

**September 17, 2014
Historic Architectural Review Board Minutes
Borough of Gettysburg**

Chair Gary Shaffer called the Historic Architectural Review Board meeting to order at 7:03 PM on Wednesday, September 17, 2014. The meeting was held at the Borough Municipal Building, 59 East High Street. A quorum was present. Those in attendance were: Board members Joan Hodges, Jim McCabe, Peggy Gustafson, Colleen Lingle, Philip Goble and Aubrey Burkholder, Borough Code Enforcement Officer; Scott Dellett, Borough Planning Director, and Karen Mesher, Borough Management Assistant. Also in attendance were: Judy and Guy Kettermen, both representing 240 York Street; Jeff Shaffer of Times Square LLC, representing 18 Carlisle Street; Max Felty of Felty Investments LP and Joe Edgar of Shaffer Design, representing 777 Baltimore Street; and Erin Hammerstedt, representing Preservation Pennsylvania.

Mr. Shaffer introduced the members and explained the procedures that would be followed during the meeting. He noted that the Board serves as an advisory group to Borough Council, which makes the final decisions concerning the issuance of Certificates of Appropriateness. Borough Council will next meet on Tuesday, October 14, 2014 at 7 PM instead of Monday due to the Borough observing Columbus Day.

Review of Agenda and Minutes

There were no revisions to the September 17th meeting agenda, but Mr. Shaffer stated that he would have to recuse himself from items A and B under New Business, because he has a fiduciary relationship with those projects. The motion was made by Ms. Gustafson and seconded by Ms. Hodges to approve the August 20, 2014 Meeting Minutes as submitted. The motion passed, 7-to-0.

Public Comment for Items Not on the Agenda

There were no public comments for items not on the meeting agenda.

OLD BUSINESS

- A. Judy and Guy Kettermen, 240 York Street. Alteration. Replace Balcony Decking on street-side/east-side of house.**

Mr. Shaffer noted that the application was submitted last month, but was tabled until this month's meeting pending additional information.

Mr. Dellett presented the background information on the application as depicted in his Board Memorandum dated August 20, 2014:

DESCRIPTION

The applicant requests a Certificate of Appropriateness to replace the decking on balconies on the street side and east side of the house. The applicant proposes to place installation on the ceilings and re-deck either with wood or a rubber decking.

BUILDING HISTORY

The 2-story residential structure first appeared on the 1907 Sanborn Fire Insurance Map; the map depicts the front and side balconies. A structure appears on the property on the 1872 Borough Map. The Borough's 1903 Directory lists Mrs. Margaret F. Wolf, widow of Henry G. Wolf, as a resident at 240 York Street.

SECRETARY OF THE INTERIOR'S GUIDELINES FOR THE TREATMENT OF HISTORIC PROPERTIES

Entrances and Porches Entrances and porches are quite often the focus of historic buildings, particularly on primary elevations. Together with their functional and decorative features such as doors, steps, balustrades, pilasters, and entablatures, they can be extremely important in defining the overall character of a building.

Below are the recommendations for porches and entrances from the Secretary of the Interior's Guidelines for the Preservation and Rehabilitation of Historic Structures:

Identifying, retaining, and preserving entrances and porches—and their functional and decorative features—that are important in defining the overall historic character of the building such as doors, fanlights, sidelights, pilaster, entablatures, columns, balustrades, and stairs.

GETTYSBURG DESIGN GUIDE

Porches are among the most visible features of older homes in the Borough and also some of the most frequently altered features. Regardless of the size or scale of the porch, the component elements are essential to the distinctiveness of houses in the Borough.

The following are guidelines for porch repairs, according to the Guide:

Carefully inspect deteriorated porch elements. Replace only those parts that cannot be repaired. Avoid introducing new materials that were not historically part of the porch.

Below are options for repair of porches:

FIRST CHOICE: Using standard maintenance techniques, repair of the damaged elements of the porch in place and reuse the original parts of the porch, including moldings and three-dimensional turned balusters, to restore the porch to its historic appearance.

SECOND CHOICE: If individual porch elements are beyond repair, replace only those elements with new elements of the same material and visual characteristics.

THIRD CHOICE: If a major portion of a porch has deteriorated beyond repair and the original design cannot be replicated, use stock lumber and moldings to create a simplified design that conveys the same visual characteristics of the original porch. Duplicate the dimensions and materials without the extensive detailing.

Mr. Shaffer asked the Board if there were any questions for the applicant. Ms. Hodges asked if the railings would also be replaced along with the floor. Mr. Ketterman responded that it would just be

the flooring. Mr. McCabe asked if there was rotten wood, would it be replaced. Mr. Ketterman stated that the intent was to replace the flooring to stop water damage to other areas of the structure. Ms. Gustafson asked about the "rubber decking". Mr. Ketterman stated that the flooring would be replaced with plywood with a slope first, then covered with rubber roofing material, and finally the flooring would be installed. Ms. Gustafson asked if they had considered vertical grain wood or a tongue-and-groove synthetic. Mr. Ketterman replied that they were really interested in repairing the flooring. Mr. Shaffer noted that the use of wood is acceptable and the least expensive choice.

Mr. Shaffer presented the Findings of Fact:

- The structure at 240 York Street is a sensitive building, as defined in Chapter 11 of the Borough Code of Ordinances, Historic Districts (Historic District Ordinance). A sensitive building is defined as a building that has been standing for at least 50 years at the time of application, even though it has been considerably modified and certain sites of later historic significance or buildings that the Board has determined to be exemplary of later architectural styles.
- The proposed work is a permanent change, making this proposal a critical project, which is defined in the Historic Districts Ordinance as "A project involving demolition of all or part of any building or change in configuration and rhythm of any building as a whole, or any alteration to a sensitive building."
- The building is a contributing structure to the Gettysburg Battlefield National Register Historic District.

The proposed replacement matches the Department of the Interior's Guidelines for repair and maintenance of historic structures.

Ms. Gustafson made a motion that the Board recommend that Borough Council issue a Certificate of Appropriateness for the property at 240 York Street for the proposed plans and application submitted in the August 5, 2014 application with the caveat that they be allowed to do research into vertical grain wood decking or one of the composite decking materials. The motion was seconded by Ms. Hodges. The motion carried 7-to-0.

Mrs. Ketterman asked how long does this permit last. Mr. Shaffer stated that the HARB recommendation would last a year, but work must commence within six months of obtaining the building permit.

Mr. Shaffer recused himself as Chair at this time, because he has a fiduciary relationship with the following two applicants. Ms. Gustafson assumed the role as Chair.

New Applications for Certificates of Appropriateness

- A. Jeff Shaffer of Times Square, LLC and Gary Shaffer of Shaffer Design, 18 Carlisle Street. Alteration. Replace industrial sash on the first-floor windows on the north side of the building with windows to match the previously replaced second-floor windows.**

Mr. Dellett presented the background information on the application as depicted in his Board Memorandum dated September 12, 2014:

BUILDING HISTORY

The building at 18 Carlisle Street was built in 1919 and once served as the offices for the *Gettysburg Times*. The front of the building was altered in 1959 to replace the original front with a colonial design with one main entrance. The remodeling in 1959 also reconfigured the interior of the building. A second renovation project started in August 1997 to remove shutters and colonial storefront. The renovated storefronts were similar to the original design, but allowed for two floors of commercial space at the front of the building.

SECRETARY OF THE INTERIOR'S GUIDELINES FOR THE TREATMENT OF HISTORIC PROPERTIES

The following are recommendations for windows:

- Identifying, retaining, and preserving windows—and their functional and decorative features—that are important in defining the overall historic character of the building. Such features can include frames, sash, muntins, glazing, sills, heads, hoodmolds, paneled or decorated jambs and moldings, and interior and exterior shutters and blinds.
- Conducting an in-depth survey of the condition of existing windows early in preservation planning so that repair and upgrading methods and possible replacement options can be fully explored.
- Stabilizing deteriorated or damaged windows as a preliminary measure, when necessary, prior to undertaking appropriate preservation work.
- Protecting and maintaining the wood and architectural metals which comprise the window frame, sash, muntins, and surrounds through appropriate surface treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems.
- Making windows weather tight by re-caulking and replacing or installing weather-stripping. These actions also improve thermal efficiency.
- Evaluating the existing condition of materials to determine whether more than protection and maintenance are required, i.e. if repairs to windows and window features will be required.
- Repairing window frames and sash by patching, piecing-in, consolidating or otherwise reinforcing them using recognized preservation methods. The new work should be unobtrusively dated to guide future research and treatment.

The following are not recommended, according to the Secretary of the Interior's guidelines:

- Altering windows or window features which are important in defining the historic character of the building so that, as a result, the character is diminished.

- Changing the historic appearance of windows by replacing materials, finishes, or colors which noticeably change the sash, depth of reveal, and muntin configuration; the reflectivity and color of the glazing; or the appearance of the frame.
- Obscuring historic window trim with metal or other material.
- Replacing windows solely because of peeling paint, broken glass, stuck sash, and high air infiltration. These conditions, in themselves, are no indication that windows are beyond repair.
- Failing to stabilize a deteriorated or damaged window until additional work is undertaken, thus allowing further damage to occur to the historic building.
- Failing to provide adequate protection of materials on a cyclical basis so that deterioration of the window results.
- Retrofitting or replacing windows rather than maintaining the sash, frame, and glazing.
- Failing to undertake adequate measures to assure the protection of historic windows.
- Failing to protect the historic glazing when repairing windows.
- Removing material that could be repaired, using improper repair techniques, or failing to document the new work.
- Failing to reuse serviceable window hardware such as brass sash lifts and sash locks.

GETTYSBURG DESIGN GUIDE

The *Gettysburg Design Guide* discusses the significance of windows and doors in Gettysburg. Windows and doors are among the most prominent features of buildings. Windows typically comprise 20 to 30 percent of a historic building's façade, and they act as both interior and exterior elements. Significant parts of doors and windows include their materials and shape, panel and pane arrangements, moldings, hoods, fanlights and sidelights.

Windows and doors receive consistently hard use, but they are so thoroughly integrated into the structure of a building that complete replacement is rarely advisable. Repair and weatherization are more often practical and economical than most property owners realize.

According to the *Gettysburg Design Guide*, windows are significant and should be retained if they:

- Are original;
- Reflect the original design intent for the building;
- Reflect period or regional styles or building practices;
- Reflect changes to the building from major events; and
- Are examples of exceptional craftsmanship or design.

Once it has been determined that a door is beyond repair and must be replaced, the type of replacement unit must be selected.

Options:

1. **First Choice:** Choose replacement windows that fit the original opening exactly and match the original units in material type, glass color and reflectivity; and
2. **Second Choice:** Choose windows of a compatible material that match all the other design details of the original.

Ms. Gustafson asked the applicant to give a presentation on his proposed project in lieu of any questions. Mr. Jeff Shaffer presented his plans on turning a former recording studio with four in filled windows on the north side of the building to office space with restored windows, by replacing the industrial sash of each and matching the previously replaced second-floor windows but infilling to allow for height. Mr. Gary Shaffer stated that the intent was to keep the rhythm of the windows on the structure, by aligning them with the ones on the top, but taller. Mr. McCabe asked if the plans were designed to go back to the original style of the building. Mr. Jeff Shaffer noted that, originally, they were warehouse windows but were previously replaced by a former owner. Mr. Gary Shaffer noted that plans indicate matching the top floor windows in width with a similar style but taller to replicate the size of the in filled opening. Ms. Gustafson asked, based on the pictures, are the windows going to be divided. Mr. Jeff Shaffer stated that he had thought that all of the windows were the same in style and not depicted clearly in the picture.

Ms. Gustafson presented the Findings of Fact:

- The building at 18 Carlisle Street is a sensitive building, as defined in Chapter 11 of the Borough Code of Ordinances, Historic Districts (Historic District Ordinance). A sensitive building is defined as any building that has been standing for at least 50 years at the time of application, even though it has been considerably modified and certain sites of later historic significance or buildings that the Board has determined to be exemplary of later architectural styles.
- The building is a contributing structure to the Gettysburg Battlefield National Register Historic District.
- The proposed work constitute a permanent change, making this proposal a critical project, which is defined in the Historic District Ordinance as "A project involving demolition of all or part of any building or change in configuration and rhythm of any building as a whole, or any alteration to a sensitive building."
- The front of the building has been significantly modified since its original construction in 1919, including renovations in 1959 and 1999.

Ms. Lingle made a motion that the Board recommend that Borough Council issue a Certificate of Appropriateness for the property at 18 Carlisle Street for the proposed plans and application submitted in the September 12, 2014 application. The motion was seconded by Ms. Hodges. The motion carried 6-to-0 with one abstention.

- B. Max Felty of Felty Investments, LP and Gary Shaffer / Joe Edgar of Shaffer Design, 777 Baltimore Street. Alteration. Remove existing false neoclassical porch, including column and turned gable; restore original mansard roof profile; create new storefront with expanded display window and new door on the one-story addition on the south elevation.

Mr. Dellett presented the background information on the application as depicted in his Board Memorandum dated September 12, 2014:

BUILDING HISTORY

A copy of the 1989 Historic Resource Survey Form for the property is included with this memorandum.

SECRETARY OF THE INTERIOR'S GUIDELINES FOR THE TREATMENT OF HISTORIC PROPERTIES

The following are recommended for storefronts:

- Identifying, retaining, and preserving storefronts from the restoration period—and their functional and decorative features—such as display windows, signs, doors, transoms, kick plates, corner posts, and entablatures.
- Protecting and maintaining masonry, wood, and architectural metals which comprise restoration period storefronts through appropriate treatments such as cleaning, rust removal, limited paint removal, and reapplication of protective coating systems.
- Evaluating the existing condition of storefront materials to determine whether more than protection and maintenance are required, that is, if repairs to features will be necessary.

The following is not recommended for storefronts:

- Altering storefronts—and their features—from the restoration period.
- Failing to properly document storefront features from the restoration period which may result in their loss.
- Applying paint or other coatings to storefront features or removing them if such treatments cannot be documented to the restoration period.
- Changing the type or color of protective surface coatings on storefront features unless the work can be substantiated by historical documentation.
- Failing to provide adequate protection of materials on a cyclical basis so that deterioration of storefront features results.

- Permitting entry into the building through unsecured or broken windows and doors so that interior features and finishes are damaged by exposure to weather or vandalism.
- Stripping storefronts of historic material from the restoration period such as wood, cast iron, terra cotta, Carrera glass, and brick.
- Failing to undertake adequate measures to assure the protection of storefront materials from the restoration period.

GETTYSBURG DESIGN GUIDE

The *Gettysburg Design Guide* provides guidelines for storefronts:

Alterations to the facades must be carefully considered to ensure that the special character of the building is maintained.

The storefront – the bottom of a commercial building – is often the most significant feature of a commercial building. For this reason, it should be carefully maintained and, for the same reason, has historically been a target for alterations. Because storefronts are highly visible, sensitive design and rehabilitation can help draw customers into a business environment. Such rehab is also a clear sign that downtown is an active place, and this, too, will encourage consumers to shop downtown.

The storefront is the most common form for the combination of entrance and display elements in buildings. Its primary characteristic is its open quality; a storefront typically has more glass than solid materials. Historic storefronts may be constructed of metal, wood, masonry or pigmented structural glass. Later alterations may have added plastic, imitation brick or stone, wood products or glass to the storefront.

The following are guidelines for rehabilitating existing storefronts:

- Maintain the commercial character of the storefront. Avoid adding elements that appear residential in character.
- Maintain the open character of the storefront – that is achieved by using comparatively large amounts of glass. If a smaller window area is desired for a new use, retain the historic windows and install blinds, shutters or curtains. Don't add solid materials to display window openings.
- Use materials that were used historically. Because of the high visibility of storefronts, vinyl and aluminum siding, artificial masonry and mirrored or tinted glass are not appropriate.
- Historically, storefronts were set into the façade – not applied to it. This character should be maintained.
- Maintain the location of the historic storefront entrance. If the entrance was always at the center of the building, avoid moving it to the side.

Below are the options for repairing and rehabilitating storefronts:

- **First Choice:** If moderate deterioration has occurred, repair damage portions in place and replace deteriorated parts with matching material.
- **Second Choice:** If a major portion of the storefront has deteriorated to a point beyond repair, salvage individual elements. Reproduce the historic storefront using the salvaged elements and new elements of the same material modeled on those salvaged.
- **Third Choice:** If the storefront is deteriorated beyond repair and elements cannot be salvaged and/or an accurate restoration of the same materials is not possible, undertake a simplified approach that conveys the same visual elements as the original. Key elements to duplicate include the overall composition, size, location and spacing of elements, and the character of openness achieved from the amount of window glass. Substitute materials that convey the same visual characteristics as the original material may be considered.
- **Fourth Choice:** If no evidence of the historic storefront remains, undertake a contemporary design that retains the commercial character of the building and is coordinated with the spacing of elements in the wall above. Elaborate recreations should not be undertaken without accurate documentation.

Mr. Shaffer stated that many business owners want to reinvent their purpose, and therefore create a long-term strategy for their properties. Visitation to the National Soldiers Museum is down and will be closing this fall. The intent is to restore the building by removing the columns and roof to reveal that the building needed additional attention. Mr. Felty stated that he wanted to make the building look more like the original structure.

Ms. Hodges asked about the health of the structure's brick. Mr. Felty stated that it looked good, but they will address any issues as they arrive. Mr. McCabe observed that it looked like the structure sustained a lot of additions over the years. Mr. Felty responded that he could not see the historic structure past all of the additions. Ms. Gustafson asked why dormers weren't added to the mansard roof. Mr. Felty explained that there is a functioning third-floor apartment with the kitchen on the front wall where the appliances and cabinets are located. Mr. Goble asked if dummy dormers were considered, and that they would not have to be functional. He referred to Plate #8 in the application packet which shows dormers on the front side. Mr. Goble stated that he did not think that the dummy dormers to the front would increase the construction cost significantly. Mr. Shaffer responded noting that this building incurred a lot of dummy additions to the structure over the years. The dummy dormers would be a maintenance issue with access to them difficult. There was a dummy room that was originally added for looks, but it was removed due to lack of access; so the preference would be to not add anything more to this structure. He noted that there are seven remaining windows with one that was converted to a door. Mr. McCabe stated that the addition of the dummy dormers would recreate the original appearance of the building, and that a lot of structures have them and are not functional.

Ms. Gustafson presented the Findings of Fact:

- Chapter 11 of the Borough Code of Ordinances, Historic Districts (Historic District Ordinance). A sensitive building is defined as any building that has been standing for at least 50 years at the time of application, even though it has been considerably modified and certain sites of later historic significance or buildings that the Board has determined to be exemplary of later architectural styles.
- The building is a contributing structure to the Gettysburg Battlefield National Register Historic District.
- The proposed work is a permanent change, making this proposal a critical project, which is defined in the Historic Districts Ordinance as "A project involving demolition of all or part of any building or change in configuration and rhythm of any building as a whole, or any alteration to a sensitive building."
- The building has been considerably altered.

Mr. Goble made a motion that the Board recommend that Borough Council issue a Certificate of Appropriateness for the property at 18 Carlisle Street as presented in the plans and application dated September 12, 2014. Mr. McCabe seconded the motion. The motion passed 6-to-0 with one abstention.

Ms. Hodges asked if the museum will be closing. Mr. Felty stated that the building will be repurposed for use, and that the museum's last week will be the week before Dedication Day.

Ms. Gustafson thanked the Board for their hard work, maintaining historic integrity and due diligence during a very lengthy meeting last month, especially with regard to the Italianate property on East Middle Street.

Mr. Shaffer resumed his role as Chair.

New Business

133 Chambersburg Street

Mr. Shaffer stated that there was window replacement activity occurring at 133 Chambersburg Street, which is located in the Historic District. The building manager is also a contractor. He noted that the original 2/2 windows were being replaced on the side and to the rear of the building with 6/6 and 9/9 vinyl windows; therefore the wrong windows are being installed there. The building is currently for sale, and the Board needs to address this issue as soon as possible. The discarded original windows are visible near the dumpster, and really must be salvaged. The owner had not applied for a permit and had not appeared before the Board regarding plans for this project.

Ms. Gustafson asked if Mr. Burkholder should confiscate the windows. Mr. Shaffer replied that both Mr. Burkholder and Mr. Dellett are well-versed in the law and are equipped to handle this issue; but the original windows must be salvaged.

Ms. Gustafson noted that an updated Historic District Map in the HARB notebooks would be beneficial to the Board when presented with applications and dealing with historic properties.

Erin Hammerstedt, Field Representative for Preservation Pennsylvania. CLG Grant for Central PA Circuit Rider – Pilot Program.

Ms. Hammerstedt said that the Certified Local Government (CLG) Grant for the Central PA Circuit Rider Pilot Program has been executed. She is available to provide technical assistance to the Board for eight hours per month between now and July, 2015. She wanted to assist the Board with developing a scope of work for this period, and how to implement strategy to develop a schedule to meet these goals. She would like to make six trips to Gettysburg that would include four HARB meetings to assist the Board with trainings, planning and coordinating public meetings. She asked the Board for their input on what is needed.

Mr. Shaffer suggested training on architectural style, perhaps using illustrated text and other available resources, and examine how it relates to properties in the Borough. Many buildings were designed by non-architects, choosing styles that they liked at the time. Therefore many buildings reflect a transitional style, a hybrid of types, and are not pure. Training is something that is required, and perhaps two half-day sessions dealing with identifying styles will strengthen our historic training. The Board is well-versed in architectural materials, but needs to strengthen their architectural eye. Mr. Shaffer also suggested training that would educate the Board on “new construction” styles: what do you look at regarding new elements, new materials, and new review criteria. He stated that Steinwehr Avenue was recently added to the Borough’s Historic District, and questioned how style will impact new construction (perhaps a new ABC building) and those historic structures in that area. He noted that some additions were added to buildings that were not considered historic, but still subject to Board review. He stated that new buildings do not have to mimic old buildings.

Mr. Dellett suggested that the Board first review/study various architectural styles, then go out and find those styles in town, critiquing and taking pictures of them. He also suggested a field tour of various architectural styles. Ms. Hammerstedt stated that “hands on” experience could build an inventory of local examples to have available.

Ms. Gustafson suggested a tutorial on disk describing how to replace cords on old windows; and make this disk available to those property owners wishing to repair old windows. She also suggested compiling “painting techniques” used when painting old structures.

Mr. Dellett suggested updating the *Gettysburg Design Guide*. Ms. Hammerstedt added perhaps placing the *Guide* on-line to provide knowledge to historic property owners.

Mr. Goble suggested better training for realtors selling properties in the Historic District, stressing the need to convey the parameters of the district to prospective owners and the guidelines that these property owners would need to follow (citing the property at 105 East Middle Street). Ms. Hammerstedt raised the implementation of this training either by: realtor outreach, historical certification, signed resolution, or any means to insure that the knowledge is disseminated in an accurate way to property owners. Mr. Goble stressed that property owners needs to understand their responsibility before purchasing their properties. Mr. Goble asked what state laws

govern/affect historic districts. Ms. Hammerstedt stated that use/change can be regulated, but not the information by realtors to property owners. She would look into the state regulations.

Ms. Hammerstedt summarized possible training topics: architectural style and period of significance, new construction information, and the obligations/opportunities for local government to balance local and federal entities (like the Wills House, Historic Train Station, and the ABC demolition by the National Park Service). Mr. Shaffer noted that the Federal government assumes that they do not have to partake in the historic review process. He asked how far review rights can go. Mr. Dellett stated that the Borough does not have to issue demolition permits unless the Park Service appears before the Board for the review process.

Ms. Hammerstedt stated that she had observed that this Board is operating at a higher level. She would like the Board to define the program. Her goal is to meet with both the Board and Municipal officials to determine the scope of the project, then define a strategy for implementation. She will work out agreeable dates for trainings and meetings with the Board and will seek common meeting dates from Mr. Dellett. She will also vet out ideas for potential projects: realtor outreach, technical guidance, essential review/update of the *Gettysburg Design Guide* and possible media materials, the North Stratton Street Redevelopment Project, and the impact of the Joint Comprehensive Plan (coordinate with Mr. Dellett, Mr. Shaffer and Borough Manager Gable).

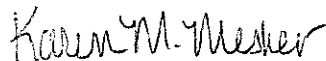
Reports

Mr. Dellett gave his monthly report. He said that the Appalachian Brewing Company (ABC) is interested in a parcel of land at the Heritage Center on Steinwehr Avenue.

Mr. McCabe commented that, regarding the current ABC restaurant, research should be done on the historical significance of the hotel located near the ABC. Mr. Goble stated that the hotel is over 75 years old and possibly the oldest Quality Inn in America. Ms. Gustafson stated that Mr. Witt, as an early owner of a Quality Inn on Steinwehr Avenue, might remember more information.

With no other business before the Board, the Board adjourned the meeting at 9:00 PM.

Respectfully submitted,



Karen M. Mesher
Borough Management Assistant