alliance) as much this year.

**421-Health/Recycling – Councilman Lawver** asked if it is possible to begin a hazardous waste program next year. Many residents do not know where to take these hazardous items.

**Councilman Heyser** said that the Borough Council will need to consider how this would be handled.

**Manager Gable** responded that there would need to be more research done on how to establish a program and to find a place that would take the hazardous waste materials.

**Councilwoman Butterfield** said that she will continue to research for a program and who provides a service for hazardous waste materials.

**430-Public Works – Councilmen Carr** asked if the staffing levels are back to the 2019 level. Public Works Director Harbaugh responded yes.

**434-Street Lights – Councilman Lawver** asked if Met-ED is changing light bulbs to LED. Public Works Director Harbaugh responded yes; and that they have begun to switch the bulbs to LED, but said that it will take a few years to get all poles changed throughout the Borough.

**439-377-Repairs and Maintenance/Alleys – Councilman Heyser** asked which alleys are designated for repairs. Public Works Director Harbaugh responded Weaver Alley and part of Wall Alley.

**445-Parking Department – Councilman Heyser** said that currently there is only one part-time Parking Enforcement Officer, and that this line item should be increased to \$35,000 to allow for more part-time officers.

**454-550 Appropriations-Special Events – Manager Gable** explained that these appropriations are to help offset the community-focused events.

**465-Community Development – Manager Gable** explained that these appropriations are requested by Main Street Gettysburg, Rabbit Transit, and the Adams County Arts Council. He said that the Adams County Office of Aging submitted a request this year but without a dollar amount, and noted that the Borough Council has not given to this agency since 2016 because they felt it was a county function.

## **Other Funds**

**430-740 Machinery and Equipment – Manager Gable** explained that the Borough was awarded a grant in the amount of \$300,000 for a leaf/vacuum truck, and that the Borough is responsible for the local match \$142,400.

**445-374 Machinery and Equipment – Manager Gable** said that there are upgrades planned for the Butts Ticket System KIOSK in the amount of \$10,485.

**Councilman Moon** noted that he attended a demo regarding the upgrades and that the doors on the front of the KIOSK would be replaced making it more user-friendly.

**445-750 Capital Purchase/Minor Machinery – Manager Gable** said that this is for a parking

counter system for the Racehorse Alley Parking Garage which will cost \$64,000. He said that there will be more traffic in the garage with the pending development of the Gettysburg Station (formerly REDDI).

**438-376 Repairs and Maintenance/ Bridge – Manager Gable** said that there are no plans for the upcoming year for bridges, and therefore the \$120,000 can be removed.

**409-310 General Government-Administration - Manager Gable** said that this is for grant writing and architectural services to prepare for the construction of the Gettysburg Welcome Center.

**409-373 Repairs and Maintenance/Building – Manager Gable** said that this appropriation is to cover the painting and repair work of the municipal building completed at a cost of \$27,000.

#### **Public Comment**

There was no public comment at this time.

**President Heyser** dismissed the meeting at 9:40 PM to an executive session.

Respectfully submitted,



Sara L. Stull  
Borough Secretary