

**BOROUGH OF GETTYSBURG  
TROXELL COUNCIL CHAMBERS  
59 EAST HIGH STREET, GETTYSBURG, PA 17325  
COUNCIL WORK SESSION MEETING MINUTES  
FEBRUARY 27, 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, Ms. Patricia Lawson, Mr. John Lawver, and Mr. Chad Carr. **Staff present included:** Borough Manager Charles Gable; Assistant Borough Manager/Secretary Sara Stull; Borough Solicitor Harold Eastman, Barley Snyder; Police Chief Robert Glenney; Human Resource Coordinator Kara Riethmaier; Planning Director Carly Marshall; Public Works Director Robert Harbaugh, and Chad Clabaugh, Borough Engineer, C. S. Davidson, Inc. **Staff absent included:** Mayor Rita Frealing; Director of Historic & Environmental Preservation Debra English; and Parking Manager Rebecca Fissel.

**Others present included:** Jill Sellers, President of Main Street Gettysburg; Mark Guise Utilities Manager of Gettysburg Municipal Authority; S. Maryan Daniels, President of Gettysburg Garden Club; Karen Szoke, representing the Gettysburg Garden Club; Scott English, owner of 66-68 West High Street; Brandon Stone, 358 Park Street; Susan Cipperly, 314 North Stratton Street; Susan Naugle, 650 Red Patch Avenue; and Caleb Sellers, Boy Scouts of America, 83 Meade Drive; Representing the press was Jim Hale with the *Gettysburg Times*; and filming by *Community Media-ACCTV*.

**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 meeting consistent with section 708(a)(1) and section 708(a)(5) of the Sunshine Act for the following purposes: (1) to discuss matters involving the employment and the terms, conditions benefits of employment of 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.**

### **Special Presentation**

#### **Gettysburg Municipal Authority (GMA)**

**Mark Guise Utilities Manager of GMA** gave a presentation on the planned 2023 projects (see attached).

#### **Gettysburg Garden Club – Downtown Flower Project**

**S. Maryan Daniels, President of Gettysburg Garden Club (GGC)** gave the history of the GGC that was begun in 2001 (see attached). She said that some of their efforts are to

buy plants and manage the downtown hanging baskets. They also have a plant and green sale each year and will began a new project this year with the Habitat for Humanity to plant a flower garden at a house. In the future they plan to work with the youth in the community. Ms. Daniels announced that Matt Radar, President of the Philadelphia Horticultural Society will introduce to the community the growth and innovation underway in the Society's Public Gardens and Landscapes and Healthy Neighborhoods Program. Everyone is invited to attend on April 27, 2023 at 1:00 PM at the Gettysburg Fire Department.

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

There were no public comments.

## **New Business**

### **Gettysburg Garden Club – Memorandum of Understanding**

**Manager Gable** reviewed the Memorandum of Understanding (MOU) between the Gettysburg Garden Club (GGC) and the Borough of Gettysburg for 2023 through 2026 the Operation of the Downtown Flower Project. He said that the notable change in the MOU is the invoicing to the GGC each year would have a maximum amount not to exceed to provide them stability for their annual budget.

Council consensus was to proceed and place the Memorandum of Understanding on the March Council Agenda.

### **Gettysburg Inner Loop (GIL) – Racehorse Alley One-Way**

**Chad Clabaugh, Borough Engineer** reported that the traffic study prepared by Michael Baker International has been completed regarding one-way on Race Horse Alley. He gave a presentation on the One-Way Conversion Feasibility Study (see attached). The Master Plan suggests that it is a good idea to make Race Horse Alley one-way if you want to designate it as a pedestrian/bicycle path. The Master Plan identifies three phases: Phase A has been constructed and completed approximately five-years ago; Phase B is currently under contract to do the design; and Phase C is the next step to decide if the alley should be made one-way. Council should review the information and make a decision so that the project is shovel ready later this year.

After some discussion it was decided that Council will review the information and the topic will be placed on an upcoming Council Work Session for further discussion.

**Chad Clabaugh** said that he has an upcoming meeting with Jim Biesecker with Gettysburg College to discuss the right-of-way and pointed out that there are still other options to not make it a one-way alley.

## **Employee Policy Manual**

**Manager Gable** said that the last policy was updated in 2009 and we need to have it updated to the current standards. He said that a Mission Statement can be added for employees but is not necessary.

**President Heyser** suggested that Council begin reviewing several chapters beginning with the March Work Session meeting.

## **Appointment of the Rezoning Committee**

**Planning Director Marshall** said that the last major revision to the Zoning Ordinance was in 2008 and that Council has budgeted for a rezoning process in 2023. The Borough has contracted with Michael Baker International to rewrite the Zoning Ordinance including the updates to the Zoning Map. A Rezoning Committee of seven to nine people will need to be appointed to include a Council Member, Gettysburg Planning Commission Member, Adams County Office of Planning and Development, and three to four members of the public. The Rezoning Committee would begin meeting in April.

**President Heyser** said that anyone interested in serving on the Rezoning Committee should contact him or the Borough office. The appointments will be placed on the upcoming Council meeting on March 13<sup>th</sup> for approval.

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

There were no public comments.

**President Heyser** adjourned the meeting to an executive session at 8:55 PM.

Respectfully submitted,



Sara L. Stull  
Borough Secretary



The background of the entire page is a blue gradient, transitioning from a lighter blue at the top to a darker blue at the bottom. Scattered across this gradient are numerous water droplets of various sizes. Some droplets are large and clear, showing internal reflections, while others are smaller and more numerous. The droplets are distributed across the entire page, with some appearing near the text and others further away.

# GETTYSBURG MUNICIPAL AUTHORITY

2023



# HERITAGE LAND ELEVATED WATER TANK



- ❖ 1.5 MILLION GALLON COMPOSITE  
ELEVATED TANK
- ❖ LOCATED AT EXISTING TANK SITE ON  
NATURAL SPRINGS ROAD
- ❖ DEMOLISH EXISTING TANK 2023
- ❖ \$4,500,000



# CEMETERY HILL TANKS REHABILITATION AND DEMOLITION

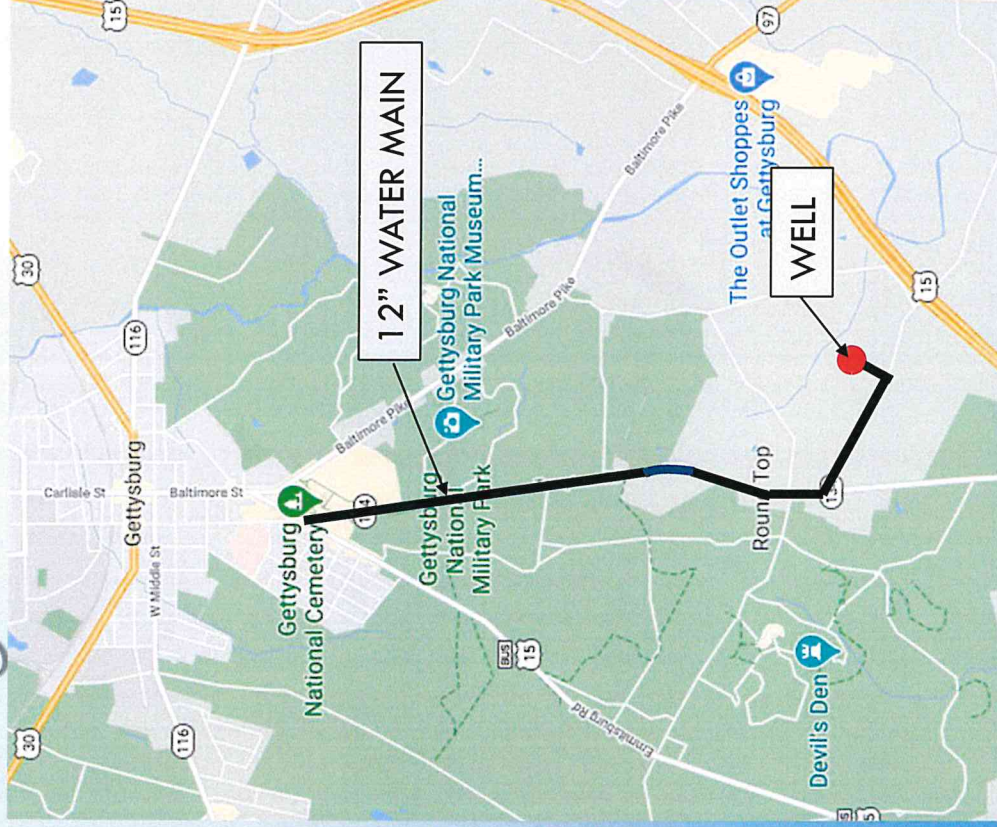
- ❖ REHABILITATE AND RECOAT EXISTING  
STANDPIPE (1 MG)
- ❖ UPGRADE/REPLACE YARD PIPING
- ❖ DEMOLISH EXISTING TANK #1 (1 MG)
- ❖ ANTICIPATED CONSTRUCTION PERIOD  
2023
- ❖ ESTIMATED COST \$775,000





# ANDREW'S PROPERTY WELL

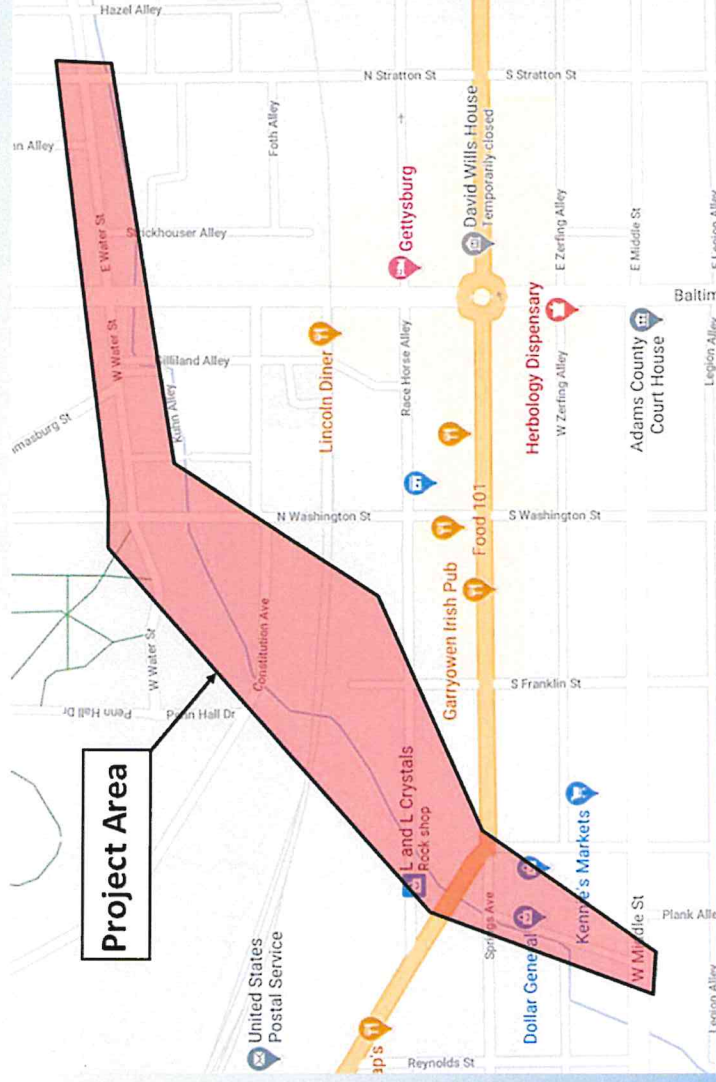
- ❖ DEVELOP 300 GPM WELL
- ❖ WELL HOUSE W/TREATMENT
- ❖ OVER 10,000 LINEAR FEET OF 12" WATER MAIN
- ❖ DESIGN AND PERMITTING STAGE,
- ❖ ESTIMATED COST \$4,200,000





## PHASE II INTERCEPTOR REPLACEMENT

- ❖ OVER 3,300 LINEAR FEET OF 18", 24" AND 32" SEWER PIPE
- ❖ MULTIPLE ROAD, STREAM AND RAIL CROSSINGS
- ❖ BOTH PUBLIC RIGHT-OF-WAY AND PRIVATE EASEMENTS
- ❖ 90% DESIGN STAGE
- ❖ ESTIMATED COST \$3,000,000
- ❖ WORKING WITH BOROUGH AND GBSWA REGARDING EXISTING CONDITIONS OF STEVENS RUN WALL ALONG BREAM ALLEY





# GMA OFFICE BUILDING

- ❖ RELOCATE OFFICE OUT OF FLOODPLAIN
- ❖ EXPANDED MEETING ROOM
- ❖ ADDITIONAL OFFICE SPACE AT EXISTING LOCATION
- ❖ DESIGN & PERMITTING STAGE
- ❖ ESTIMATED COST \$1,600,000





# FUTURE

- ❖ WATER AND SEWER INFRASTRUCTURE E LINCOLN AVE. COLLABORATION WITH GETTYSBURG BOROUGH AND COLUMBIA GAS. 2025
- ❖ GETTYSBURG BOROUGH BALTIMORE STREET IMPROVEMENT PROJECT TIMING
- ❖ COLLABORATION BETWEEN BOROUGH AND GMA REGARDING INFRASTRUCTURE IMPROVEMENTS ASSOCIATED WITH THE PROJECT AND FUNDING OF THOSE IMPROVEMENTS



1. The Downtown Flower Project was begun in 2001 by the Rotary Club, whose organization raised funds, purchased hanging baskets and planters, and established collaborations with Musselman's Nursery for the installation and with Gettysburg Borough for the watering of the baskets. The Rotary purchased a watering cart and donated it to Gettysburg Borough. The Rotary passed the project along to Main Street Gettysburg a few years later, at the same time, forwarding the cash reserve funds that had been raised.
2. The Gettysburg Garden Club was approached in 2008 by Caroline Smith, at the time a Borough Council Member, to take over management of the Downtown Flower Project. Jane Scott made this suggestion to her when Main Street Gettysburg expressed concern over their ability to continuing the project resulting from limited staff time and resources.
3. Several club members who had been working in Lincoln Square the spring of 2002 had noticed that the color scheme of the baskets and planters clashed terribly with the traditional red, white, and blue theme in Lincoln Square. This presented the opportunity to coordinate the plantings, and also to publicize the Garden Club's involvement in beautifying downtown Gettysburg.
4. With the Executive Board's approval, Barbara Brand prepared a Memorandum of Agreement with the Borough, and eventually this agreement was signed by John Lawver, then Borough Manager. The Gettysburg Garden Club members voted to accept this project on a limited basis, and after the first year, the project was approved again by the club members. It was recognized that coordinating all of the floral plantings in downtown Gettysburg made a big difference. Linda Golembieski, as Civic Development Chairman, manages the project's logistics.
5. The project had always been funded by donations from the public, as well as some local businesses. For that reason, when the club received a check from Main Street Gettysburg for the balance of the cash reserve (about \$8300), the treasurer, Caryl O'Gara, set up a new account so as not to commingle with the funds the club raises through other club events. When the annual report of this fund is provided, it always indicates how much the club received in donations and how much was spent. Barbara Brand volunteered to manage the fundraising part of the project.
6. Donations are solicited each year in the late spring or early summer by letters which go out to the list of people who have supported the project for the last 5 years. The club has not sent letters beyond this list, which at this time includes a few more recent donors and some deletions. Barbara created a donation form, which is also made available at the club's 3 annual sales. Each year the club receives between \$1700 and \$2000, which covers the cost of the installation by Musselman's; Additionally, expenses over the past few years have included new basket liners and new planters.
7. When the letters go out to the club's donors, at the same time, Barbara prepares a "Letter to the Editor" of the Gettysburg Times that describes the project, and also thanks the club's partners and donors. The public is invited to send donations to support the project as well.

Barbara Brand  
26 August 2012

## Downtown flower program rescued

BY SCOT A. PITZER  
Times Staff Writer

May 2006

Photo, how you can help — Page A3

Gettysburg's downtown flower program has been rescued, thanks to the help of numerous community donors.

Earlier this year, due to a lack of municipal funding, borough officials contemplated axing its struggling flower program. As a result, the yearly beautification effort, adored by area citizens and tourists alike, was on the brink of extinction this summer.

But the Gettysburg community, according to Main Street Gettysburg director Alice Estrada, wouldn't let the flowers disappear.

The town's popular flower program, because of generous monetary aid from several borough organizations and individuals, has been revived.

"Things were definitely in jeopardy," Estrada told the *Times* last week. "There was just no money. We had a dilemma — are we going to have flowers or not?"

Main Street Gettysburg has accepted the task of leading a flower fundraising charge. The group is working with the Rotary Club of Gettysburg and borough council.

So far, so good.

"Several people, like the Gettysburg Rotary, have really stepped up to help," said Estrada. "Funding just wasn't allocated in the borough's budget, and the donations weren't coming through to underwrite the program. We needed a fundraising campaign to save (See DOWNTOWN FLOWERS, Page A3)

## Downtown flowers

(Continued from Page A1)  
the flowers."

The *Gettysburg Times* continues to campaign for donations. While Gettysburg's Rotary Club has pledged \$1,000 to the cause, the newspaper itself has made a \$1,000 contribution. About \$3,000 has been promised to date.

Local organizations such as the Majestic Theater and Gettysburg Hotel have also promised financial contributions.

"This is all about beautification and revitalization," said Estrada. "The downtown can't be without flowers."

Borough council is using what it already has budgeted for its flower program, about \$1,500, to compensate Musselman Florists to decorate the downtown. Musselman's is scheduled to begin its task soon.

Flowers will garnish Lincoln Square, as well as one block to the east and west, along Route 40. In the future, when more funds are raised, council hopes to expand the flower program so that it can include Baltimore and Carlisle streets.

"This year, it was vitally important just to get the flowers out there," said Councilwoman

### How You Can Help

Main Street Gettysburg needs your help to decorate downtown Gettysburg with flowers. Interested donors are encouraged to mail a tax-deductible contribution to Main Street at Main Street Gettysburg, c/o Borough Flower Program, 59 East High Street, Gettysburg PA, 17325. The funds will be earmarked toward the borough's flower program.

Caroline Smith.

The borough is looking to fill a newly created 30-hour-a-week position in which a hired hand, as part of a multitude of duties, would oversee the downtown's flowers. According to borough manager Charles Sterner, the pending position is already partially budgeted for.

Council has allocated \$12,000 this year toward a part-time custodial position, and will expand the currently-budgeted house-keeping position so that it includes flower maintenance and supervision duties.

"It's a permanent part-time position," said Sterner at a May finance committee meeting.

The multi-purpose employee

will be responsible for watering and maintaining downtown flowers five months a year. Furthermore, the employee will also be given the task of performing custodial work at the borough's municipal building, and at the town's recreation park.

"We're not going to go over budget with this," said Sterner.

The newly created role, borough officials deem, will require between three to five hours worth of work per day.

If more funds are needed to compensate the employee, or for flower-related purposes, borough officials hope sufficient monies will be raised via Main Street's ongoing fundraising campaign.

"We've basically come up with an idea that will cost the borough nothing, because we already have this budgeted for," said Smith. "It's a way to make downtown flowers happen."

In addition to the budgeted \$12,000, borough officials want to raise an additional \$10,000 to underwrite the employee, as well as the flower program.

Interested donors are encouraged to send a tax-deductible contribution to Main Street. The funds will be earmarked toward the borough's flower program.

"You can be assured that the money will be used for flowers," said Estrada.

Contributions can be mailed to Main Street Gettysburg, c/o Borough Flower Program, 59 East High Street, Gettysburg PA, 17325.

Contact Scot Pitzer at 334-1131, ext. 247 or [spitzer@gburgtimes.com](mailto:spitzer@gburgtimes.com)





---

# Race Horse Alley One-Way Conversion Feasibility Study

---

BOROUGH COUNCIL MEETING

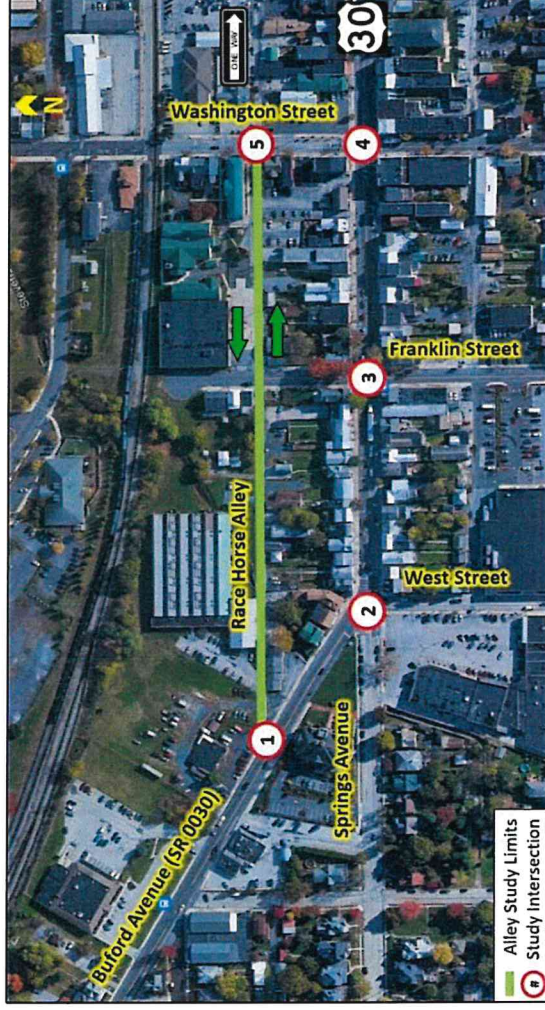
FEBRUARY 23, 2022





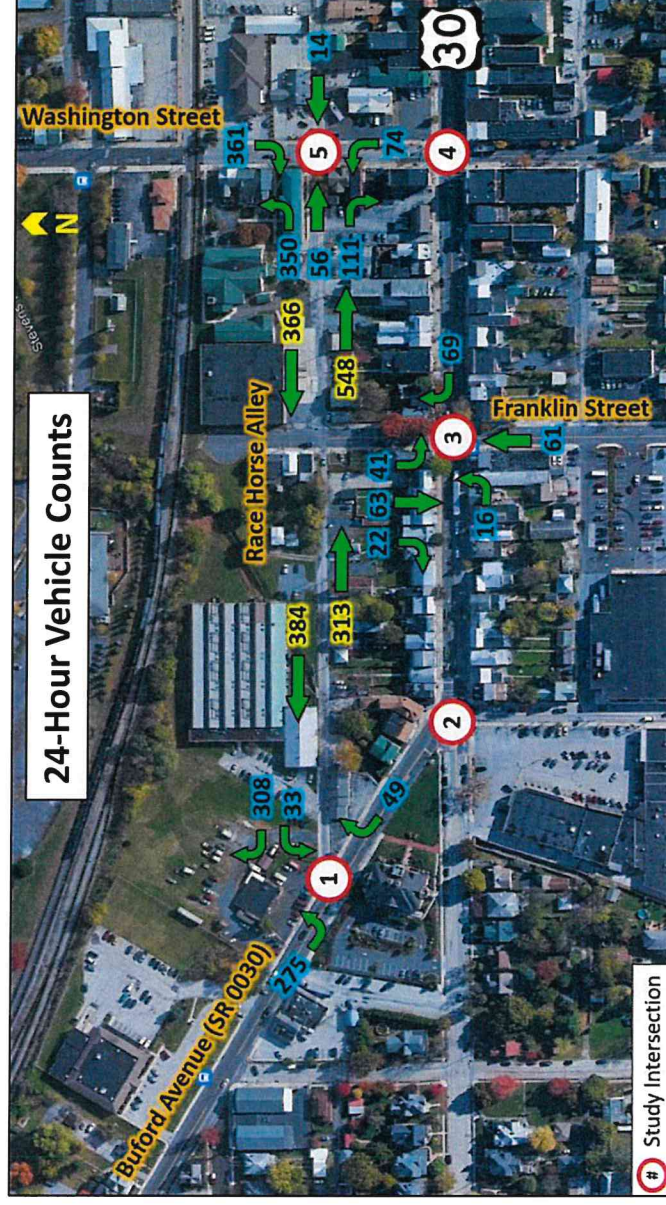
# Study Purpose/Focus Area

- Assess traffic impacts and feasibility of converting Race Horse Alley from two-way to one-way operations between Buford Avenue and Washington Street.
- Inform Gettysburg Borough's planning decisions to convert Race Horse Alley.



# Existing Conditions: Traffic Characteristics

- Intersection turning movement counts conducted at highlighted locations.
- Most vehicles entered & exited Race Horse Alley via Washington Street.
- Few vehicles observed entering/exiting along Franklin Street.
- Significant amount of pedestrian/bicyclist activity was observed during field visits.





# Existing Conditions: Highway Safety Data

- PennDOT reportable crash data for a five-year period (2017-2021) was reviewed across the study area road network to identify any trends.
- The review revealed no existing crash trends that would cause further issues by the one-way conversion.

Intersection	Collision Type									Total
	Angle	Hit Fixed Object	Rear End	Backing	Non-Collision	Pedestrian	Opposite Direction	Same Direction	Sideswipe	
1 – US 30 and Race Horse Alley	0	0	3	0	0	0	0	0	0	3
2 – US 30 & Springs Avenue/West Street	1	4	0	1	0	0	0	0	0	6
3 – US 30 and Franklin Street	3	1	0	0	0	0	0	1	1	5
4 – US 30 and Washington Street	1	1	0	0	2	3	1	0	0	8
5 – Washington Street and Race Horse Alley	0	2	0	0	0	0	0	0	0	2
<b>Total</b>	<b>5</b>	<b>8</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>24</b>



# One-Way Traffic Operations and Impacts: Eastbound One-Way Conversion



Traffic Flow Impacts	Intersection Capacity Impacts	Vehicle Queuing Impacts
<ul style="list-style-type: none"><li>• Redistributes more traffic onto US 30 compared to westbound direction conversion.</li><li>• Produces a more conducive shared street by providing more multimodal access.</li><li>• Would match Race Horse Alley directional travel conditions east of Washington Street.</li></ul>	<ul style="list-style-type: none"><li>• Very little change in capacity/control delay at all study intersections.</li></ul>	<ul style="list-style-type: none"><li>• Produced only slight increase in vehicle queue lengths at study intersections.</li><li>• Greater queuing issue could arise along the southbound approach at US 30/Washington Street intersection (Study Int. 4), as existing left-turn lane queues nearly exceed available storage.</li></ul>

# One-Way Traffic Operations and Impacts: Westbound One-Way Conversion



Traffic Flow Impacts	Intersection Capacity Impacts	Vehicle Queuing Impacts
<ul style="list-style-type: none"> <li>• Redistributes less traffic onto US 30 compared to eastbound direction conversion and decrease the likelihood of future congestion/queuing issues along US 30.</li> <li>• Produces a greater throughput of vehicles traveling along the alleyway.</li> <li>• Concern involving residents along Race Horse Alley, particularly those in Creekside Apartments, and access points as a result of one-way conversion.</li> </ul>	<ul style="list-style-type: none"> <li>• Very little change in capacity/control delay at all study intersections.</li> <li>• Slightly greater capacity impacts under this conversion alternative at the Buford Avenue/Race Horse Alley intersection westbound approach as a result of increased traffic exiting the alleyway.</li> </ul>	<ul style="list-style-type: none"> <li>• Slight increase in vehicle queue lengths at study intersections.</li> <li>• Greater queuing issue could arise along the eastbound approach at US 30/Washington Street intersection (Study Int. 4), as existing left-turn lane queues nearly exceed available storage.</li> </ul>





# One-Way Traffic Operations and Impacts: From Franklin Street Funnel

Traffic Flow Impacts	Intersection Capacity Impacts	Vehicle Queuing Impacts
<ul style="list-style-type: none"><li>• Eliminates pass-through traffic bypassing US 30 due to outward traffic flow.</li><li>• All entering vehicles to Race Horse Alley are forced to utilize US 30/Franklin Street intersection.</li><li>• Produces a more conducive shared street for pedestrians /cyclists compared to previous two alternatives.</li><li>• Potentially confusing traffic-control scheme at Franklin Street/Race Horse Alley intersection for non-local traffic.</li></ul>	<ul style="list-style-type: none"><li>• Very little change in capacity/control delay at all study intersections.</li><li>• Capacity impacts under this conversion scenario are about equal compared to the eastbound one-way conversion and slightly better than the westbound one-way conversion.</li></ul>	<ul style="list-style-type: none"><li>• Slight increase in vehicle queue lengths at study intersections.</li><li>• Greater queuing issue could arise along the southbound approach at US 30/Washington Street intersection (Study Int. 4), as existing left-turn lane queues nearly exceed available storage.</li></ul>

# Recommendations

---

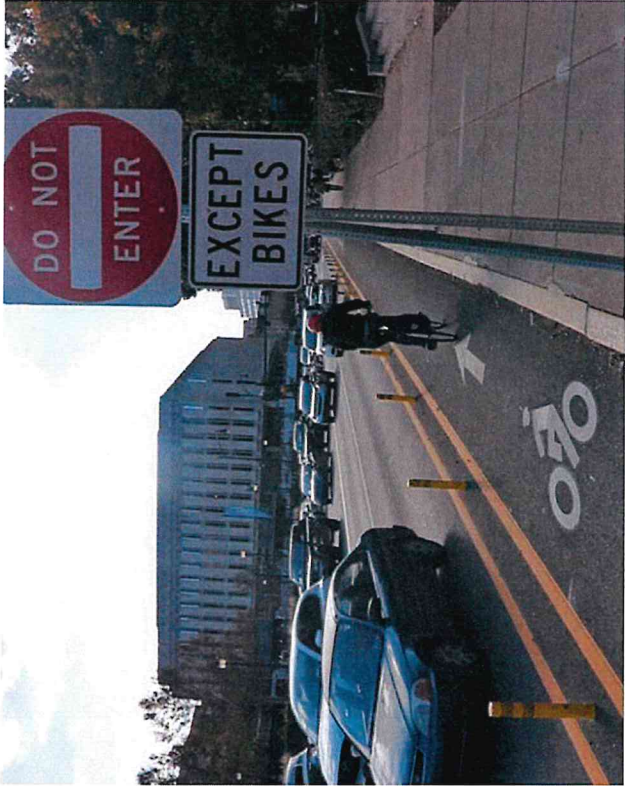
- Before selecting a conversion alternative, Gettysburg Borough should first determine primary objectives for the conversion. Suggested objectives:

1. Cut-through Traffic Reduction
2. Minimize Impact to US 30
3. Land Use Accessibility
4. Bicycle/Pedestrian Appeal





# Contraflow Lanes



Contraflow Lanes may not be required but at this early stage in design are still being considered as options.

One Way East	One Way West	Franklin Funnel
Shared lane	Shared Lane	Shared Lane
With Contraflow Lane no Added Right-Of-Way "Bikes Yield"		
With Contraflow Lane and Added Right-Of-Way	With Contraflow Lane and Added Right-Of-Way	With Contraflow Lane and Added Right-Of-Way



# Recommendations

Alternative Comparison Matrix

Conversion Alternative	Cut-Through Traffic Reduction	Minimize Impact to US 30	Land Use Accessibility	Bicycle/ Pedestrian Appeal
One-Way Eastbound	2	1	2	2
One-Way Westbound	2	1	3	1
Franklin Street Funnel	3	1	2	1

1 = Minimal Impact

2 = Impactful

3 = Most Impactful





# Contacts

---

**Chad Clabaugh, P.E.**

C.S. Davidson, Inc.

[cmc@csdavidson.com](mailto:cmc@csdavidson.com)

(717) 814-4529

**Todd Trautz, P.E., PTOE**

Michael Baker International, Inc.

[Todd.Trautz@mbakerintl.com](mailto:Todd.Trautz@mbakerintl.com)

(717) 221-2058



OPTION 1  
ONE WAY EAST  
W/SHARED LANE  
NO ADDITIONAL RIGHT-OF-WAY





OPTION 2  
ONE WAY EAST  
W/CONTRAFLOW LANE  
NO ADDITIONAL RIGHT-OF-WAY



OPTION 3  
ONE WAY EAST  
W/CONTRAFLOW LANE  
+ADDITIONAL RIGHT-OF-WAY





OPTION 4  
ONE WAY WEST  
W/SHARED LANE  
NO ADDITIONAL RIGHT-OF-WAY



OPTION 5  
ONE WAY WEST  
W/CONTRAFLOW LANE  
+ADDITIONAL RIGHT-OF-WAY





OPTION 6  
"FRANKLIN FUNNEL"  
W/SHARED LANE  
NO ADDITIONAL RIGHT-OF-WAY



OPTION 7  
"FRANKLIN FUNNEL"  
W/CONTRAFLOW LANE  
+ADDITIONAL RIGHT OF WAY

