

PUBLIC WORKS COMMITTEE MINUTES

July 21, 2015 2:02 PM

IN ATTENDANCE: Committee members: Chairman Jacob Schindel, John Butterfield and Susan Naugle; Borough Manager Charles Gable; Planning Director Scott Dellett; Public Works Director Dan Hilliard; Borough Engineer Chad Clabaugh; and Borough Management Assistant Karen Mesher.

OTHERS IN ATTENDANCE: Susan Flowers, representing the Gettysburg Area Retail Merchants Association (GARMA); and Jim Hale representing the *Gettysburg Times*.

APPROVAL OF MINUTES:

The minutes from the June 16, 2015 were approved as read.

PUBLIC COMMENT:

There was no public comment.

NEW BUSINESS:

East Middle Street Update – Dan Hilliard / Chad Clabaugh

Public Works Director Dan Hilliard reported that Columbia Gas has completed laying lines on East Middle Street from Fifth Street to Stratton Street. This has allowed the Public Works crew to replace storm drains in that section. The project is proceeding from east to west. The Gettysburg Municipal Authority (GMA) is finished with their repair work. Due to rainy weather and the occasional need to move laterals, Columbia Gas will likely be laying lines into August. After Public Works completes their part, the sidewalk work can begin; and paving the road will be the last part of the project. Borough Engineer Chad Clabaugh explained that Kinsley will need 45 days to complete the paving, projected for August 3rd through September 16th, but may be delayed by a month requiring a change order. The Borough will know by the end of July when the new 45-day paving period can start. Manager Gable will see that the change order is on the August 14th agenda for action by Council.

GETTYSBURG AREA RECREATION AUTHORITY (GARA) MEMORANDUM OF UNDERSTANDING (MOU) – Charles Gable

Borough Manager Charles Gable said that there was nothing new to report at this time.

GETTYSBURG AREA RETAIL MERCHANTS ASSOCIATION (GARMA) MEMORANDUM OF UNDERSTANDING (MOU) – Charles Gable

Manager Gable presented a draft version of the GARMA MOU to the Committee for review (see attached). He said that this version highlights the changes agreed to by staff and GARMA, and outlines both of their responsibilities. The Borough will be responsible for the transportation of the Christmas tree from storage and its installation, including the delivery of the hydraulic lift; the installation of the holiday banners; and maintenance of the lampposts where the wreaths are displayed. He outlined the responsibilities of GARMA which include: the storage and maintenance of the Christmas tree; payment of costs associated with the

procurement and use of the tree; the installation / removal, labor and maintenance of Santa' Shanty. The Committee reviewed the MOU with and received input from Ms. Flowers, representing GARMA. Manager Gable explained the Holiday Parking, and said that it is a new part of the MOU. He said that the language outlines the free parking period, street locations, sign placement and the approval procedure for parking. He noted that Council will just have to vote / approve the Holiday Parking yearly. Mr. Butterfield asked if Council could consider Holiday Parking in the budget process to preclude yearly voting, because the parking would be passed as a part of an overall budget. Mr. Schindel said that Council should vote yearly because the parking landscape changes. Mr. Hilliard suggested that language be included that would cover other money collecting devices. Ms. Flowers suggested changes to the numbering and headings of the MOU, making the necessary revisions to the housekeeping items pending the addition to Council's August 14th agenda.

PRECISION CUT – Dan Hilliard

Manager Gable said that Bob McConnell from Precision Cuts was consulted, and that the Borough will move forward in 2016 after an approved sidewalk ordinance is adopted. Mr. Schindel suggested including Columbia Gas in the discussions. Manager Gable said that the locations for the project should be determined by street and not by ward. He noted that consideration should be given to residents whose sidewalks are not in an area where work is being conducted in the Borough. Borough Engineer Clabaugh said that there is a five-year street plan, and that the Borough could match projects with both Columbia Gas and the Gettysburg Municipal Authority (GMA). He said that there is a need to establish sidewalk widths in the sidewalk ordinance, so that Precision Cut can move on this project. Public Works Director Hilliard said that his crew stopped "troughing" on the sidewalks so that Columbia Gas could replace the entire sidewalk, and noted that Borough street locations need to be revised. Ms. Naugle said that the money for the Revolving Loan process is there, but the procedure for the project is being addressed.

WEED ENFORCEMENT – Susan Naugle

Ms. Naugle asked what the Borough's responsibility was regarding weed enforcement. Mr. Hilliard said that the Borough has a spray license, a new spray machine, and certified personnel to address the weed issue. He needs clarification to distinguish between the Borough's responsibility and the property owner's responsibility. Manager Gable said that the Borough Code Enforcement Officer has been busy this month. Ms. Naugle expressed concern about spray chemical run-off into our water system. Mr. Butterfield said that the homeowner is responsible for maintenance up to the point where the curb meets the street. He stressed that the ordinance should reflect these parameters. Mr. Clabaugh said that construction by the Borough supersedes the responsibility of the property owner, to avoid the use of harsh materials that might affect the Borough's maintenance. Mr. Hilliard said that his crew does seal curbs indicated in the 5-year plan. He said that we have certified personnel to use our sprayer to control where weeds grow between the curb and the street. He noted that it takes two people to run a sprayer, and the process would have to be done several times a year requiring a schedule / plan for implementation. Manager Gable said that this is a service-level decision that Council would have to make. He suggested the possibility of using part-time help to implement maintenance, and that costs to facilitate needs to be determined.

REPORTS:

Recycling Committee Report

Mr. Butterfield provided the July 2015 Recycling Committee report (see attached), and noted that the next Recycling Committee meeting will be held in August, 2015.

Other Business

Mr. Schindel said that the storm drains behind Kennies Market are troublesome to drivers, noting the loud noise made when driving over them. Mr. Hilliard noted that the storm drains were built very low, and that there are a lot of drains with similar issues throughout the Borough. Mr. Clabaugh said that weld could be used in the frame or grate to balance out the warping in the grates.

Planning Director Dellett said that both he and Mr. Hilliard toured Phase 2 of Steinwehr Avenue recently. He said that the signage at the intersection of Taneytown Road, Steinwehr Avenue and Washington Street was not included in the original plan, but needs to be addressed. Mr. Butterfield asked if the items requested by the Steinwehr Avenue BID Board members would be addressed: road striping, road sealing at the Quality Inn, and the damaged sign at the intersection of Steinwehr Avenue and Culp Street. Ms. Naugle commented on the overabundance of bike signs on Steinwehr Avenue. Mr. Hilliard said that the signage could be addressed later. Mr. Dellett said that a proposal to move utility poles on Steinwehr Avenue was discussed recently at a Finance Committee meeting. Ms. Naugle said that the movement of the poles was discussed initially at the beginning of the BID project. Mr. Hilliard is working on the number of poles and movement costs.

The next Public Works Committee meeting will be held on Tuesday, July 21, 2015 at 2:00 PM.

With no further business Mr. Schindel adjourned the meeting at 3:20 PM.

Approved by _____
Jacob Schindel, Chairman