

BOROUGH OF GETTYSBURG
59 EAST HIGH STREET, GETTYSBURG, PA 17325
COUNCIL WORK SESSION MINUTES
MAY 28, 2019

President Susan Naugle called the meeting to order at 7:00 PM with the following Councilors present: Vice President Jacob Schindel, Mr. Wesley Heyser, Mr. Christopher Berger and Mr. John Lawver. Mr. Charles Strauss, and Ms. Patricia Lawson were absent. Staff present included: Mayor Theodore Streeter, Borough Manager Charles Gable, Borough Secretary Sara Stull, Borough Solicitor Harold Eastman, Finance Director Nickie James, Interim Parking Manager Becka Fissel, Karen Mesher, Planning Management Assistant, Public Works Director Robert Harbaugh, and Chad Clabaugh, Borough Engineer, C. S. Davidson, Inc.

Others present include: Deb Adamik, President, Main Street Gettysburg; Marita Kelley, Central Office Regional Director, Department of Community and Economic Development (DCED); Joshua Shaffer, Chief Information Officer, TREYSTA Technology Management; Matt Moon, Gettysburg Rising, 98 Springs Avenue; Jenny Dumont, Gettysburg Rising, 74 East Water Street; Gina Azzara, Gettysburg Rising, 132 York Street; Lois Starkey, Gettysburg Rising, P.O. Box 26, Orrtanna; Jennifer Cole, Gettysburg Rising, 115 Ridge Avenue; Julieta and Don Booz, Gettysburg Rising, 35 Bugle Call Path. Representing the press was Jim Hale with the *Gettysburg Times* and filming by Community Media-ACCTV.

President Naugle announced that the Electronic Recycling Event for Borough residents is scheduled for Saturday, June, 15th at the Public Works Building. Anyone interested must be pre-registered.

President Naugle announced that an executive session of the Borough Council was conducted immediately following the adjournment of the May 13, 2019 monthly general business meeting consistent with section 708(a)(1), section 708(a)(3), section 708(a)(4) and section 708(a)(5) of the Sunshine Act.

President Naugle announced that an executive session of the Borough Council was conducted immediately prior to the commencement of this evening's work session beginning at 6:00 p.m. consistent with section 708(a)(4) of the Sunshine Act to consult with its attorneys and legal advisors regarding information and strategy in connection with litigation filed in the Adams County Court of Common Pleas to Docket No. 19-S-206 captioned Linda Atiyeh, et al., Plaintiffs v. Borough of Gettysburg, et al., Defendants.

President Naugle announced that an executive session of the Borough Council will be conducted immediately following the adjournment of this evening's work session consistent with section 708(a)(1), section 708(a)(3), section 708(a)(4) and section 708(a)(5) of the Sunshine Act for the following purposes: (1) to discuss matters involving the employment, the termination or resignation of employment, the terms and conditions of employment of employees and/or former employees of the Borough; (2) to receive information and discuss the possible purchase or lease of real property by the Borough; (3) to consult with its solicitor and other professional advisors

regarding information and strategy in connection with litigation filed in the Adams County Court of Common Pleas to Docket No. 19-S-206 captioned Linda Atiyeh, et al., Plaintiffs v. Borough of Gettysburg, et al., Defendants; and (4) to review and discuss Borough business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of confidential information protected by law.

Public Comment

Matt Moon, Lois Starkey, Gina Azzara, Jennifer Cole, Julieta Booz, and Jenny Dumont all members of Gettysburg Rising, addressed Council regarding encouraging businesses to ban the use of single-use plastic bags. A petition was sent to Council members with 643 signatures (see attached). They want to encourage businesses to use re-useable bags instead of plastic. It was mentioned that the Borough of Narberth near Philadelphia approved a ban last year.

New Business

Special Presentations

Home Rule Charter

Marita Kelley, Central Office Regional Director, DCED, gave a presentation and explained the concept of the state's home rule law, noting that the voters in Carlisle did in a 2015 referendum. She said that it provides more flexibility for municipalities, stating that under regular state rules, municipalities "can only do what is permitted by law and under home rule, you can do anything not prohibited by law." Ms. Kelley said that it's a "lengthy process" which involves two votes by the public, one to elect members of a government study commission and another to adopt or reject the commission's recommendation. The time frame would take approximately three-years for completion.

Council would like to review further and asked Ms. Kelley to provide a list of municipalities that are Home Rule Charters.

Technology Management

Joshua Shaffer, Chief Information Officer, TREYSTA Technology Management said that goals for the Borough computers are the Office 365 Migration; Migrate to a Cloud-Based solution to improve security and functionality; and the Microsoft's Windows 7 End of Life Compliancy date is January 2020. He noted that there are currently 15 computers running Windows 7 that need to be replaced because Microsoft will no longer support them. Mr. Shaffer will provide Council with an updated quote for these services.

Mark Gettysburg Update

Chad Clabaugh, Borough Engineer gave an update on the Straban Township proposed development, and said that it would have a traffic impact on the Borough. He said that York, Hanover and Fourth Streets would be affected, and noted that no parking spaces would need to be removed. Chad said that the Borough would need to do a traffic signal update.

Complete Streets

President Naugle provided members with information she received regarding Complete Streets for Pennsylvania Communities and the benefits of establishing a policy. She said that the Pennsylvania State Association of Boroughs (PSAB) offers training opportunities on Complete Streets.

Plastic Bag Prohibition Petition

President Naugle said that she reviewed the Gettysburg Rising's online petition which asked Council to consider an ordinance to ban single-use plastic bags at all businesses, impose a tax on bags, and to ask eateries to voluntarily limit distribution of plastic drinking straws to customers who request them. Councilman Heyser asked if it's legal for the Borough to impose a ban on this. Solicitor Eastman responded that he would need to research this matter. Councilman Schindel said that a ban could lead to a "back-lash", and pointed out that there are more plastic bags out there, such as candy wrappers and comic book wrappers. He said that Gettysburg Rising would need to help in setting and defining the parameters. Councilman Lawver expressed his concern about driving businesses out of town to other municipalities that don't have such requirements. President Naugle said that she would contact Waste Connections to see if there is anything they can offer to collect plastic bags.

After Council discussion some members suggested a resolution encouraging voluntary action by businesses to ban single-use plastics bags. President Naugle thanked Gettysburg Rising for bringing this matter to their attention.

Old Business

Penn DOT Letter Regarding Truck Restrictions

Manager Gable reported that Penn DOT already removed the signs prohibiting dimensional limits on trucks passing through Gettysburg. He said that with the timing of the removal Penn DOT "had no true intentions to have a dialogue" with the Borough. Manager Gable explained Penn DOT's Highway Transfer Turnback Program, and said that it may be beneficial for the Borough to research.

75th Anniversary of D-Day Commemoration (June 6, 2019)

Mayor Streeter announced that the 75th Anniversary Commemoration of D-Day is scheduled for Thursday, June 6th beginning at 4:45 PM on Lincoln Square.

Mayor Streeter displayed the memorabilia that the USS Gettysburg Crew presented to him during the Memorial Day Events, to be placed in the USS Gettysburg Conference Room. He said that it was made from a metal bulk head.

PBS 2019-8 Sustainable Pennsylvania Community Certification

Manager Gable announced that the Borough of Gettysburg received gold level in the Sustainable Pennsylvania Community Certification program. He said that this is managed by the Pennsylvania Municipal League in partnership with Sustainable Pittsburgh. Manager Gable explained the demanding performance criteria that tracked 131 policies and practices that define a sustainable community. He thanked Council and staff for the hard work that went into this program that will benefit the Borough.

PBS 2019-6 FY2018 General Fund Surplus

Manager Gable presented Council with a list of items to consider for the proposed usage of the 2018 surplus totaling \$135,715.00 (see attached). The engine for stake body truck and police body and car cams were removed at this time. The remaining surplus balance would be transferred to Debt Reserves. Manager Gable was instructed to prepare a motion for the June Council meeting for approval.

PBS 2018-3 Short Term Rentals – Zoning Districts

Manager Gable reported that Clem Malot, PA Municipal Code Alliance is currently working on this, and that letters will be sent to property owners. He noted that the compliance date will be changed to a later time instead of July 1.

There was no public comment at this time.

The meeting was adjourned to an executive session at 9:50 PM. Council President Naugle dismissed the meeting at 10:55 PM.

Respectfully submitted,



Sara L. Stull
Borough Secretary

Proposed Usage for 2018 Surplus

Total 2018 General Fund Surplus			\$ 135,715.00
Exhibit #	Description	Cost	Background/Notes
12	Fuel tank probes and float repair	8,000.00	DEP required. Was not working we are past due on inspection and we would face fines. We had to get it fixed. THIS HAS ALREADY BEEN DONE.
	Tree removal	4,900.00	@parking deck They are already dead. One fell on something and we have an accident claim already. Need to get the other down before it falls.
9 and 10	Replace 15 Windows 7 workstations with Windows 10 (all are 5 years or older)	15,000.00	Windows 7 expiring in January. Total est* cost \$20K less \$5K already budgeted. *Prices keep increasing due to tariffs - cost was \$850 ea when we budgeted
11	Upgrade to Office 365 and migrate workstations	1,140.00	This is the most efficient time to finalize the move away from an on-site server. Recent ransomware issues make evident the urgency to move. Ongoing monthly costs are \$187.50 for Office 365 and \$70 for cloud backup. In the unlikely event we get ransomware once we are on the cloud, we could be back up and running in a matter
8	Migrate Server to Azure Cloud with backup	2,920.00	Will replace Seamlessdoc in 2020 Sign \$2,860 + 5 licenses \$835. Cost is an even swap. We need this because the Adobe license is expired and the program is used daily by multiple departments
6	Relicense Adobe to current + esign	3,695.00	
	PML Sponsorship pledge	15,000.00	Budget \$50K - pledged so far \$22,800 confirmed more pending. This money will only be used if we are unable to raise enough - we have a lot of irons in the fire
4	Body and car cams for police + cloud	7,615.00	equipment 14,335 + annual recurring \$2,835 - 3 year commitment - \$8,000 in 2020 and 2021 will need to be budgeted.
3	Engine for stake body truck	25,000.00	The truck has very little sale value with no working engine. It is used on an average of 3 times per week when it is working. Costs \$75K for a new one.
5	Install Gas Furnace to replace electric	43,000.00	Per Green Energy grant - \$30K savings per year pot-conversion. Furnace will pay for itself in less than 2 years with annual savings moving forward.
7	6 park benches (includes \$500 est shipping)	5,500.00	Current wood benches on the square are deteriorating. These steel benches are already used throughout the Borough and have center armrests.
	Subtotal of Proposed Uses	\$ 131,770.00	
13	Transfer Remaining to Debt Reserves	3,945.00	Where estimates or uncertainties exist above, any unused monies would go to Debt Reserves to save up for future Debt service bump
Color denotes Projects that must be completed for legal/liability reasons this year			
Color denotes very important current or future operational/safety/economic development initiatives			
Color denotes desirable future financial planning and quality of life initiatives			