



# Borough of Gettysburg

February 12, 2018

Council  
AGENDA

Council Chambers  
59 East High Street  
Gettysburg, PA 17325

## **MEMBERS**

Theodore Streeter (Mayor)  
Susan Naugle (President)  
Jacob Schindel (Vice-President)  
Wesley Heyser  
John Lawver  
Patti Lawson  
Chris Berger  
Charles Strauss

## **STAFF**

Charles R. Gable, *MPA* (Borough Manager)  
Harold Eastman, Jr. (Solicitor)  
Sara Stull (Borough Secretary)  
Sara Stull (HR Director)  
Rebecca LaBarre (Planning Director)  
Rebecca LaBarre (Zoning Officer)  
Nicolette James (Finance Director)  
Daniel Hilliard (Public Works Director)  
Joseph Dougherty (Chief of Police)  
Scott Weaver (Code Enforcement)  
Chad Clabaugh, *PE* (Borough Engineer)  
Dave Sanders (EMS Coordinator)  
Karen Mesher (Admin. Assistant)

**Borough of Gettysburg**  
Council Business Meeting Agenda  
February 12, 2018 – 7:00 PM

- |             |   |                         |
|-------------|---|-------------------------|
| <b>I.</b>   | <b>Council - Call to Order</b>                    | <b>President Naugle</b> |
| <b>II.</b>  | <b>Moment of Silence and Pledge of Allegiance</b> | <b>President Naugle</b> |
| <b>III.</b> | <b>Welcome and Opening Remarks</b>                | <b>President Naugle</b> |
| <b>IV.</b>  | <b>Announcements</b>                              | <b>President Naugle</b> |

An executive session of the Borough Council was conducted immediately following the adjournment of the January 22, 2018 work session meeting consistent with section 708(a)(1) of the Sunshine Act.

An executive session of the Borough Council will be conducted immediately following the adjournment of this meeting consistent with section 708(a)(1) of the Sunshine Act for the purpose of discussing matters involving the employment, termination of employment and the terms and conditions of employment of specific prospective, current or former Borough employees.

**V. Approval of Agenda and Minutes - Council**

A motion to approve the February 12, 2018 agenda as presented.

A motion to approve the Council Meeting Minutes of January 8, 2018.

A motion to approve the joint meeting minutes of Council and the Gettysburg Planning Commission on January 16, 2018.

A motion to approve the Public Hearing and Special Council Meeting Minutes of January 22, 2018.

A motion to approve the Council Work Session Meeting Minutes of January 22, 2018.

A motion to adopt the Modern Rules of Order: A Guide for Conducting Business Meetings, Fifth Edition, PBI Press, as the official rules of order for the conduct of meetings of the Borough Council. The Rules and Regulations of the Borough Council regarding the conduct of public meetings and the maintenance of order shall be updated accordingly.

**VI. Public Comment**

**VII. Special Presentation**

Erin Peddigree, Director of Services in Adams County – Autism Awareness

Mayor Streeter – Officer Brian Weikert – Master Patrol Officer Recognition  
Officer Christopher Evans – Life Saving Award

A motion to adopt resolution in opposition to House Bill 1620, entitled the Wireless Infrastructure Deployment Bill.

**VIII. Current and Old Business**

**A. Finance Department**

## **Borough of Gettysburg**

Council Business Meeting Agenda

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1. Departmental Report Nicolette James
2. Motions Needing Council Action

A motion to approve all bills and payrolls for the month as presented.

### **B. Planning Department/Zoning/Code Enforcement/HARB**

1. Departmental Report Becky LaBarre
2. Motions Needing Council Action

A motion to accept recommendations by the Gettysburg Historical Architectural Review Board (HARB) made following its review on Wednesday January 17, 2018 and approve a Certificate of Appropriateness #COA-18-0001, 619 Baltimore Street – Erian Associates, Limited as presented in the application submitted January 2, 2018.

A motion to accept the recommendation of the Gettysburg Borough Historic Architectural Review Board (HARB) made following its review on January 31, 2018 and approve issuance of a Certificate of Appropriateness for application COA-18-003, 297 Steinwehr Avenue – Future Stake, Inc.: Construction of a pre-fabricated modular barn on the northwest corner of the lot as submitted in the proposed materials and plans depicted in the revised application dated January 29, 2018, with an option to amend this COA should future building modifications be desired, including, but not limited to, the addition of cupolas, skylights, and signage; subject to review by the Board.

A motion to enact an ordinance to authorize the granting of tax exemption relief for certain new construction and improvements to designated deteriorated properties within the Borough pursuant to the Local Economic Revitalization Tax Assistance Act ("LERTA"); to set a maximum exemption amount and to set two alternate ten-year percentage exemption schedules; and to set forth a procedure for securing an exemption.

A motion to authorize the execution of an Addendum to Resolution No. 091117-1, adopted by the Borough Council on September 11, 2017, for the purpose of confirming that proper name of the proposed Licensee is The Upper Crust, LLC and for the purpose of confirming that the address of the proposed licensed premises is 19 York Street for submission of the Addendum to the Pennsylvania Liquor Control Board relative to the requested intermunicipal transfer of a liquor license for use within the Borough.

A motion to adopt a resolution appointing John D. Butterfield as a member of the Zoning Hearing Board of the Borough of Gettysburg for a five-year term expiring on the first Monday of January 2023.

### **C. Parking Department**

1. Departmental Report Charles Gable
2. Motions Needing Council Action

A motion to enact an ordinance for the purpose of amending Chapter 15, Part 2, section 221, subsection 1 of the Borough Code of Ordinances relative to Motor Vehicles and Traffic for purposes of adding, updating and confirming certain street left-turn lanes within the Borough.

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**D. Public Works Department**

1. **Departmental Report** Daniel Hilliard

**E. Borough Engineer**

1. **Engineer Report** Chad Clabaugh

**F. Police Department**

1. **Departmental Report** Joseph Dougherty  
2. **Motions Needing Council Action**

**A motion to appoint Jordan Klunk, an eligible applicant from the list of candidates for entry level patrol officer certified to the Borough Council by the Civil Service Commission of the Borough of Gettysburg, to the position of entry level patrol officer of the Gettysburg Borough Police Department.**

**A motion to authorize a COLA increase for retired police pensioner Douglas McKinney, to be paid from the Police Pension Plan effective January 1, 2018.**

**G. Borough Manager**

1. **Manager's Report** Charles Gable  
2. **Motions Needing Council Action**

The purpose of this motion is to transfer budget estimated appropriations and expenditures consistent with and following the approval of the modifications to the 2018 Budget as authorized by the Borough Council on January 22, 2018. Consistent with the budget modification process, the 2018 General Fund estimated annual revenues and receipts and the estimated annual expenditures each remain at \$4,807,878, as approved by the Borough Council on December 11, 2017 in its adoption of the Budget for fiscal year 2018.

**A motion to authorize transfers from certain General Fund departments which shall decrease appropriations to the indicated line items resulting in the modified budgeted amounts set forth as follows:**

**Department 400 (Legislative) (Table 37)**

1. **Line item 01-400-105 decreased to \$15,000;**  
2. **Line item 01-400-192 decreased to \$930;**  
3. **Line item 01-400-193 decreased to \$218;**

**Department 410 (Police) (Table 43)**

4. **Line item 01-410-114 decreased to \$49,399;**  
5. **Line item 01-410-192 decreased to \$5,959;**  
6. **Line item 01-410-193 decreased to \$13,435;**  
7. **Line item 01-410-194 decreased to \$4,609;**

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**8. Line item 01-410-354 decreased to \$39,003;**

**Department 430 (Public Works) (Table 49)**

**9. Line item 01-430-112 decreased to \$319,604;**

**10. Line item 01-430-192 decreased to \$26,343;**

**11. Line item 01-430-193 decreased to \$6,163;**

**12. Line item 01-430-180 decreased to \$6,500;**

**13. Line item 01-430-187 decreased to \$8,000; and**

**14. Line item 01-430-189 decreased to \$2,038.**

**And to authorize transfers to certain General Fund departments which shall increase appropriations to the indicated line items resulting in the modified budgeted amounts set forth as follows:**

**1. Line item 01-430-115 is increased by \$24,000, creating a supplemental line item total of \$24,000 for the purpose of providing a salary to seasonal and/or part time employees;**

**2. Line item 01-430-194 is increased by \$285, creating a supplemental line item total of \$2,921 for the purpose of providing Unemployment Compensation insurance to seasonal and/or part time employees;**

**3. Line item 01-409-218 is increased by \$3,600, creating a supplemental line item total of \$6,000 for the purpose of the issuance of two Borough Newsletters;**

**4. Line item 01-409-252 is increased by \$4,000, creating a supplemental line item total of \$5,650 for the purpose of the purchase of Council Tablets;**

**5. Line item 01-409-452 is increased by \$1,000, creating a supplemental line item total of \$7,705 for the purpose of providing IT support for the new Council Tablets;**

**6. Line item 01-465-541 is increased by \$10,000, creating a supplemental line item total of \$30,000 for the purpose of providing Main Street Gettysburg with an increased appropriation; and**

**7. Line item 01-430-740 is increased by \$12,310 creating a supplemental line item total of \$31,988 for the purpose of a down payment for the purchase of a new fuel system.**

**IX. Reports**

**A. Liaison Reports**

**1. MSG**

**Deb Adamik**

## **Borough of Gettysburg**

Council Business Meeting Agenda

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### **A motion to adopt the Main Street Gettysburg Baltimore Street Historic Pathway Revitalization Master Plan**

- |     |  |                        |
|-----|--|------------------------|
| 2.  | <b>GARA</b>  | <b>Jacob Schindel</b>  |
| 3.  | <b>GMA</b>   | <b>Susan Naugle</b>    |
| 4.  | <b>Planning Commission</b>   | <b>Charles Strauss</b> |
| 5.  | <b>Steinwehr Avenue Heart of Gettysburg Battlefield<br/>(SAHGB)</b>  | <b>Jacob Schindel</b>  |
| 6.  | <b>Adams County Boroughs Association (ACBA)</b>                      | <b>Mayor Streeter</b>  |
| 7.  | <b>Adams County Council of Governments (COG)</b>                     | <b>John Lawver</b>     |
| 8.  | <b>Adams County Transportation Planning Organization<br/>(ACTPO)</b> | <b>Susan Naugle</b>    |
| 9.  | <b>Gettysburg College</b>  | <b>Wesley Heyser</b>   |
| 10. | <b>Adams County Heroin Awareness Task Force</b>                      | <b>Charles Strauss</b> |

#### **B. Other Reports**

1. **Elm Street**
2. **Adams County EMS Report**

- X. Elected Official's Comments**
- A. Mayor Theodore Streeter**
  - B. Wesley Heyser**
  - C. Patti Lawson**
  - D. Charles Strauss**
  - E. Chris Berger**
  - F. John Lawver**
  - G. Vice President Jacob Schindel**
  - H. President Susan Naugle**

- XI. Public Comment**
- XII. Adjournment**
- XIII. Executive Session**

2018 Budget Modification Worksheet

Line Item #	Description	Additional Funds Used For:	Current 2018 Funding Level	Proposed Increase(Decrease) in Funding	New Line Item TOTAL
01-400-105	Salary - Borough Council		\$17,500	(\$2,500.00)	\$15,000
01-400-192	Benefit - FICA		\$1,085	(\$155.00)	\$930
01-400-193	Benefit - Medicare		\$254	(\$36.00)	\$218
01-410-114	Salary - Professional Staff		\$63,751	(\$14,352.00)	\$49,399
01-410-192	Benefit - FICA		\$6,849	(\$890.00)	\$5,959
01-410-193	Benefit - Medicare		\$13,643	(\$208.00)	\$13,435
01-410-194	Benefit - Unemployment Comp.		\$4,894	(\$285.00)	\$4,609
01-410-354	Insurance - Worker's Comp.		\$39,054	(\$51.00)	\$39,003
01-430-112	Full Time Staff		\$349,452	(\$29,848.00)	\$319,604
01-430.115	Part Time Staff		\$0	\$24,000.00	\$24,000
01-430-192	Benefit - FICA		\$26,766	(\$423.00)	\$26,343
01-430-193	Benefit - Medicare		\$6,260	(\$97.00)	\$6,163
01-430-194	Benefit - Unemployment Comp.		\$2,636	\$285.00	\$2,921
01-430-354	Insurance - Worker's Comp.		\$22,742	\$0.00	\$22,742
01-430-180	Overtime		\$7,500	(\$1,000.00)	\$6,500
01-430-187	Other Comp. Health Care Buyout		\$13,000	(\$5,000.00)	\$8,000
01-430-189	Benefit - Vision Insurance		\$2,388	(\$350.00)	\$2,038
01-430-191	Benefit - Uniform Allowance		\$7,000	\$0.00	\$7,000
01-430-197	Benefit - Pension Contribution		\$68,536	\$0.00	\$68,536
01-409-218	Public Relations	Fund Two Borough Newsletters	\$2,400	\$3,600.00	\$6,000
01-409-252	Computer/Copier/Video Parts	Fund Council Tablets	\$1,650	\$4,000.00	\$5,650
01-409-452	Contracted IT/Network Services	Software/IT for Council Tablets	\$6,705	\$1,000.00	\$7,705
01-430-740	Capital Purchase - Machinery	Put towards new fuel system	\$19,678	\$12,310.00	\$31,988
01-465-541	Non-Governmental Appropriations - MSG*	Additional Appropriation for MSG*	\$20,000	\$10,000.00	\$30,000