



Borough of Gettysburg

Monday, November 14, 2022 **Borough Council
Business Meeting
AGENDA**

Troxell Council Chambers
Gettysburg Municipal Building
59 East High Street
Gettysburg, PA 17325

MEMBERS

Rita C. Frealing
Wesley K. Heyser
Matthew Moon
John Lawver
Patricia Lawson
Christopher Berger
Judith Butterfield
Chad-Alan Carr

(Mayor)
(President)
(Vice-President)

STAFF

Charles R. Gable, *MPA*
Sara Stull
Karen Meshner
Kara Riethmaier
Carly Marshall
Debra English
Robert Harbaugh
Rebecca Fissel
Robert Glenn, Jr.
Peter Griffieon
Dave Sanders
Chad Clabaugh, *PE*
Harold Eastman, Jr.

(Borough Manager/Treasurer)
(Asst. Borough Manager/Borough Secretary)
(Asst. Borough Secretary/Planning Assistant
(HR Coordinator)
(Director of Planning, Zoning & Code Enforcement)
(Director of Historic & Environmental Preservation)
(Public Works Director)
(Parking Manager)
(Chief of Police)
(Code Compliance Officer)
(EMS Coordinator)
(Borough Engineer)
(Borough Solicitor)

Borough of Gettysburg
Council Business Meeting Agenda
Monday, November 14, 2022 – 7:00 PM

6:30 PM
Cake Reception for Dave Reese Retirement

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

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

A motion to approve the November 14, 2022 agenda as presented.

A motion to approve minutes of the Council Meeting of October 11, 2022, Public Hearing for CDBG on October 24, 2022, and Public Hearing for intended authorization of Act 172 of 2016 Tax Credits on October 24, 2022 as presented.

A motion to approve minutes of the Council Budget Work Sessions on October 17, October 24, 2022; and November 7, 2022 as presented.

VI. **Special Presentation**

Mayor Frealing – Proclamation presented to Dave Reese, Parking Meter Maintenance and Laborer for 41 years retired on November 2, 2022.

VII. **Public Comment (Restricted to items listed on the agenda)**

VIII. **Current and Old Business**

A. Department of Planning /Zoning/Code Enforcement

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

B. Department of Historic & Environmental Preservation

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

A motion to accept the recommendation of the Borough of Gettysburg Historic Architectural Review Board (HARB) following its review on October 19, 2022 and grant a Certificates of Appropriateness for the following applications as presented: COA 22-0101 MAJOR PROJECT: 404 Baltimore Street – Marc C. McLean to approve the selective window restoration and replacement project using Marvin Elevate Ultrex/Wood Windows with the same window system and grid style as

Borough of Gettysburg
Council Business Meeting Agenda
Monday, November 14, 2022 – 7:00 PM

submitted that is consistent with the *Gettysburg Design Guide* as presented to the Board in the application dated August 30, 2022; COA-220107 MAJOR PROJECT: 646 York Street – Sturgill Realty to convert the existing structure from three separate tenant units into one large unit as submitted and is consistent with the *Secretary of the Interior Guidelines* and the *Gettysburg Design Guide* as presented to the Board in the application dated September 27, 2022; COA-220105 CRITICAL PROJECT: 145 Carlisle Street – KPI Technology to replace the existing wood siding with Hardy Plank 6” German Lap Siding, repair and repaint the foundation wall, and build a new bulkhead, and is consistent with the *Secretary of the Interior Guidelines* and the *Gettysburg Design Guide* as presented to the Board in the application dated October 4, 2022; COA-220109 CRITICAL PROJECT: 238 Baltimore Street – Ronald Langdon to return building to an IBC R-3 Residential Use as a Bed and Breakfast with five or less rooms for rent and with owner occupancy as their primary residence on the third floor, and is consistent with the *Secretary of Interior Guidelines* and the *Gettysburg Design Guide* as presented to the Board in the application dated September 28, 2022.

C. Parking Department

1. Departmental Report

Becka Fissel

A motion to authorize the entry into a Memorandum of Understanding with the County of Adams relative to parking services for citizens of Adams County called to jury duty, with a termination date of December 31, 2025, in order to update and extend the current Memorandum of Understanding which will expire on December 31, 2022. Wesley K. Heyser, President of Borough Council, and Sara L. Stull, Borough Secretary, are hereby authorized to execute the Memorandum of Understanding on behalf of the Borough.

A motion to set a temporary daily rate of \$15.00 for parking in the Borough’s Racehorse Alley Parking Garage, on Saturday, December 3, 2022, during A Gettysburg Christmas Festival special event.

A motion consistent with the Memorandum of Understanding (MOU) with the Gettysburg Area Retail Merchants Association, Inc. (GARMA) to approve free holiday parking for the 2022 holiday season, from Thanksgiving Day through New Year’s Day. Free parking is designated every day from 8:00 AM to 8:00 PM during the holiday season except on Fridays, Saturdays and Sundays where parking will be paid as usual during the metered hours. The designated parking areas, as requested by GARMA, are as follows: Lincoln Square and the first blocks of Baltimore Street, York Street, Carlisle Street and Chambersburg Street and the first block of Steinwehr Avenue.

D. Public Works Department

1. Departmental Report

Robert Harbaugh

Borough of Gettysburg
Council Business Meeting Agenda
Monday, November 14, 2022 – 7:00 PM

E. Borough Engineer

1. Engineer Report
2. Motions Needing Council Action

Chad Clabaugh

F. Police Department

1. Departmental Report

Chief Rob Glenny

A motion to request the Civil Service Commission to proceed with the amendment of its Rules and Regulations to authorize and facilitate the hiring of police cadets who have not yet completed Act 120 basic training, as Borough employees, for the purposes of enabling such police cadets to obtain enrollment at a certified training school or academy and to complete Act 120 basic training pursuant to the Pennsylvania Municipal Police Officers Education and Training Program.

G. Office of the Manager/Treasurer

1. Borough Secretary's Report
2. Borough Manager's Report
3. Motions Needing Council Action

Sara L. Stull
Charles R. Gable

A motion to accept all bills and payrolls as presented.

A motion to adopt a resolution appointing Maher Duessel, a firm of certified public accountants registered in the Commonwealth of Pennsylvania, as the independent auditor of the Borough of Gettysburg during fiscal year 2023 in order to make an independent examination of the accounting records of the Borough for fiscal year 2022 and to perform such other duties and to exercise the powers as conferred upon an independent auditor under the Borough Code.

A motion to authorize the Borough Secretary, Sara L. Stull, to give notice and cause the same to be published that the proposed budget, providing an annual estimate of revenues and an annual estimate of expenditures for fiscal year 2023, has been prepared and will be made available for public inspection for a period of not less than ten (10) days commencing on Monday, November 28, 2022 and ending at the close of business on Monday, December 12, 2022, prior to the completion and adoption of the budget for fiscal year 2023 by the Borough Council.

A motion to authorize the preparation and finalization of a proposed resolution, for consideration and intended adoption at the next monthly general business meeting of the Borough Council to be held on Monday, December 12, 2022, for the purpose of setting, updating and confirming the Borough's fees and charges for the issuance of licenses, permits and the provision of municipal services in fiscal year 2023.

A motion to authorize the solicitor to prepare and finalize a proposed tax resolution for consideration and intended adoption at the monthly general business meeting of

Borough of Gettysburg
Council Business Meeting Agenda
Monday, November 14, 2022 – 7:00 PM

the Borough Council to be held on Monday, December 12, 2022, for the purposes of fixing the real property tax rate for the Borough of Gettysburg for fiscal year 2023 at 4.1770 mills, the occupation tax rate at 30 mills and the fire protection services appropriations tax rate at .2500 mills.

A motion to authorize the finalization and the publication for intended enactment of a proposed ordinance of the Borough Council of the Borough of Gettysburg at its December 12, 2022 monthly general business meeting pursuant to Pennsylvania Act 172 of 2016, as amended, authorizing certain tax credits against tax liability imposed by the annual tax on real estate and the annual tax on earned income, as levied by the Borough of Gettysburg, as incentives for the use and benefit of certain individuals who are qualified and certified as active volunteers for the provision of fire protection services in the Borough as provided by and through the Gettysburg Fire Department.

A motion to authorize the preparation and finalization of a proposed resolution for consideration and intended adoption at the December 12, 2022 monthly general business meeting of the Borough Council for the purpose of establishing the annual criteria for a volunteer providing fire protection services in the Borough of Gettysburg to be certified as an active volunteer in order to claim certain tax credits against tax liability imposed by the annual tax on real estate and the annual tax on earned income, as levied by the Borough of Gettysburg, pursuant to the ordinance intended to be enacted by the Borough Council pursuant to Pennsylvania Act 172 of 2016, as amended.

A motion to adopt a resolution approving the proposed 2022 Emergency Operations Plan (EOP) for Gettysburg Borough, Adams County, as the updated and current disaster emergency management plan for the Borough as required pursuant to the Pennsylvania Emergency Management Services Code.

IX. Reports

A. Liaison Reports

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| 1. | MSG Main Street Gettysburg | Jill Sellers |
| 2. | GARA Gettysburg Area Recreation Authority | Chad Carr |
| 3. | GMA Gettysburg Municipal Authority | Christopher Berger |
| 4. | SAHGB Steinwehr Avenue Heart of Gettysburg Battlefield | Judith Butterfield |
| 5. | ACBA Adams County Boroughs Association | Mayor Frealing |
| 6. | ACCOG Adams County Council of Governments | Judith Butterfield |

Borough of Gettysburg
Council Business Meeting Agenda
Monday, November 14, 2022 – 7:00 PM

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| 7. | ACTPO Adams County Transportation Planning Organization | Judith Butterfield |
| 8. | HABP Healthy Adams Bicycle Pedestrian, Inc. | Patricia Lawson |
| 9. | Overdose Awareness Task Force | Matt Moon |
| 10. | Trail Feasibility Study | Christopher Berger |

B. Other Reports

1. **Recycling Report**

X. Elected Official's Comments

- A. **Mayor Rita Frealing**
- B. **Wesley Heyser**
- C. **Patricia Lawson**
- D. **Judith Butterfield**
- E. **Christopher Berger**
- F. **John Lawver**
- G. **Matthew Moon**
- H. **Chad Carr**

XI. Public Comment

XII. Adjournment