



# Borough of Gettysburg

**Monday, June 8, 2020**  
**7:00 PM**

**Borough Council**  
**Business Meeting**  
**AGENDA**

Due to COVID-19 Pandemic, meeting  
conducted via telecommunications  
devices through ZOOM platform  
Gettysburg, PA 17325

## MEMBERS

Theodore Streeter (Mayor)  
Jacob W. Schindel (President)  
Wesley K. Heyser (Vice-President)  
John Lawver  
Patricia Lawson  
Christopher Berger  
Judith Butterfield  
Matthew Moon

## STAFF

Charles R. Gable, *MPA* (Borough Manager)  
Harold Eastman, Jr. (Solicitor)  
Sara Stull (Borough Secretary)  
Sara Stull (HR Director)  
Robert Glenly, Jr. (Chief of Police)  
Carly Marshall (Director of Planning, Zoning & Code Enforcement)  
Debra English (Director of Historic & Environmental Preservation)  
Nicolette James (Finance Director)  
Rebecca Fissel (Parking Manager)  
Robert Harbaugh (Public Works Director)  
Scott Weaver (Code Enforcement)  
Chad Clabaugh, *PE* (Borough Engineer)  
Dave Sanders (EMS Coordinator)  
Karen Meshner (Administrative Assistant)

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

An executive session of the Borough Council was conducted immediately prior to the commencement of the May 26, 2020 special meeting consistent with section 708(a)(1) of the Sunshine Act.

An executive session of the Borough Council will be held immediately following the second opportunity for public comment occurring just prior to the adjournment of this evening's meeting consistent with sections 708(a)(1), 708(a)(4) and 708(a)(5) of the Sunshine Act for the following purposes: (1) to discuss matters involving the employment, the terms and conditions of employment, and the possible furloughing, to include employee requests for voluntary furloughs, or the possible laying off of current Borough police and non-uniform employees due to the financial impact upon the Borough of the COVID-19 disaster emergency; (2) to discuss information in connection with litigation filed in the United States District Court for the Middle District of Pennsylvania to Docket No. 1:19-cv-01412 captioned Linda Atiyeh, et al, Plaintiffs v. the Borough of Gettysburg and to consult with its solicitor and other professional advisors relative to information or strategy in connection with issues on which identifiable complaints could or are expected to be filed; (3) to provide information in connection with the appeal filed in the Commonwealth Court of Pennsylvania to Docket No. 1460 CD 2019 captioned Borough of Gettysburg v. International Brotherhood of Teamsters Local Union No. 776, Police Labor Organization; and (4) to review and discuss matters of Borough business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of confidential information protected by law; including matters related to the initiation and conduct of investigations of possible violations of the law.

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

**A motion to approve the June 8, 2020 agenda as presented.**

**A motion to approve minutes of the Council Meeting of May 11, 2020; CDBG Public Hearing, Special Council Meeting and Council Work Session on May 26, 2020 as presented.**

**VI. Public Comment**

**VII. Current and Old Business**

**A. Finance Department**

- 1. Departmental Report**
- 2. Motions Needing Council Action**

**Nicolette James**

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

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**B. Department of Planning/Zoning/Code Enforcement**

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|----|--------------------------------|----------------|
| 1. | Departmental Report            | Carly Marshall |
| 2. | Motions Needing Council Action |                |

**A motion to enact an ordinance amending and updating Chapter 8 of the Gettysburg Borough Code of Ordinances regulating Floodplains for the purpose of updating and replacing the Borough’s flood plain management ordinance and regulations in compliance with federal and state flood plain management requirements.**

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|----|---|----------------|
| 3. | Parklet Discussion  | Marshall/Gable |
|    | PBS 2020-7 Converting Parking Spaces into Outdoor Public Parklets |                |

**C. Department of Historic & Environmental Preservation**

- |    |                                |               |
|----|--------------------------------|---------------|
| 1. | Departmental Report            | Debra English |
| 2. | Motions Needing Council Action |               |

**A motion to accept the recommendations of the Borough of Gettysburg Historic Architectural Review Board (HARB) following its review on May 20, 2020 and grant Certificates of Appropriateness for the following applications as presented: COA 20-0014 - 248 Chambersburg Street. Gary and Patricia Stone; Install vinyl siding on side and rear of the structure, wrap windows and Cornish overhang with aluminum. HARB approved as submitted except no change in material/windows to front façade of house, the front facade must remain “as is” and existing materials repaired as stated in application dated January 21, 2020. COA 20-0031 – 636 York Street. Lisa Angstadt; Add wood deck style porch railing to existing concrete porch; approved as submitted in the application dated May 7, 2020. COA 20-0033 - 110 Chambersburg Street. Phillip B. Schindel; board reviewed conceptual design in lieu of a completed Certificate of Appropriateness application for the proposed commercial space to the rear of 110 Chambersburg, as submitted in application dated May 7, 2020. COA 20-0035 - 311 Carlisle Street. Harry Tassou; Replace exterior wood stair with NEW code compliance stair way submitted in application dated May 7, 2020 with an addition of a mid-level landing ½ way up the stairs.**

**D. Parking Department**

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|----|---------------------|--------------|
| 1. | Departmental Report | Becka Fissel |
|----|---------------------|--------------|

**E. Public Works Department**

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|----|---------------------|-----------------|
| 1. | Departmental Report | Robert Harbaugh |
|----|---------------------|-----------------|

**F. Borough Engineer**

- |    |                                |               |
|----|--------------------------------|---------------|
| 1. | Engineer Report                | Chad Clabaugh |
| 2. | Motions Needing Council Action |               |

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**A motion to authorize the Borough Engineer to advertise for public bids for the 2020 Race Horse Alley Parking Garage Maintenance project.**

**A Motion to award the 2020 CDBG curb ramp project to the lowest responsive bidder, Pantano Concrete LLC.**

**A Motion to approve application for payment in the amount of to C.E. Williams for progress on the Broadway Street Project.**

**A motion to award the contract for the Borough’s 2020 CDBG curb ramp replacement project to Pantano Concrete, LLC as the lowest qualified and responsible bidder, conditioned upon Pantano Concrete, LLC, as the apparent low bidder curing certain deficiencies in its original bid submission responsive to MBE/WBE contract and bidding requirements.**

**G. Police Department**

1. Departmental Report Chief Rob Glenny

**H. Borough Secretary**

1. Secretary’s Report Sara Stull  
2. Motions Needing Council Action

**A motion to accept the J. P. Harris Tax Exoneration report for tax year 2006 as presented.**

**I. Borough Manager**

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

**A motion to adopt a resolution rescinding the Mayor’s Declaration of Mandatory Curfew, while leaving in place the Declaration of Disaster Emergency in order to manage the COVID-19 pandemic, effective Wednesday, June 3, 2020.**

**A motion to authorize the preparation and publication for intended enactment at the July 13, 2020 monthly general business meeting of the Borough Council an ordinance amending the definition of the term “Average Monthly Compensation” in the Borough of Gettysburg Non-Uniformed Employees’ Pension Plan.**

**A motion to modify the 2020 General Fund (Fund 01) budget expenditures in response to dramatic revenue losses experienced by the Borough, precipitated by the COVID-19 pandemic. The following line items shall be adjusted for a combined savings of \$232,648:**

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| Department           | Line Item                     | Line Item Description             | 2020 Budget | 2020 Budget Modification | A Reduction Of: |
|----------------------|-------------------------------|-----------------------------------|-------------|--------------------------|-----------------|
| Legislative          | 01.400.460                    | Continuing Education              | \$1,250     | \$275                    | \$975           |
| Executive            | 01.401.196                    | Benefit - Health Insurance        | \$9,320     | \$8,911                  | \$409           |
| Finance              | 01.402.196                    | Benefit - Health Insurance        | \$41,688    | \$39,923                 | \$1,765         |
| HR/Secretary         | 01.405.196                    | Benefit - Health Insurance        | \$20,844    | \$19,651                 | \$1,193         |
| General Government   | 01.409.217                    | Merchandise (Flags/Pins)          | \$1,250     | \$0                      | \$1,250         |
|                      | 01.409.260                    | Small Tools (Minor)               | \$250       | \$0                      | \$250           |
|                      | 01.409.331                    | Travel Reimbursement              | \$1,300     | \$250                    | \$1,050         |
|                      | 01.409.373                    | Repairs & Maintenance - Buildings | \$10,750    | \$8,750                  | \$2,000         |
|                      | 01.409.460                    | Continuing Education/Training     | \$11,000    | \$4,325                  | \$6,675         |
| Police               | 01.410.112                    | Salary - Full Time Staff          | \$684,753   | \$645,420                | \$39,333        |
|                      | 01.410.115                    | Salary - Part Time Staff          | \$63,750    | \$52,738                 | \$11,012        |
|                      | 01.410.180                    | Other Comp./Overtime              | \$115,000   | \$88,610                 | \$26,390        |
|                      | 01.410.191                    | Benefit - Uniform Allowance       | \$12,000    | \$4,807                  | \$7,193         |
|                      | 01.410.196                    | Benefit - Health Insurance        | \$247,924   | \$246,731                | \$1,193         |
|                      | 01.410.210                    | Operating Supplies                | \$9,000     | \$4,000                  | \$5,000         |
|                      | 01.410.242                    | Protection to Persons/Property    | \$9,250     | \$2,000                  | \$7,250         |
|                      | 01.410.251                    | Vehicle - Parts & Maintenance     | \$4,500     | \$3,700                  | \$800           |
|                      | 01.410.260                    | Small Tools/Equipment (Minor)     | \$2,435     | \$140                    | \$2,295         |
|                      | 01.410.301                    | Towing Costs                      | \$500       | \$150                    | \$350           |
|                      | 01.410.310                    | Professional/Other Services       | \$5,050     | \$2,550                  | \$2,500         |
| 01.410.314           | Special Legal Services        | \$40,000                          | \$37,500    | \$2,500                  |                 |
| 01.410.460           | Continuing Education/Training | \$10,000                          | \$3,600     | \$6,400                  |                 |
| Code Enforcement     | 01.413.135                    | Contracted Services               | \$75,000    | \$70,000                 | \$5,000         |
| Planning             | 01.414.196                    | Benefit - Health Insurance        | \$51,008    | \$49,285                 | \$1,723         |
|                      | 01.414.329                    | Computer Software/Rental/Fees     | \$17,214    | \$14,214                 | \$3,000         |
|                      | 01.414.460                    | Continuing Education/Training     | \$2,500     | \$0                      | \$2,500         |
| Emergency Management | 01.415.220                    | Civil Service Testing Supplies    | \$400       | \$0                      | \$400           |
|                      | 01.415.460                    | Civil Service Training & Testing  | \$500       | \$0                      | \$500           |
| Public Works         | 01.430.112                    | Salary - Full Time Staff          | \$247,350   | \$228,871                | \$18,479        |
|                      | 01.430.115                    | Part Time Staff                   | \$30,000    | \$10,000                 | \$20,000        |
|                      | 01.430.191                    | Benefit - Uniform Allowance       | \$7,000     | \$6,250                  | \$750           |
|                      | 01.430.192                    | Benefit - FICA                    | \$25,103    | \$23,957                 | \$1,146         |
|                      | 01.430.193                    | Benefit - Medicare                | \$5,870     | \$5,602                  | \$268           |
|                      | 01.430.196                    | Benefit - Health Insurance        | \$109,431   | \$107,378                | \$2,053         |
|                      | 01.430.198                    | Benefit - Life/ADD/Short. Dis.    | \$2,423     | \$2,306                  | \$117           |
|                      | 01.430.199                    | Benefit - Dental Insurance        | \$7,776     | \$7,069                  | \$707           |
|                      | 01.430.354                    | Insurance - Workers Comp.         | \$21,396    | \$20,367                 | \$1,029         |
|                      | 01.430.373                    | Repairs & Maintenance - Buildings | \$15,884    | \$3,200                  | \$12,684        |
| Street Lighting      | 01.434.361                    | Public Utility - Electricity      | \$90,000    | \$81,000                 | \$9,000         |
| Roads & Alleys       | 01.439.377                    | Repairs & Maintenance - Alleys    | \$20,000    | \$0                      | \$20,000        |
| Parking Facilities   | 01.445.196                    | Benefit - Health Insurance        | \$34,273    | \$33,864                 | \$409           |
|                      | 01.445.210                    | Operating Supplies                | \$14,500    | \$13,500                 | \$1,000         |
|                      | 01.445.391                    | Credit Card Merchant Fees         | \$20,000    | \$18,400                 | \$1,600         |
|                      | 01.445.460                    | Continuing Education/Training     | \$2,500     | \$0                      | \$2,500         |

| Savings By Department | Budget Reduction Total | TOTAL 2020 Budget Modification/Reduction = |
|-----------------------|------------------------|--|
| Legislative           | \$975                  | <b>\$232,648</b>                           |
| Executive             | \$409                  |  |
| Finance               | \$1,765                |  |
| HR/Secretary          | \$1,193                |  |
| General Government    | \$11,225               |  |
| Police                | \$112,216              |  |
| Code Enforcement      | \$5,000                |  |
| Planning              | \$7,223                |  |
| Emergency Management  | \$900                  |  |
| Public Works          | \$57,233               |  |
| Street Lighting       | \$9,000                |  |
| Roads & Alleys        | \$20,000               |  |
| Parking Facilities    | \$5,509                |  |

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**VIII. Reports**

**A. Liaison Reports**

- |   |                    |
|---|--------------------|
| 1. MSG  | Deb Adamik         |
| 2. GARA   | Jacob Schindel     |
| 3. GMA  | Christopher Berger |
| 4. Steinwehr Avenue Heart of Gettysburg Battlefield<br>(SAHGB)  | Judith Butterfield |
| 5. Adams County Boroughs Association (ACBA)                     | Mayor Streeter     |
| 6. Adams County Council of Governments (COG)                    | John Lawver        |
| 7. Adams County Transportation Planning Organization<br>(ACTPO) | Judith Butterfield |
| 8. Adams County Heroin Awareness Task Force                     | Matt Moon          |
| 9. Trail Feasibility Study                                      | Chris Berger       |
| 10. Healthy Adams Bicycle Pedestrian Inc. (HABPI)               | Patricia Lawson    |

**B. Other Reports**

1. Recycling Report
2. Gettysburg Fire Department Report
3. Adams County EMS Report

**IX. Elected Official's Comments**

- A. Mayor Theodore Streeter
- B. Wesley Heyser
- C. Patricia Lawson
- D. Judith Butterfield
- E. Christopher Berger
- F. John Lawver
- G. Jacob Schindel
- H. Matthew Moon

**X. Public Comment**

**XI. Executive Session**

**A motion to approve entering into a Memorandum of Understanding (MOU) with the Teamsters Local, 776 union for the Borough's police employees and to authorize the execution of the MOU by Charles Gable, Borough Manager.**

**XII. Adjournment**