

2021 Manager's Budget Message

Borough of Gettysburg
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Borough Manager

Advertised
December 3, 2020

Adopted
December 14, 2020
Vote Passed 4-3

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Manager's Budget Message

Submitted for your review is the manager's 2021 budget message for the Borough of Gettysburg. Borough Council unanimously adopted this 2020 budget at its December 14, 2020 regular business meeting. The budget was finalized over the course a several months with both Borough staff and Borough Council input.

A budget is essentially a listing of the elected body's policy priorities. This is a comprehensive budget proposal, which includes Borough Council's preferences and priorities, as determined by the multiple budget-specific workshops and regular council workshop sessions held on October 19, 2020, October 26, 2020, and November 2, 2020. Council voted unanimously to advertise this budget proposal on November 9, 2020, where the draft budget was subsequently available for public inspection on the Borough's website and in binder available on the porch in front of the main entrance to the municipal building due to the building being closed to the public, resulting from the ongoing COVID-19 worldwide pandemic. Council adopted this budget on December 14, 2020. This budget comprises all the Borough's ten (10) fund budgets:

- (Fund 01) General Fund,
- (Fund 18) Capital Projects Fund,
- (Fund 23) Debt Services Fund,
- (Fund 40) Revolving Loan Fund,
- (Fund 30) Capital Reserve Fund,
- (Fund 35) Liquid Fuels Fund,
- (Fund 03) Fire Protection Fund,
- (Fund 05) Company K Monument Fund,
- (Fund 68) Eichelberger-Stahle Charitable Trust Fund, and
- (Fund 04) CDBG Fund.

NOTE REGARDING FUND 09 – Storm Water:

It should be noted that Fund 09 representing the Gettysburg Borough Storm Water Authority (GBSWA) is also included in this budget message. While GBSWA's budget is included here, it is done so with the knowledge that a separate board of directors manages and authorizes the Fund 09 budget, and not the Borough Council. This budget message includes

Fund 09 as the Borough and the GBSWA work very closely together on multiple projects related to storm water infrastructure and compliance with Federal MS4 mandates. The GBSWA contracts with the Borough to provide all administrative staff services to the authority. As such there are line items in both the Borough's budget and the GBSWA budget authorizing and accepting reimbursements for services rendered to the Authority by the Borough. Additionally, the Authority does not own the assets that the Authority is responsible for maintaining. The Borough remains the owner of these assets. As such, while both budgets are separately and independently administered, they are necessarily interconnected.

In the aggregate (not including Fund 09), the Borough has a 2021 budget of \$5,728,044 in projected revenues, with \$5,836,217 in projected expenditures. The spending deficit of \$108,173 is largely due to two factors:

- a modest draw down from both Capital Projects and Capital Reserve to complete road and infrastructure projects, and
- the use of \$75,496 in debt reserve funds to pay down Borough's bond debt.

All expenditures creating the planned 2021 deficit are outlined in the following pages.

The General Fund (Fund 01) is balanced as required by state law and identifies all revenues and expenditures and incorporates the input of department heads and support staff, Council requests and the manager's recommendations. The final budget varies significantly from the first draft of the budget presented to Council on October 13, 2020. The first draft presented at the October 13th meeting would have required a large tax increase of 1.0699 mills to achieve balance. Subsequently, the Council determined this millage increase was too large and achieved balance with a combination of staff furloughs, service reductions, and a smaller tax millage increase of 0.5770 mills.

Prior to the COVID-19 global pandemic, the Borough continued to be the beneficiary of policies adopted in 2018, which increased revenues realized through a new parking fee structure premised upon supply and demand, an overhaul in enforcement penalties commensurate

with the new parking fees, the addition of a new revenue stream via the Verizon small cell site leases, the Borough entering the Pennsylvania Municipal Health Insurance Cooperative (PMHIC)¹ and a savings in professional services realized through an RFP² process. The Borough also realized significant savings in energy bills related to the deployment of energy efficient LED³ lighting fixtures across the Borough and its associated properties. These revenue increases or savings were further augmented by the third year of labor contracts that were negotiated in 2017, which yields additional savings for the Borough – or at least helps to control labor cost increases on an annual basis through 2022.

The Borough's hard work in revenue generation, adoption of sound fiscal policies promoted by the Government Finance Officers Association (GFOA) and expense mitigation was all upended by the global COVID-19 pandemic in 2020's first quarter. Chapter 2 in this budget message details the pandemic's costly and devastating toll on the Borough. The crippling economic toll of the COVID-19 pandemic is further exacerbated by the ongoing and persistent structural budgetary challenges of the Borough, most notably limited funding available for road projects and infrastructure maintenance.

Like with the development of the 2020 budget, the 2021 budget was developed utilizing the concept known as zero-based budgeting⁴, a departure from the static budget model⁵ utilized in the development of prior budgets. Zero-based budgeting sets the initial budget in each department at zero dollars (\$0). Each department is then asked to evaluate the services it provides. A cost to provide these services in each department is then determined. This sets the expenditures in each fund for 2021. Staff then goes back to determine how best to raise enough revenue to equal the cost of the services provided in each department. Revenues to match expenditures are outlined in the following pages, however, unlike the 2020 budget, a significant increase in the tax millage rate is needed to make revenues balance expenditures. This was a decision of the Borough Council to avoid even further and painful staff furloughs which would negatively affect the delivery of municipal services.

It should be noted that the past six budget messages referenced what is known as the Borough's 'structural deficit'. The small tax decrease for FY2019 and maintained in FY2020 does not mean this 'structural deficit' has been

¹ The Pennsylvania Municipal Health Insurance Cooperative (PMHIC) was established in 2006. Membership is open to all Pennsylvania local governments and related agencies. Local governments and related agencies join the cooperative in order to provide cost savings and stability in pricing for their employee health insurance. By joining together, local governments benefit from the power of group purchasing in a self-funded platform. Today, over 275 local governments or related agencies are members of PMHIC. Since PMHIC was established the cooperative has provided low and stable renewals, surplus returns, and benefit designs that match the needs of each local government member. In order to provide your employees an excellent benefits package, the cooperative has partnered with Capital Blue Cross, Highmark, Independence Blue Cross & United Healthcare networks.

² RFP – Request for Proposal for both Borough auditing services and liability insurance coverages.

³ LED = light-emitting diode.

⁴ Zero-based budgeting (ZBB) is a method of budgeting in which all expenses must be justified for each new period. The process of zero-based budgeting starts from a "zero base," and every function within an organization is analyzed for its needs and costs. Budgets are then built around what is needed for the upcoming period, regardless of whether each budget is higher or lower than the previous one.

⁵ A static budget is a type of budget that incorporates anticipated values about inputs and outputs that are conceived before the period in question begins. A static budget—which is a forecast of revenue and expenses over a specific period—remains unchanged even with increases or decreases in sales and production volumes. However, when compared to the actual results that are received after the fact, the numbers from static budgets can be quite different from the actual results. Static budgets are used by accountants, finance professionals, and the management teams of companies looking to gauge the financial performance of a company over time.

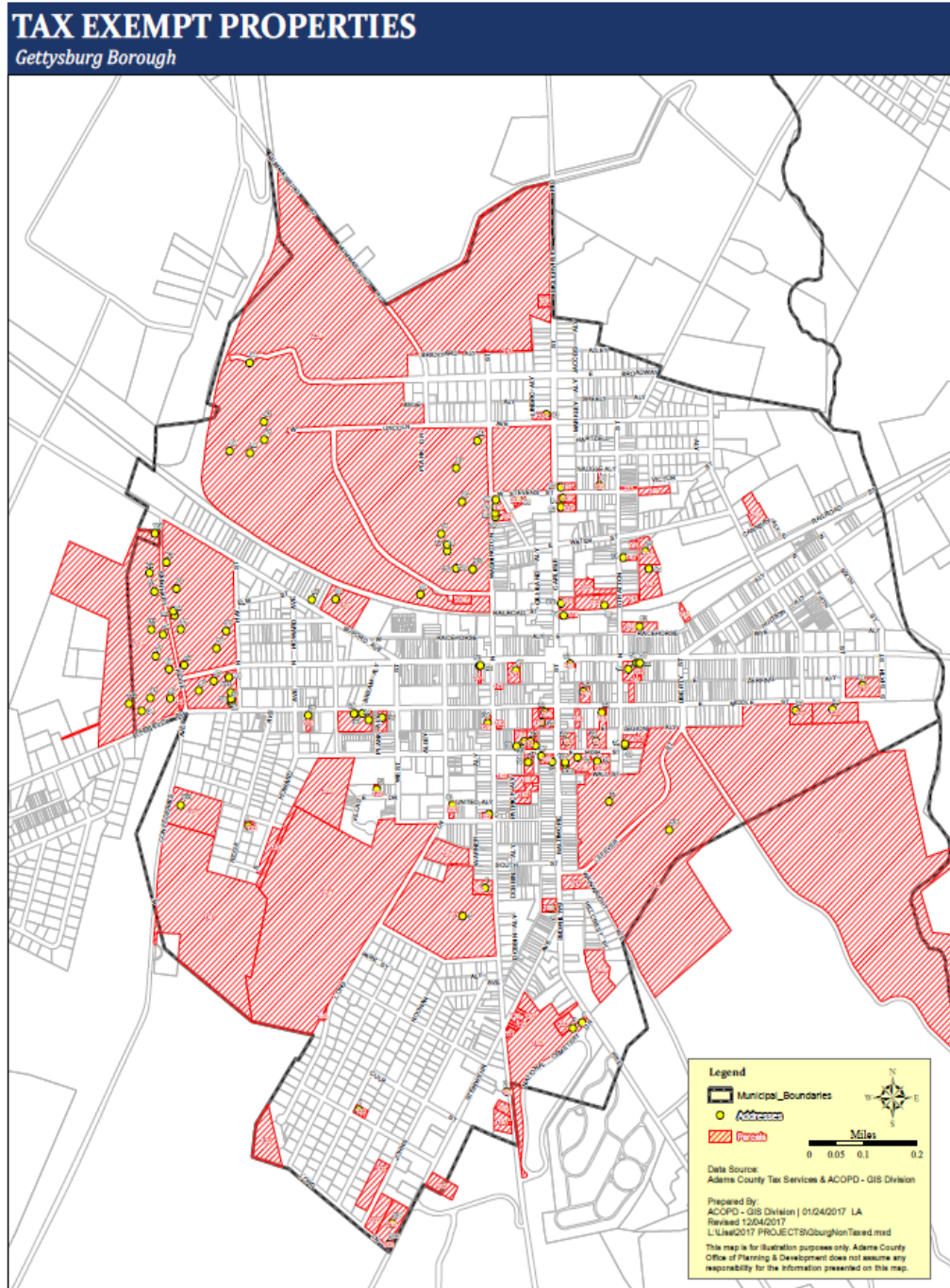
eliminated. Neither does the tax increase needed in 2021 cure this ongoing and persistent budgetary challenge. Costs for services will continue to rise over time, and the Borough must remain vigilant to provide adequate financial resources that are commensurate with any service cost and/or increases in capital expenses⁶. The large number of tax-exempt properties⁷ in the Borough are the primary reason for this structural deficit. **Exhibit 1** is a map of those properties.

The Borough's Bank Account Balances

The cost of the global COVID-19 Pandemic has had a significant and detrimental effect on the Borough's finances. The catastrophic loss in revenue generation precipitated by the pandemic forced the Borough to utilize most of its reserve funds to pay its obligations and keep employees paid. The Borough is dangerously close to falling

below its financial reserve balance policy. The Borough has the bare minimum in its bank accounts to carry it through early Spring, when the first influx of property tax revenues are received.

Exhibit 1 – Borough Tax-Exempt Properties



⁶ Of note in the FY2021 budget is the nominal amount spent on road maintenance and other infrastructure needs. The Borough's Capital Improvement Plan (CIP)

will be updated in 2021 to better provide for the Borough's infrastructure needs in the coming years.

⁷ Nearly 40% of Borough property is exempt.

Table 1 identifies each fund and the types of bank accounts associated with each.

Fund 01
General Fund

The General Fund has three (3) bank accounts associated with it. All three are interest-bearing checking accounts. The borough's fund balance policy stipulates that the Borough maintain a minimum 18% of a year's budgeted amount in reserve. A separate account is set up for payroll. Every two weeks, funds are transferred from the General Fund checking account into the payroll account, where paychecks are issued, as well as associated payroll taxes to federal, state, and local governments.

Fund 18
Capital Projects Fund

The Capital Projects Fund has one (1) interest-bearing checking account associated with it.

Fund 23
Debt Services Fund

The Debt Services Fund has two (2) accounts associated with it. Cash is divided into two separate interest-bearing accounts: a checking account and a CD. The checking account in this

fund will swell to over \$600,000 later in FY2021 when the transfer is made from the General Fund – to cover the Borough's debt payments when they come due.

Fund 40
Revolving Loan Fund

The Revolving Loan Fund has one (1) interest-bearing checking account associated with it. Funds in this account could potentially be used as matching funds for FLAP⁸ grant that the Borough applied for in 2019 as part of the Baltimore Street Revitalization Project⁹. In early 2020, the Borough received word that the grant application was approved and would be awarded as soon as the program is funded by Congress.

Fund 30
Capital Reserve Fund

The Capital Reserve Fund has one (1) interest-bearing checking account associated with it.

Fund 35
Liquid Fuels Fund

The Liquid Fuels Fund has one (1) interest-bearing checking account associated with it.

Fund 03
Fire Protection Fund

The Fire Protection Fund only has an interest-bearing checking account associated with it. The reason for this is that this fund is a pass-through fund, where the fire department may present bills at any time to the Borough for reimbursement. Monies flow into this account each

Table 1 – Borough Bank Account Balances

FUND	ACCT. TYPE	ACCT. BALANCE	FUND TOTAL
General Fund Fund 01	Checking - General	\$1,532,305.67	\$1,757,911.33
	Checking - Payroll	\$88,017.51	
	Escrow Acct.	\$137,588.15	
Capital Projects Fund - Fund 18	Checking Acct.	\$194,435.70	\$195,645.53
Debt Services Fund Fund 23	Checking Acct.	\$221,351.51	\$378,258.29
	CD - 6 months	\$156,906.78	
Revolving Loan Fund - Fund 40	Checking Acct.	\$284,294.77	\$274,062.74
Capital Reserve Fund - Fund 30	Checking Acct.	\$204,583.78	\$204,474.81
Liquid Fuels Fund - Fund 35	Checking Acct.	\$294,031.11	\$297,758.93
Fire Protection Fund - Fund 03	Checking Acct.	\$78,119.16	\$78,281.62
CDBG Fund - Fund 04	Checking Acct.	\$1042.03	10,647.00
Eichelberger-Stahle Charitable Trust Fund - Fund 68	CD - 12 months	\$8,575.57	\$8,575.57
Company K Fund - Fund 05	CD - 12 months	\$7,382.69	\$7,382.69
TOTAL ALL BOROUGH FUNDS			\$3,212,998.51

NOTE: Acct. Balances Current as of December 24, 2020

⁸ FLAP - Federal Lands Access Program. Funded by the Federal Highway Administration, The Federal Lands Access Program (Access Program) was established in 23 U.S.C. 204 to improve transportation facilities that provide access to, are adjacent to, or are located within Federal lands. The Access Program

supplements State and local resources for public roads, transit systems, and other transportation facilities, with an emphasis on high-use recreation sites and economic generators.

⁹ Renamed the Gettysburg Gateway Connectivity Project.

time a property tax check is received from the Tax Collector.

Fund 05

Company K Monument Fund

The Company K Monument Fund has only an interest-bearing CD account associated with it. This fund is utilized very little and does not have a high balance in it.

Fund 04

CDBG Fund

The CDBG Fund has only an interest-bearing checking account associated with it. This fund is utilized only when a project is complete and a bill is presented for reimbursement. There is never a high balance in this fund as it, too, like the Fire Protection Fund, is a pass-through account.

Fund 68¹⁰

Eichelberger-Stahle Charitable Trust Fund

This fund is held in a 12-month CD, where just the interest each year is used to provide meals for needy families around the Holiday Season.

2020 Year in Review

2020 was set to be a transition year – the first year following the end of spending from the 2016 General Obligation Bond issuance, which was used on major infrastructure projects across the Borough. It was meant to be a year of relative calm used for the updating of the Capital Improvement Plan (CIP) for the next round of significant projects to begin in 2021. The Coronavirus global pandemic upended much of this planning which is detailed in Chapter 2.

The goals for 2020 (pre-pandemic) were:

- 1) Regroup
 - a. NO MAJOR CONSTRUCTION



¹⁰ Fund 68 is a Trust Fund that does not have an annual budget associated with it. Rather, the interest accumulated on the principal is disbursed to families



- i. Coordinate Major Projects for Future Years
 1. MS4
 2. GIL
 3. Baltimore Street
 4. Community Center
 5. Street/Alley Plan
- 2) Planning
 - a. Finalize Sidewalk Ordinance
 - b. Short-Term Rentals
- 3) Parking
 - a. Finalize PILOT Programs
 - b. Capital Plan for Reinvestment
 - i. New Parking Facilities
 - ii. Infrastructure (meters/kiosks)
- 4) Public Safety/Security
 - a. Appropriately fund Police Department to meet demands of 21st Century risks
- 5) Public Works
 - a. Continue capital improvements campaign to equip department with needed tools to do the job, and
- 6) Debt Service
 - a. Special appropriation to get Borough debt-free by 2028.

Despite the pandemic, the Borough was able to achieve some of the goals outlined above. Of note, the Borough made significant progress on finalization of the sidewalk ordinance revisions. Not on the official work plan but added mid-year and accomplished were zoning text amendments for both setbacks for nonconforming buildings and apartment conversions. The Borough also passed a nondiscrimination ordinance which created the Nondiscrimination and Local Human Relations Commission. The Borough began and continues several pilot programs regarding its parking programs and response to the COVID-19 economic downturn by promoting public parklets

in need each year. The amount dispersed is heavily reliant on interest rates in any given year.

and the suspension of its prohibition of open containers in certain public spaces. As planned, the Borough did purchase new kiosks for the Racehorse Alley Parking Garage.

The Borough did not complete the proposed reorganization of the debt services fund, capital improvement projects in public works and multiple planning efforts related to the Baltimore Street revitalization project, Community Center, and updates to the Street/Alley maintenance plan.

The COVID-19 pandemic forced the Borough to make dramatic budget adjustments mid-year as multiple revenue streams were decimated because of mandatory shutdowns and closures. The Borough cut the 2020 budget by \$232,648 in June 2020. Additional budget savings were realized through multiple furloughs in several departments and a restructuring of other departments. The creation of a new department known as The Office of the Manager consolidated the functions of other departments and eliminated both the Finance Department and the Human Resources Department. Administrative staff also voluntarily increased their employee contributions toward healthcare insurance to 20%, up from 11%. All

these cost savings efforts are discussed in great details in Chapter 2.

The COVID-19 global pandemic has negatively impacted the Borough's financial capacity. For the first time in over four years, the Borough will end the year with a budget deficit – and it is a massive deficit. Table 2 demonstrates this; It is a summary revenue and expense report for all General Fund Departments as of November 18, 2020. The deficit shown (-\$265,411) will not

Table 2 – 2020 Budget Summary
(November 18, 2020)

Gettysburg Borough						
Statement of Revenues and Expenditures - Compared to Budget Summary						
Year (2020) Period (11)						
Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
01 General Fund						
Revenue						
	Real Property Tax	\$1,867,000.00	\$15,149.72	\$1,845,017.57	98.82%	\$21,982.43
	Occupation Tax	\$17,870.00	\$153.00	\$14,572.21	81.55%	\$3,297.79
	Local Enabling Tax (Act 511)	\$1,057,700.00	\$113,294.81	\$729,395.80	68.96%	\$328,304.20
	Business Licenses/Permits	\$92,569.00	\$7,807.31	\$94,842.67	102.46%	(\$2,273.67)
	Non-Business Licenses/Permits	\$26,450.00	\$180.00	\$19,675.63	74.39%	\$6,774.37
	Fines & Forfeits	\$253,887.00	\$17,830.00	\$259,306.34	102.13%	(\$5,419.34)
	Interest Earnings	\$15,300.00	\$0.00	\$15,355.39	100.36%	(\$55.39)
	Rents & Royalties	\$39,600.00	\$0.00	\$39,000.00	98.48%	\$600.00
	Federal Capital Grants	\$900.00	\$0.00	\$0.00	0.00%	\$900.00
	State Operating Grants	\$9,575.00	\$0.00	\$8,004.00	83.59%	\$1,571.00
	State Shared Revenue	\$240,260.00	\$0.00	\$250,580.33	104.30%	(\$10,320.33)
	Revenue from Local Government	\$165,000.00	\$8,557.83	\$44,762.12	27.13%	\$120,237.88
	Charges for Services	\$192,630.00	\$303.00	\$30,594.33	15.88%	\$162,035.67
	Highways & Streets (Parking)	\$1,207,375.00	\$21,836.84	\$676,537.38	56.03%	\$530,837.62
	Culture & Recreation	\$5,350.00	\$42.50	\$2,767.00	51.72%	\$2,583.00
	Other Financing Sources	\$124,100.00	\$27.71	\$1,221.68	0.98%	\$122,878.32
	Sale of Fixed Assets	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	Interfund Transfers In	\$0.00	\$0.00	\$0.05	0.00%	(\$0.05)
	Refund of Prior Year Expenses	\$2,000.00	\$0.00	\$64,873.50	3243.68%	(\$62,873.50)
	Total General Fund Revenue:	\$5,317,566.00	\$185,182.72	\$4,096,506.00	77.04%	\$1,221,060.00
Expenditure						
	Legislative	\$16,923.00	\$1,121.35	\$15,128.66	89.40%	\$1,794.34
	Office of the Manager	\$124,443.00	\$5,144.99	\$110,768.09	89.01%	\$13,674.91
	Finance	\$212,314.00	\$6,109.30	\$173,649.73	81.79%	\$38,664.27
	Tax Collection	\$26,033.00	\$1,988.25	\$22,846.43	87.76%	\$3,186.57
	Human Resources-Boro Secretary	\$90,903.00	\$4,263.94	\$82,048.02	87.38%	\$11,854.98
	General Govt.-Administration	\$271,268.00	\$184.16	\$233,039.72	85.91%	\$38,228.28
	Police	\$1,733,021.00	\$62,399.32	\$1,543,815.25	89.08%	\$189,205.75
	Fire	\$58,119.00	(\$1,826.77)	\$61,389.55	105.63%	(\$3,270.55)
	Code Enforcement	\$70,050.00	\$5,338.75	\$53,148.35	75.87%	\$16,901.65
	Planning	\$308,797.00	\$11,071.02	\$244,003.70	79.02%	\$64,793.30
	Emergency Management	\$750.00	\$0.00	\$750.00	100.00%	\$0.00
	Health	\$315.00	\$0.00	\$0.00	0.00%	\$315.00
	Public Works	\$797,807.00	\$22,245.69	\$593,436.94	74.38%	\$204,370.06
	Street Lighting	\$81,000.00	\$71.25	\$82,335.87	101.65%	(\$1,335.87)
	Sidewalks & Crosswalks	\$31,500.00	\$0.00	\$43,658.15	138.60%	(\$12,158.15)
	Bridges	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	Roads & Alleys	\$32,500.00	\$0.00	\$11,710.73	36.03%	\$20,789.27
	Parking Facilities	\$447,211.00	\$10,012.39	\$332,073.70	74.25%	\$115,137.30
	Parks, Recreation & Grounds	\$94,081.00	\$0.00	\$89,709.25	95.35%	\$4,371.75
	Shade Tree	\$17,500.00	\$0.00	\$1,022.00	5.84%	\$16,478.00
	Community Development	\$45,000.00	\$0.00	\$45,000.00	100.00%	\$0.00
	Benefits Fees	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	Interfund Transfers Out	\$622,353.00	\$0.00	\$622,353.00	100.00%	\$0.00
	Total General Fund Expenditure:	\$5,084,918.00	\$128,123.64	\$4,361,917.14	85.78%	\$723,000.86
Total General Fund Revenues:						
		\$5,317,566.00	\$185,182.72	\$4,096,506.00		\$1,221,060.00
Total General Fund Expenditures:		\$5,084,918.00	\$128,123.64	\$4,361,917.14		\$723,000.86
Total General Fund Fund Balance:		\$232,648.00	\$57,059.08	(\$265,411.14)		\$498,059.14

improve by year's end as both November and December are low revenue generating and high expenditure months.

2021 Budget Highlights

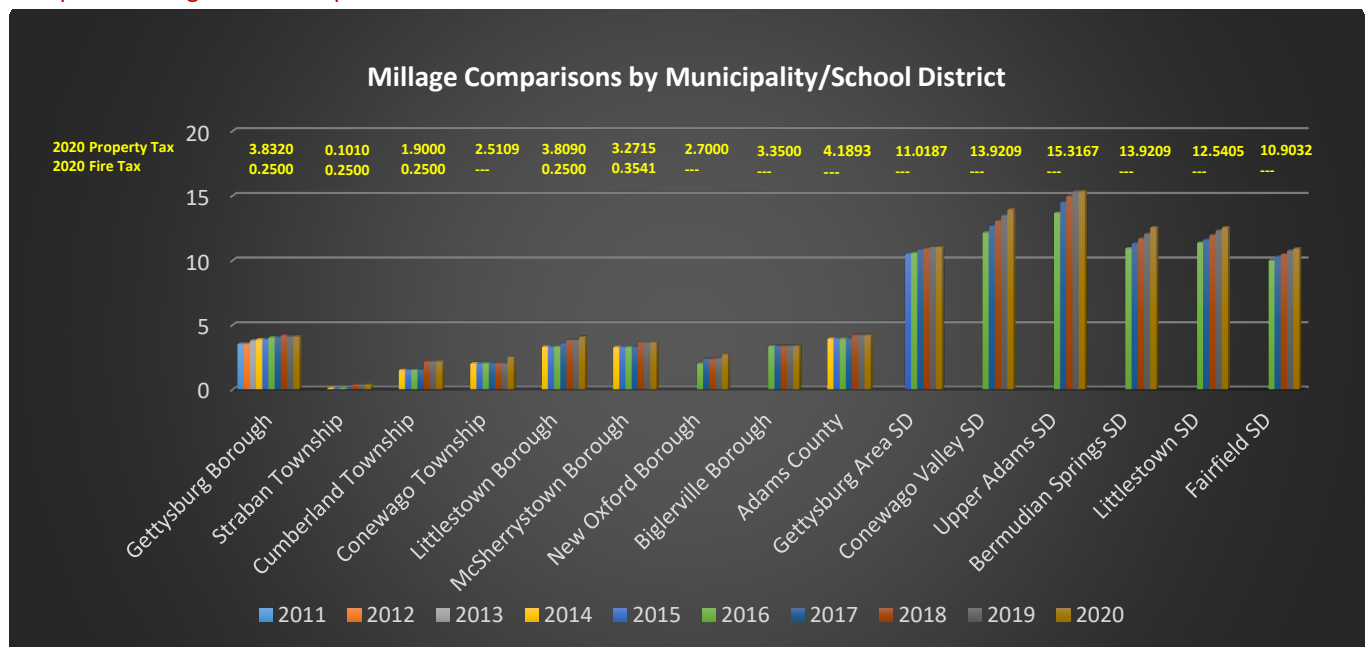
At the time of this writing, President Trump announced the success of two test vaccines which should become available by the end of 2020¹¹. Knowing it will take time for the populous to get vaccinated and knowing that economic activity will not immediately rebound, the 2021 budget is crafted around the history that was experienced throughout much of 2020 – that being significantly lower revenue projections. That experience informs the Borough to not expect revenues to be at pre-pandemic levels for at least the first half of 2021. If history is the guide, the Borough may financially struggle well into late 2021 if vaccinations occur slowly. As such, by necessity, the 2021 budget is austere with a projection of \$665,446¹² less revenue than projected for 2020. **Chapter 2** details the lost revenue precipitated by the pandemic - which is used as the basis for the 2021 budget.



Further exacerbating these pandemic financial challenges, the Borough's underlying difficult economic realities persist. They are:

- ✚ Only 7620 residents contributing to EIT (2500 of whom are students who pay little, if any, EIT)¹³,
- ✚ Taxpayers support services for nearly 4 million visitors annually while not getting much financial support from those visitors to deliver the services they use, such as the,
 - Borough receives just a fraction of the Pillow Tax generated county-wise each year,
 - Just a tiny fraction of the Borough's budget revenue comes from Admissions Taxes largely paid by tourists, and
 - The bulk of tourist's contribution towards the Borough's budget comes in the form of parking fees,
- ✚ About 40% of assessed borough property is exempt from property taxes,
- ✚ The Borough must comply with unfunded mandates such as the ADA¹⁴ and the MS4¹⁵ laws, and

Graph 1 – Millage Rates Comparisons



¹¹ <https://www.whitehouse.gov/briefings-statements/remarks-president-trump-update-operation-warp-speed/>

¹² The 2020 General Fund budget was \$5,317,566 with the 2021 General Fund budget at \$4,674,541.

¹³ EIT = Earned Income Tax.

¹⁴ ADA = American's with Disabilities Act.

¹⁵ MS4 = Municipal Separate Storm Sewer System.

- ✚ The Borough's growth does not keep pace with expenses in the following areas:
 - Real estate assessed valuation,
 - Occupation taxes, and
 - Per capita taxes.

These financial stresses have always required the Borough to levy the highest municipal tax rate in the County to balance its budget and provide the level of services expected of its residents and visitors (with the exception of local school districts' tax millage rates). **Graph 1**¹⁶ is a multi-year comparison of property tax rates for various municipalities and school districts across Adams County between the years 2011 and 2020.

While this is noteworthy, it is also very fair to point out that, arguably, Gettysburg provides the most municipal services of any other municipality in the County. Gettysburg is, essentially, a full-service municipality. While the following is not an exhaustive list, it is representative of the number and type of services provided by the Borough, either directly or indirectly:

- ✚ Police
 - Crime Prevention
 - Traffic Enforcement,
- ✚ Parking Enforcement,
- ✚ Bus/Transit Service,
- ✚ Traffic Signal Timing,
- ✚ Streets/Alleys
 - Street Cleaning
 - Street/Alley Repair
 - Street Lighting
 - Snow/Ice Removal
 - Storm water Drainage,
- ✚ Yard Waste Pick-Up,
- ✚ Refuse/Recycling Services,



- ✚ Recreation Services,
- ✚ Land Use Planning,
- ✚ Water/Sewer Services,
- ✚ Storm Water Management,
- ✚ Code Enforcement,
- ✚ Animal Control,
- ✚ Economic Development,
- ✚ Emergency Preparedness,
- ✚ Cable Television,
- ✚ Fire Services,
- ✚ Ambulance/EMS Services,
- ✚ Etc.

In normal years, the budget would identify a list of priorities and initiatives for the upcoming year. The 2021 budget is so negatively impacted by the pandemic that the 2021 budget has no significant initiatives identified beyond essentially keeping local government open and solvent. As such, unlike previous budget messages, no such priority list is presented here.

What is funded in each department?

What can be listed is the types of services budgeted in each department. They are:

(400) Legislative

- ✓ Four (7) Council salaries¹⁷
- ✓ Payroll taxes
- ✓ Operating supplies
- ✓ Continuing education/training¹⁸

(401) Office of the Manager¹⁹

- ✓ Salaries plus associated payroll taxes and benefits for the Mayor, Borough Manager²⁰, Assistant Borough Manager²¹, Accountant I²², and Intern.

(402) Finance²³



¹⁶ Gettysburg Borough lowered taxes in 2019 to 3.8320 mills and held this rate in place for 2020.

¹⁷ There are seven members of Council, however, three have chosen to forfeit their annual stipends to help balance the 2021 budget.

¹⁸ Normally used for professional development, this line item is not budgeted in 2021 to assist with the Borough's financial difficulties.

¹⁹ Formerly known as the 'Executive' Department – was formed to consolidate multiple departments to streamline operations and cut costs.

²⁰ Borough Manager also holds title of Borough Treasurer which is statutorily required.

²¹ Assistant Borough Manager also holds the title of Borough Secretary which is statutorily required.

²² Accountant I was formally known as the Finance Assistant.

²³ The Finance Department was dissolved with its duties being rolled into the newly created Office of the Manager.

(403) Tax Collection

- ✓ Salary and associated payroll taxes for tax collector
- ✓ Tax collection fees and operating supplies
- ✓ Bond insurance

(405) Borough Secretary/Human Resources²⁴(409) General Government

- ✓ Operating supplies
- ✓ 24 broadcasts on Community TV and a donation toward Community TV's capital campaign
- ✓ Two newsletters
- ✓ Postage
- ✓ Computer/Copier/Video parts
- ✓ Borough Engineer (outsourced)
- ✓ Phone/Internet Fees
- ✓ Computer Software Fees
 - Financial/Land Management
 - Website and IT services
 - eCode 360
 - Office 365
 - Civil Plus²⁴ website hosting and maintenance
 - ADOBE Sign - electronic online forms
- ✓ Utility bills and building maintenance
- ✓ Insurances, bank fees and commissions
- ✓ Borough solicitor
 - Legal advertising fees

(410) Police

- ✓ Salary, overtime hours, associated payroll taxes and benefits for the following positions:
 - Chief of Police
 - Police Secretary
 - Two (2) Patrolmen/Detectives
 - Two (2) Master Patrolmen
 - Two (2) Sergeants
 - Four (4) Patrolmen (FT)
 - At least Eight (8) Patrolmen (PT)

- At least Five (5) Auxiliary Officers

- ✓ Operating supplies and postage
- ✓ Vehicle fleet management program and maintenance²⁵
- ✓ Legal services
- ✓ Computer software and IT management services
- ✓ Utility bills
- ✓ Radio maintenance
- ✓ Required insurances
- ✓ Professional services
- ✓ Contractual obligations
- ✓ Equipment:
 - Guns/Ammunition
 - Bullet proof vests
 - Uniforms

(411) Fire

- ✓ Utility bills and operating supplies
- ✓ Fire Tax transfer
- ✓ Required insurances

(413) Code Enforcement

- ✓ Contracted services with PMCA²⁶
- ✓ Operating supplies and postage

(414) Planning

- ✓ Salary, benefits and associated payroll taxes for the following positions:
 - Director of Planning, Zoning, and Code Enforcement,
 - Associate Director of Historic and Environmental Preservation, and
 - Management Assistant
- ✓ Operating supplies and postage
- ✓ Engineering fees
- ✓ Computer software and parts
- ✓ IT management services
- ✓ Professional development
- ✓ Legal services and legal advertising

(415) Emergency Management

- ✓ EMA Coordinator stipend

²⁴ The Borough Secretary/Human Resources Department was dissolved with its duties being rolled into the newly created Office of the Manager.

²⁴ Formerly Virtual Towns and Schools (VTS); Civic Plus purchased VTS in 2018.

²⁵ The Borough's vehicle fleet is managed through the Enterprise Fleet Leasing Program, which ensures the Borough's fleet is always up-to-date and operable while annualizing the capital costs of vehicles.

²⁶ PMCA – Pennsylvania Municipal Code Alliance (3rd party Uniform Construction Code (UCC) provider.

(421) Health

- ✓ ACT 101 recycling advertising

(430) Public Works

- ✓ Salary, overtime hours, benefits, and associated payroll taxes for the following staff positions:
 - Public Works Director
 - Public Works Foreman
 - Auto Mechanic
 - Two (2) Laborers (FT)
 - One (1) Laborer (FT) shared with the Parking Department
 - Two (2) Laborers (PT)
 - One (1) Custodian (PT)
- ✓ Utility bills and operating supplies
- ✓ Vehicle fleet management and maintenance program
- ✓ Computer software and parts
- ✓ Insurances and certifications
 - Drug/alcohol testing
- ✓ Professional development
- ✓ Capital purchases:
 - Front End Loader (payment 4 of 5)
 - Mower Deck
- ✓ Fleet management program
 - 2019 Ford F550 ongoing payments
 - 2019 Ford F250 ongoing payments
 - 2021 Ford Ranger down payment and monthly lease
 - 2021 Ford F150 down payment and monthly lease
 - 2021 Ford F250 down payment and monthly lease
- ✓ IT management services

(432) Winter Maintenance

- ✓ Snow and ice removal materials
- ✓ Machinery and equipment rental

(433) Traffic Control Devices

- ✓ Replace/repair road signs and markings
- ✓ Lighted crosswalks
- ✓ Utility bills

(434) Street Lighting

- ✓ Utility bills
- ✓ Miscellaneous repairs and maintenance

(435) Sidewalks & Crosswalks

- ✓ ADA ramp engineering
- ✓ Repairs and maintenance

(436) Storm Sewers & Drains²⁷

- ✓ MS4 compliance initiatives
- ✓ Miscellaneous repairs and maintenance

(438) Bridges

- ✓ Maintenance and engineering fees

(439) Roads & Alleys

- ✓ General roadway resurfacing and treatments
 - South Street²⁸ engineering and partial construction
 - Gettys Street engineering and construction

(445) Parking

- ✓ Salary, overtime hours, benefits, and associated payroll taxes for the following personnel:
 - Parking Manager
 - One (1) Parking Enforcement Officers (FT)
 - Three (3) Parking Enforcement Officer (PT or Seasonal)
 - One (1) Laborer (FT), shared with the Public Works Department
- ✓ Operating supplies and postage
- ✓ Vehicle fleet management and maintenance program
 - 2019 Chevy Traverse payments
 - 2019 Chevy Colorado payments
- ✓ Bank fees and charges
- ✓ Software and IT management services
- ✓ Insurances
- ✓ Utility/phone/internet bills
- ✓ Building (Racehorse Alley Garage) repairs and maintenance
- ✓ KIOSK/Smart Meter pilot program

²⁷ Item has been removed in 2020 and not budgeted as the GBSWA will be responsible for these obligations moving forward (Fund 09).

²⁸ South Street is a multiyear project which will last through 2022.

(454) Parks & Recreation

- ✓ GARA contribution
- ✓ Required insurances
- ✓ Property taxes
- ✓ Special events

(455) Shade Tree

- ✓ Pruning/clean-up services
- ✓ Tree purchases
- ✓ Other operating supplies

(462) HUD – Community Development

- South Street construction

(465) Community Development²⁹

- ✓ Non-Governmental Appropriations for:
 - Main Street Gettysburg
 - Rabbit Transit

(471), (472), and (492)

- ✓ Finances interest and principal on Borough debt:
 - 2010 GO Bond
 - 2016 GO Bond
 - 2009 PIB Loan – Steinwehr Avenue Phases II³⁰
 - 2015 PIB Loan – East Middle Street

(475) Fiscal Agent Fees

- Fees associated with the 2016 bond issuance

Summary

The Borough had been experiencing improved financial conditions in recent years. That made the development of the 2019 and 2020 budgets relatively easy as compared to prior years. The global COVID-19 Pandemic has completely upended the Borough's financial condition and

thrust it back into what is arguably an emergency³¹ – even more difficult than the financial conditions experienced in the early 2010's. These financial stresses are forcing the Borough to balance its 2021 budget with both a sizeable tax increase³² and painful reductions in staffing levels, which will negatively affect service delivery in key areas³³ – all of which are detailed in the following pages.

Like 2018, 2019, and 2020, no cash or credit card payments will be accepted at the Borough Building, as the receptionist position remains unfilled³⁴. Instead, payments, where possible, will continue to be made available online through the Borough's website at www.GettysburgPA.gov. On-site payments will continue to be possible only via check or money order and placed in a drop box at the front desk or in the labeled drop box outside in front of the main entrance to the Borough Building.

The Staff

As a twenty-first century municipality, Gettysburg has an outstanding workforce. The Borough's staff is highly competent and hard working. Borough staff take a team-approach to the delivery of vital community services. The staff is a team of specialists who use their individual experiences, unique talents and knowledge for the benefit and betterment of Gettysburg. The internal knowledge they bring provides the Borough with the ability to move swiftly to address all types of challenges. These talented professionals enabled the Borough to be nimble in response to the pandemic, creating the environment where the Borough quickly pivoted to respond to the COVID-19 Disaster Emergency, which is detailed in **Chapter 2**.

²⁹ Elm Street has reorganized and no longer seeks an appropriation, while the Adams County Arts Council did not request an appropriation for 2021 based on the Boroughs economic situation.

³⁰ Phase I debt was retired early in 2018 via FY2017's surplus.

³¹ The Borough's financial condition is an emergency because revenue collection is drastically down while there are very limited federal or state COVID relief programs available to local governments.

³² General Fund property tax increase of 0.5770 mills for 2021.

³³ Staff reductions (FT Personnel) in 2021 = Public Works Department down three employees; Police Department down two officers; Parking Department down one employee; Elimination of the Finance Director position.

³⁴ The receptionist position was furloughed in 2017 and never filled since.

Part of this pivot relates to technology and the Borough's ability to quickly disseminate late-breaking and ever-changing information. The Borough uses new technologies including digital mapping, wireless communications, remote access to office systems, cameras, computer software programs, social media, and workgroup data exchange in ways that help Gettysburg excel where other municipalities in the county do not.

The staff's dedication to the Borough shines through daily. As Borough Manager, I want to publicly thank them for their dedication and devotion to public service, a noble profession. Their efforts are realized by the look and feel of Gettysburg – a municipality continuing to emerge with the twenty-first century.

Many staff members also give of their personal time with no expectation of monetary reward. Their volunteer efforts were on full display yet again in 2020 by assisting with the Main Street Gettysburg Cares program – a program designed to assist local businesses survive the economic stresses of the Pandemic. The staff also assisted Main Street Gettysburg pivot to provide a meaningful Holiday Season in 2020 by helping decorate the town in preparation for Main Street Gettysburg's *'Season of Wishes'* – an alteration of the *'A Gettysburg Christmas Festival'*.

These staff members are little celebrated, but their work is noticed and appreciated. Like me, Gettysburg and its good people notice their work and thank them for it. Keep on doing the people's work.

Thank you.

Respectfully submitted,



Charles R. Gable, MPA
Borough Manager/Treasurer

A NOTE REGARDING CHAPTER 2

ERZILP – January 2021:

Much of Chapter 2 was written in early December 2020. In mid-December 2020, Governor Wolf announced significant business closures and restrictions on plethora of business and restaurants which would be in effect over the Holiday Season. This action was taken in response to massive COVID-19 positive cases across the Commonwealth. In response to this, the Borough Council authorized staff to develop a second revolving loan program specifically targeting the needs of local restaurants. That Emergency Restaurant Revolving Loan Program (ERZILP) was introduced the first week in January 2021 and is described in **Appendix XX**.

Disaster Declaration Emergency Global Pandemic COVID-19 the Coronavirus

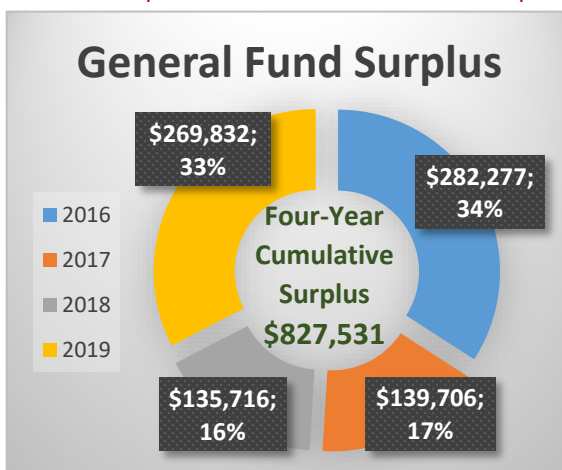
Gettysburg Borough concluded FY2019 with a General Fund surplus of \$269,832. The Borough had a robust economy in 2019. This banner year followed FY2018 where the Borough experienced a \$135,716 General Fund surplus. Prior to that, the Borough realized a \$139,706 surplus in FY2017 and a \$282,277 General Fund surplus in FY2016. Cumulatively, Gettysburg Borough collected a stunning \$827,531 in surplus funds over the span of four consecutive budget years. See **Graph 2**. This was (and is) a remarkable achievement given the major fiscal stresses that put the municipality into the State's Early Intervention Program (EIP)³⁵ in 2014. The financial success of the years 2016 – 2019 were made possible through multiple efforts in adoption of economic policies, implementation of new business policies, hard staffing decisions requiring targeted cuts, creative use of technologies, renegotiated labor agreements and contracts for services, a market driven approach to fees and parking rates, rezoning efforts, LERTA³⁶ programs, and a plethora of other initiatives. With these new policies and programs in place, the Borough's financial outlook stabilized.

It all came crashing down in 2020!

A section of the introduction in the 2020 Manager's Budget Message included an entry

³⁵ The Early Intervention Program (EIP) is now the Strategic Management Planning Program (STMP). Though the program name has changed, it continues to do the same great work helping municipalities with their financial health. The program provides matching grant funds to assist municipalities experiencing fiscal difficulties to develop

Graph 2 – Four-Year General Fund Surplus



titled “*Another Roaring 20s?*” Based on the success of the previous four years, Gettysburg was poised to expand and grow. The trend lines for Gettysburg were moving in the right direction over a protracted period of time. It was an upbeat and hopeful message.

Graph 3
Revenue Collected Each January and February



This newly found financial optimism and confidence was good news. In fact, the first two months of 2020 proved to continue this welcome financial trend, with a new and robust local

economy where revenue generation was significantly outpacing the prior four years. **Review Graph 3.**

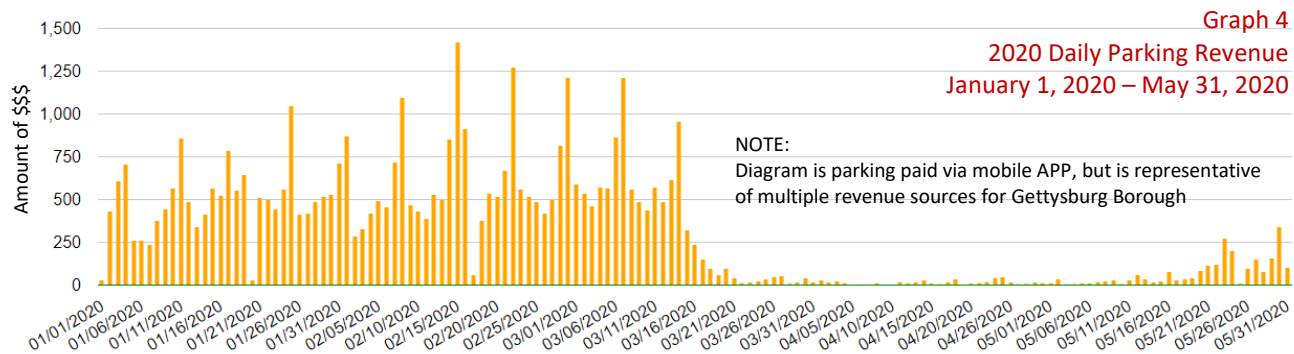
Then came March, and with it, a global pandemic, creating a healthcare crisis, mandatory stay-at-home orders, and a shutting down of the national, state, and local economies. Revenue generation plummeted in March, creating a crisis for the Borough probably not seen since the depression of the 1930s. **Graph 4** shows the dramatic decline in parking revenue brought on by the shutdowns³⁷.

The months that followed, up and through the passage of this 2021 budget have proven to be

comprehensive multi-year financial plans and establish short- and long-term financial objectives.

³⁶ LERTA – Local Economic Revitalization Tax Abatement Act.

³⁷ Graph 4 is representative of multiple revenue sources for Gettysburg - sustaining similar decreases.



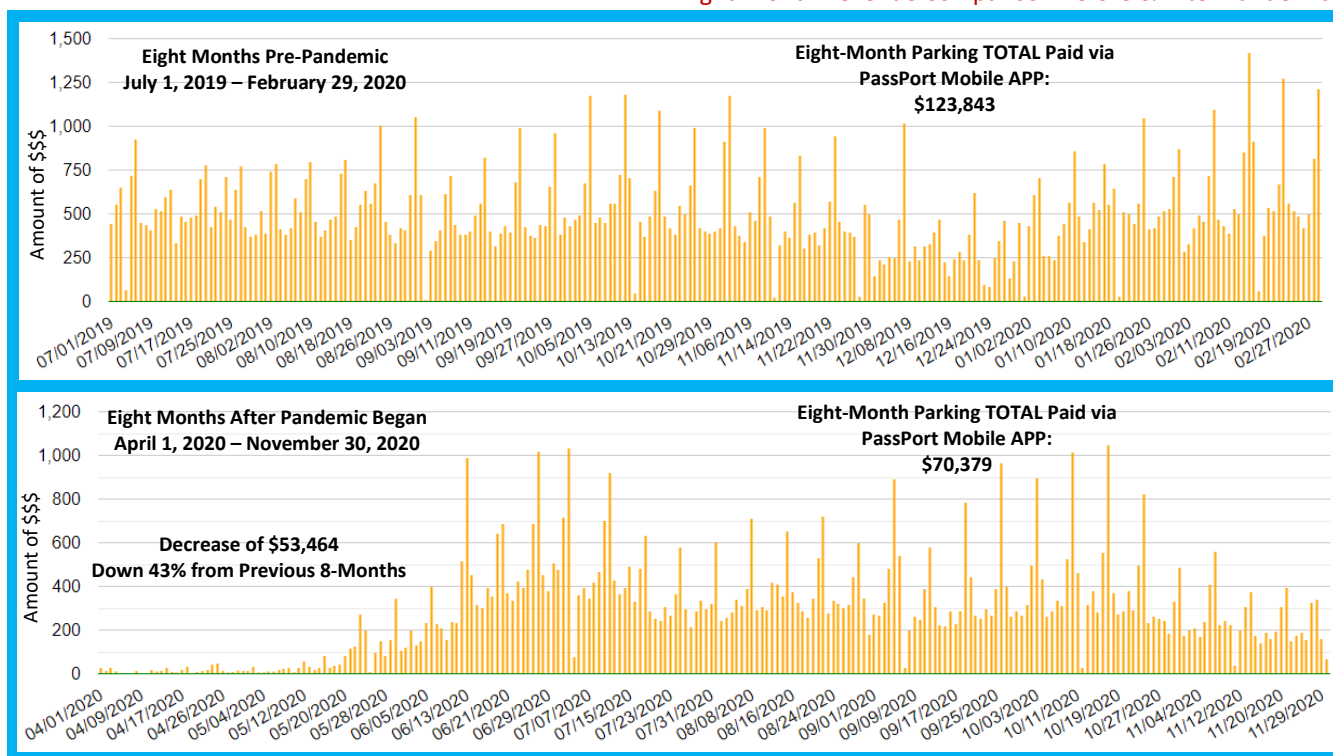
daily, weekly, and monthly financial struggles. The Borough Council have been faced with extremely difficult financial decisions – each of which are and were made to keep Gettysburg’s municipal government functioning and sustainable. To do otherwise would shirk Council’s responsibility to maintain the provision of any number of necessary services that only a local government can and must provide.

Borough Revenue Decimated

The negative financial impact on the Borough cannot be overstated. Revenue across multiple

sectors decreased dramatically because of the shutdowns and new business protocols³⁸. **Graph 5** is representative of trends in revenue for the eight-months prior to March 2020 (when the closures began) and the eight-months after March 2020 (when the economy was able to partially reopen with multiple disease mitigation strategies in place³⁹. The focus on parking revenue represented here in these graphs is paramount as parking revenue accounts for anywhere from 21% to 23% of the Borough’s revenue sources in

Graph 5
Eight-Month Revenue Comparison Before & After Pandemic



³⁸ The Center for Disease Control (CDC) and Governor Wolf placed multiple emergency measures in place that required limited capacity for businesses,

requiring social distancing mandates, face-covering mandates, limited service hours, etc.

³⁹ Referencing Governor Wolf’s reopening strategy that incorporates red, yellow, and green phases.

any given budget year. As such, any disruption in this revenue source severely negatively impacts the entire budget.

Parking revenue is not the only revenue source decimated by the pandemic. Pillow Tax⁴⁰ likewise suffered a massive hit. Like parking revenue, the pillow tax is driven by tourism. Thus, the direct correlation between tourism rates and revenue collection rates. Tourism and the overnight stays in hotels that come with tourism decreased significantly in 2020. **Graph 6** is a multi-year comparison of Pillow Tax collection for Gettysburg Borough. It should be noted that statutorily, the Pillow Tax is earmarked for Police services, which essentially means that a massive hole has been blown into Gettysburg Borough's Police Department Budget. Of note, shown in **Graph 6**, Pillow Tax collection fell \$77,484 from January through October 2020, as compared to the same period in 2019. This is a devastating 55% decrease in revenue from 2019 to 2020.

Parking revenues and Pillow Tax revenues account for the two categories of revenue that suffered the largest decline from between 2019 and 2020. However, other revenue streams have also been negatively impacted. Overall, collected revenue is 82.05% of budgeted amount between the 11-month period from January through

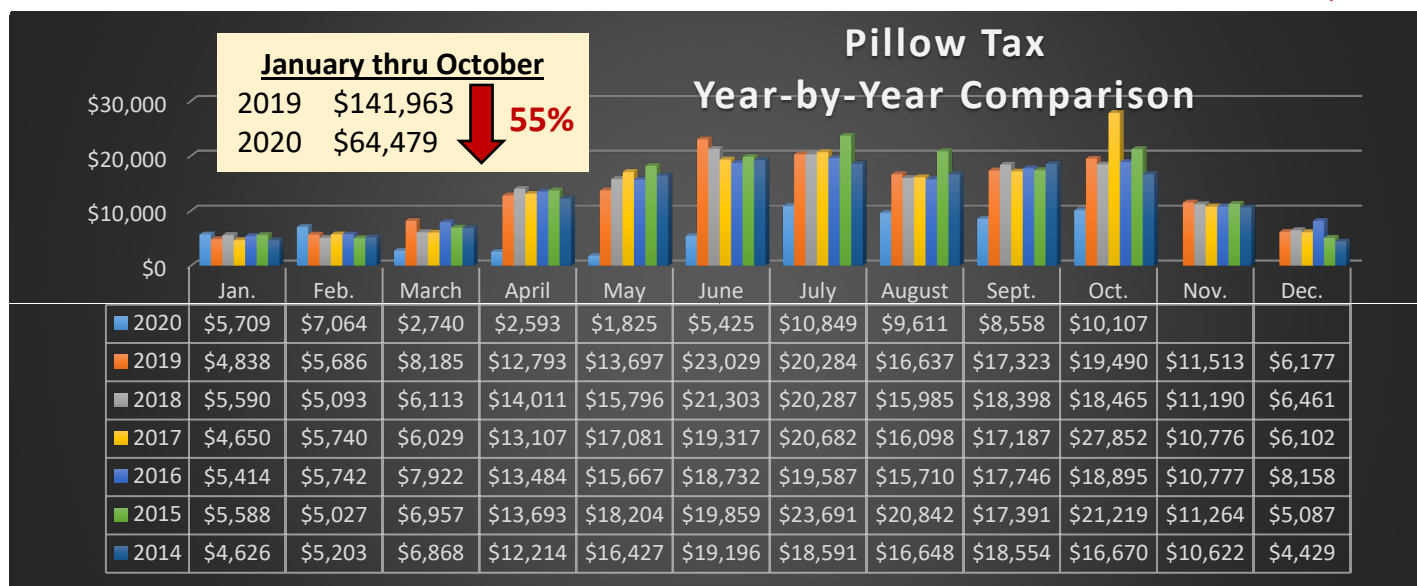
November. This revenue collection rate is very much lower than the previous four years between 2016 and 2019, where revenue collection rates ranged between 94% and 98% over the same period. **Table 3** shows realized revenue as a percentage of overall budget collected between January and November for the five years 2016 through 2020. Notice the substantial 16.08% decrease in collection rates in 2020 as compared to 2019. This decrease in a \$5.3 million budget required massive mid-year adjustments.

Table 3 – Revenue Percentages Collected

Year (January – November)	Budget \$\$\$	Actual YTD \$\$\$ Collected	Percent of Budget (%)
2016	\$4,681,497	\$4,535,495	96.88%
2017	\$4,689,852	\$4,440,920	94.69%
2018	\$4,807,878	\$4,616,505	96.02%
2019	\$4,900,564	\$4,809,066	98.13%
2020	\$5,317,566	\$4,362,897	82.05%

Yet another method of viewing the decline in revenue is to examine the amount of revenue generated by each revenue category in 2020 and compare that to the same period in 2019. Almost every revenue category is down from the previous year. **Table 4** compares these two years.

Graph 6 - Pillow Tax
Multi-Year Comparison



⁴⁰ Also known as a lodging tax. This tax is levied on overnight stays at hotels, bed & breakfasts, Air B&Bs, inns, and campground cabins. The tax is collected by

and distributed by Adams County based on a funding formula representative of the number of hotel beds in each recipient municipality.

Table 4 – Comparison Change as a Percentage of Budget

Revenue Category	2019			2020			\$\$\$ Increase/ Decrease from 2019	Change as a % of Budget from 2019
DATA CONTAINED IN THIS TABLE ARE INCLUSIVE OF THE MONTHS OF JANUARY TO NOVEMBER EACH YEAR	\$\$\$ Collected	Budgeted \$\$\$	% of Budget	\$\$\$ Collected	Budgeted \$\$\$	% of Budget		
Real Property Tax	\$1,878,204	\$1,914,383	98.11%	\$1,859,996	\$1,867,000	99.62%	-\$18,209	1.51%
Occupation Tax	\$14,551	\$15,780	92.21%	\$14,592	\$17,870	81.65%	\$41	-10.55%
Local Enabling Tax (Act 511)	\$860,461	\$1,084,435	79.35%	\$740,498	\$1,057,700	70.01%	-\$119,963	-9.34%
Business Licenses/Permits	\$100,092	\$85,050	117.69%	\$95,275	\$92,569	102.92%	-\$4,817	-14.76%
Non-Business Licenses/Permits	\$28,244	\$21,946	128.70%	\$20,239	\$26,450	76.52%	-\$8,005	-52.18%
Fines & Forfeits	\$236,126	\$211,800	111.49%	\$267,263	\$253,887	105.27%	\$31,137	-6.22%
Interest Earnings	\$22,770	\$11,900	191.34%	\$15,355	\$15,300	100.36%	-\$7,414	-90.98%
Rents & Royalties	\$39,600	\$39,600	100.00%	\$39,000	\$39,600	98.48%	-\$600	-1.52%
State Operating Grants	\$9,593	\$7,500	127.91%	\$24,014	\$9,575	250.80%	\$14,421	122.89%
State Shared Revenue	\$242,506	\$208,000	116.59%	\$250,580	\$240,260	104.30%	\$8,074	-12.29%
Revenue from Local Governments*	\$141,963	\$166,950	85.03%	\$64,479	\$165,000	39.08%	-\$77,484	-54.6%
Charges for Services	\$34,451	\$29,620	116.31%	\$32,822	\$192,630	17.04%	-\$1,629	-99.27%
Highways & Streets (Parking)	\$1,157,400	\$1,090,050	106.18%	\$714,624	\$1,207,375	59.19%	-\$442,776	-46.99%

NOTE: Table is not inclusive of every revenue category but does represent revenue categories that have proven to be stable over the course of multiple fiscal years.

* Does not include the \$101,500 COVID-19 Reimbursement Grant awarded by Adams County as this is a one-time grant award and is not an annual source of revenue.

Dramatically, eleven of the thirteen revenue categories listed in **Table 4** are down from the previous year. Most notably, the second largest revenue category (Highways & Streets [Parking]) is down a whopping 47% from 2019 – which alone accounts for over \$442,000 in lost revenue!

Borough's Response to the Pandemic

Early on, Borough Council realized that the Borough (along with the entire Country) was in unprecedented times. Council knew they had to do more than simply adjust to the massive revenue losses noted above. The Borough was in the beginning stages of a major and prolonged emergency disaster. The Council knew it and they acted. Employing to the best of their ability, the Council and borough staff quickly reviewed the Borough's Emergency Management Plan and familiarized themselves with the four stages of emergency management:

- i. Mitigation
- ii. Preparation
- iii. Response, and
- iv. Recovery.

Exhibit 2 -
Stages of Emergency
Management



Utilizing these four stages of Emergency Management (see **Exhibit 2**), the Borough in a very short timeframe developed a multi-pronged approach that required an all-hands-on-deck mentality that coordinated multiple organizations, people, skill sets, financial resources, human resources, social networks, medical professionals, faith-based institutions, human service organizations, etc. It was and is an impressive collaboration that has gained statewide attention and praise. Gettysburg Borough's approach was featured on The *Pennsylvania State Association of Borough's* (PSAB) television show titled *Inside Pennsylvania Boroughs*. The show can be viewed on the *Pennsylvania Cable Network* (PCN)⁴¹.

The four phases of emergency management may overlap, and one may lay the foundation for the next. But with any plan, adjustments and flexibility are key to success. That is no exception with this disaster emergency, where the Council, staff and the community continue to work within and adapt to ever changing conditions – even as this Budget Message is being written.

Phase I – Mitigation

Mitigation involves the preventative planning for future emergencies or minimizing their effects.

⁴¹ PSAB's *Inside Pennsylvania Boroughs* can be viewed here where Gettysburg was featured for its pandemic response ... <https://vimeo.com/466556502>

This includes any activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Often, the purchase of fire and flood insurance are considered activities accomplished in the mitigation phase. Mitigation activities take place before and after emergencies.

Phase II -Preparedness

Preparedness refers to actions taken in getting ready to manage an emergency and consists of activities that take place prior to the occurrence of an emergency. This typically includes plans or arrangements made to save lives and to help with response and rescue operations. It typically would also involve creating evacuation plans and stocking food and water, as well as, preparing emergency shelters for refugees of an emergency.

Phase III - Response

Responding safely to an emergency includes actions taken to save lives and to prevent further property damage in an emergency situation. Response is putting preparedness plans into action. An example of a response to an emergency is seeking shelter from a tornado or turning off gas valves in an earthquake. The response phase takes place during the emergency.

Phase IV - Recovery

Recovery activities occur after an emergency has ended. This includes actions taken to return to a normal or an even safer environment following an emergency. Aside from physical or infrastructure repairs, recovery activities often include obtaining financial assistance to help pay for the repairs.

Emergency Operations Plan (EOP)

Every municipality (and County) in the Commonwealth of Pennsylvania is required to have an emergency operations plan, consistent with the Commonwealth's Emergency Management Services Code⁴². Gettysburg has an EOP. It is updated every five years. Council adopted the last revision in 2020. The Borough's EOP

identifies the most likely threat to the municipality – flooding. Severe weather is also mentioned as a prevalent risk to the municipality. Because of its rarity, pandemic is not specifically mentioned. By extension, pandemic is the type of emergency the municipality (and County) is least equipped to manage.

Local governments have specific responsibilities in emergency management. **Table 5** outlines local government's responsibilities in EOP development. Sadly, emergency management is often not given priority when funding municipal services as multiple other municipal services are prioritized along with the financial resources of the municipality to be able to deliver those services. The meager amount budgeted for emergency management in the Borough's budget every year since 2015 did not exceed \$1700. This situation, common in most municipalities, leaves municipalities flat-footed once an emergency begins. In this case, pandemic was little envisioned as a real threat, leaving Gettysburg, the County, the Commonwealth, and yes, indeed, the entire Nation, ill-equipped to deal with the pandemic at the outset. Since Gettysburg was not fully prepared in multiple categories

Table 5
EOP Responsibilities

Local Government EOP Responsibilities
<ul style="list-style-type: none"> Identify hazards and assess their potential risk to the community
<ul style="list-style-type: none"> Determine the community's capability to mitigate against, prepare for, respond to, and recover from major emergencies
<ul style="list-style-type: none"> Identify and employ methods to improve the community's emergency management capability through efficient use of resources, improved coordination, and cooperation with other communities and with the State and Federal governments
<ul style="list-style-type: none"> Establish mitigation measures such as building codes, zoning ordinances, or land-use management programs
<ul style="list-style-type: none"> Develop and coordinate preparedness plans
<ul style="list-style-type: none"> Establish warning systems
<ul style="list-style-type: none"> Stock emergency supplies and equipment
<ul style="list-style-type: none"> Educate the public and train emergency personnel
<ul style="list-style-type: none"> Assess damage caused by the emergency
<ul style="list-style-type: none"> Activate response plans and rescue operations
<ul style="list-style-type: none"> Ensure that shelter and medical assistance are provided
<ul style="list-style-type: none"> Recover from the emergency and help citizens return to normal life as soon as possible

⁴² Title 35, Pa. C.S.A. Section 7503(1).

highlighted in **Table 5**, extreme measures had to be employed to quickly put in place the EOP to manage the Coronavirus Pandemic.

Phase I

Gettysburg's Mitigation

As FY2019 came to an end, Gettysburg had just enjoyed a very successful Christmas Festival that brought over 10,000 visitors to town. The Borough had just hosted a statewide inter-governmental conference a few months prior. Main Street Gettysburg had hosted the first-ever Long, Long, Long, Long Dinner Party which was a community-wide celebration on the streets of Gettysburg and raised thousands of dollars toward the Baltimore Street Revitalization Project⁴³. The Borough was becoming aware of a sizeable budget surplus. By almost every metric, 2019 was a fantastic year.

Most people, if any, in December 2019, had even heard the term Coronavirus. In fact, most people heard about the emerging global threat for the first-time during President Trump's State of the Union Address given on February 4, 2020. Even then, practically no one was truly in touch with the extent to which the Coronavirus was going to impact every sector of American life just a short 6 weeks later in mid-March. The people in charge in Gettysburg, as well as decision makers at all levels of government across the country, did not know, understand, or comprehend the imminent threat of the burgeoning global pandemic.

As such, Gettysburg was not able to adequately mitigate the pandemic emergency early on - simply because the Coronavirus was an unknown threat. Contemporaneously in January and February 2020, there was significant political debate at the National level whether President Trump's imposed travel bans from China, much of Europe, and other countries were the right policy decision. To the extent that the threat of COVID-19 was known to some, it was most certainly a misunderstood threat. It is not possible to mitigate an emergency

if one is unaware of it and/or do not understand it. This left Gettysburg in the position to have to quickly pivot and both mitigate and prepare as the pandemic was literally becoming a crisis with no advanced or meaningful warning.

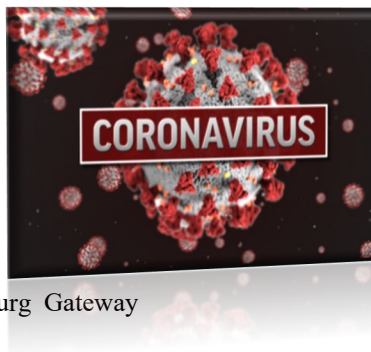
The first meaningful statewide mitigation effort came in mid-March with Governor Wolf's directive to shutdown all non-essential business activity. **Appendix I** highlights the Governor's directives to mitigate the spread of COVID-19. In short order, Borough officials followed suit and implemented mitigation efforts of their own - social distancing protocols for its staff and departments. The workforce was divided into segments and directed to avoid other segmented groups. Work from home initiatives became more prevalent - especially for administrative staff. Similarly, guidance was issued to staff regarding steps to be taken if a staff member suspected being exposed to the virus. See **Appendix II**.

Gettysburg's mitigation efforts were not ideal. However, given the short notice, lack of guidance in the Borough's Emergency Operations Plan, and the unexpected nature of the emergency, Borough officials adapted quickly. These mitigation efforts quickly morphed into preparations for the emerging crisis.

Phase II

Gettysburg's Preparedness

Gettysburg had to quickly prepare for any number of challenges unfolding rapidly in real time. Per Governor Wolf's directives as outlined in **Appendix I**, most of Gettysburg's economic activity ceased on or about March 16th, which is evidenced in **Graph 4**. Government, however, is essential - essential to providing for plethora of services many people take for granted. Unlike a business, government cannot cease activity. The elected Borough Council statutorily must meet once a month to take votes and conduct the business of the people. State Borough Code mandates that a quorum of Council be present at each of these monthly meetings.



⁴³ Officially referenced as the Gettysburg Gateway Connectivity Project.

Just like government's inability to mitigate a pandemic because very few people envisioned it, the law, too, does not accommodate for the concept of social distancing – which is a primary tenant of mitigating a pandemic. How can the elected officials socially distance if the law requires them to meet in person? This conflict in law and healthcare had to be resolved and resolved quickly. Pennsylvania's State Legislature quickly enacted a new law, Act 15, to provide necessary latitude for local governments to operate in this new pandemic world. **Appendix III** details the amendments and provisions of the new law, which permits the new remote meeting concept. This new meeting latitude helped give rise to the new ZOOM⁴⁴ meeting. Most importantly, this new law enabled Gettysburg to continue to quickly prepare for the next challenges the Borough would face in the, now, ongoing pandemic emergency.

Gettysburg had to prepare for the ongoing pandemic in several ways – pursuant to the directives coming out of Harrisburg. In any emergency, certain regulations need to be either temporarily altered or suspended. This action is always for a finite period and is designed to provide latitude to address any number of issues that would otherwise be exacerbated had the regulations not been temporarily changed. To make these short-term changes, however, a state of emergency must be declared, giving the statutory authority to make these temporary changes. The Commonwealth of Pennsylvania did that first on March 6, 2020 - where Pennsylvania Governor Tom Wolf declared a disaster emergency. This proclamation can be viewed at **Appendix IV**.

Gettysburg soon thereafter followed suit. On March 19, 2020, the Borough Council convened in-person outside at the Gettysburg Area Recreation Authority (GARA) amphitheater where they voted to ratify the declared state of

emergency disaster - which was issued by Mayor Theodore Streeter on March 16, 2020. See **Appendix V**. Gettysburg's disaster declaration suspended *'the provisions of any regulatory ordinance including, but not limited to, Chapters one (1), eleven (11), and seventeen (17) of the Gettysburg Borough Code of Ordinances prescribing procedures for the conduct of municipal business, or the orders, rules, and regulations of any municipal department, if strict compliance therewith would in any way prevent hinder or delay necessary action in coping with this emergency'*. The Borough used this new authority to move into the next phase of emergency management – response.

Phase III

Gettysburg's Response

Gettysburg aggressively used the authority granted in the disaster declaration to respond to the pandemic in multiple ways:

- Parking regulations,
- Street and sidewalk regulations,
- Tax relief,
- Gettysburg Borough COVID-19 Pandemic Emergency Task Force, and
- Main Street Gettysburg Cares Program.

Parking Regulations

Shortly after the multiple business closures were announced, the Borough implemented two strategies related to parking to keep vibrancy in Gettysburg's Historic District. Another goal of the parking modifications was to provide residents and visitors with more and alternate dining options as space in restaurants was severely limited. The Borough immediately allowed, at no cost, restaurants providing take-out service to reserve two parking spaces in front of their stores. Additionally, the Borough reserved one quad of Lincoln Square for food truck service, which was designed to increase capacity as indoor dining options were drastically limited.

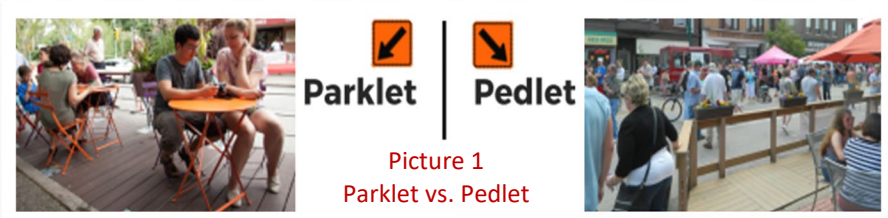
⁴⁴ ZOOM has become Gettysburg's preferred remote meeting platform. Beginning in early 2020, Zoom's software usage saw a significant global increase following the introduction of quarantine measures adopted in response to the COVID-19 worldwide pandemic. Zoom Video Communications,

Inc. (Zoom) is an American communications technology company headquartered in San Jose, California. It provides videotelephony and online chat services through a cloud-based peer-to-peer software platform and is used for teleconferencing, telecommuting, long distance education, and social relations.

Street & Sidewalk Regulations

The Borough also altered its streets and sidewalks regulations to allow business flexibility and to allow them to expand their operations outside into the public right-of-way. The Borough has multiple regulations that limit signage and obstructions of sidewalks. Many of these regulations were suspended to allow each business more signage and the opportunity to display more of its products outside on the sidewalk. Another initiative that assisted business respond to the pandemic and to increase the ability to socially distance was the parklet program⁴⁵.

The parklet program is most notable as an added amenity that helps businesses achieve a practical goal of pandemic management and response. Additionally, however, it adds to the downtown aesthetically. The platforms are quite attractive. **Picture 1** identifies the difference between a ‘Parklet’ and a ‘Pedlet’. **Picture 2** illustrates the successful use of a parklet. The Parklet program did not end with their installation.



As intended, one of the possible uses of a parklet is for additional seating area for use by restaurants. To maximize the benefits of the Parklet Program, on July 13, 2020, the Borough suspended certain provisions of Chapter 6, Part 2 of the Borough’s Code of



⁴⁵ A parklet or pedlet is a sidewalk extension that provides more space and amenities for people using the street. Usually, parklets are installed on parking lanes and use several parking spaces. Parklets typically extend out from the sidewalk at the level of the sidewalk to the width of the adjacent parking space. Parklets offer a place to stop, to sit, and to rest while taking in the activities of the street. In instances where a parklet is not intended to accommodate people, it may provide greenery, art, or

March 2020	4.1%	Table 6
April 2020	14.4%	Adams County
May 2020	11.4%	Unemployment Rates
June 2020	10.4%	Source: U.S. Bureau
July 2020	10.3%	of Labor Statistics

Ordinances. The enacted suspension permitted the consumption and possession of alcoholic beverages⁴⁶ in ‘certain public areas’ – namely on a Parklet or Pedlet. This enables a restaurant to maximize, to the extent possible, both food and beverage sales. Borough Council intends to continue these programs until the pandemic wanes. It is possible they become a permanent fixture in Gettysburg if they are successful. They have proven to be so in many other communities across the Country.

Tax Relief

Another Borough response to the emergency was alterations to the collection and imposition of taxes. The national and local unemployment rate soared to double digits shortly after the issuance of business closures in mid-March 2020. **Table 6** highlights the troubling unemployment rate for Adams County from March 2020 through July 2020. The huge increase in unemployment meant that

some other visual amenity. A parklet may accommodate bicycle parking within it, or bicycle parking may be associated with it. A parklet may be thought of as permanent, but must be designed for quick and easy removal for emergencies or other reasons such as snow removal without damage to the curb or street. As initially conceived, a parklet is always open to the public.

⁴⁶ More commonly referred to as ‘Open Container’, it allows for alcohol consumption in public spaces.

many people might not have the ability to meet the normal timelines for payment of taxes. As such, the Borough Council past two resolutions amending the collection timelines of the local property tax, per capita tax, earned income tax, and local services tax. Both Resolutions are attached as **Appendix VI** (contains provisions for property tax and per capita tax) and **Appendix VII** (provisions for Earned Income Tax and Local Services Tax). The modified tax collection deadlines for property and per capita taxes were:

- June 30th at 2% discount period
- October 31st at par value, and
- December 31st at 10% penalty.

With respect to the collection deadline for Earned Income Tax and Local Service Tax the deadline for the 1st Quarter was extended to June 30th, with the subsequent and remaining 2020 quarterly reports being held to the same timeline.

Another Tax relief initiative provided for the cancellation of the imposition of the Borough's Mechanical Device Tax. This tax is a flat \$50 fee for every mechanical amusement in the Borough (i.e. video games, pinball machines, etc.). Most establishments having these types of amusements were closed as mandated by the Governor and had no ability to earn money to pay the tax. **Appendix VIII** is the past resolution eliminating the collection of this tax through June 30, 2021.

Gettysburg Borough COVID-19 Pandemic Emergency Task Force

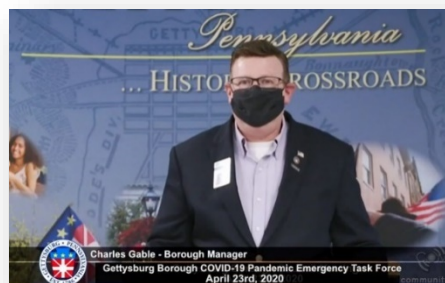
Earlier in this chapter it was mentioned that the emergency operations plan at all levels of government (local, county, state, national) was lacking any definitive direction regarding a pandemic emergency. Both Adams County and Gettysburg Borough early on struggled to assess the threat, plan to mitigate it and respond to it. Exacerbating this challenge was the need for clear lines of communication between the local municipality, the County, and the Commonwealth. Tangible

emergencies like fire, flood, storm damage has clear, concise, and understood lines of communication. Most of these types of situations have been practiced and trained for. In fact, they are used with some regularity for real-life situations. This did not exist for pandemic. There is no discernable playbook for pandemic. No one really knew who was in charge do what, how, why, or when.

The biggest need for residents at the outset of the pandemic was the need for useful, real-time information so people could be informed of what to do and be comforted knowing that their leaders were on top of the situation. Most organizations simply forwarded any number of long, arduous, confusing and in some regards, contradictory information being blasted out electronically from the PEMA⁴⁷, which in turn was forwarding information from the CDC⁴⁸, FEMA⁴⁹, and other Federal agencies. It was all these deficiencies combined that led Gettysburg Borough to create its own Task Force – to fill the void that was obviously existing at the time.

The Gettysburg Borough COVID-19 Pandemic Emergency Taskforce was launched on April 1, 2020. It was an aggressive effort to manage the current challenges posed by the COVID-19 pandemic and it was charged with the anticipation and planning for future threats posed by the global healthcare crisis. The Taskforce assembled local and county leaders and professionals in the areas of delivery of human services, healthcare, emergency management, security, economic development, and government. The Taskforce addressed the needs and concerns of the Borough's residents. The Taskforce provided weekly briefings that were televised on Community Media of South-Central Pennsylvania and was livestreamed on the Borough's Facebook page. **Pictures 3, 4 and 5** are images of the Taskforce's televised press conferences.

Picture 3
Taskforce Press Conference



⁴⁷ PEMA – Pennsylvania Emergency Management Agency.

⁴⁸ CDC – Centers for Disease Control.

⁴⁹ FEMA – Federal Emergency Management Agency.

Members of the Taskforce included:

- Gettysburg Borough Manager,
- Gettysburg Borough Chief of Police,
- Operations Director Adams County EMS,
- President WellSpan Gettysburg Hospital,
- Director Adams County Housing Authority / PICPI⁵⁰,
- Chief Executive Officer SCCAP⁵¹,
- Director Rabbit Transit,
- Facilities Manager GMA⁵²,
- Lead Pastor Local Ministerium⁵³,
- Superintendent GNMP⁵⁴,
- Senior leadership of both the local American Red Cross and Salvation Army, and
- President MSG⁵⁵.

Each of the Taskforce's press briefings also included a formal press release for use by local and regional print media. The Taskforce press releases can be viewed at **Appendix IX(a)**. Other pandemic related press releases can be viewed at **Appendix IX(b)**.

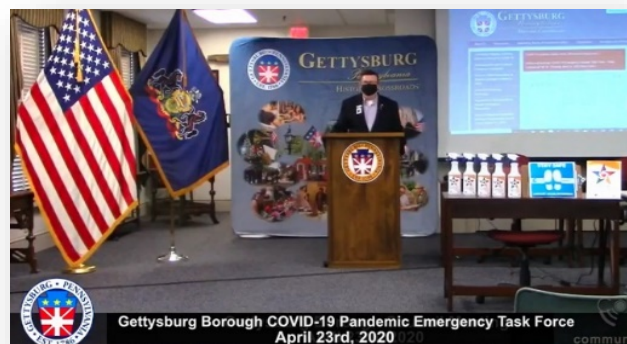
The Taskforce was constantly receiving voluminous amounts of information from multiple sources and authorities. The amount and frequency of information was so voluminous that the average person not 100% engaged in emergency management would have difficulty processing it. One of the benefits of the Taskforce was its ability to synthesize this copious amount of information and distill it into useable and understandable messages for the broader public. That is one reason the press conferences were so successful. The Taskforce gave order to a mammoth amount of information. **Appendix X, Appendix XI, Appendix XII, and Appendix XIII** are examples of informational resources from the CDC, FEMA, SCCAP, and PEMA, respectively, used by the Taskforce to tailor its messages to the public. The Taskforce did more than disseminate information, however.

The Taskforce played an instrumental role in coordinating the delivery of human services. As

early as mid-March, it was obvious that with the sudden increase in the unemployment rate, people would be losing their source of income – thus inevitably leading to added pressure on organizations providing food and housing relief. The Taskforce quickly engaged the Ministerium who were in regular communication with multiple social networks throughout the community. The Ministerium was able to know, in short order, who was in need and how to get those individuals the assistance they require. The other added benefit of engaging the Ministerium was that the Ministerium has connections with underserved populations (i.e., minority and undocumented populations), who might otherwise shy away from seeking help from agencies connected to local or regional governments.

The Taskforce also worked directly with the local food bank. A buying-frenzy at local stores in the general population was underway in March and

Picture 4 - Taskforce Press Conference



Picture 5 - Taskforce Press Conference



⁵⁰ PICPI – Pennsylvania Interfaith Community Programs, Inc.

⁵¹ SCCAP – South-Central Community Action Program.

⁵² GMA – Gettysburg Municipal Authority (Water/Sewer Services).

⁵³ Ministerium is an organization of local ministers or religious leaders who work with other community leaders on social or educational programs.

⁵⁴ GNMP – Gettysburg National Military Park.

⁵⁵ MSG – Main Street Gettysburg.

April 2020 – which would trickle down to available to negatively affect resources at the food bank. The Taskforce worked with the food bank to ensure that its supply chain was protected. The Taskforce even planned for an unmanageable run on the food bank by developing a local traffic plan for ingress and egress. Fortunately, the traffic plan was never needed.

Additionally, the Taskforce played a key role in the development and implementation of the Main Street Gettysburg Cares Program, another proactive and innovative emergency response.

Main Street Gettysburg⁵⁶ Cares Program

The Main Street Gettysburg Cares Program was primarily developed through Main Street Gettysburg (MSG), whose mission is to support the economic vitality of [the] community and historic assets through programs that unite [the] community for a common good. With this mission at the forefront, MSG created a comprehensive program that launched to respond to the downtown business community's urgent needs during the COVID-19 crisis. It also encouraged the community to join together to help local businesses as they sought to stabilize, reopen, and return to a healthy business environment. The program even has a brand. See **Picture 6**. The Program comprise three tenets:

- 1) Prepare – Helps businesses plan for a new working environment, including social distancing and determining the impact on their business,
- 2) Prevent – Encourages business practices that prevents the spread of the COVID-19 virus; Offers financial resources⁵⁷ that

⁵⁶ MSG is affiliated with both the National Main Street America Program and the Pennsylvania Downtown Center.

Picture 6
MSG Cares Logo



Design Credit:
Wendy Allen - (Owner, Lincoln Into Art)

What is MSG Cares?

An economic revitalization program that provides essential funding, guidance, and products that help downtown shops and restaurants plan and prepare to protect the medical and economic health of the community.

provides a financial bridge until businesses recover; Unites and uplifts the community by engaging them in the Program, and

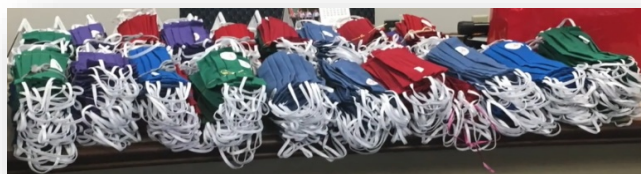
- 3) Protect – Seeks and distributes free supplies and educational information to protect employees, patrons, and the community.

The MSG Cares Program heavily relied on many of MSG's faithful volunteers. The Program offered cleaning products and other PPE⁵⁸ that were scarce at the beginning of the pandemic. At the time, most commercial grade PPE were allotted to healthcare

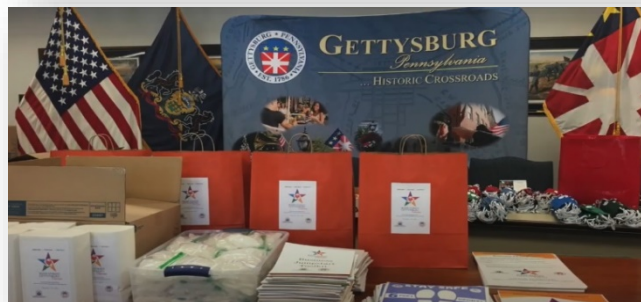
professionals and first responders. MSG's volunteers purchased raw materials and made, from scratch, the products that were distributed through the Program. See **Picture 7 and 8** for MSG Cares products. Products made consisted of the following:

- Signage promoting disinfectant protocols,
- Signage promoting social distancing to encourage 6' distances from other persons,
- Homemade face coverings,
- Homemade disinfectant spray,

Picture 7 – 1000 Homemade Face Coverings



Picture 8 – MSG Cares Products



⁵⁷ Refers to two zero interest loan programs sponsored by Gettysburg Borough specifically targeting local retail and restaurateur industries.

⁵⁸ PPE – Personal Protective Equipment.

- A bundle of latex gloves,
- A bundle of tri-fold paper towels for cleaning,
- A recipe to make homemade disinfectant wipes – which could be made with the distributed tri-fold paper towels, and
- A packet containing information on several programs and guidelines to assist businesses navigate their new reality.

Another related initiative with the MSG Cares Program was the development of a new and free service to all businesses in Gettysburg. Unlike other organizations who charge for the privilege to be listed in a business directory, the Gettysburg **PRO** website is a central repository of all local businesses. The online business directory for Downtown Gettysburg is a free service provided by Main Street Gettysburg and is designed to drive online sales. Gettysburg**PRO** provides an interactive map identifying a store's location. See **Picture 9** which describes the four categories included in Gettysburg**PRO**:

1. **PRO**ducts,
2. **PRO**fessionals,
3. **PRO**viders, and
4. **PRO**visions.

The final piece of the MSG Cares Program were two zero-interest loan programs (ZILP), funded by Gettysburg Borough. The first ZILP, known as the Zero Interest Revolving Loan Program for Disaster Relief, is a 36-month loan in the amount of \$3000. It is a financial program to assist small businesses in the Borough of Gettysburg who

need gap funding⁵⁹ to reopen after the COVID-19 emergency declaration and shutdown. The loan term is 3-years (36-months) with no payments required in the first 12-months. Details of this loan program can be seen at **Appendix XIV**. The second ZILP loan created by Gettysburg Borough is specifically targeted toward local non-franchise restaurants. This larger ZILP has a minimum loan amount of \$3000 and a maximum

loan amount of \$50,000. It has a maximum term of 5-years (60-months) with no payments required in the first 24-months. In the case of both ZILP loans, there is no penalty for early payment. Details of this second ZILP loan program can be seen at **Appendix XV**.

Additional informational resources were provided through the MSG Cares Program. See **Appendix XVI** for details.

Gettysburg Borough's response to the COVID-19 disaster emergency was (and is) robust. It comprised a multi-layered approach that required the coordination and cooperation of many

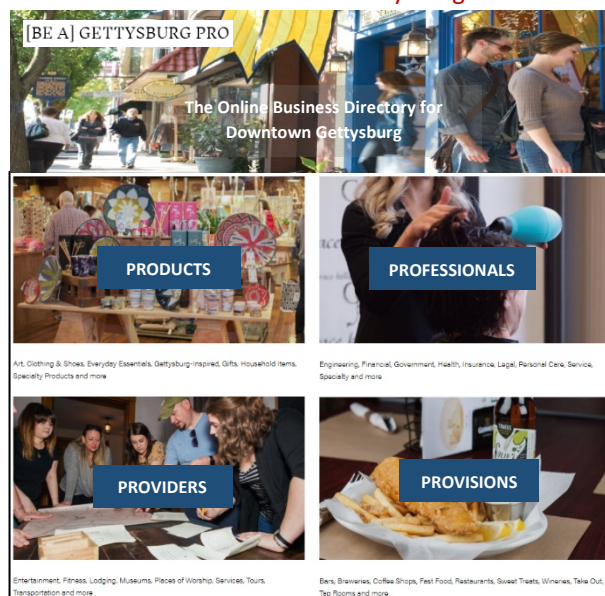
organizations. Collaboratively, these efforts consisted of initiatives in the following areas:

- Parking regulations,
- Street and sidewalk regulations,
- Tax relief,
- Gettysburg Borough COVID-19 Pandemic Emergency Task Force, and
- Main Street Gettysburg Cares Program.

While the response phase of emergency management is ongoing, the programs outlined above will continue into and become the platform utilized in the Recovery Stage of emergency management for Gettysburg Borough.



Picture 9 – GettysburgPRO Website



⁵⁹ Many businesses took the Federal PPP (Paycheck Protection Program) loan; however, the PPP loan does

not cover all types of expenses. The Borough's loan program is designed to provide funding for items not covered in the Federal PPP.

Phase IV Gettysburg's Recovery

Ultimately, Gettysburg will not completely recover until after the pandemic has waned. However, many of the initiatives currently underway in the Phase III Response will continue and morph into Recovery initiatives. At the time of the writing of this Budget Message, the first COVID-19 vaccines are entering the marketplace with healthcare workers and first responders receiving the first round of vaccinations. It is estimated that vaccines will become available to the general population by late Spring or early Summer 2021. This timeline suggests that true Recovery will not begin until mid-year 2021.

Given the unprecedented and unanticipated Coronavirus emergency, Gettysburg did a good job at quickly getting up to speed with the emerging threat and found useful and innovative ways to mitigate, prepare, respond and recover from the crisis. Knowing that a full recovery cannot begin until, at the earliest, mid-2021, it foreshadows yet another very difficult financial year for Gettysburg.

While the Borough did a great job at quickly assessing the needs of the community as defined by an Emergency Operations Plan (EOP), the Borough Council also had to manage the financial hemorrhaging – responding to it and preparing for an uncertain financial future.

Managing the Financial Crisis

This brings us back to where this Chapter began – with a discussion regarding money. Chapter 2 began with a summation of the excellent surpluses accumulated over the previous four

budget years (\$827,531 between 2016 and 2019). This positive news was followed by an analysis of the dramatic revenue losses experienced in 2020, which was a direct result of mandated closures of much of the economy.

Once the drastic decline in revenue was observed in March 2020 and knowing there would be no relief for the foreseeable future, Borough Council began to reassess the 2020 budget and made substantial modifications to it in June 2020. Every sector of the 2020 budget was examined. Multiple strategies were developed to cut costs. This was done in conjunction with the use of Borough reserve funds⁶⁰.

The Borough had put a sizeable portion of reserve funds in a CD rather than holding it in a standard checking account. The interest rate on a CD is greater than that of a checking account. In May 2020, the funds held in the CD came due and the Borough liquidated it for use in the General Fund to help keep the Borough solvent through the end of the year. Given the huge losses in revenue in 2020, this action was crucial toward ensuring the Borough would not default on any liabilities, debt obligations, or payrolls through the end of the year. **Exhibit 3** shows the General Fund checking account balances beginning in May 2020 and then ending with a projected year-end balance. Notice the General Fund checking account ends the year nearly \$950,000 lower than the beginning balance in May. If Council had not utilized the \$517,419 CD in reserve funds in May, the ending balance in the General Fund checking account at years end would be approximately \$818,442. This is a dangerously low General Fund balance and is most certainly not consistent with the Borough's Fund Balance Policy. The

Exhibit 3 – General Fund Checking Account Predictions

	20-May	20-Jun	20-Jul	20-Aug	20-Sep	20-Oct	20-Nov	20-Dec
Beginning cash balance	\$1,274,444	\$2,284,004	\$2,243,680	\$2,514,066	\$2,624,051	\$2,667,334	\$1,635,607	\$1,591,543
+ CD cashed in	\$517,419							
+ predicted revenues	\$814,131	\$330,293	\$566,968	\$324,720	\$252,337	\$152,369	\$333,127	\$164,318
- expenditures	-\$321,990	-\$370,617	-\$296,582	-\$214,735	-\$209,054	\$1,184,096	-\$377,191	-\$420,000
Ending cash balance	\$2,284,004	\$2,243,680	\$2,514,066	\$2,624,051	\$2,667,334	\$1,635,607	\$1,591,543	\$1,335,861

NOTE: Darker shading is actual revenue/expenses; Lighter shading is estimated revenue/expenses

12/31/2020 Cash Balance

⁶⁰ The accumulated surplus reserve funds outline in **Graph 2** on page 13.

Table 7 – Mid-Year Budget Modifications

Fund Balance Policy can be reviewed at the end of this Budget Message at **Appendix XVII**. \$818,442 is not enough money to carry the Borough through the first four months of a new fiscal year – when the first wave of property tax payments is received. The Borough's other revenue sources are also anemic in the first four months of a typical fiscal year. Subsequently, without the use of these reserve funds at the beginning of the pandemic, the Borough would have had to take a loan to cover expenses and payrolls in early 2021. Fortunately, the Borough did not have to incur debt to pay for daily operating expenses.

In addition to the use of reserve funds to keep the Borough solvent through the years end, the Council also utilized two other methods to manage the fiscal crisis: (1) budget modifications and (2) payroll reductions.

Budget Modifications

The Gettysburg Borough Council had passed a General Fund Budget for 2020 with estimated revenue matching expenses at \$5,317,566. Knowing revenues would not match that, significant mid-year budget adjustments were

made. In total, Council reduced spending by \$232,648 by taking a formal budget modification vote on June 8, 2020. **Table 7** highlights the specific line items

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	\$20,144	\$18,651	\$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
	01.409.400	Continuing Education/Training	\$11,000	\$4,525	\$6,475
Police	01.410.112	Salary - Full Time Staff	\$684,753	\$645,420	\$39,333
	01.410.115	Salary - Part Time Staff	\$63,730	\$52,738	\$11,012
	01.410.180	Other Comp./Overtime	\$113,000	\$88,610	\$24,390
	01.410.191	Benefit - Uniform Allowance	\$12,000	\$4,807	\$7,193
	01.410.196	Benefit - Health Insurance	\$247,824	\$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	Vehicles - Parts & Maintenance	\$4,500	\$3,700	\$800
	01.410.260	Small Tools/Equipment (Minor)	\$2,135	\$160	\$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	\$48,285	\$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/AD&D/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		
Legislative			\$975		
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		
			Total 2020 Budget Modification / Reduction		
			\$232,648		

that incurred budget reductions. It also summarizes the budget decreases in each department, with the two largest departments being reduced proportionately with other departments. Just about every department experienced a budget cut.

Payroll Reductions

The final method Council used to manage the fiscal emergency was the use of payroll reductions. Payroll reductions were realized through multiple efforts:

- Attrition,
- Furloughs,
- Elimination of a staff position,
- Elimination and consolidation of departments, and
- Increased staff contributions toward insurance premiums.

Attrition

Two employees in Public Works were already set to retire in 2020. One retired in late June and the other in late September. Normally, the Borough would have sought to replace these employees with two new hires. This was not the case in 2020. Neither position has been filled after the retirements.

Furloughs

A more controversial, but necessary approach to decrease payroll expenses is through the practice known as furloughing. A furlough is a temporary leave of employees due to special needs of a company or employer, which is due to economic conditions at the specific employer or in the economy. Employee furloughs occurred in three departments: Public Works Department, Parking Department, and the Police Department.

In late March, all part-time Parking Enforcement Officers were furloughed – primarily based on the lack of need for parking enforcement activity as on-street parking fell to virtually zero.

Full-time employees in both the Public Works Department and the Police Department are

represented by a Labor Union (Teamster Local 776). Two contracts exist for each class of employee: The Uniform Contract (Police Officers) and the Non-Uniform Contract (employees not in the Police Department). Furloughs in either contract are not bargainable, meaning the Borough can furlough employees ‘for reasons of economy’⁶¹ at any time.

As such, the Borough did furlough one employee in the Public Works Department. By contract, the least senior employee is furloughed first. That employee has since resigned work from the Borough, and like the two department retirees, the position has not been filled. Therefore, three (3) full-time laborer positions in the Public Works Department remain vacant and will remain vacant through 2021.

The Uniform Contract (Police Officers) is similar, in that the Borough may furlough employees, in reverse order of seniority – meaning the least senior employee is the first to be furloughed. The Borough did negotiate an MOU⁶² with the Union, which temporarily altered certain provisions of the contract. These contract modifications included voluntary furloughs (which would allow a more senior employee to furlough, thus keeping a less senior employee working), forfeiting contractually mandated overtime, and a more flexible use of part-time officers to fill vacant shifts. The MOU can be viewed at **Appendix XVIII**. The Council sought to furlough two Police Officers to save on payroll. Subsequently, one senior officer voluntarily furloughed in mid-summer. The Council voted to force a furlough of the least senior Officer in August. One Police furlough will continue into 2021.

Elimination of a Staff Position

The Borough recognized the need to find other payroll reductions beyond the Unionized workforce. Accordingly, a review of the function in each department was conducted. It was determined that the duties of the Finance Director could be reassigned to other administrative employees, all the while protecting the separation

⁶¹ ‘For reasons of economy’ is the language necessarily used in labor law.

⁶² MOU – Memorandum of Understanding.

of duties that are required as part of an audit and are considered best financial practices. New job descriptions were written, and the Finance Director position was eliminated in July 2020. That employee was reassigned to other duties and given the new job title of Accountant II/Project Management Assistant. The newly created position had a lower salary, which was commensurate with the new job description and job duties. That employee has since resigned employment with the Borough. The newly created position has not been filled and will remain vacant through 2021.

Elimination and Consolidation of Departments

The corollary to the elimination of an administrative staff position was a realignment of two departments: (1) the Finance Department and (2) the Human Resources Department. The Finance Department had consisted of two full-time employees: the Finance Director and a Finance Assistant. The Human Resources Department comprised one full-time employee, who was also tasked with the duties of the Borough Secretary and the Borough Right-to-Know- Officer. It was decided to eliminate both the Finance Department and Human Resources Department. The three employees would be

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
Revenue						
Real Property Tax		\$1,867,000.00	\$982.15	\$1,858,487.54	99.54%	\$8,512.46
Occupation Tax		\$17,870.00	\$181.50	\$14,773.21	82.67%	\$3,096.79
Local Enabling Tax (Adj 511)		\$1,057,700.00	\$5,979.39	\$746,477.37	70.58%	\$311,222.63
Business Licenses/Permits		\$92,569.00	\$36.00	\$95,310.67	102.96%	(\$2,741.67)
Non-Business Licenses/Permits		\$26,450.00	\$522.43	\$20,725.06	78.36%	\$5,724.94
Fines & Forfeits		\$253,887.00	\$24,064.63	\$291,277.73	114.73%	(\$37,390.73)
Interest Earnings		\$15,300.00	\$0.00	\$15,355.39	100.36%	(\$55.39)
Rents & Royalties		\$39,800.00	\$0.00	\$39,000.00	98.48%	\$800.00
Federal Capital Grants		\$90.00	\$0.00	\$0.00	0.00%	\$90.00
State Operating Grants		\$9,575.00	\$0.00	\$24,013.88	250.80%	(\$14,438.88)
State Shared Revenue		\$240,280.00	\$0.00	\$250,580.33	104.30%	(\$10,300.33)
Revenue from Local Government		\$165,000.00	\$9,631.19	\$165,503.95	100.31%	(\$503.95)
Charges for Services		\$192,630.00	\$1,200.00	\$34,022.00	17.66%	\$158,608.00
Highways & Streets (Parking)		\$1,207,375.00	\$13,542.03	\$728,166.17	60.31%	\$479,208.83
Culture & Recreation		\$5,350.00	\$20,015.00	\$27,983.97	523.06%	(\$22,633.97)
Other Financing Sources		\$124,100.00	\$26.19	\$1,341.64	1.08%	\$122,758.36
Sale of Fixed Assets		\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Interfund Transfers In		\$0.00	\$0.00	\$0.05	0.00%	(\$0.05)
Refund of Prior Year Expenses		\$2,000.00	\$0.00	\$123,482.05	6174.10%	(\$121,482.05)
Total General Fund Revenue:		\$5,317,688.00	\$76,180.61	\$4,436,601.01	83.43%	\$881,086.99
Expenditure						
Legislative		\$16,923.00	\$1,121.35	\$16,250.01	96.02%	\$672.99
Office of the Manager		\$124,443.00	\$12,025.42	\$126,531.04	101.68%	(\$2,088.04)
Finance		\$212,314.00	\$5,900.44	\$179,991.97	84.78%	\$32,322.03
Tax Collection		\$26,033.00	\$52.31	\$23,270.78	89.39%	\$2,762.22
Human Resources-Boro Secretary		\$93,903.00	\$4,263.94	\$88,536.01	94.34%	\$5,366.99
General Govt-Administration		\$271,268.00	\$1,946.46	\$253,295.72	93.37%	\$17,972.28
Police		\$1,733,021.00	\$100,235.94	\$1,713,122.32	98.85%	\$19,898.68
Fire		\$58,119.00	(\$2,787.36)	\$64,900.15	111.67%	(\$6,781.15)
Code Enforcement		\$70,050.00	\$11,476.10	\$64,624.45	92.25%	\$5,425.55
Planning		\$308,797.00	\$15,538.07	\$267,187.02	86.53%	\$41,609.98
Emergency Management		\$750.00	\$0.00	\$750.00	100.00%	\$0.00
Health		\$315.00	\$0.00	\$0.00	0.00%	\$315.00
Public Works		\$797,807.00	\$52,327.16	\$680,458.61	85.29%	\$117,348.39
Street Lighting		\$81,000.00	\$22.52	\$83,579.53	103.18%	(\$2,579.53)
Sidewalks & Crosswalks		\$31,500.00	\$0.00	\$47,968.15	152.34%	(\$16,468.15)
Bridges		\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Roads & Alleys		\$32,900.00	\$0.00	\$12,946.68	39.34%	\$19,953.32
Parking Facilities		\$447,211.00	\$13,804.65	\$362,054.37	80.96%	\$85,156.63
Parks, Recreation & Grounds		\$94,081.00	\$0.00	\$89,841.25	95.49%	\$4,239.75
Shade Tree		\$17,500.00	\$0.00	\$8,094.75	46.26%	\$9,405.25
Community Development		\$45,000.00	\$0.00	\$45,000.00	100.00%	\$0.00
Benefits Fees		\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Interfund Transfers Out		\$622,383.00	\$0.00	\$622,383.00	100.00%	\$0.00
Total General Fund Expenditure:		\$5,084,918.00	\$215,327.00	\$4,750,855.81	93.43%	\$334,062.19
Total General Fund Revenues:		\$5,317,688.00	\$76,180.61	\$4,436,601.01		\$881,086.99
Total General Fund Expenditures:		\$5,084,918.00	\$215,327.00	\$4,750,855.81		\$334,062.19
Total General Fund Fund Balance:		\$232,648.00	(\$139,746.49)	(\$314,354.80)		\$547,002.80

Original Approved 2020 Budget	Deficit Year-to-Date \$314,355
Modified Budget Amount	TOTAL Expenses Year-to-Date
Savings after Budget Modification	TOTAL Revenue Year-to-Date

Table 8
2020 YTD Revenue vs. Expenses
(thru December 23, 2020)

incorporated, along with the Borough Manager, into a newly created Department called the Office of the Manager. Due to the elimination of the

Finance Director position, many of those job duties had been reassigned to the Borough Manager, who is also formally, by Council appointment, the Borough Treasurer⁶³. The dissolution of two departments and incorporation of those duties into the new department known as the Office of the Manager creates multiple efficiencies for internal administrative functions of the Borough.

Increased Employee Contributions Toward Insurance Premiums

As part of a compensation package for all employees, the Borough provides multiple insurance benefits. One of those benefits, and the most expensive, is healthcare insurance. The final Council action undertaken to reduce payroll expenses was to ask administrative employees to contribute more toward the cost of their healthcare plans. All employees (union and non-union) were expected to contribute 11% of the healthcare premium back to the Borough via a payroll deduction in 2020. This essentially means the Borough pays 89% of the healthcare premium while the employee pays 11% of the healthcare premium. Administrative personnel (all non-union employees) were asked and agreed to voluntarily increase their employee deduction to 20%, which took effect in June 2020 and did remain in place until the end of the year.

Borough Council acted quickly to manage the fiscal emergency. While the use of reserve funds and the decreases in expenses budget modifications and payroll reductions helped sustain the Borough in a financial crisis, it is not enough to sustain the Borough into and through 2021. Those money discussions appear in the following pages of this Budget Message.

In summation, the Borough remained solvent, through 2020. However, even with the dramatic

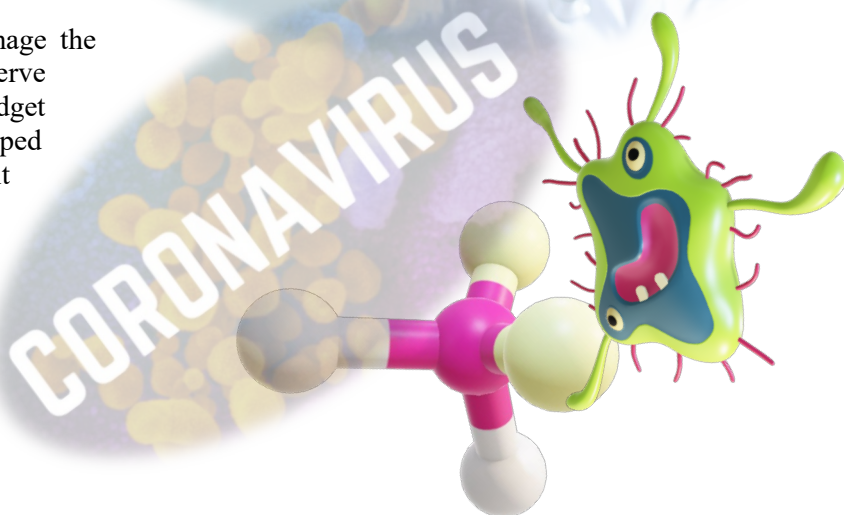
actions of Council to reduce costs, the Borough remains in a precarious financial state as exhibited in **Table 8**. As of December 23, 2020, Gettysburg Borough was running a year-to-date deficit of \$314,355. After all financial transactions are settled at the time of the annual audit in late Spring, it is likely that this sizeable deficit will be permanently posted for FY2020.

Gettysburg Borough has done just about all possible, given its limitations, to respond to the COVID-19 Pandemic. Its efforts have been noticed across the Commonwealth as an example to emulate. More importantly, Gettysburg has done well at laying the foundation to build on once recovery fully begins. The following pages detail those efforts and discuss the 2021 budget.

No template is available to develop a budget in this pandemic environment. It is a best estimation, predicated on the revenue and expense realities observed in 2020.

A Note of Hope:

The first Coronavirus vaccine has entered the marketplace in mid-December 2020. At the current rate of inoculation, it is expected that the general population can begin receiving vaccinations by Spring 2021. It is hoped this is the beginning of the end of the pandemic. In the interim, Gettysburg is blessed to have so many dedicated and faithful residents who always support their neighbors in times of need. It is this sense of and commitment to community that will sustain Gettysburg until the day modern medicine finally vanquishes this scourge.



⁶³ The positions of Borough Secretary, Borough Right-to-Know Officer, and Borough Treasurer are

statutorily required positions in Borough Code. The Borough absolutely must employ these positions.

Chapter 2 detailed the challenges presented by the global pandemic on Gettysburg Borough. The Borough continues to persevere through these challenges and has utilized multiple strategies to sustain itself and continue to provide for its mission: health, safety, welfare. There is another reason for the success of the Borough in these challenging times. It is little known and little discussed – but very much worth highlighting.

Gettysburg Borough is a GOLD Certified Sustainable Community! See **Picture 10**. This credential is acquired through Sustainable Pennsylvania - a collaboration between Sustainable Pittsburgh and The Pennsylvania Municipal League. It is the projects required under the certification criteria that also contribute to the viability of the Gettysburg community in these difficult times. **Appendix XIV** lists the criteria necessary to be certified at varying levels. **Table 9** lists the achievement levels possible and points needed to attain a certification level. Gettysburg has been certified at the Gold level, just shy of the highest certification level of Platinum.

What is Sustainable Pennsylvania?

The Sustainable Pennsylvania Community Certification is a voluntary performance recognition program to help municipalities achieve their sustainability goals to save money, conserve resources, and encourage innovation. It is intended to bring recognition to municipalities that are applying policy and practice of sustainability as their way of operating to advance community prosperity. Focused on municipal operations, policies, and practices for creating a more sustainable Pennsylvania. The program provides communities with an online structure and performance platform for recognition as they adopt sustainable policies and practices. The certifications – Platinum, Gold,

Table 9 - Sustainable Pennsylvania Certification Levels

Achievement Level and Points	Documentation Requirement
Associate: 1 - 34 points	Must provide web links to 10% of 'yes' responses
Bronze: 35 - 79 points	Must provide web links to 30% of 'yes' responses
Silver: 80 - 135 points	Must provide web links to 50% of 'yes' responses
Gold: 136 - 202 points	Must provide web links to 70% of 'yes' responses
Platinum: 203 - 300 points	Must provide web links to 90% of 'yes' responses

Picture 10 -Sustainable Pennsylvania Gold Certification



Silver, Bronze, or Associate level – is free and strictly voluntary. The program helps municipalities progress from whatever their municipal practices are or have been in the past toward achieving a Sustainable future. The various levels of certification acknowledge a municipality's progress in addressing areas such as community design & land use, energy efficiency, health & wellness, mitigating blight, recycling & waste reductions, etc.

There are 131 point-earning criteria to which an aspiring municipality indicates their action. For verification, municipalities prove web links to material on their website that they deem sufficient to substantiate their compliance with the given criteria.

Positive Impacts of Sustainability

The process of becoming certified provides several positive impacts for an aspiring community:

- Clarifies the priority municipal policies and practices that high performing local governments ideally have in place,
- Helps the municipal administration establish a baseline of where they are now in comparison to implementing best practices and other high performing municipalities,
- Creates a pathway for continuous improvement,
- Creates a conversation among municipal management for sharing information and mutual assistance,
- Raises community awareness about the comprehensive role of local government in advancing a sustainable community,
- Illustrates that sustainability is a broad framework for social, economic, and environmental performance, and
- Leads to more valuable content being featured on municipal websites.

Municipalities in the Commonwealth of Pennsylvania are not equal when it comes to the ability to implement revenue streams to provide services to its residents, visitors, and other stakeholders. Towns, Boroughs, Townships, and Cities all have a different set of laws governing them. The ability to levy a type of tax (or revenue source) in one municipality is restricted by the State Legislature in another municipality. This disjointed set of statutes is complicated and creates significant inequities among municipalities statewide.

Gettysburg Borough receives no sales tax, liquor taxes, or business taxes as they are not options under state law (Borough Code). Other municipalities across the Commonwealth do have the ability to levy these types of taxes. In other states across the country, these other types of taxes are the foundation to the fiscal health of local government. In Pennsylvania, the General Assembly denies them as an option to communities like Gettysburg.

It is often said that Borough Council has a toolbox with one tool inside (real estate taxes) and it is a dull and poorly honed tool, but that is the only tool given to them by the laws of the Commonwealth of Pennsylvania.

While it is true that real estate taxes remain the largest single source of revenue to the Borough, Gettysburg does have limited other opportunities to diversify its income streams. Parking revenue, admissions tax, pillow tax are some of those other types of revenue streams and are listed and discussed in the following pages of this Budget Message. Property taxes, however, remain the predominant revenue source.

Under the Commonwealth of Pennsylvania Borough Code, P.L. 1656 of 1965, revised 2012, and Act 511, P.L. 1257 of 1965, boroughs have authority to levy a number of taxes. Gettysburg chooses to not utilize every tax available. The types of levies and the statutory authority and rate limits utilized by Gettysburg Borough can be found in the **Table 10** and **Table 11**.

Table 10 – Statutorily Permissible Property Taxes

Real Property Tax ^(levied)	Statutory Rate Limit
General Purposes	30 mills
General Purposes – Additional millage with court approval ^(not levied)	5 mills ⁶⁴
Interest & Principal on any indebtedness incurred pursuant to the Local Government Debt Act or any act governing indebtedness ^(not levied)	Sufficient for purpose of tax
Pensions & Retirement ^(not levied)	0.5 mills
Shade Tree ^(not levied)	0.1 mills
Lighting ^(not levied)	8 mills
Gas, Water, & Electric Light after Referendum ^(not levied)	8 mills
Purchase of Fire Equipment/Apparatus, Fire Training/School, after Referendum ^(not levied)	3 mills ⁶⁵
Building Fire House, Lock-Up, or Municipal Building after Referendum ^(not levied)	2 mills
Library ^(not levied)	No Limit
Support of Ambulance & Rescue Squads by Referendum ^(not levied)	0.5 mills ⁶⁶
Special Levy for Debt by Permission of Court of Common Pleas ^(not levied)	No Limit
Street Improvements ^(not levied)	5 mills
Recreation ^(not levied)	No Limit
Community College ^(not levied)	Not to Exceed 5 mills of Market Value

⁶⁴ A Borough may levy a higher millage on the assessed value of improvements; however, revenues collected under a split tax rate may not exceed the revenues which would have been generated by 30 mills on the total assessed value of all taxable properties.

⁶⁵ May be exceeded upon approval by voters in referendum.

⁶⁶ Can be as much as 2 mills after Referendum.

ACT 511 Overall Limits

Boroughs may collect from Act 511 taxes a total amount equal to the product obtained by multiplying the latest total market value of real estate by 12 mills. Thus, with a market value of \$506,339,900 Gettysburg may legally collect a maximum of \$6,076,078 in Act 511 taxes in 2020. The maximum amount permitted to be collected each year fluctuates with increases and decreases in assessed valuation.

Exemptions: Act 511 permits exemptions from all or part of the liability for occupational privilege and per capita taxes of persons earning less than \$5000 annually.

Table 11 – Other Statutorily Permissible Property Taxes

Type of Tax	Statutory Rate Limit
Occupation Tax – Borough Code ^(levied)	30 mills
Occupation Tax – Act 511 ^(levied)	No limit if levied as mills on assessment value; \$10 at flat fee ⁶⁷
Per Capita Tax ^(levied)	\$10
Act 511 - Local Services Tax ^(levied)	\$52 ^{68 and 69}
Act 511 - Earned Income Tax ^(levied)	1% to 1.7% ⁷⁰
Act 511 - Mercantile License Tax ^(not levied)	1 mill and 1.5 mill retail on gross receipts ⁷¹
Act 511 - Business Privilege Tax ^(not levied)	No Limit ⁷²
Act 511 - Amusements (Admissions) Tax ^(levied)	10%; 5% if imposed for first time after 12/31/1997; Effective rate is 4% on skiing facilities and golf courses ⁷³
Act 511 – Mechanical Devices Tax ^(levied)	No Limit ⁷⁴
Real Property Transfer Tax ^(levied)	1% ⁷⁵

⁶⁷ These taxes subject to sharing with the school district.

⁶⁸ This is a dedicated tax, which must be used for the following reasons: public safety, road construction/maintenance, or to reduce the amount of property tax.

⁶⁹ This tax may be levied instead of the Occupational Privilege Tax on any wage earned within the Borough by both residents and non-residents (See Act 511 for priority of collection of this tax). Persons earning less than \$12,000 annually may be exempt if the Borough charges \$10. It is mandatory, if the Borough collects \$10 and \$52.

⁷⁰ This is a tax on wages and net profits and may be levied on both residents and non-residents. The taxpayer's residence takes precedence over his place of occupation if both have the tax. The tax may be split with the school district in any portion that is agreed upon. In case no agreement is reached, each may collect one-half of 1%. Should a school district levy an earned income tax pursuant to Act 50 of 1998, the Borough may not claim the school district's share of the tax under Act 511.

⁷¹ Commonwealth Court has ruled that the Local Tax Reform Act (Act 145 of 1988) language prohibits a new tax

levy on gross receipts basis or an increase in rates levied prior to November 30, 1988.

⁷² This tax may be levied on professions and services doing business in the Borough. It may be imposed at a flat rate and is usually applied to professional persons, service occupations, merchants, vendors, and businesses. Commonwealth Court has ruled that the Local Tax Reform Act (Act 145 of 1988) language prohibits a new tax levy on gross receipts basis or an increase in rates levied prior to November 30, 1988.

⁷³ Boroughs may not tax admissions to movie theaters. The tax is levied on admissions to places of amusement, entertainment, recreation, athletic events, etc. When overlapping taxing jurisdictions (school districts) levy this tax, the combined rate may not exceed 10%.

⁷⁴ This tax may be imposed as a percentage of receipts basis or at a flat rate as a privilege or license tax on juke boxes, pinball machines, vending machines, video game machines, etc.

⁷⁵ Subject to sharing with school district.

Borough Taxes and Fees Rate Schedule (2021)

The Borough revisits various tax rates and fees for service annually. This chapter outlines the proposed tax rates and fees for the FY2021 budget. The following tax rates and fees have been adopted by Borough Council on December 14, 2020. **Table 12** outlines the history of tax rates in Gettysburg and outlines the 2021 tax rates adopted by Borough Council. As

Borough's tax rates. Permit and License Fees, Planning Permits and Licenses & Fees, Highway Occupancy Permit Fees, and Parking Fees can be found in **Tables 14, 15, 16, and 17**, respectively.

Summary of Taxes Levied on Gettysburg Borough Residents

Real Estate (Property) Taxes

Property Taxes (also known as Real Estate Taxes) are levied in millage rates on the assessed valuation of a property. Millage is $\frac{1}{1000}$ of a

Table 12 – Gettysburg Tax Rate History (2014 – 2021)

Tax Type	2014	2015	2016	2017	2018	2019	2020	2021
Real Estate								
General Fund (01)	3.5203	3.6203	2.6128	2.5290	2.6647	2.6384	2.6039	3.2981
Debt Services Fund (23)	^^^	^^^	1.0075	1.2413	1.2673	1.1936	1.2281	1.1109
Fire Protection Fund (03)	^^^	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500
Total Millage on Assessed Valuation	3.5203	3.8703	3.8703	4.0203	4.1820	4.0820	4.0820	4.6590
Occupation Tax (mills)	30 mills	30 mills	30 mills	30 mills	30 mills	30 mills	30 mills	30 mills
Real Estate Transfer Tax	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
Earned Income Tax (EIT)	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%
Amusement (Admissions) Tax	5%	5%	5%	5%	5%	5%	5%	5%
Local Services Tax (LST)	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00
Per Capita Tax	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Mechanical Devices Tax (per unit)	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00

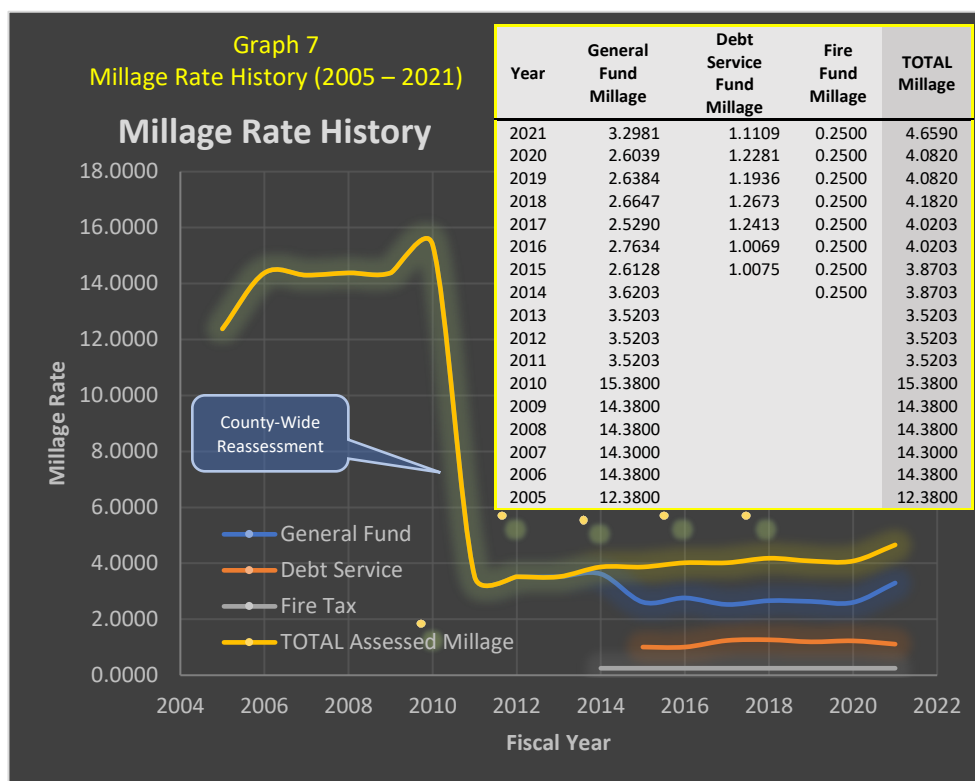
noted in Chapter 2, the Borough had a series of very good financial years, where Council passed a tax cut in 2019 and that rate held steady in 2020. Due to the pandemic, the Borough millage rate increases, in the aggregate, 0.5570 mills for 2021.

Graph 7 illustrates a longer view of the

value. The County assesses the valuation of a property. The total historical valuation of Gettysburg Borough is shown in **Table 13**.

Borough and County

Borough and County real estate tax notices are mailed on or before March 1st of each year and specify taxes for the calendar year. Taxpayers can deduct 2% (the discount) if they pay the tax by April 30th, face value must be paid by June 30th, and a 10% penalty is added if paid after June 30th. Second notices (reminders) are sent on or about October 15th to those who have not paid. Unpaid taxes as of December 15th are turned over to the



Adams County Tax Claim Bureau on December 31st. Any payments made after December 31st must be made to the Adams County Tax Claim Bureau.

Gettysburg Area School District

Gettysburg Area School District real estate tax notices are mailed on or about July 1st and specify taxes for the fiscal year July 1st through June 30th of the following year. Tax payers can deduct 2% (the discount) if they pay the tax by August 31st, face value must be paid by October 31st, and the 10% penalty is added if paid after October 31st. Second notices (reminders) are sent on or about January 15th to those who have not paid. Unpaid taxes as of April 15th are turned over to the Adams County Tax Claim Bureau on April 30th. Any payments made after April 15th must be made to the Adams County Tax Claim Bureau.

Interim Real Estate

Interim Real Estate tax notices are issued several times during the year by the taxing authorities to those property owners who have made additions or improvements to their property. These notices have varying due dates listed on them.

Per Capita Tax

Borough and County

Borough and County per capita tax notices are mailed on or about March 1st and specify taxes for the calendar year. Each person who has lived in the Borough AT ANY TIME during the calendar year must pay per capita taxes - \$5 for the County and \$5 for the Borough. Taxpayers can deduct 2% (the discount) if they pay by April 30th. Face value must be paid by June 30th, and a 10% penalty is assessed on payments made after June 30th. Second notices (reminders) are sent on or about October 15th to those who have not paid.

Table 13 – Assessment History (1992-2021)

	Real Estate	Occupation	Per Capita
2021	\$504,668,200	\$826,550	3087
2020	\$506,339,900	\$845,550	3022
2019	\$506,770,500	\$808,650	2942
2018	\$507,514,000	\$743,075	2920
2017	\$503,183,900	\$756,325	3030
2016	\$505,662,700	\$779,125	3147
2015	\$504,517,600	\$743,000	3349
2014	\$507,611,000	\$743,250	3349
2013	\$510,426,900	\$743,525	3349
2012	\$509,185,100	\$811,200	3474
2011	\$515,329,100	\$767,225	3329
2010	\$119,468,234	\$802,050	3407
2009	\$119,306,640	\$679,775	3217
2008	\$119,101,807	\$612,875	3129
2007	\$117,467,841	\$535,975	2997
2006	\$116,067,102	\$544,075	3113
2005	\$116,067,102	\$544,075	3113
2004	\$115,608,223	\$470,650	3009
2003	\$113,022,652	\$516,550	3184
2002	\$112,069,452	\$537,675	3311
2001	\$110,985,114	\$528,500	3341
2000	\$108,962,914	\$462,825	3236
1999	\$108,147,956	\$480,175	3319
1998	\$107,522,651	\$491,125	3352
1997	\$106,096,337	\$519,025	3433
1996	\$104,253,251	\$532,875	3438
1995	\$103,694,204	\$554,600	3515
1994	\$103,281,491	\$525,350	3458
1993	\$102,048,999	\$493,575	3285
1992	\$100,311,853	\$475,650	3147

Unpaid per capita taxes as of December 15th are turned over to J.P. Harris Associates on December 31st for collection.

Occupation Tax

Borough Occupation Tax

Borough Occupation taxes are levied on employed residents based on a scale ranging from \$100 to \$800 as assigned by the Adams County Office of the Tax Assessor. This tax, if applicable, is included on the per capita tax notice listed above. The County does not levy an Occupation Tax.

Earned Income Tax

Gettysburg Area School District & the Borough

Gettysburg Area School District and the Borough earned income tax is handled as a payroll deduction for individuals who live in the school district and the Borough and have earned income from a job and is based on residence location.

Self-employed residents pay this tax through quarterly estimated payments to the designated earned income tax collectors. York Adams Tax Bureau is the collector for the school district and the Borough. The total tax due is 1.7% of earned income of which 1.2% goes to the school district and 0.5% goes to the Borough.

Local Services Tax

Borough Local Services Tax

Borough Local Services Tax is levied on all individuals who work within the boundaries of the Borough and earn more than \$12,000 annually. This tax is handled as a payroll deduction. The tax is collected by the designated tax collector for the Borough – York Adams Tax Bureau. The total amount collected from an individual during the year is \$52. \$47 is the Borough's portion, while the remaining \$5 goes to the school district.

Real Estate Assessment History

Real Estate Assessment is the value of all improved property within the boundaries of the Borough. A complete reassessment occurred at the county level in 2010. As a result, the millage rate applied to the new assessed value significantly decreased. The increased value in real property, as assessed by the County, has had ongoing negative effects. Specifically, each year, the value of assessed property within the Borough has decreased as individuals continue to appeal the assessment decisions applied in 2010. **Table 13** outlines this assessment history and also outlines the Per Capita assessment and Occupation Tax Assessment.



2021 Fee Schedule

Annually, Borough Council adopts various fees for permits, licenses, inspections, and other various activities conducted in the Borough. The 2021 fee schedule is passed by resolution⁷⁶ and follows here in both written and graphical form for easy reference. It should be noted that fines are not fees and are not articulated in this resolution. Rather, fines are incorporated into ordinances and can be found in the Borough's Code of Ordinances.

RESOLUTION 121420

WHEREAS, the Commonwealth of Pennsylvania, by its various statutes to include, but not limited

to the Borough Code, the Pennsylvania Municipalities Planning Code, and the Pennsylvania Construction Code Act, and the Borough of Gettysburg, by its various ordinances and resolutions enacted and adopted pursuant to the authority of the same, have authorized the establishment, setting, amending and updating of fees for licenses, permits, applications, review, inspections, hearings, parking fees, parking fines and other fees related to activities within the Borough of Gettysburg (hereinafter the "Borough"); and

WHEREAS, to provide the most effective and efficient manner of communicating the Borough's various fees to potential applicants, the Borough Council of the Borough of Gettysburg (hereinafter the "Borough Council") desires to

Table 14 – Permits & License Fees

Permits & License Fees		2018	2019	2020	2021
Transient Retail Merchants	Per Day	\$55	\$55	\$55	\$55
	Per Month	\$200	\$200	\$200	\$200
	Per Year	\$600	\$600	\$600	\$600
Push-Cart Merchants	Per Day	\$25	\$25	\$25	\$25
	Per Month	\$100	\$100	\$100	\$100
	Per Year	\$300	\$300	\$300	\$300
Amusement License	Annual (valid 1/1/2021-12/31/2021)	\$50	\$50	\$50	\$50
	Prorated (valid 7/1/2021-12/31/2021)	\$25	\$25	\$25	\$25
Junk Dealer License		\$150	\$150	\$150	\$150
Guided Walking Tour		\$125	\$125	\$125	\$125
*Special Event Permit per event		\$30	\$30	\$30	\$30
NOTE: See Exhibit 'C' in Fee Resolution for additional information		Additional fees are based on hourly rate of services provided (police, public works, administration, etc.). An estimate will be provided (including any equipment rented) prior to the event based upon application information. A final invoice will be issued at the conclusion of the event (providing a refund if overpaid).			
Fireworks Permit		Note: See Exhibit 'A' in Fee Resolution for additional information			
Yard Sales per event		\$10	\$10	\$10	\$10
Horse Drawn Carriage License	per carriage with up to six passengers	\$350	\$350	\$350	\$350
	per carriage with more than six passengers	\$425	\$425	\$425	\$425
Taxi License meter bag purchase is additional - charged at current rate for meter location		\$50	\$50	\$25	\$25
Solicitation License		\$25	\$36	\$36	\$36
Police Escort		Note: See Exhibit 'C' in Fee Resolution for additional information			
Towing License & Renewals		\$250	\$250	\$250	\$250
**Towing Fee	Towing/Removal of an immobilized/disabled vehicle or vehicle parked in violation of any provision of any Borough Ordinance	\$125	\$125	\$125	\$125
	Vehicles in a Collision				
Impound Fee per day		\$75	\$75	\$100	\$100
Accident Reports per report		\$15	\$15	\$17	\$15
Outdoor Dining License					
Returned Check Fee per check		\$25	\$25	\$30	\$30
Right-to-Know Fees		Note: See Exhibit 'D' in Fee Resolution for additional information			
*Note: Special Event Permit is defined as Assemblages, Parades, Processions, Marches, Protests, etc.					
**Note: Minimum liability insurance policy limits to be carried by a licensee under the ordinance shall be in the minimum amount of One Million (\$1,000,000) Dollars.					

⁷⁶ Resolution 121420 adopted December 14, 2020.

consolidate those fees into a single, comprehensive resolution; and

WHEREAS, for fees that have been established in Borough ordinances, those fees shall be confirmed in this resolution with a notation (*) indicating that the fee has been previously set by ordinance; and

WHEREAS, the Borough Council desires by adoption of this resolution to establish, amend, update and confirm the amounts of various fees and costs related to certain activities conducted within the Borough.

WHEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania, does hereby establish, amend, update or confirm the following fees:

1. **Code Enforcement Appeals Board Ordinance** - The fee for a hearing before the Code Enforcement Appeals Board shall be One Thousand (\$1000.00) Dollars.
2. **Rental Unit Occupancy Ordinance** -
 - a. The fee for a Regulated Rental Unit Occupancy License shall be Thirty-Six (\$36.00) Dollars per unit.
 - b. The fee for inspection of a regulated rental unit shall be Seventy-Five (\$75.00) Dollars. Each regulated rental unit shall be subject to inspection no less than once every three (3) years.
 - c. The fee for re-inspection of a regulated rental unit necessitated by the failure to appear to provide property access for scheduled inspections or for violations noted in a prior inspection shall be One-Hundred (\$100.00) Dollars per unit.
3. **Land Use Permit** – Both Uniform Construction Code Ordinance and Non-Uniform Construction Code Building Permits require a Land Use Permit. The Land Use Permit fee shall be Thirty-Six (\$36.00) Dollars.

- a. **Fence Permit** – The fee depends on size and scope of project as determined by UCC or Non-UCC project.

b. **Sign Ordinance** -

1. The fee for a sign permit shall be Twenty (\$20.00) Dollars.
2. The fee for a banner permit shall be Zero (\$0) Dollars.
3. The fee for a request for a sign ordinance text amendment shall be Five Hundred (\$500.00) Dollars.

c. **Uniform Construction Code Ordinance** -

1. The fees for permits, reviews and inspections under the Uniform Construction Code are set by the Borough's Code Enforcement Agency, Pennsylvania Municipal Code Alliance, Inc., in its administration of the Uniform Construction Code of behalf of the Borough. The Fee Schedule, attached hereto as **Exhibit "A"** and incorporated herein by reference, includes fees for services relative to the issuance of the following:
 - i. Change of Use Permit;
 - ii. Certificate of Use and Occupancy Permit;
 - iii. Demolition Permit;
 - iv. Building Permit (Commercial); and
 - v. Building Permit (Residential).
2. In addition to the fees set forth on Exhibit "A," the Borough shall charge an administration fee of ten (10%) percent of the fees charged by Pennsylvania Municipal Code Alliance, Inc., which shall be assessed and collected by Pennsylvania Municipal Code Alliance, Inc., for each application

for a construction permit or a building permit or each request for an inspection pursuant to the Uniform Construction Code.

3. Pursuant to the requirements set forth in Section 35 P.S. § 7210.703 of the Construction Code Act, Pennsylvania Municipal Code Alliance, Inc. shall also collect on behalf of the Borough a \$4.50 fee on each construction or building permit issued under the Uniform Construction Code and shall transmit such fees so collected quarterly to the Pennsylvania State Treasurer to be used for the training and education of municipal code officials.

d. **Non-Uniform Construction Code Building Permits -**

1. The fee for a building permit shall be Twelve (\$12.00) Dollars for the first One Thousand (\$1,000.00) Dollars of construction cost. An additional fee of Ten (\$10.00) Dollars shall be charged for each One Thousand (\$1,000.00) Dollars of construction cost thereafter. The minimum permit fee hereunder shall be Twelve (\$12.00) Dollars.
2. The fee for a permit for the moving of a building or structure from one lot to another or to a new location on the same lot shall be Twelve (\$12.00) Dollars for the first One Thousand (\$1,000.00) Dollars of estimated cost of moving plus the cost of the new foundation and of all work necessary to place the building or structure in its completed condition at the new location. An additional fee of Ten (\$10.00) Dollars shall be charged for each One Thousand (\$1,000.00) Dollars of moving cost thereafter. The minimum permit fee hereunder shall be Twelve (\$12.00) Dollars.

3. The fee for a permit for the demolition of a building or structure shall be Fifty (\$50.00) Dollars for the first 2500 square feet of demolition and Twenty-Five (\$25.00) Dollars for each additional 2500 square feet of demolition. The minimum permit fee hereunder shall be Fifty (\$50.00) Dollars.

e. **Subdivision and Land Development Ordinance -**

1. The application fee for minor subdivision and land development review and approval shall be Five Hundred (\$500.00) Dollars. Said application fee shall include the cost incurred by the Borough of Gettysburg for the reasonable and necessary charges billed by the Borough's professional consultants and engineers for the review of preliminary or final plans and the report thereon to the Borough and for any inspections conducted in conjunction with the subdivision and land development approval process up to the amount of Five Hundred (\$500.00) Dollars. In addition to the aforesaid application fee, the applicant shall reimburse the Borough of Gettysburg for reasonable and necessary charges billed by the Borough's professional consultants and engineers for review of preliminary or final plans and the report thereon to the Borough and for any inspections conducted in conjunction with the subdivision and land development approval process above the sum of Five Hundred (\$500.00) Dollars which fees and charges shall be invoiced to the applicant by the Borough during or at the completion of the plan review process.

2. The application fee for major subdivision and land development review and approval shall be One Thousand (\$1,000.00) Dollars. Said application fee shall include

the cost incurred by the Borough of Gettysburg for the reasonable and necessary charges billed by the Borough's professional

Table 15 – Planning Permits and Licenses & Fees

Planning Permits & License Fees		2018	2019	2020	2021
Land Development	*Land Use Permit	\$25	\$36	\$36	\$36
	**Subdivision (small/minor)	\$400	\$500	\$500	\$500
	**Subdivision (large/major)	\$800	\$1,000	\$1,000	\$1,000
	**Subdivision Plan Revision	\$200	\$200	\$200	\$200
	**Ordinance Text Amendment	^^^	^^^	^^^	\$1,000
Sketch Plan Reviews/Construction Phase Reviews & Inspections – See Exhibit 'B' in Fee Resolution for Details					
Subdivision and Land Development Ordinance Copy		\$20	\$22	\$22	\$32
Copy or Reproduction of Documents	(Ledger 11" x 17" paper) Single- or Double-Sided copy	^^^	^^^	^^^	\$1.00 per page
	(Standard 8.5" x 11" paper) Single-Sided color copy	^^^	^^^	^^^	\$0.50 per page
	(Standard 8.5" x 11" paper) Single Sided black/white copy	\$0.25 per page	\$0.25 per page	\$0.25 per page	\$0.25 per page
Fence Permit	*per fence (requires land use permit)	See Building Permit	See Building Permit	See Building Permit	See Building Permit
Sign Ordinance	(Sign) *per sign (requires land use permit)	\$20	\$20	\$20	\$20
	(Banner) *(requires land use permit)	\$0	\$0	\$0	\$0
	Sign Ordinance Text Amendment	^^^	^^^	^^^	\$500
Hearing of the Code Enforcement Appeals Board		\$850	\$850	\$1,000	\$1,000
Zoning Ordinance	Zoning Hearing Board Appeals	\$850	\$1,000	\$1,000	\$1,000
	Minor Zoning Certification Letter	^^^	^^^	^^^	\$36
	Comprehensive Zoning Certification Letter	\$25	\$36	\$36	\$75
	Request for Curative Amendment	\$1,000	\$1,000	\$1,000	\$1,000
	Request for Zoning Ordinance Text or Map Amendment	\$1,000	\$1,000	\$1,000	\$1,000
	Zoning Map Copy/Historic District Map Copy	\$5	\$7	\$7	\$7
	Zoning Ordinance Book Copy	\$30	\$30	\$30	\$40
Recycling Services Permit		\$50	\$50	\$50	\$50
Rental Unit Occupancy Ordinance NOTE: Each Unit inspected every three years at PMCA rates	Annual License Fee / Unit	\$25	\$36	\$36	\$36
	Inspection Fee (once every three years)	\$75	\$75	\$75	\$75
	Reinspection Fee	\$75	\$100	\$100	\$100
*Building Permit (Non-UCC) (requires land use permit)	First \$1000 construction cost (Minimum Fee is \$12)	\$12	\$12	\$12	\$12
	Each additional \$1000 construction cost	\$10	\$10	\$10	\$10
	Moving Building - First \$1000 of cost (Minimum Fee is \$12)	\$12	\$12	\$12	\$12
	Moving Building - Each additional \$1000 of cost	\$10	\$10	\$10	\$10
	Demolition Permit - First 2500 sq. ft. of cost (Minimum Fee \$50)	\$50	\$50	\$50	\$50
	Demolition Permit - Each additional 2500 sq. ft. of cost	\$25	\$25	\$25	\$25
*UCC Building Permits (requires land use permit)	NOTE: See Exhibit 'A' in Fee Resolution for Details				
	Inspection/Re-Inspection Fee	\$50/\$75	\$50/\$75	\$50/\$75	\$50/\$75
Property Maintenance Code		NOTE: See Exhibit 'A' in Fee Resolution for Details			
Storm Water Management (requires land use permit)*	SWM Minor Site Plan	\$25	\$25	\$25	\$25
	SWM Major Site Plan	\$50	\$50	\$50	\$50
Certificate of Appropriateness	*(requires land use permit)	\$0	\$0	\$0	\$0
&& NOTE: In addition to the fees set forth by PMCA regarding UCC Permits, the Borough shall charge an administration fee of ten (10%) percent of the fees charged by PMCA.					
&& NOTE: Pursuant to the requirements set forth in Section 35 P.S. §7210.703 of the Construction Code Act, PMCA shall also collect on behalf of the Borough a \$4.50 fee on each construction or building permit issued under the Uniform Construction Code and shall transmit such fees so collected quarterly to the Pennsylvania State Treasury to be used for the training and education of municipal code officials.					
*NOTE: Requires a Land Use Permit					
**NOTE: In addition to the aforesaid application fee, the applicant shall reimburse the Borough for reasonable and necessary charges billed by the Borough's professional consultants and engineers for review of preliminary or final plans and the report thereon to the Borough and for any inspections conducted in conjunction with the subdivision and land development approval process above the sum of Five Hundred (\$500.00) Dollars, One Thousand (\$1000.00) Dollars, or Two Hundred (\$200.00) Dollars, whichever may apply, which fees and charges shall be invoiced to the applicant by the Borough during or at the completion of the plan review process.					

consultants and engineers for the review of preliminary or final plans and the report thereon to the Borough and for any inspections conducted in conjunction with the subdivision and land development approval process up to the amount of One Thousand Hundred (\$1,000.00) Dollars. In addition to the aforesaid application fee, the applicant shall reimburse the Borough of Gettysburg for reasonable and necessary charges billed by the Borough's professional consultants and engineers for review of preliminary or final plans and the report thereon to the Borough and for any inspections conducted in conjunction with the subdivision and land development approval process above the sum of One Thousand (\$1,000.00) Dollars which fees and charges shall be invoiced to the applicant by the Borough during or at the completion of the plan review process.

3. The application fee for the revision of any previously approved subdivision and/or land development review and approval shall be Two Hundred (\$200.00) Dollars. Said application fee shall include the cost incurred by the Borough of Gettysburg for the reasonable and necessary charges billed by the Borough's professional consultants and engineers for the review of the revised plans and the report thereon to the Borough and for any inspections conducted in conjunction with the revised plan approval process up to the amount of Two Hundred (\$200.00) Dollars. In addition to the aforesaid application fee, the applicant shall reimburse the Borough of Gettysburg for reasonable and necessary charges billed by the Borough's professional

consultants and engineers for review of the revised plans and the report thereon to the Borough and for any inspections conducted in conjunction with the revised plan approval process above the sum of Two Hundred (\$200.00) Dollars which fees and charges shall be invoiced to the applicant by the Borough during or at the completion of the plan review process.

4. The fees for sketch plan review/construction phase review, the issuance of reports and the performance of inspections shall be based upon the annual fee schedule set by C.S. Davidson, Inc., the municipal engineers for the Borough. Said fee schedule is attached hereto as **Exhibit "B"** and is incorporated herein by reference.
5. The fee for a request for a subdivision and land development ordinance text amendment shall be One Thousand (\$1,000.00) Dollars.

f. **Zoning Ordinance -**

1. The fee for an application for a hearing before the Zoning Hearing Board shall be One Thousand (\$1,000.00) Dollars.
2. The fee for a request for a zoning ordinance text or map amendment shall be One Thousand (\$1,000.00) Dollars.
3. The fee for a request for a landowner curative amendment shall be One Thousand (\$1,000.00) Dollars.
4. The fee for a request for a minor zoning certification letter shall be Thirty- Six (\$36.00) Dollars.

5. The fee for a request for a comprehensive zoning certification letter shall be Seventy-Five (\$75.00) Dollars.

g. **Storm Water Management Ordinance -**

1. The fee for a minor site plan shall be Twenty-Five (\$25.00) Dollars.
2. The fee for a major site plan shall be Fifty (\$50.00) Dollars.

4. **Property Maintenance Code Ordinance -**

The fees for inspections and other services under the Property Maintenance Code Ordinance are set by the Borough's Code Enforcement Agency, Pennsylvania Municipal Code Alliance, Inc., in its administration of the Property Maintenance Code Ordinance on behalf of the Borough. The Fee Schedule, attached hereto as **Exhibit "A"** and incorporated herein by reference, includes fees for services relative the following:

- d. inspection of single-family residential units.
- e. re-inspection fees of a property necessitated by failure to appear to provide access for scheduled inspections or for violations noted in a prior inspection.

5. **Fireworks** - The fee for a fireworks permit are set by the Borough's Code Enforcement Agency, Pennsylvania Municipal Code Alliance, Inc. in its administration of the Code of Ordinances on behalf of the Borough. The Fee Schedule, attached hereto as **Exhibit "A"** and incorporated herein by reference, includes fees for the issuance of a fireworks permit.

6. **Special Events** –

- a. **Application Fee.** The application fee shall be Thirty (\$30.00) Dollars, which fee reflects the administrative costs to the Borough relative to processing of

the application and the issuance of the special events permit.

- b. **Additional Permit Fee Based on Hourly Rate.** An additional fee for the issuance of a special events permit shall be calculated for each special event (including but not limited to a parade) requiring Borough public services using a formula based on current hourly labor burden rates for Borough employees (police officers, police administration and support staff, public works administration and employees) depending on the level of public services necessary to facilitate the special event. The extent of such Borough public services will be based on information provided by the applicant relative to the number of event participants, anticipated public attendance, and any special circumstances. A listing of the Borough's current labor burden rates is attached hereto as **Exhibit "C."** A copy of the listing reflecting the Borough's current labor burden rates will be included with the application materials for the special events permits. Such labor burden rates shall be updated from time to time as necessary in order to reflect changes in Borough personnel costs. Following receipt of a properly completed application, the Borough will provide written notice to the applicant containing a preliminary estimate of the costs to the Borough, including a detailed explanation of the resources the Borough anticipates will be necessary to support the special event and the potential additional costs where additional services or equipment are requested or are deemed necessary by the Borough. The written notice will also contain information relative to the duty of the applicant to procure and submit to the Borough timely approval from the Pennsylvania Department of Transportation where closure of a state-designated highway is necessary. Within ten (10) days following receipt of the written

notification, the applicant shall deposit with the Borough the amount of the preliminary estimate along with a signed acknowledgment of the applicant's receipt of the written notice.

c. Payment/Refund of Additional Fee.

Where the Borough's actual expenses and costs incurred for the provision of public services during the special event shall exceed the additional fee paid by the applicant herein, the applicant shall reimburse the Borough for its actual expenses and costs for the provision of public services during the special event. Where the Borough's actual expenses and costs for the provision of public services during the special event shall be less than the additional fee paid by the applicant herein, the Borough shall reimburse the applicant for the amount of the additional fee paid by the applicant in excess of the actual expenses and costs incurred by the Borough for the provision of public services during the special event. The Borough shall within fifteen (15) business days of the conduct of the special event issue an invoice or statement reflecting the Borough's expenses and costs incurred in the provision of public services during the special event which invoice or statement shall set forth either the additional sum due and owing the Borough hereunder or the amount of the refund due to the applicant as the case may be. In the case of a refund to the applicant, such refund will be included with the statement issued by the Borough to the applicant. In the case of a reimbursement of the Borough by the applicant, such reimbursement payment will be paid to the Borough by the applicant within fifteen (15) days of receipt of the invoice by the applicant.

d. Mitigation of Expenses. Event sponsors desiring to provide required special services from a source other than from the Borough must obtain prior approval from the Borough to

ensure that such arrangements will be adequate.

7. **Amusements Ordinance** - The fee for an amusement license shall be Fifty (\$50.00) Dollars for a license applied for prior to July 1st of any year or Twenty-Five (\$25.00) Dollars for a license applied for after July 1st of any year.

8. **Junk Dealers Ordinance*** - The annual fee for a junk dealer license shall be One Hundred Fifty (\$150.00) Dollars.

9. **Transient Retail Business Ordinance** -

a. Licenses.

1. The fee for a daily transient retail business license shall be Fifty-Five (\$55.00) Dollars.
2. The fee for a monthly transient retail business license shall be Two Hundred (\$200.00) Dollars.
3. The fee for an annual transient retail business license shall be Six-Hundred (\$600.00) Dollars.

b. Use of Pushcarts.

1. The daily fee for use of a pushcart shall be Twenty-Five (\$25.00) Dollars per cart. The monthly fee for the use of a pushcart permit shall be One Hundred (\$100.00) Dollars per cart.
2. The annual fee for the use of a pushcart shall be Three Hundred (\$300.00) Dollars per cart.

10. **Solicitors of Contributions and Gifts Ordinance*** - The fee for a license to solicit contributions and gifts shall be Thirty-Six (\$36.00) Dollars.

11. **Yard Sales Ordinance** - The fee for a yard sale permit shall be Ten (\$10.00) Dollars.

12. **Horse-Drawn Carriages Ordinance** -

- a. The annual license fee for applications and renewals for carriages with a capacity of up to six (6) passengers shall be Three Hundred Fifty (\$350.00) Dollars.
- b. The annual license fee for applications and renewals for carriages with a capacity of more than six (6) passengers shall be Four Hundred Twenty-Five (\$425.00) Dollars.

13. **Guided Walking Tour Ordinance** - The annual license fee for applications and renewals for guided walking tours shall be One Hundred Twenty-Five (\$125.00) Dollars.14. **Outdoor Dining Areas Ordinance** - The fee for an outdoor dining area permit shall be the sum of a base permit fee of One Hundred (\$100.00) Dollars plus an additional fee of Four (\$4.00) Dollars for each square foot of outdoor dining area to be permitted by the Borough.15. **Parking Fees** -

- a. **Racehorse Alley Parking Garage** - The

fees for the Borough parking garage shall be as follows:

1. An hourly rate of One (\$1.00) Dollar with a maximum rate of Twelve (\$12.00) Dollars per day if paid by KIOSKS or Permit.
2. An hourly rate of Two (\$2.00) Dollars with a maximum rate of Twenty (\$20.00) Dollars per day for electric car charging stations if paid at KIOSKS.
3. A monthly rate of Sixty (\$60.00) Dollars.
4. A monthly rate of Eighty-Five (\$85.00) Dollars for a specific reserved space and permit number for parking in the parking garage.
5. A quarterly (3 months) rate of One Hundred Seventy (\$170.00) Dollars.
6. A bi-annual (6 months) rate of Three Hundred Thirty-Five (\$335.00) Dollars.

Highway Occupancy Permit Fees		2018	2019	2020	2021
Street Excavation	Application Fee	\$90	\$90	\$93	\$93
	**Technical Review Fee	\$100	\$100	\$100	\$100
	Inspection Fee	\$75	\$75	\$79	\$79
	Curbing	\$1/linear ft.	\$1/linear ft.	\$1.50/linear ft.	\$1.50/linear ft.
Street Closing Fee Per Day		\$250	\$250	\$250	\$250
Street Excavation Degradation Fees	1st Year	\$85/Sq. Yd.	\$85/Sq. Yd.	\$87/Sq. Yd.	\$87/Sq. Yd.
	2nd Year	\$75/Sq. Yd.	\$75/Sq. Yd.	\$77/Sq. Yd.	\$77/Sq. Yd.
	3rd Year	\$65/Sq. Yd.	\$65/Sq. Yd.	\$67/Sq. Yd.	\$67/Sq. Yd.
	4th Year	\$55/Sq. Yd.	\$55/Sq. Yd.	\$57/Sq. Yd.	\$57/Sq. Yd.
	5th Year	\$45/Sq. Yd.	\$45/Sq. Yd.	\$47/Sq. Yd.	\$47/Sq. Yd.
	6th - 10th Year	\$35/Sq. Yd.	\$35/Sq. Yd.	\$37/Sq. Yd.	\$37/Sq. Yd.
	10th - 15th Year	\$25/Sq. Yd.	\$25/Sq. Yd.	\$27/Sq. Yd.	\$27/Sq. Yd.
	Over 15 Years	\$15/Sq. Yd.	\$15/Sq. Yd.	\$17/Sq. Yd.	\$17/Sq. Yd.
Fee for a Permit for Repairs/Replacement of Driveway = \$1.00 for Each Foot in Width					
Sidewalk & Driveway Permit	Up to 50 Sq. Ft.	\$25	\$25	\$25	\$25
	Each additional 50 Sq. Ft.	\$25	\$25	\$25	\$25
Street Closure	Per Day	\$250	\$250	\$250	\$250
Fuel Facilities Fee Per Gallon plus Commodities Market Rate per Gallon of Fuel				\$0.12	\$0.13
**NOTE: Minimum review fee. An additional review fee based on the then current hourly rates charged by the Borough Engineer shall be invoiced by the Borough and paid by the applicant after completion of the work. The applicant shall notify the Borough a minimum of two (2) business days in advance of final restoration to schedule an appointment to have a representative of the Borough inspect the excavation prior to final restoration and covering.					

Table 16 - Highway Occupancy Permit Fees



7. An annual (12 months) rate of Six Hundred Sixty (\$660.00) Dollars.
 8. A one (1) day guest/visitor rate of Twelve (\$12.00) Dollars.
 9. A two (2) day guest/visitor rate of Twenty-Four (\$24.00) Dollars.
 10. A three (3) day guest/visitor rate of Thirty-Six (\$36.00) Dollars.
 11. A four (4) day guest/visitor rate of Forty-Eight (\$48.00) Dollars.
 12. A five (5) day guest/visitor rate of Sixty (\$60.00) Dollars.
 13. A six (6) day guest/visitor rate of Seventy-Two (\$72.00) Dollars.
 14. A seven (7) day guest/visitor rate of Eighty-Four (\$84.00) Dollars.
 15. Upon a majority vote of the Borough Council, a temporary daily flat rate of Fifteen (\$15.00) Dollars for Special Events.
- b. Residential Parking Permit System -
1. The annual fee for a residential parking permit shall be Twenty-Nine (\$29.00) Dollars.
 2. The annual fee for a guest (dashboard placard) residential parking permit shall be Twenty-Five (\$25.00) Dollars.
 3. A three-day temporary use RPP Guest Permit (purchased via online application) shall be One Dollar and Seventy-Five Cents (\$1.75) per use.
 4. A five-day temporary use RPP Guest Permit (purchased via online application) shall be Two Dollars and Twenty-Five Cents (\$2.25) per use.
5. A seven-day temporary use RPP Guest Permit (purchased via online application) shall be Two Dollars and Seventy-Five Cents (\$2.75) per use.
- c. Local Privilege Parking Permit System (LPP) - The monthly fee for a local privilege parking permit for parking in designated areas shall be Thirty-Five (\$35.00) Dollars.
- d. On-Street Parking Meters, Alley Parking Meters and Borough Operated Surface Lots -
1. Lincoln Square - for meters with a time limit of three (3) hours within Lincoln Square, an hourly rate of Two Dollars (\$2.00), subject to hourly parking time limitations as posted.
 2. First Block from Lincoln Square - for meters with a time limit of three (3) hours in the first blocks of Carlisle Street, York Street, Chambersburg Street and Baltimore Street, an hourly rate of One Dollar and Fifty Cents (\$1.50), subject to hourly parking time limitations as posted.
 3. Steinwehr Avenue – for meters with a time limit of three (3) hours from Baltimore Street to the Borough limit, an hourly rate of One Dollar and Fifty Cents (\$1.500), subject to hourly parking time limitations as posted.
 4. All remaining meters with a time limit of two (2) hours or longer, an hourly rate of One (\$1.00) Dollar, subject to hourly parking time limitations as posted.
- e. Mobile (Pay-by-APP) - Hourly rates as indicated and subject to parking limitations as posted and directed in the

APP, plus a one-time per transaction "convenience fee" of Thirty-Five (\$0.35) Cents.

- f. Vehicle Immobilization Device – The daily rate (which includes any part of a 24-hour period) for vehicles requiring an immobilization device shall be One-Hundred-Fifty (\$150.00) Dollars.
- g. Temporary Reserved Parking Space Via Meter Bag – The fee for a temporary reserved parking space via meter bag placement, for purposes as set forth in the ordinance, where hourly



rates are indicated shall be as follows:

1. For hourly rates of Two Dollars (\$2.00):
 - a. A daily rate of Twenty-Four (\$24.00) Dollars.
 - b. A monthly rate of One Hundred Fifty (\$200.00) Dollars.
2. For hourly rates of One Dollar and Fifty Cents (\$1.50):
 - a. A daily rate of Eighteen (\$18.00) Dollars.

Table 17 - Parking Fees

Parking Fee Structure		2018	2019	2020	2021
Street Meters	12-hr. Long-Term Parking	\$1.00/hr.	\$1.00/hr.	\$1.00/hr.	\$1.00/hr.
	3-hr. Meters	\$1.00/hr.	\$1.00/hr.	\$1.00/hr.	\$1.00/hr.
	3-hr. Meters Lincoln Square	^^^	^^^	\$2.00/hr.	\$2.00/hr.
	3-hr. Meters First Block from Lincoln Square on Carlisle St., York St., Baltimore St., and Chambersburg St.	\$1.50/hr.	\$1.50/hr.	\$1.50/hr.	\$1.50/hr.
	3-hr. Meters on Steinwehr Avenue	^^^	^^^	\$1.50/hr.	\$1.50/hr.
	Mobile (Pay-by-APP) Subject to Convenience Fee	As posted and indicated on the APP			
	Daily Reserved Meter Bag (Where Rate is \$2.00/hr.)	\$12	\$18	\$24	\$24
	Daily Reserved Meter Bag (Where Rate is \$1.50/hr.)	\$12	\$18	\$18	\$18
	Daily Reserved Meter Bag (Where Rate is \$1.00/hr.)	\$12	\$12	\$12	\$12
	Monthly Reserved Meter Bag (Where Rate is \$2.00/hr.)	\$100	\$150	\$200	\$200
Racehorse Alley Parking Garage	Monthly Reserved Meter Bag (Where Rate is \$1.50/hr.)	\$100	\$150	\$150	\$150
	Monthly Reserved Meter Bag (Where Rate is \$1.00/hr.)	\$100	\$100	\$100	\$100
	Hourly Rate (paid at KIOSK)	\$0.75/hr.	\$0.75/hr.	\$1.00/hr.	\$1.00/hr.
	Daily Maximum for 24-hrs. (paid at KIOSK)	\$10	\$10	\$12	\$12
	Electric Car Charging Stations	\$2/hr.	\$2/hr.	\$2/hr.	\$2/hr.
	Electric Car Charging Station Daily Maximum	\$20	\$20	\$20	\$20
	Monthly Pass (General Parking)	\$60	\$60	\$60	\$60
	Monthly Pass with Personal Reserved Space (24/7)	^^^	\$85	\$85	\$85
	Quarterly Pass (3 months)	\$170	\$170	\$170	\$170
	Bi-Annual Pass (6 months)	\$335	\$335	\$335	\$335
	Annual Pass (12 months)	\$660	\$660	\$660	\$660
	1-Day Guest Pass (Permit Store/Hotel)	\$12	\$12	\$12	\$12
	2-Day Guest Pass (Permit Store/Hotel)	\$24	\$24	\$24	\$24
	3-Day Guest Pass (Permit Store/Hotel)	\$36	\$36	\$36	\$36
	4-Day Guest Pass (Permit Store/Hotel)	\$48	\$48	\$48	\$48
	5-Day Guest Pass (Permit Store/Hotel)	\$60	\$60	\$60	\$60
	6-Day Guest Pass (Permit Store/Hotel)	\$72	\$72	\$72	\$72
	7-Day Guest Pass (Permit Store/Hotel)	\$84	\$84	\$84	\$84
Parking Fines	Special Event Temporary Daily Rate - hourly rates do not apply	^^^	^^^	\$15	\$15
	**Meter Violation	\$25	\$25	\$40	\$40
	Meter Violation - Magistrate	\$25	\$25	\$40	\$40
	Handicap Space	\$50	\$50	\$50	\$50
Residential Parking Permit System (RPP)	**Other Violations	\$15	\$15	\$40	\$40
	Annual Permit (per year)	\$29	\$29	\$29	\$29
	Guest Dashboard Placard (annual)	\$25	\$25	\$25	\$25
	3-Day Guest Permit (per use)	\$1.75	\$1.75	\$1.75	\$1.75
	5-Day Guest Permit (per use)	\$2.25	\$2.25	\$2.25	\$2.25
Local Privilege Permit (LPP)	7-Day Guest Permit (per use)	\$2.75	\$2.75	\$2.75	\$2.75
	Parking at Authorized Locations (per month)	\$35	\$35	\$35	\$35
Immobilization Device (Boot)	Daily Rate (any part of a 24-hour period)	\$75	\$85	\$150	\$150
Open-Top Refuse Container (Metered or Unmetered) - per Week		\$50	\$50	\$50	\$50



- b. A monthly rate of One Hundred Fifty (\$150.00) Dollars.
- 3. For hourly rates of One Dollar (\$1.00):
 - a. A daily rate of Twelve (\$12.00) Dollars.
 - b. A monthly rate of One Hundred (\$100.00) Dollars.
- h. Open-Top Refuse Containers - The fee for placement of open-top refuse containers in unmetered or metered parking zones shall be Fifty (\$50.00) Dollars per week.

16. Towing Ordinance -

- a. The fee for an original towing license application under the ordinance shall be Two Hundred Fifty (\$250.00) Dollars to be paid to the Borough at the time the application is submitted.
- b. The fee for a towing license renewal application under the ordinance shall be Two-Hundred Fifty (\$250.00) Dollars to be paid to the Borough at the time the application for renewal is submitted.
- c. The maximum fees to be charged by an authorized towing company for certain towing and storage services to be paid by the motor vehicle owner under the ordinance shall be as follows:
 - 1. The towing and removal of an immobilized or disabled motor vehicle or a motor vehicle parked in violation of any provision of any ordinance of the Borough as authorized and requested by the Borough consistent with the provisions of the ordinance - \$125.00.



- 2. The towing and removal of a motor vehicle which has been involved in a collision and the cleaning and removal of all debris from the collision area consistent with the provisions of the ordinance - \$175.00 for the first hour and \$125.00 for each additional hour for towing and removal services performed pursuant to the ordinance.
- 3. The storage of any motor vehicle at a licensee's storage facilities consistent with the provisions of the ordinance - One Hundred (\$100.00) Dollars per day which shall be computed on a 24-hour basis from the date and time of the towing of the motor vehicle from its location within the Borough until it is released to its owner pursuant to the ordinance.
- d. The minimum liability insurance policy limits to be carried by a licensee under the ordinance shall be in the minimum amount of One Million (\$1,000,000.00) Dollars.
- 17. Recycling - The fee for a permit to provide recycling services within the Borough shall be Fifty (\$50.00) Dollars.
- 18. Street Excavation -
 - a. The application permit fee shall be Ninety-Two Dollars and Fifty Cents (\$92.50).
 - b. The street closing shall be an amount no less than Two Hundred Fifty (\$250.00) Dollars for each day that the street is closed for traffic by reason of opening or excavation under the permit.
 - c. The minimum review fee shall be One Hundred (\$100.00) Dollars. An additional review fee based on the then current hourly rates charged by the Borough engineer shall be invoiced by the Borough and paid by the applicant after completion of the work. These

fees will be reasonable and in accordance with the ordinary and customary fees charged by the Borough engineer for work performed for similar services in the Gettysburg community. The applicant shall notify the Borough a minimum of two (2) business days in advance of final restoration to schedule an appointment to have a representative of the Borough inspect the excavation prior to final restoration and covering.

- d. The degradation fee for a street opening or excavation shall be on a sliding scale, based upon the number of years after a street has been paved. The minimum charge will be for two (2) square yards rounded to the next whole square yard.

Those charges will be:

1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	6 th – 10 th Year	10 th – 15 th Year	Over 15 Years
\$87/SY	\$77/SY	\$67/SY	\$57/SY	\$47/SY	\$37/SY	\$27/SY	\$17/SY

- e. The fee for inspection of the excavation prior to final restoration and covering shall be Seventy-Nine (\$79.00) Dollars.
- f. The fee for curbing replacement shall be One Dollar and Fifty Cents (\$1.50) per linear foot.

19. Sidewalks and Driveways* -



- a. The fee for a permit for any repairs or replacement of sidewalks shall be Twenty-Five (\$25.00) Dollars up to fifty (50) square feet, and Twenty-Five (\$25.00) Dollars for each additional fifty (50) square feet.
- b. The fee for a permit for any repairs or replacement of driveways shall be equal to the sum of One (\$1.00) Dollar for each foot in width of the proposed driveway.

20. Right-to-Know Law Fees - Fees for requests submitted under the Pennsylvania Right- to-Know Law shall be charged according to the Office of Open Records - Official RTKL Fee Structure attached hereto as **Exhibit "D"** and as revised by the Office of Open Records from time to time.

21. Miscellaneous Fees -

- a. The fee for a copy of the Borough Zoning Ordinance shall be Forty (\$40.00) Dollars.
- b. The fee for a copy of either the Borough Zoning Map or a copy of the Borough Historic District Map shall be Seven (\$7.00) Dollars.
- c. The fee for a copy of the Borough Subdivision and Land Development Ordinance shall be Thirty-Two (\$32.00) Dollars.

- d. The fee for single-sided copies or one side of a double-sided black and white copy of a standard 8.5" by 11" page shall be at a rate of Twenty-Five Cents (\$.25) per page.
- e. The fee for single-sided copies or one side of a double-sided color copy of a standard 8.5" by 11" page shall be a rate of Fifty Cents (\$.50) per page.
- f. The fee for single-sided copies or one side of a double-sided color copy of a ledger 11"x17" page shall be a rate of One Dollar (\$1.00) per page.
- g. The fee for a copy of an accident report shall be Seventeen (\$15.00) Dollars consistent with the provisions of Pennsylvania Vehicle Code.
- h. The fee for a Taxi License* (or other related business type) shall be Twenty-Five (\$25.00) Dollars.

- i. The fee for a check that is dishonored or otherwise returned to the Borough without payment shall be Thirty (\$30.00) Dollars.
 - j. The fee for fuel facilities services shall be based on the prevailing per gallon rate as set by the commodities market and by vendors to the Borough, plus an additional service charge of Thirteen (\$0.13) Cents per gallon.
 - k. The fee for a police escort shall be on an per hourly basis as defined by the labor burden rate outlined in **Exhibit "C."**
22. All other resolutions or parts of resolutions inconsistent herewith are hereby amended and revised by this resolution.
23. The fees adopted pursuant to this resolution shall take effect on January 1, 2021.

THIS RESOLUTION DULY ADOPTED according to law on this 14th day of December 2020 at a duly advertised general monthly business meeting of the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania.

BOROUGH OF GETTYSBURG

NOTE: Fee Resolution No. 121420 was adopted on December 14, 2020. Numerous citations in the resolution reference the Borough's third party UCC⁷⁷ contractor, PMCA⁷⁸. PMCA's fees are adopted by reference in the resolution in the preceding pages. The Borough does not set PMCA's fees. These fees can be viewed in the following pages as Exhibits that are referenced in the Fee Resolution above.



WHAT IS UCC??

The Pennsylvania Uniform Construction Code (UCC) regulates the codes and standards of building projects in the Commonwealth. The UCC has been enforced since April 2004 across Pennsylvania. Over 90% of Pennsylvania's 2,562 municipalities have elected to administer and enforce the UCC locally, using their own employees or via certified third-party agencies (private code enforcement agencies) that they have retained.

If a municipality has "OPTED-OUT," the Pennsylvania Department of Labor and Industry (L&I) is responsible for all commercial code enforcement in that municipality. L&I also has sole jurisdiction for all elevators and all state-owned buildings, no matter where they are located. In these municipalities, a certified third-party agency is hired by property owners (or their contractors) enforce the residential requirements of the UCC.

For the municipalities who have elected to follow the UCC, the codes for which a construction permit is sought on, or after October 1, 2018, are the 2015 International Codes issued by the International Code Council (ICC), and the provisions amended by the UCC Review & Advisory Council (RAC). Only these codes as first published and their errata are applicable in Pennsylvania.

The series of webpages below provide pertinent information regarding the PA Uniform Construction Code.



⁷⁷ UCC – Uniform Construction Code, which was adopted by Gettysburg Borough Council.

⁷⁸ PMCA – Pennsylvania Municipal Code Alliance (www.PACodeAlliance.com)



Exhibit A

Chambersburg Office: 380 Wayne Ave. Chambersburg, PA 17201 Phone: 717 496-4996
 Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 Phone: 814 310-2326
 Somerset Office: 318 Georgian Place, Somerset, PA 15501 Phone: 814 444-6112
 Adams Office: 1895B York Road, Gettysburg, PA 17325 Phone: 717 321-9046
 Email: pmca@pacodealliance.com Website: <https://pacodealliance.com/>

► 2021 - COMMERCIAL FEE SCHEDULE ◀

Our standard fee schedule for inspections is derived from the latest building valuation data report of square foot construction costs published by the International Code Council, with a regional modifier applied. Actual cost submitted to, and accepted by, the Building Code Official may also be used. There is a \$75 Application/Processing charge applied to all projects submitted on this fee schedule.

Refer to the PMCA Supplemental Fee Schedule as needed.

Large projects that require long term multiple inspections (progressive inspections) are calculated as follows:

1.) Standard Building Inspection Fee Schedule:

A.) Projects with a total construction cost of \$0.00 to \$499,999.99*

Total construction cost X .002 = insurance cost
 + Estimated length of project in weeks X \$50. = labor & travel cost
 = Total OR no less than \$50. Per trip based on scope and complexity of the project.

B.) Projects with a total construction cost of \$500,000.00 to \$2,000,000.00*

Total construction cost X .002 = insurance cost
 + Estimated length of project in weeks X \$50. = labor & travel cost
 = Total OR no less than \$50. Per trip based on scope and complexity of the project.

C.) Projects with a total construction cost of > \$2,000,000.00 to \$6,000,000.00*

\$4000.00 + [(Total construction cost - \$2,000,000) X .0009] = insurance cost
 + Estimated length of project in weeks X \$45. = labor & travel cost
 = Total

D.) Projects with a total construction cost of > \$6,000,000.00 to \$10,000,000.00*

\$7600.00 + [(Total construction cost - \$6,000,000) X .0008] = insurance cost
 + Estimated length of project in weeks X \$40. = labor & travel cost
 = Total

E.) Projects with a total construction cost of > \$10,000,000.00 to \$30,000,000.00*

\$10800.00 + [(Total construction cost - \$10,000,000) X .00075] = insurance cost
 + Estimated length of project in weeks X \$40. = labor & travel cost
 = Total

F.) Projects with a total construction cost of > \$30,000,000.00 to \$50,000,000.00*

\$25800.00 + [(Total construction cost - \$30,000,000) X .0007] = insurance cost
 + Estimated length of project in weeks X \$40. = labor & travel cost
 = Total

G.) Projects with a total construction cost of > \$50,000,000.00 to \$100,000,000.00*

\$39800.00 + [(Total construction cost - \$50,000,000) X .00065] = insurance cost
 + Estimated length of project in weeks X \$40. = labor & travel cost
 = Total

Exhibit A, *continued***Building Inspection Fee, cont.:****H.) Projects with a total construction cost of >\$100,000,000.00 to \$200,000,000.00***

$$\begin{array}{r}
 \$72300.00 + [(Total\ construction\ cost - \$100,000,000) \times .0006] = \text{insurance cost} \\
 + \quad \text{Estimated length of project in weeks} \times \$40. = \text{labor \& travel cost} \\
 = \quad \text{Total}
 \end{array}$$

I.) Projects with a total construction cost of >\$200,000,000.00 to \$350,000,000.00*

$$\begin{array}{r}
 \$132000.00 + [(Total\ construction\ cost - \$200,000,000) \times .00055] = \text{insurance cost} \\
 + \quad \text{Estimated length of project in weeks} \times \$40. = \text{labor \& travel cost} \\
 = \quad \text{Total}
 \end{array}$$

J.) Projects with a total construction cost of >\$350,000,000.00 to \$500,000,000.00*

$$\begin{array}{r}
 \$214500.00 + [(Total\ construction\ cost - \$350,000,000) \times .0005] = \text{insurance cost} \\
 + \quad \text{Estimated length of project in weeks} \times \$40. = \text{labor \& travel cost} \\
 = \quad \text{Total}
 \end{array}$$

2.) Standard Trades Inspection Fee:

The inspection fees for Mechanical, Plumbing, Electrical, Energy, Accessibility and Fire Protection are computed at 25 percent of the Building inspection fee for each discipline. Multiple prime contracts will be computed the same as a building inspection fee and combined prime contract fees shall be no less than a single contract fee, distributed on a percentage of total basis.

Inspection Fee Example (excluding plan review and application fee):

Type of Construction: **2B** Height: **1 story, 12 feet** Use Group: **B** Area/Floor: **9,000 sq. ft.**

Solution		
1	Gross square footage: 1 story X 9,000 square feet	9,000 sq. ft.
2	Compute estimated construction value	
	Type of construction factor	1.02
	Gross area modifier	67
	Estimated construction value (30000 X 1.02 X 67	\$615,060.00
3	Compute basic inspection fee	
	Building: \$615,060.00. X .002	\$1,230.12
	Mechanical, Plumbing, Electrical: (.25 X \$1230.12) X 3	\$922.59
4	Total inspection fees	\$2,152.71
5	PMCA Discount fee: X .80 (if applicable**)	\$1,722

* Pricing schedules assume that the project will not cause an increase in our insurance costs.

** Discounts may be given for warehouses, building shells, or repetitive work at the discretion of the plan review and inspection departments

► A \$75 Application/Processing fee is applied for projects on this fee schedule. ◀

Exhibit A, *continued*

► Commercial Plan Reviews ◀

Our Commercial Plan review fees are calculated according to the Standard Building Valuation Data (as periodically published by the ICC) or actual cost of construction as follows:

1.) Standard Commercial Building Plan Review Fee:

- A.) Estimated Construction Value \$ 0. to \$ 1,250,000. = Construction value X .0015 (\$150 Minimum)
- B.) Estimated Construction Value \$ 1,250,000. to \$ 5,000,000. = \$1,875. + (.0005 X construction value over \$1,250,000.)
- C.) Estimated Construction Value over \$5,000,000. = \$3,750. + (.0004 X construction value over \$5,000,000.)

2.) Standard Trades Plan Review Fee:

Plan review for mechanical, plumbing, electrical, energy, accessibility and fire protection is computed at 25% of the building plan review fee for each discipline. (\$150 minimum) unless otherwise determined.

Special pricing may be given to buildings such as warehouses due to their relative simplicity or structures with repetitive features such as high rise buildings

Refer to the Supplemental Fee Schedule when applicable.

Plan Review Fee Example (excluding plan review and application fee):

Type of Construction: 2B Height: 3 stories, 34 feet Use Group: B Area/Floor: 9,000 sq. ft.

1	Gross Square footage: 3 stories X 9,000 square feet	27,000 sq. ft.
2	Compute estimated construction value	
	Regional Modifier	1.02
	Square foot cost of construction	65
	Estimated construction Value (30,000 X 1.02 X 67*)	\$1,790,100.00
3	Compute Plan Review Fee	
	Building: \$1,875 + [(\$1,790,100 - \$1,250,000) X (.0005)]	\$2,145.05
	Mechanical, Plumbing, Electrical: (.25 X \$2,145) X 3	\$1,608.75
4	Total ICC Based Plan Review Fee	\$3,753.80

- * (Gross area modifier of 67 as example, actually based on the average building cost per square foot in the geographic area.)
- This formula does not reflect changes that ICC may have made to their fee schedule. We will use other plan review services that meet our criteria for consistent quality and charge the same or less than ICC reviews.

Plan reviews only covering the requirements of mechanical, plumbing and other disciplines are available, each for a fee of 25% of the applicable building code review fee. Plan reviews for electrical code compliance shall be provided at a fee of 35% of the applicable building code review fee, excluding reviews for any use included in the Institutional or "I" Use Group classification. Reviews done for the excluded use classification shall be based upon the degree of complexity

We offer preliminary plan review services for a fee of 50% of the full plan review fee cost. Preliminary plan reviews typically address such code requirements as: use and occupancy classification, type of construction, height and area calculations, means of egress, fire restrictive construction requirements and so forth.

Any preliminary plan review fee payment will be credited towards the final cost of a complete plan review process.

► A \$75 Application/Processing fee is applied for projects on this fee schedule. ◀



Chambersburg Office: 380 Wayne Ave. Chambersburg, PA 17201 Phone: 717 496-4996
 Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 Phone: 814 310-2326
 Somerset Office: 318 Georgian Place, Somerset, PA 15501 Phone: 814 444-6112
 Adams Office: 1895B York Road, Gettysburg, PA 17325 Phone: 717 321-9046
 Email: pmca@pacodealliance.com Website: <https://pacodealliance.com/>

Exhibit A, continued

2021 PMCA Residential Fee Schedule

Including but not limited to:

Single Family Homes, Swimming Pools, Decks, Small Projects, Day Care, C.O., & Foster Home Inspection Prices

Residential (New Home or individual inspection pricing depending on the project)

Residential inspection prices per trip are for dwellings 0 to 3500 square feet. Dwellings over 3500 square feet will be charged an additional ten dollars per 100 square feet, which will be added to the total basic inspection fee.

Footings.....	\$55	Sprinkler Rough in.....	\$65
Under slab inspection.....	\$55	Electrical Service (\$75) & Rough in (\$70).....	\$145
Foundations.....	\$55	Energy.....	\$55
Framing.....	\$80	Wallboard.....	\$55
Plumbing Rough in.....	\$50	Final.....	\$65
Mechanical Rough in.....	\$50		
Total Inspection fees:.....\$810 w/o Sprinkler or Under slab			

- Final must be ready within 1 year or an additional Processing Fee will apply.
- Additional inspection fees may be assessed at not less than \$55 per visit as required due to the complexity or execution of the work being done.

ALL APPLICATIONS REQUIRE:

- Application / Processing / Extensions Fee:.....\$50 for Residential / \$75 for Commercial
- Plan Review Fee per hour for residential:.....\$45 (one-hour minimum per plan review)
- Temporary and Provisional Certificates of Use and Occupancy.....\$110
- Commercial fees appear elsewhere.

Residential Small-scale projects will be priced depending on the complexity of the project. Some examples are:

- Mobile Homes on Piers (3 trips only).....\$195 (footer, electric service, final)
- Decks.....\$165 (footer, framing, final)
- Fences and retaining walls (2 trips).....\$120
- Sheds (1 trip).....\$65 (small prefabricated utility structure under 500 sq. ft.)
- Residential Demolition (1 trip).....\$65 Commercial.....\$75 minimum - fees appear elsewhere
- Swimming Pools
 - Above Ground (with bonding requires two trips).....\$120 Above Ground (rubber siding).....\$65
 - In Ground.....\$175

Miscellaneous Project Inspection Fees:

- Daycares (up to 6 kids).....\$75 (1st trip), \$75 (each return trip)
- Daycares (over 6 kids up to 24 total).....\$125 (1st trip), \$75 (each return trip)
- Foster Homes.....\$125 (1st trip), \$75 (each return trip)
- Change of Occupancies
 - Under 8000 sq. ft.\$150
 - Over 8000 sq. ft.\$185
- Residential Electrical Service Upgrade
 - Not Over 200Amp.....\$75
 - 200 Amp - 400 Amp.....\$85
 - Over 400 Amp Commercial Fee Schedule Applies
 - All commercial fees appear elsewhere
- Investigation/Stop Work Order/Notice of Violation, etc.....\$75 per Postage (per/Certified/1st Class).....\$10
- Return Trips due to failed or incomplete inspections or field corrections\$65 minimum
- Duplicate Permit and Occupancy Certificate Issuance.....\$45
- Field investigations and complaints initiated by the municipality or for enforcement purposes are invoiced to the municipality directly at our standard per hour rate.....\$45
- Copies - .25 per sheet for standard size (8½ x 11 & 8½ by 14) .50 per sheet for Ledger size (14"x17"). Extensive copying and larger documents will be billed for time and materials. Commercial Fee is provided elsewhere.
- Items not described above or otherwise priced on the commercial, supplemental, or special fee schedules will be invoiced at the standard rate of \$45 per hour plus expenses. Expenses may include items such as copies, constable fees, supplies, etc.

Please be advised ALL fees set above and on all the fee schedules are for inspections only and do not include:

- Plan Review Fee
- State (DCED) Fee
- Added Fee(s) due to failed inspections
- Possible Municipal Fee
- Application Fee

2021 PMCA Residential Fee Schedule

Rev. 10-5-16.rcm [10-01-20 add 2021]



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 Email: pmca@pacodealliance.com Website: <https://pacodealliance.com/>

Exhibit A, *continued*

► 2021 PMCA ELECTRICAL FEE SCHEDULE ◀

ROUGH WIRING INSPECTION

All switches, lighting, & receptacles to be counted as outlets
 1-25 outlets\$50
 Each additional 10 outlets or fraction thereof\$20

FINISH INSPECTION

All switches, lighting, & receptacles to be counted as outlets
 1-25 outlets\$50
 Each additional 10 outlets or fraction thereof\$20

EQUIPMENT & APPLIANCES

Outlet for single unit 15 kW or less\$40
 For each additional outlet 15 kW or less\$20

MOTORS, GENERATORS, TRANSFORMERS, CENTRAL HEATING, DUCT HEATERS, AIR COND., ELEC. FURNACES, AND WELDERS

Less than 1/4 HP, kW, or kVA first unit\$35
 1/4 HP, kW, or kVA to 30 HP, kW, or kVA each\$40
 30 HP, kW, or kVA to 50 HP, kW, or kVA each\$65
 Over 50 HP, kW, or kVA each\$75

FEEDERS OR SUB PANELS

Up to 225 Amp\$25
 Over 225 Amp. to 400 Amp\$30
 Over 400 Amp. to 1200 Amp\$50
 Over 1200 Amp\$115

PUBLIC POOLS AND SPAS

State required Inspection (Dept. of Health) – Apply for pricing

Special Service and/or conditions not provided for in this schedule apply for fee\$50 (Minimum Charge)

This fee schedule is effective 01-01-17

► Electrical and Fire Inspection-Enforcing and Consulting Service ◀

SERVICE – METERING EQUIPMENT UP TO 600 VOLTS

Not Over 200 Amp\$75
 200 Amp - 400 Amp\$85
 Over 400 Amp to 800 Amp\$120
 Over 800 Amp to 1000 Amp\$175
 Over 1000 Amp including one control center\$275
 Each Additional Control Center\$150
 Over 600 Volts - Add \$50 per category

PRIMARY TRANSFORMERS, VAULTS, ENCLOSURE, SUB-STATIONS

Not over 200 kVA\$95
 Over 200 to 500 kVA\$125
 Over 500 to 1000 kVA\$175
 Over 1000 kVA (minimum plus consultation fee)\$195

NOTE: Above applies to each bank of transformers

SIGNALING SYSTEMS

For the first 15 devices\$65
 For each additional 5 devices\$20

MODULAR HOMES, MINOR ALTERATIONS & ADDITIONS

Service and 1 to 25 outlets (single visit only)\$80

MOBILE HOMES

Service Including Feeder or Receptacle\$70
 Service Visit Only\$70
 Service Additional Meter\$30

2021 PMCA Electrical Fee Schedule

Rev. 10-5-16 rcm [10-01-20 add 2021]



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 Email: pmca@pacodealliance.com Website: <https://pacodealliance.com/>

Exhibit A, *continued*

2021 PMCA Supplemental Fee Schedule

Residential

- Additional inspection fees may be assessed at not less than \$55 per visit as required due to the complexity or execution of the work being done. Complex inspections and multiple trips are charged accordingly.
- Electrical Service Upgrade
 - Not Over 200 Amp\$75 200 Amp - 400 Amp\$85
 - Over 400 Amp - Commercial Fee Schedule Applies
- Decks or Porches\$165
 - Under 30' but attached to structure\$165 Deck or Porch with Roof\$165 (footer, framing, final)
- Fences and retaining walls (2 trips)\$120 (fences over 6 feet high & retaining walls over 4 feet high)
- Sheds (1 trip)\$65 (small prefabricated utility structure under 500 sq. ft.)
- Residential Demolition (1 trip)\$65 minimum - Commercial Demolition \$75 minimum - fees appear elsewhere
- Swimming Pools
 - Above Ground (with bonding requires 2 trips)\$120 Above Ground (rubber siding)\$65
 - In Ground\$175 (footer, bonding, final)
- Residential Re-Roof\$120 (with structural repairs or change of materials)
- Outside Wood Stoves (2 trips maximum)\$120 (includes siting, underground piping, & final)

Commercial Projects (Small Projects not otherwise defined)

- Cell TowerSee Commercial Fee Schedule
 - Antenna Colocation\$350 per antenna (with added Plan Review, Application Fee, DCED)
- Change Door(s) if structural change\$75 (could vary depending on how many are changed)
- Change Windows(s) if structural change\$75 (could vary depending on how many are changed)
- Demolition\$75 minimum (only if ALL of structure is being demolished)

Fees below are specific to local ordinances:

- Sewer Laterals\$55 per trip
- Zoning Field Inspections\$45 per hour
- Explosive/Blasting (per site) – with fees added for Application, Plan Review, etc.
 - Up to 5 Days\$200 Add for each additional day beyond 5\$85
- Explosive/ Blasting Magazine Placement
 - Up to 5 Days\$325 Add for each additional day beyond 5\$80
- Fireworks Sales Tent\$75 (plus application, plan review, Admin fees, etc.)
- Fireworks Display/Discharge\$200 including evenings and weekends
 - Holidays\$265 Holidays
- Welding and Cutting Permit – Commercial job sites\$75

Miscellaneous Project Inspection Fees:

- Daycares (up to 6 kids)\$75 (1st trip), \$75 (each return trip)
- Daycares (over 6 kids up to 24 total)\$125 (1st trip), \$75 (each return trip)
- Foster Homes\$125 (1st trip), \$75 (each return trip)
- Change of Occupancies
 - Under 8000 sq. ft.\$150 Over 8000 sq. ft.\$185
- Investigation/Stop Work Order/Notice of Violation, etc.\$75 per Postage (per/Certified/1st Class)\$10
- Return Trips due to failed or incomplete inspections or field corrections\$65 minimum
- Duplicate Permit and Occupancy Certificate Issuance\$45
- Field investigations and complaints initiated by the municipality or for enforcement purposes are invoiced to the municipality directly at our standard per hour rate\$45
- Copies - .25 per sheet for standard size (8½ x 11 & 8½ by 14) .50 per sheet for Ledger size (14"x17"). Extensive copying and larger documents will be billed for time and materials. Commercial Fee is provided elsewhere.
- Items not described above or otherwise priced on the commercial, supplemental, or special fee schedules will be invoiced at the standard rate of \$45 per hour plus expenses. Expenses may include items such as copies, constable fees, supplies, etc.

Inspection time for all permits is for 1 site visit for a total accumulated time of 1 hours, unless otherwise noted. Each subsequent hour required shall be at the rate of forty five dollars (\$45.00) per hour of the inspector's time. This amount shall be paid in full prior to issuance of the Certificate of Occupancy.

Please be advised ALL fees set above and on all the fee schedules are for inspections only and do not include:

- Plan Review Fee
- State (DCED) Fee
- Added Fee(s) due to failed inspections
- Possible Municipal Fee
- Application Fee

2021 PMCA Supplemental Fee Schedule

Rev. 10-5-16 rcn [10-01-20 add 2021]

Exhibit B**2021 AVERAGE BILLING RATES**

Principal	\$168.00
Senior Project Engineer/ Senior Project Manager	\$145.00
Project Engineer/ Project Manager	\$122.00
Designer II	\$ 90.00
Designer I	\$ 78.00
CADD Technician	\$ 78.00
Administrative Assistant	\$ 67.00
Survey Technician	\$ 90.00
Testing Technician	\$ 66.00
Inspector	\$ 82.00
REIMBURSABLES (DIRECT EXPENSES)	
Outside Reproduction	Cost + 10%
Filing Fees	Cost + 10%
Subconsultants	Cost + 10%
GPS Equipment	\$65.00/Hour
RTS Equipment	\$55.00/Hour
Network GPS Equipment	\$80.00/Hour
Mileage (where applicable)	IRS rate + 10%
Prints/Plots (Black & White)	\$0.15/sheet (8.5"x11") \$0.25/sheet (11"x17") \$1.50/sheet (18"x24") \$3.00/sheet (24"x36") \$6.00/sheet (36"x42")
Prints/Plots (Color or Mylar)	\$0.20/sheet (8.5"x11") \$1.50/sheet (11"x17") \$3.00/sheet (18"x24") \$6.00/sheet (24"x36") \$12.00/sheet (36"x42")
Asset Tags	\$0.40/tag
Retroreflector Rental	\$800.00/week (1 week min.)

Note: Average billing rates are intended for fee ranges and estimating purposes. Actual billing rates are based on our current multiplier and will vary by employee.

Rates are effective from 01/01/21 through 12/31/21.



38 North Duke Street
York, PA 17401
P: (717) 846-4805

50 West Middle Street
Gettysburg, PA 17325
P: (717) 337-3021

315 West James Street
Suite 102
Lancaster, PA 17603
P: (717) 481-2991



Gettysburg
HISTORIC CROSSROADS

Theodore Streeter - Mayor
Susan Naugle - Council President
Jacob Schindel - Council Vice President

Charles R. Gable, MPA - Borough Manager
Sara L. Stull - Borough Secretary
Harold A. Eastman, Jr. - Borough Solicitor

Borough of Gettysburg
Adams County, Pennsylvania
59 East High Street
Gettysburg, PA 17325

Telephone: (717) 334-1160 |
FAX: (717) 334-7258
www.GettysburgPA.gov

Exhibit C

2021 Labor Burden Rates

Police Personnel

Administration	\$61.00 per hour
Patrol Officer	\$50.00 per hour
Part-Time Officer	\$28.00 per hour
Auxiliary Officer	\$17.00 per hour

Parking Personnel

Parking Enforcement Officer	\$28.00 per hour
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Public Works Personnel

Laborer	\$41.00 per hour
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Puhl, Eastman & Thrasher – Borough Solicitor

Principal Attorney	\$185.00 per hour
Associate Attorney	\$175.00 per hour
Paralegal	\$90.00 per hour

Exhibit D**Office of Open Records – Official RTKL Fee Schedule***Updated October 15, 2018*

Record Type / Delivery Method	Fee
Black & White Copies	Up to \$0.25 per copy. ¹
Color Copies	Up to \$0.50 per copy. ²
Specialized Documents ³	Up to actual cost.
Records Delivered via Email	No additional fee may be imposed. ⁴
CD / DVD	Up to actual cost, not to exceed \$3.00 per disc.
Flash Drive	Up to actual cost.
Facsimile	Up to actual cost. ⁵
Other Media	Up to actual cost.
Redaction	No additional fee may be imposed. ⁶
Conversion to Paper	Up to \$0.25 per page. ⁷
Photographing a Record	No additional fee may be imposed. ⁸
Postage	Up to actual cost of USPS first-class postage.
Certification of a Record	Up to \$5.00 per record. ⁹

¹ A “copy” is either a single-sided copy, or one side of a double-sided copy, on 8.5”x11” or 8.5”x14” paper.

² A “copy” is either a single-sided copy, or one side of a double-sided copy, on 8.5”x11” or 8.5”x14” paper. Note that a requester may ask for black and white copies even if the original is in color and color copies are available.

³ Including, but not necessarily limited to, non-standard sized documents and blueprints.

⁴ If a requester asks to receive records which require redactions in electronic format, an agency may print the records to provide for secure redaction, then scan them in for delivery by email. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

⁵ If an agency must print records to send them by facsimile, the agency may charge the fees noted above for B&W copies.

⁶ If a requester seeks records requiring redaction, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

⁷ If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media, unless the requester specifically requests for the record to be duplicated in the more expensive medium. *See § 1307(d).*

⁸ This assumes the requester is using his or her own camera, such as a cellphone camera, to photograph the records. *See Muenz v. Township of Reserve, OOR Dkt. AP 2015-1021, 2015 PA O.O.R.D. LEXIS 1176.* If redaction is required prior to the requester being granted access to photograph records, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

⁹ Under the RTKL, an agency may impose “reasonable fees for official certification of copies if the certification is at the behest of the requester and for the purpose of legally verifying the public record.” The OOR recommends no more than \$5 per record to certify a public record. Certification fees do not include notarization fees.

Exhibit D, *continued***Additional Notes**

Fees May Be Waived: All fees established herein may be waived at the discretion of the agency.

Medium Requested: A record being provided to a requester shall be provided in the medium requested if it exists in that medium; otherwise, it shall be provided in the medium in which it exists. *See § 701.*

Other Statutory Fees: If a statute other than the RTKL governs the amount an agency may charge for a certain type of record, the other statute controls. For example, a Recorder of Deeds may charge a copy fee of 50 cents per uncertified page and \$1.50 per certified page (42 P.S. § 21051). Police departments may charge up to \$15 for a copy of a vehicle accident report (75 Pa.C.S. §3751 (b)(2)); the Philadelphia Police Department may charge up to \$25 per copy (Id. at (b)(3)). State police are authorized to charge "\$5 for each copy of the Pennsylvania State Police full report of investigation." (75 Pa.C.S. §1956(b)). Other examples include the History Code, the Municipalities Planning Code, and the Criminal History Record Information Act.

Inspection of Redacted Records: If a requester wishes to inspect, rather than receive copies of records which contain both public and non-public information, the agency may redact the non-public information. An agency may not charge the requester for the redaction itself. However, an agency may charge (in accordance with the OOR's Official Fee Structure) for any copies it must make in order to securely redact the material before allowing the requester to view the records. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee may be charged.

Enhanced Electronic Access: If an agency offers enhanced electronic access to records in addition to making the records accessible for inspection and duplication by a requester, the agency may establish user fees specifically for the provision of the enhanced electronic access. The user fees for enhanced electronic access may be a flat rate, a subscription fee for a period of time, a per-transaction fee, a fee based on the cumulative time of system access, or any other reasonable method and any combination thereof. Such fees shall not be established with the intent or effect of excluding persons from access to records or duplicates thereof or of creating profit for the agency. **NOTE: Fees for enhanced electronic access must be reasonable and must be pre-approved by the OOR. Please [submit enhanced electronic access fee requests to the OOR](#).**

Fee Limitations: Except as otherwise provided by statute, the RTKL states that no other fees may be imposed unless the agency necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for an agency's review of a record to determine whether the record is a public record subject to access under the RTKL. No fee may be charged for searching for or retrieval of documents. An agency may not charge staff time or salary for complying with a RTK request. No fee may be charged for an agency's response letter.

Prepayment: Prior to granting a request for access in accordance with the RTKL, an agency may require a requester to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100. Once a request is fulfilled and prepared for release, the OOR recommends that an agency obtain payment prior to releasing the records.

Questions: If you have any questions regarding the OOR's Official Fee Structure, please [contact the OOR](#) (email: openrecords@pa.gov, telephone: 717-346-9903).

October 13, 2020

Charles R. Gable, MPA, Borough Manager
Borough of Gettysburg
59 East High Street
Gettysburg, PA 17325

Sent Via E-mail: cgable@gettysburgpa.gov

File No. 430

Re: Borough of Gettysburg Solicitorship for 2021

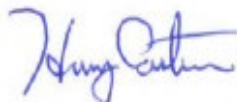
Dear Charles:

I am writing this letter to confirm that I am interested in continuing in the position of solicitor for the Borough of Gettysburg in 2021. It has been my privilege to work with the Borough of Gettysburg over the past twenty-two (22) years, and I would be honored if the Borough would consider continuing to retain me as its solicitor in 2021.

I wish to confirm that if I continue to be retained as solicitor of the Borough of Gettysburg in 2021, I would bill at the hourly rate of \$185.00 for the time I spend in representing the Borough. Any work completed by associate attorney, Adam D. Boyer, Esquire, on behalf of the Borough will be billed at the hourly rate of \$175.00. Any work completed by paralegal, Marianne Drummond, on behalf of the Borough will be billed at the hourly rate of \$90.00.

If you should have any questions, please do not hesitate to contact me.

Very truly yours,



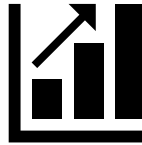
Harold A. Eastman, Jr.

HAE/md

cc: Sara L. Stull, Assistant Borough Manager/Secretary (via e-mail)

Combined, the Borough has a total of 10 (ten) Fund Budgets. Each fund serves a specific and unique purpose. Each fund is associated with a separate bank account, where cash in each fund is not comingled with cash in other funds. They are:

- Fund 01 General Fund
- Fund 03 Fire Fund
- Fund 04 CDBG Fund
- Fund 05 Company K Memorial Fund
- Fund 18 Capital Projects Fund
- Fund 23 Debt Service Fund
- Fund 30 Capital Reserve Fund
- Fund 35 Liquid Fuels Fund
- Fund 40 Revolving Loan Fund, and
- Fund 68 Eichelberger-Stahle Charitable Trust Fund.



Expenses are forecast to be \$5,796,685. The planned deficit in 2021 totals \$136,166. Expenses over revenue are largely due to the use of accumulated funds in other Fund accounts – for the purposes of either capital projects or debt service. All revenues are depicted in **Table 18**. All fund expenditures are depicted in **Table 19**.



Each fund serves a specific mission and contains an estimate of both revenues and expenditures. In the aggregate, across all funds, the Borough in 2021 is expected to generate \$5,660,519.

Table 18 – Budget Summary (Aggregate Fund Revenues)

Revenue ALL Funds			01	03	04	05	18	23	30	35	40	68
Dept.	Description	Total ALL Budgeted Funds	General Fund	Fire Fund	CDBG Fund	Company K Memorial Fund	Capital Projects Fund	Debt Service Fund	Capital Reserve Fund	Liquid Fuels Fund	Revolving Loan Fund	Eichelberger-Stahle Charitable Trust
301	Real Property Tax	\$2,208,812	\$2,085,012	\$123,800	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
305	Occupation Tax	\$17,300	\$17,300	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
310	Local Enabling Tax (Act 511)	\$948,450	\$948,450	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
321	Business Licenses/Permits	\$94,345	\$94,345	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
322	Non-Business Licenses/Permits	\$20,950	\$20,200	^^^	^^^	^^^	^^^	^^^	\$750	^^^	^^^	^^^
331	Fines & Forfeits	\$256,237	\$256,237	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
341	Interest Earnings	\$20,389	\$7,300	^^^	\$7	^^^	\$925	\$4,172	\$2,760	\$650	\$4,575	^^^
342	Rents & Royalties	\$39,000	\$39,000	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
351	Federal Capital Grants	\$175,450	\$450	^^^	\$175,000	^^^	^^^	^^^	^^^	^^^	^^^	^^^
354	State Operating Grants	\$9,575	\$9,575	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
355	State Shared Revenue	\$410,514	\$232,150	^^^	^^^	^^^	^^^	^^^	^^^	\$178,364	^^^	^^^
357	Revenue from Local Govt.	\$48,272	\$48,272	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
361	Charges for Services	\$137,112	\$137,112	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
363	Highways & Streets (Parking)	\$733,931	\$733,931	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
367	Culture & Recreation	\$2,550	\$2,550	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
387	Contributions & Donations	\$0	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
390	Other Financing Sources	\$1,100	\$1,100	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
391	Sale of Fixed Assets	\$0	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
392	Interfund Transfers In	\$534,532	^^^	^^^	^^^	^^^	^^^	\$534,532	^^^	^^^	^^^	^^^
393	Proceeds from Long Term Debt	\$0	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
395	Refund of Prior Year Expenses	\$2,000	\$2,000	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
TOTAL Revenues		\$5,660,519	\$4,634,984	\$123,800	\$175,007	\$0	\$925	\$538,704	\$3,510	\$179,014	\$4,575	\$0

Table 19 – Budget Summary (Aggregate Fund Expenditures)

Expenditures ALL Funds			01	03	04	05	18	23	30	35	40	68
Dept.	Description	Total ALL Budgeted Funds	General Fund	Fire Fund	CDBG Fund	Company K Memorial Fund	Capital Projects Fund	Debt Service Fund	Capital Reserve Fund	Liquid Fuels Fund	Revolving Loan Fund	Eichelberger-Stahle Charitable Trust
400	Legislative	\$11,264	\$11,264	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
401	Office of the Manager	\$307,474	\$307,474	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
403	Tax Collection	\$28,513	\$28,513	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
409	General Government	\$332,823	\$322,775	^^^	^^^	^^^	^^^	\$24	^^^	^^^	\$10,024	^^^
410	Police	\$1,702,904	\$1,702,904	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
411	Fire	\$181,119	\$58,119	\$123,000	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
413	Code Enforcement	\$50,050	\$50,050	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
414	Planning	\$314,159	\$314,159	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
415	Emergency Management	\$750	\$750	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
421	Health	\$315	\$315	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
430	Public Works	\$673,038	\$638,154	^^^	^^^	^^^	^^^	^^^	\$34,884	^^^	^^^	^^^
432	Winter Maintenance Services	\$32,500	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$32,500	^^^	^^^
433	Traffic Control Devices	\$29,200	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$29,200	^^^	^^^
434	Street Lighting	\$95,496	\$87,996	^^^	^^^	^^^	^^^	^^^	^^^	\$7,500	^^^	^^^
435	Sidewalks & Crosswalks	\$37,650	\$37,650	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
436	Storm Sewers & Drains	\$0	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
438	Bridges	\$115,400	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$115,400	^^^	^^^
439	Roads & Alleys	\$182,250	\$65,250	^^^	^^^	^^^	\$50,000	^^^	^^^	\$67,000	^^^	^^^
445	Parking Facilities	\$337,921	\$337,921	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
454	Parks & Recreation	\$80,908	\$80,908	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
455	Shade Tree	\$14,500	\$14,500	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
462	HUD - Community Development	\$50,000	^^^	^^^	\$50,000	^^^	^^^	^^^	^^^	^^^	^^^	^^^
465	Community Development	\$39,025	\$39,000	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$25
471	Debt Principal	\$529,177	^^^	^^^	^^^	^^^	^^^	\$529,177	^^^	^^^	^^^	^^^
472	Debt Interest	\$109,407	^^^	^^^	^^^	^^^	^^^	\$109,407	^^^	^^^	^^^	^^^
475	Bond Issue Costs	\$3,560	^^^	^^^	^^^	^^^	^^^	\$3,560	^^^	^^^	^^^	^^^
487	Benefits Fees	\$2,750	\$2,750	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
492	Interfund Transfers Out	\$534,532	\$534,532	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
TOTAL Expenditures		\$5,796,685	\$4,634,984	\$123,000	\$50,000	\$0	\$50,000	\$642,168	\$34,884	\$251,600	\$10,024	\$25
Government-Wide Budget Revenue Over Expenses		\$5,660,519	\$4,634,984	\$123,800	\$175,007	\$0	\$925	\$538,704	\$3,510	\$179,014	\$4,575	\$0
		\$5,796,685	\$4,634,984	\$123,000	\$50,000	\$0	\$50,000	\$642,168	\$34,884	\$251,600	\$10,024	\$25
		-\$136,166	\$0	\$800	\$125,007	\$0	\$49,075	-\$103,464	-\$31,374	-\$72,586	-\$5,449	-\$25



Total Labor Burden is defined as the true cost to the employer to keep a person (the employee) on the payroll. Most often the focus of payroll is solely on the hourly wage or annual salary of an employee, however, labor burden also factors in the cost of all the benefits, insurances, and payroll taxes provided to an employee – as these are considerable costs to the employer. Benefits, insurances, taxes paid on behalf of the employee and hourly wage or annual salary are combined to calculate TOTAL LABOR Burden of an employee.

The Borough's labor force (which includes both part-time and full-time employees) is divided among six (6) departments⁷⁹:

- Department 400 – Legislative,
- Department 401 – Office of the Manager,
- Department 410 – Police,
- Department 414 – Planning & Historic Preservation,
- Department 430 – Public Works, and
- Department 445 – Parking.

Not listed here is Department 411, which is Fire Services. Department 411 is an employee on the Borough's payroll, but whose labor burden is 100% reimbursed by the fire company via Fund 03, which has its own dedicated revenue source.

Typically, staffing levels in each department are determined by the workload of each department and the services those departments deliver to the residents, visitors, and other stakeholders of the Borough. While the following is not an exhaustive list, it is representative of the types of services provided by the Borough:

- ✚ Police
 - Crime Prevention
 - Traffic Enforcement,
- ✚ Parking Enforcement,
- ✚ Bus/Transit Service,
- ✚ Traffic and Signal Timing,
- ✚ Streets/Alleys
 - Street Cleaning
 - Street/Alley Repair
 - Street Lighting
 - Snow/Ice Removal

- Storm Water Drainage,
- ✚ Yard Waste Pick-Up,
- ✚ Refuse/Recycling Services,
- ✚ Recreation Services,
- ✚ Land Use Planning,
 - Zoning Determinations
 - Historic Preservation
 - Code Enforcement
- ✚ Water/Sewer Services,
- ✚ Economic Development,
- ✚ Emergency Preparedness,
- ✚ Cable Television Franchise,
- ✚ Fire Services,
- ✚ Ambulance/EMS Services, Etc.

NOTE: All labor burden calculations in this chapter are specific to Fund 01 – General Fund. Labor burden calculations are inclusive of the following:

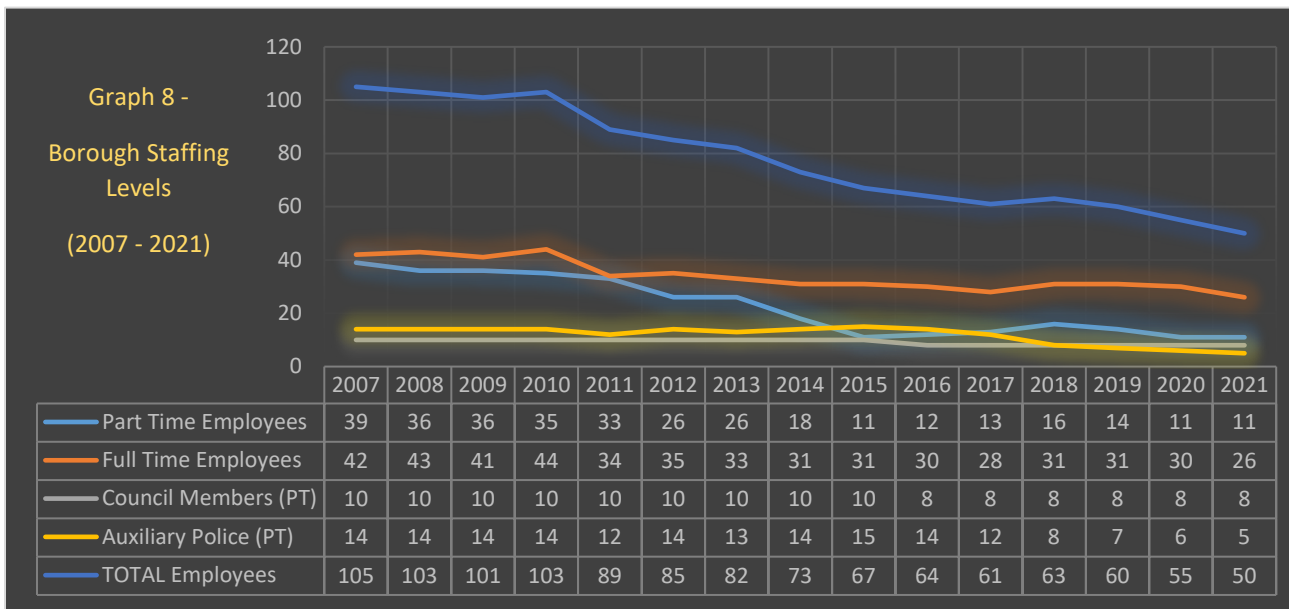
- Hourly wages / Annual salary
- Estimated overtime
- Vacation / Healthcare buyback as delineated in union contracts,
- Cost of vision insurance,
- Cost of dental insurance,
- Cost of healthcare / prescription drug insurance,
- Employer portion of FICA and Medicare insurance,
- Cost of unemployment compensation insurance,
- Cost of life insurance,
- Cost of accidental death & dismemberment insurance,
- Cost of short-term disability insurance,
- Cost of worker's compensation insurance, and
- Pension contribution.

Borough Staffing Trends

2021 is without question a budget retrenchment from previous years. Staffing levels have been reduced in multiple departments – a direct impact from the lost revenues precipitated by the COVID-19 Pandemic. It will be a challenge to

⁷⁹ The Borough previous had its labor force divided into eight (8) departments. The Finance Department (402) and the Human Resources Department (405) were disbanded and reincorporated into a new

department (401) titled the Office of the Manager. This was done to streamline staff duties resulting from the COVID-19 Pandemic.



continue a reasonable level of services that are expected by the community with these depleted staffing levels. The community should expect that service delivery and overall efficiencies will at times not meet the standard they have become accustomed to as the demands placed this diminished staff have not changed, or in some cases have increased. Much of the work the community sees on a day-to-day basis is matched by voluminous work behind the scenes. This work is accomplished by the Borough's administrative staff. These staff must keep and maintain all the Borough's records, payrolls, maintain employee files and ensure staff credentials remain current, financial conformity to credit rating agencies, prepare agendas for Council meetings, manage the Borough's website and other information technology management, comply with audits, and continue with other legal requirements related to plethora state and federal mandates.

Government is often criticized as being too big, too expensive, inefficient, and wasteful. There may be some validity to that notion at the state and federal level of government. Local government – especially this one – is the opposite. Government closest to its constituents (local government) is the most responsive and has the largest and direct impact on a person's life daily. It cannot be said that Gettysburg's Government is bloated. **Graph 8** clearly highlights the continuing decline in Borough staffing levels. In 2021, the Borough has only 50

full- and part-time employees – down from 105 full- and part-time employees in 2007! Most notable is the dramatic decline in full-time staffing – down to 26 in FY2021 from 42 in FY2007. It should be highlighted here that the Borough continues to prioritize safety as twelve (12) of the twenty-six (26) full-time employees (nearly half) are police department employees.

The Borough made significant staffing adjustments during the 2020 fiscal year to manage the financial crisis created by the Coronavirus Pandemic. These changes carry over into the 2021 budget. These changes took place in multiple departments.

Finance Department
Human Resources Department
Office of the Manager

Both the Finance Department and the Human Resources Department were dissolved in 2020. The duties of those departments and the staff of those departments, along with the Borough Manager, were incorporated into a new department called the Office of the Manager. With that consolidation came the dissolution of the Finance Director position. That employee was reassigned to the Office of the Manager with a new job description, which eliminated supervisory duties. That employee has since resigned work from the Borough, and the position will not be filled. Additionally, the Receptionist/Cashier position that was eliminated in 2017 will remain vacant in 2021.

Exhibit 4 - Estimated 2021 Labor Burden by Job Title

Job Title Full-Time Employees	2021 Labor Burden
Chief of Police	\$139,069
Sergeant - Squad B	\$129,622
Sergeant - Squad A	\$129,015
Master Patrol #1	\$123,584
Master Patrol #2	\$122,618
Borough Manager/Treasurer	\$122,612
Patrol #3/Detective	\$120,599
Patrol #5	\$120,278
Patrol #6	\$119,202
Patrol #4/Detective	\$116,936
Patrol #8	\$110,387
Director of Public Works (DPW)	\$108,980
Director of Historic and Environmental Preservation	\$101,610
Assistant Borough Manager/Secretary	\$99,972
Patrol #7	\$99,629
Director of Planning, Zoning & Code Enforcement	\$91,341
Foreman (DPW)	\$89,116
Road Crew #2 (DPW)	\$89,046
Meter/Grounds Maintenance	\$88,556
Accountant I/Finance Assistant	\$82,498
Parking Manager	\$75,884
Police Secretary	\$75,004
Road Crew #1 (DPW)	\$73,102
Management Assistant	\$68,380
Mechanic (DPW)	\$63,857
Parking Enforcement Officer - Group Leader	\$58,374
Office of the Manager	
Police Department	
Department of Public Works	
Parking Department	
Planning Department	

Public Works Department

The Borough laid off a public works employee. That employee has since resigned work from the Borough. Two other employees in Public Works retired late in 2020. All three vacated Public Works positions will remain unfilled in 2021. In total, through attrition and a resignation, the Public Works Department has three fewer employees than in 2020.

Police Department

The Borough furloughed a police officer in August 2020. That furlough will continue into 2021. The Borough had created a part-time Police Secretary position in the 2020 budget. That position was never filled and will

remain vacant in 2021. The department remains the Borough's largest department with twelve full-time employees, accounting for nearly 50% of the Borough's full-time staff in 2021.

Parking Department

The Parking Department had two full-time Parking Enforcement Officers (PEO) prior to 2020. One of those PEOs was promoted to Parking Manager. The one PEO position vacated was never filled and will remain vacated in 2021.

Total Labor Burden by Job Title

Before total labor burden is discussed in detail, it is useful to get the big picture of where the Borough's human resources are being utilized. Presented in **Exhibit 4** is a summary of total labor burden for full-time Borough employees – delineated by department. It is meant to provide a cursory review of job title and total compensation provided to each full-time employee in each department. Each department is color coded for easy reference.

Total Labor Burden Department 400 –
Legislative

Department 400 accounts for the salaries and associated payroll taxes of the members of the Borough's legislative body (i.e., the seven members of Borough Council). State Borough Code dictates the salaries of the Council based on the municipality's population. Each member of Gettysburg Borough Council receives \$2500 annually, which is paid monthly. For 2021, three members of Borough Council have elected to forfeit their stipend, providing a cost savings in the overall Borough budget. **Table 20** outlines the total labor burden for Department 400.

Table 20 – Department 400 (Legislative) TOTAL Labor Burden

Line Item # and Description		President	Vice President	Council Member #3	Council Member #4	Council Member #5	Council Member #6	Council Member #7	TOTAL
105	Salary - Council	\$2,500	\$2,500	\$0	\$0	\$0	\$2,500	\$2,500	\$10,000
192	Benefit - FICA	\$155	\$155	\$0	\$0	\$0	\$155	\$155	\$620
193	Benefit - Medicare	\$36	\$36	\$0	\$0	\$0	\$36	\$36	\$145
TOTAL Labor Burden		\$2,691	\$2,691	\$0	\$0	\$0	\$2,691	\$2,691	\$10,765

NOTE: Three members of Council are forfeiting their stipends in 2021 in recognition of the Borough's difficult budget situation resulting from COVID-19 revenue losses.

**Total Labor Burden
Department 401 –
Office of the Manager**

Department 401⁸⁰ accounts for the total labor burden (i.e., associated salaries, associated payroll taxes, insurances, and other fringe benefits) for the Borough's two executive staff (the Mayor and Manager) and supporting staff. The supporting staff are the Assistant Borough Manager and Accountant I/Finance Assistant.

The two executives are the Mayor who oversees the day-to-day operations of the Police Department, and the Borough Manager who oversees all other daily functions of the Borough. This separation is ordained in the State Borough Code. Ironically, despite not having any supervisory or disciplinary authority over the police department, the Borough Manager still must administer the police department's budget and has an integral role in any grievances and litigation that comes out of the department – further illustrating the ludicrous and antiquated statutes related to municipal governance in the Pennsylvania Borough Code. The State Legislature did amend the Borough Code in 2012 but did not address the reporting structure between police departments and other administrative departments of a municipality.

Elimination of Borough Receptionist / Secretary Position - As part of staffing adjustments and budget considerations in FY2018's budget proposal, the Borough's long-standing tradition of having a public face was eliminated. The Receptionist/Secretary position was cut as a

Table 21 – Department 401 (Office of the Manager) TOTAL Labor Burden

Line Item # and Description	Borough Manager / Treasurer	Asst. Boro. Mngr. / Secretary	Accountant I / Finance Asst.	Intern	Mayor	TOTAL
105 Salary - Mayor	^^^	^^^	^^^	^^^	\$0	\$0
110 Salary - Borough Manager *	\$91,800	^^^	^^^	^^^	^^^	\$91,800
112 Salary - Full Time *	^^^	^^^	\$47,500	^^^	^^^	\$47,500
113 Salary - Professional Staff *	^^^	\$61,200	^^^	^^^	^^^	\$61,200
114 Salary - Intern	^^^	^^^	^^^	\$2,100	^^^	\$2,100
185 Other Comp./Vacation Buy-Back	\$0	\$0	\$0	^^^	^^^	\$0
189 Benefit - Vision Insurance	\$200	\$350	\$350	^^^	^^^	\$900
192 Benefit - FICA	\$5,692	\$3,794	\$2,945	\$130	^^^	\$12,561
193 Benefit - Medicare	\$1,331	\$887	\$689	\$30	^^^	\$2,938
194 Benefit - Unemployment Comp.	\$600	\$600	\$600	\$126	^^^	\$1,926
196 Benefit - Health Insurance **	\$9,266	\$21,114	\$21,114	^^^	^^^	\$51,494
197 Benefit - Pension Contribution	\$12,591	\$10,318	\$7,699	^^^	^^^	\$30,608
198 Benefit - Life/ADD/Short Dis.	\$559	\$388	\$306	^^^	^^^	\$1,253
199 Benefit - Dental Insurance	\$429	\$1,224	\$1,224	^^^	^^^	\$2,877
354 Insurance - Worker's Compensation	\$144	\$96	\$71	\$4	^^^	\$315
TOTAL Labor Burden	\$122,612	\$99,972	\$82,498	\$2,391	\$0	\$307,472

NOTE: The Mayor is forfeiting his stipend in 2021 in recognition of the Borough's difficult budget situation resulting from the COVID-19 revenue losses.

* Indicates employee voluntarily paid more toward their health insurance premiums in 2020 as an effort to help mitigate the Borough's COVID-19 revenue losses (contributing 9% more than unionized employees).

** This value includes an 11.5% employee contribution toward the healthcare premium.

^^^ Indicates pay category does not apply to employee.

cost-saving measure. This position has remained vacant ever since and will not be filled in 2021. In lieu of the Borough receptionist, a telephonic and electronic in/out message board was created for the public to gain access to the staff members they need to conduct business with. This practice will continue into FY2021, with the hope of adding instructional videos to give further direction to the public as they enter the municipal building.

Tax Collector⁸¹ – The Borough Council appointed a new Borough Tax Collector in late 2020. The new Tax Collector will have office hours at the front window in the Borough Building, which will help make tax payments more convenient to the public. The Tax Collector's Office Hours can be found on the Borough's website at <https://www.gettysburgpa.gov/office-manager>. As noted in footnote #80, both the former Finance Department and Human Resources

⁸⁰ Department 401 was previously named the 'Executive Department'. The Department was renamed in 2020 after two other departments (Finance and Human Resources) were dissolved and incorporated into Department 401.

⁸¹ The Tax Collector's wages are not reported in Department 401 but are found in Department 403. The Tax Collector's stipends are fees deducted.

Department have been incorporated into the Office of the Manager. The work that was completed in each of those former departments is now done in the newly create department. As such, the Office of the Manager is responsible for all accounts payable and receivable, payroll, payroll tax reporting to the IRS, financial compliance with grants, annual audits, etc. The Governmental Accounting Standards Board (GASB) requires a separation of duties to ensure utmost integrity and transparency in financial management. As such, the department cannot have fewer than two personnel in it (to ensure checks and balances with money in and money out). Oversight of the department is provided by the Borough Manager, who statutorily is the Borough's Treasurer and who has signatory authority over all Borough checks issued. Further, the Assistant Borough Manager who is also the Borough Secretary has signatory authority over Borough finances, as does the President of Council.

The Accountant I/Finance Assistant position used to be a unionized position. However, this position has access to sensitive and confidential personnel records. As such, it is not appropriate for this position to be in the bargaining unit which could pose a conflict of interest between the person who has access to such records and those in the bargaining unit. The Accountant I/Finance Assistant position was successfully negotiated out of the bargaining unit contract beginning in January 2018 and will continue outside the bargaining unit in 2021.

Like the former Finance Department, duties of the former Human Resource Department are now part of the responsibility of the Office of the Manager. The one employee in the old Human Resource Department is now incorporated into the Office of the Manager – which is now the Assistant Borough Manager/Secretary. The Borough Secretary is a mandated staff position by Pennsylvania Borough Code. The Borough Secretary also provides most of the Borough's Human Resources duties and oversees the coordination of all employee benefits and personnel files. This employee also manages the Borough's numerous insurance coverages and is responsible for submitting any insurance claims that may arise.

Continuing in 2021, the Office of the Manager will oversee the daily tasks of the part-time in-house custodian. Since the custodian serves all departments, the salary for the custodian is budgeted in the Public Works Department but reports directly to the Assistant Borough Manager/Secretary.

The Assistant Borough Manager/Secretary is responsible for all the municipality's official records (i.e., minutes, agendas, resolutions, ordinances, right-to-know requests, etc.). This position works very closely with the Borough Manager/Treasurer to prepare Borough Council's agendas for both the monthly business meetings and monthly work session meetings.

Part-Time Custodian – As noted above, the part-time custodian is budgeted in the Department of Public Works, however, reports the Assistant Borough Manager/Secretary in the Office of the Manager. The Borough had been struggling with keeping the municipal building and other public facilities in a condition that is acceptable. The Borough used to have a custodian on staff about ten years ago, but this position was outsourced to cut costs. Further analysis determined that the Borough could have more hours of service with a part-time in-house custodian than outsourcing the work to a third party. The part-time custodian position remains in the 2021 budget. This in-house position proved critical in 2020 with the increased focus on sterilization of facilities in response to the COVID-19 Pandemic. These custodial services will be equally vital in 2021.

Table 21 identifies the total labor burden for Department 401.

Total Labor Burden Department 410 – Police

As noted previously, per Pennsylvania Borough Code, the Mayor is the direct supervisor of the police department, while the Borough Manager oversees the budget of the police department. The Mayor, however, can only suspend and/or discipline a police officer. The authority to hire and/or terminate a police officer (including the Police Chief) is vested with the legislative body – Borough Council.

Chapter 7

Departmental Staffing Levels and TOTAL Labor Burden

The 2018, 2019, and 2020 budgets restored staffing levels in the police department to what is considered full-strength⁸². These staffing levels cannot continue into 2021 given the serious revenue shortfalls discussed in Chapter 2. Consequently, for 2021, the Department's staffing levels have been reduced by one

employee, who was placed on furlough in August 2020 and will remain furloughed in 2021. It must be noted here that the Borough's largest department incurred the fewest staffing reductions – highlighting Borough Council's commitment to public safety!

The one furlough creates a vacancy on a shift, which will be managed by placing the detective

Table 22 –
Department 410 (FT- Police) TOTAL Labor Burden

Line Item # and Description	Chief of Police	Secretary	Sergeant Squad A	Sergeant Squad B	Master Patrol #1	Master Patrol #2	Patrol #3 / Detective	Line-Item TOTAL
110 Salary - Chief of Police *	\$88,123	^^^	^^^	^^^	^^^	^^^	^^^	\$88,123
112 Full Time Staff	^^^	^^^	\$72,395	\$73,643	\$68,971	\$68,224	\$65,846	\$349,079
114 Salary - Professional Staff	^^^	\$51,904	^^^	^^^	^^^	^^^	^^^	\$51,904
180 Other Comp. - Overtime	^^^	\$0	\$9,000	\$8,000	\$8,000	\$8,000	\$8,000	\$41,000
185 Other Comp./Vacation Buy-Back	\$0	\$0	\$500	\$500	\$500	\$500	\$500	\$2,500
187 Other Comp./Health Care Buy Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
189 Benefit - Vision Insurance	\$350	\$200	\$350	\$350	\$350	\$350	\$350	\$2,300
191 Benefit - Uniform Allowance	\$500	\$500	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$7,250
192 Benefit - FICA	^^^	\$3,250	^^^	^^^	^^^	^^^	^^^	\$3,250
193 Benefit - Medicare	\$1,278	\$753	\$1,050	\$1,068	\$1,000	\$989	\$955	\$7,092
194 Benefit - Unemployment Comp.	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$4,200
196 Benefit - Health Insurance **	\$20,844	\$9,266	\$20,844	\$20,844	\$20,844	\$20,844	\$20,844	\$134,330
197 Benefit - Pension Contribution	\$22,266	^^^	\$18,530	\$18,822	\$17,706	\$17,527	\$17,865	\$112,716
198 Benefit - Life/ADD/Short Dis.	\$457	\$366	\$457	\$457	\$457	\$457	\$457	\$3,108
199 Benefit - Dental Insurance	\$1,223	\$432	\$1,223	\$1,223	\$1,223	\$1,223	\$1,223	\$7,770
200 Benefit - Pension Non-Uniform	^^^	\$7,651	^^^	^^^	^^^	^^^	^^^	\$7,651
354 Insurance - Worker's Compensation	\$3,428	\$82	\$2,816	\$2,865	\$2,683	\$2,654	\$2,709	\$17,237
TOTAL Labor Burden	\$139,069	\$75,004	\$129,015	\$129,622	\$123,584	\$122,618	\$120,599	
Line Item # and Description	Patrol #4 / Detective	Patrol #5	Patrol #6	Patrol #7	Patrol #8	Patrol #9	Line-Item TOTAL	Department TOTAL
110 Salary - Chief of Police* **	^^^	^^^	^^^	^^^	^^^	^^^	\$0	\$88,123
112 Full Time Staff	\$63,246	\$66,025	\$64,418	\$61,121	\$60,429	Furlough	\$315,239	\$664,318
114 Salary - Professional Staff**	^^^	^^^	^^^	^^^	^^^	^^^	\$0	\$51,904
180 Other Comp. - Overtime	\$8,000	\$9,000	\$10,000	\$6,000	\$6,000	Furlough	\$39,000	\$80,000
185 Other Comp./Vacation Buy-Back	\$500	\$500	\$500	\$500	\$500	Furlough	\$2,500	\$5,000
187 Other Comp./Health Care Buy Out	\$0	\$0	\$0	\$0	\$0	Furlough	\$0	\$0
189 Benefit - Vision Insurance	\$350	\$350	\$350	\$200	\$350	Furlough	\$1,600	\$3,900
191 Benefit - Uniform Allowance	\$1,000	\$750	\$750	\$750	\$750	Furlough	\$4,000	\$11,250
192 Benefit - FICA	^^^	^^^	^^^	^^^	^^^	^^^	\$0	\$3,250
193 Benefit - Medicare	\$917	\$957	\$934	\$886	\$876	Furlough	\$4,571	\$11,663
194 Benefit - Unemployment Comp.	\$600	\$600	\$600	\$600	\$600	Furlough	\$3,000	\$7,200
196 Benefit - Health Insurance **	\$20,844	\$20,844	\$20,844	\$9,266	\$20,844	Furlough	\$92,642	\$92,642
197 Benefit - Pension Contribution	\$17,159	\$17,004	\$16,620	\$16,248	\$16,007	Furlough	\$83,038	\$195,754
198 Benefit - Life/ADD/Short Dis.	\$457	\$457	\$457	\$457	\$457	Furlough	\$2,285	\$5,393
199 Benefit - Dental Insurance	\$1,223	\$1,223	\$1,223	\$1,223	\$1,223	Furlough	\$6,115	\$13,885
200 Benefit - Pension Non-Uniform	^^^	^^^	^^^	^^^	^^^	^^^	\$0	\$7,651
354 Insurance - Worker's Compensation	\$2,640	\$2,568	\$2,506	\$2,378	\$2,351	Furlough	\$12,443	\$29,680
TOTAL Labor Burden	\$116,936	\$120,278	\$119,202	\$99,629	\$110,387	\$0		\$1,405,943

* Indicates employee voluntarily paid more toward their health insurance premiums in 2020 as an effort to help mitigate the Borough's COVID-19 revenue losses (contributing 9% more than unionized employees).

** This value includes an 11.5% employee contribution toward the healthcare premium.

^^^ Indicates pay category does not apply to employee.

⁸² Full-Strength is considered (1) Police Chief, (1) Detective, (1) Police Secretary, (2) Sergeants, and (8)

Patrolmen, creating a full-time contingent of 13 staff.

Chapter 7

Departmental Staffing Levels and TOTAL Labor Burden

into a patrolman position and adding detective duties to two other patrolmen. This adjustment eliminates the vacancy on a squad and keeps each Squad at 4 patrolmen plus a Sergeant. In summation the police department will have the following staffing levels in 2021:

- One Chief of Police
- Two Police Sergeants
- One Police Secretary
- Two Patrolmen/Detectives,
- Six patrolmen,
- At least five part-time Police Patrolmen, and
- At least five Auxiliary Policemen.

The Police Department total labor burden is broken into two tables: full-time employees is shown in **Table 22**, while part-time employees is shown in **Table 23**.

Total Labor Burden Department 414 – Planning and Historic Preservation

The Department of Planning and Historic Preservation is an extremely busy department and historically has had no less than two full-time staff members to complete the work involved. The department issues all permit and licenses, many of which require extensive building plan reviews. It also manages the Rental Unit Occupancy (RUO) program, as well as, keeping current all property files in the Borough.

In 2019, Gettysburg Borough created the Gettysburg Borough Storm Water Authority (GBSWA) to help manage the Borough's storm water compliance mandate

Table 23 – Department 410 (PT – Police) TOTAL Labor Burden

Line Item # and Description	Part-Time Secretary	Part-Time Patrol #1	Part-Time Patrol #2	Part-Time Patrol #3	Part-Time Patrol #4	Part-Time Patrol #5	Line-Item TOTAL
115 Salary - Part Time Staff	\$0	\$10,550	\$10,550	\$10,550	\$10,551	\$10,551	\$52,752
117 Salary - Auxiliary Police	^^^	^^^	^^^	^^^	^^^	^^^	\$0
192 Benefit - FICA	\$0	\$654	\$654	\$654	\$654	\$654	\$3,271
193 Benefit - Medicare	\$0	\$153	\$153	\$153	\$153	\$153	\$765
TOTAL Labor Burden	\$0	\$11,357	\$11,357	\$11,357	\$11,358	\$11,358	
Line Item # and Description	Auxiliary #1	Auxiliary #2	Auxiliary #3	Auxiliary #4	Auxiliary #5	Line-Item TOTAL	Department TOTAL
115 Salary - Part Time Staff	^^^	^^^	^^^	^^^	^^^	\$0	\$52,752
117 Salary - Auxiliary Police	\$300	\$300	\$300	\$300	\$300	\$1,500	\$1,500
192 Benefit - FICA	\$19	\$19	\$19	\$19	\$19	\$93	\$3,364
193 Benefit - Medicare	\$4	\$4	\$4	\$4	\$4	\$22	\$787
TOTAL Labor Burden	\$323	\$323	\$323	\$323	\$323		\$58,402

^^^ Indicates pay category does not apply to employee.

handed down by the Environmental Protection Agency (EPA). All administrative tasks associated with GBSWA have been given to the Borough to complete. As such, a staff member needed to be added to assist with the increased volume of work. Consequently, the department now has three full time employees with the following titles:

- Director of Planning, Zoning, and Code Enforcement,

**Table 24 – Department 414
(Planning & Historic Preservation) TOTAL Labor Burden**

Line Item # and Description	Director of Planning, Zoning & Code Enforcement	Director of Historic & Environmental Preservation	Planning Assistant	TOTAL
110 Salary – Director* **	\$65,535	^^^	^^^	\$65,535
112 Salary - Full-Time Staff* **	^^^	^^^	\$46,404	\$46,404
114 Salary - Professional Staff* **	^^^	\$63,495	^^^	\$63,495
185 Other Comp./Vacation Buy-Back	\$0	\$0	\$0	\$0
189 Benefit - Vision Insurance	\$200	\$350	\$200	\$750
192 Benefit - FICA	\$4,063	\$3,937	\$2,877	\$10,877
193 Benefit - Medicare	\$950	\$921	\$673	\$2,544
194 Benefit - Unemployment Comp.	\$600	\$600	\$600	\$1,800
196 Benefit - Health Insurance**	\$9,266	\$21,114	\$9,266	\$39,646
197 Benefit - Pension Contribution	\$9,733	\$9,409	\$6,696	\$25,838
198 Benefit - Life/ADD/Short Dis.	\$451	\$451	\$361	\$1,263
199 Benefit - Dental Insurance	\$429	\$1,224	\$1,223	\$2,876
354 Insurance - Worker's Compensation	\$113	\$110	\$80	\$304
TOTAL Labor Burden	\$91,341	\$101,610	\$68,380	\$261,331

* Indicates employee voluntarily paid more toward their health insurance premiums in 2020 as an effort to help mitigate the Borough's COVID-19 revenue losses (contributing 9% more than unionized employees).

** This value includes an 11.5% employee contribution toward the healthcare premium.

^^^ Indicates pay category does not apply to employee.

- ✚ Associate Director of Historic and Environmental Preservation, and
- ✚ Planning/Administrative Assistant.

The department works with the following Boards and Commissions:

- Borough Council,
- Planning Commission,
- Historic Architecture Review Board,
- Zoning Hearing Board,
- Code Enforcement Appeals Board, and the
- Gettysburg Borough Storm Water Authority.

Apart from Borough Council, the department is responsible for preparing the agendas and minutes of each of the other boards, commissions and authorities it works with. Extensive research must be done on many of the topics that come before the boards.

Additionally, this department works closely with Code Enforcement, which is outsourced to the Pennsylvania Municipal Code Alliance (PMCA). PMCA provides the Borough with Code Enforcement staff and are contracted for 40 hours of coverage weekly.

Table 24 illustrates the total labor burden in the Department of Planning and Historic Preservation.

Total Labor Burden Department 430 – Public Works

The department is responsible for maintaining the Borough's fleet of vehicles, road construction and repair, curb ramp construction, street cleaning, snow/ice removal, yard waste pick-up, erection of holiday decorations, etc. Much of this work is done at a cost savings as outsourcing many of these functions costs more money.

The Department of Public Works (the Borough's second largest department) incurred the greatest budgetary reductions due revenue losses discussed in Chapter 2. The department has three

(3) fewer full-time employees in 2021, as compared to 2020.

The department is budgeted to staff the following positions in FY2021:

- One (1) Director
- One (1) Foreman
- Two (2) Laborers⁸³
- One (1) Mechanic
- One (1) Laborer shared with the Parking Department
- One (1) Part-Time Custodian, and
- Two (2) Part-Time or seasonal laborers.

Table 25 identifies the total labor burden of employees in the Public Works Department.

Total Labor Burden Department 445 – Parking

Historically, the Parking Department has had a full-time manager, in addition to several full-time Parking Enforcement Officers (PEOs). Budget cuts around 2010 rolled the department into the Police Department and eliminated the manager position. The extra duties thrust on the Police Department by this move proved seriously problematic as revenue in the department steeply declined – as the Police Department was correctly managing crime and crime prevention in the Borough, and not prioritizing enforcement of parking policy in the Borough.

In 2015, the Borough reconstituted the stand-alone Parking Department and removed parking supervision duties from the Police Department. As such, parking revenue immediately increased, by approximately \$400,000. However, the full-time manager position (which was previously eliminated) had not been funded in any budget until FY2018. A full time Parking Manager remains in the 2021 budget.

The Department had two full-time PEOs until 2019, when one of the PEOs was promoted to the position of Parking Manager. The vacated PEO position was never filled and will remain vacant in 2021.

level of compensation to carry a CDL – Class A License which is required to drive the department's larger vehicles.

⁸³ All Public Works employees are required to hold a Commercial Driver's License (CDL) – Class B. Two employees of the department are offered a higher

Chapter 7

Departmental Staffing Levels and TOTAL Labor Burden

The department is exceptionally busy and requires proper, full-time oversight as it is the only department that generates a massive amount of revenue for the Borough – historically just over \$1,200,000 annually in direct parking revenue and an additional \$253,000 in Fines and Forfeits⁸⁴. It should be noted here that revenue in this department has steeply declined as discussed in Chapter 2 because of the COVID-19

Pandemic. Parking revenue is not expected to appreciably pick back up in 2021.

Aside from parking enforcement duties, which requires the scheduling and supervision of multiple subordinate employees, the department is tasked with issuing meter bag permits for hotels, special events, funerals, etc. It is also tasked with assisting in the operations of parades and street closures. The department's staff defends tickets in court and other judicial matters

**Table 25 – Department 430
(Public Works) TOTAL Labor Burden**

Line Item # and Description	Director	Foreman	Mechanic	Road Crew #1	Road Crew #2	Road Crew #3	Road Crew #4
110 Salary - Public Works Director *	\$66,300	^^^	^^^	^^^	^^^	^^^	^^^
112 Salary - Full Time Staff	^^^	^^^	\$44,104	\$49,429	\$48,940	Position Cut	Position Cut
114 Salary - Professional Staff *	^^^	\$51,000	^^^	^^^	^^^	^^^	^^^
115 Salary - Part Time Staff	^^^	^^^	^^^	^^^	^^^	^^^	^^^
180 Other Comp. - Overtime	^^^	^^^	\$2,717	\$2,718	\$2,717	Position Cut	Position Cut
185 Other Comp./Vacation Buy-Back	\$427	\$427	\$427	\$427	\$427	Position Cut	Position Cut
187 Other Comp./HealthCareBuyOut	\$0	\$0	\$3,000	\$5,000	\$0	Position Cut	Position Cut
189 Benefit - Vision Insurance	\$350	\$350	\$200	\$350	\$350	Position Cut	Position Cut
192 Benefit - FICA	\$4,137	\$3,188	\$3,115	\$3,570	\$3,034	Position Cut	Position Cut
193 Benefit - Medicare	\$968	\$746	\$729	\$835	\$755	Position Cut	Position Cut
194 Benefit - Unemployment Comp.	\$600	\$600	\$600	\$600	\$415	Position Cut	Position Cut
196 Benefit - Health Insurance **	\$21,114	\$21,114	\$0	\$0	\$21,114	Position Cut	Position Cut
197 Benefit - Pension Contribution	\$9,854	\$7,426	\$6,331	\$7,176	\$7,099	Position Cut	Position Cut
198 Benefit - Life/ADD/Short Dis.	\$451	\$307	\$269	\$347	\$347	Position Cut	Position Cut
199 Benefit - Dental Insurance	\$1,223	\$1,223	\$0	\$0	\$1,223	Position Cut	Position Cut
354 Insurance - Worker's Compensation	\$3,556	\$2,735	\$2,365	\$2,651	\$2,625	Position Cut	Position Cut
TOTAL Labor Burden	\$108,980	\$89,116	\$63,857	\$73,102	\$89,046	\$0	\$0
Line Item # and Description	Road Crew #5	Meter / Grounds Maintenance (25%)	Part Time Custodian	Part Time Flower Waterer	Part Time Laborer	TOTAL	
110 Salary - Public Works Director*	^^^	^^^	^^^	^^^	^^^	\$66,300	
112 Salary - Full Time Staff	Position Cut	\$12,358	^^^	^^^	^^^	\$154,831	
114 Salary - Professional Staff*	^^^	^^^	^^^	^^^	^^^	\$51,000	
115 Salary - Part Time Staff	^^^	^^^	\$6,000	\$3,000	\$6,000	\$15,000	
180 Other Comp. - Overtime	Position Cut	\$544	\$0	\$0	\$0	\$8,696	
185 Other Comp./Vacation Buy-Back	Position Cut	\$115	\$0	\$0	\$0	\$2,250	
187 Other Comp./HealthCareBuyOut	Position Cut	\$0	^^^	^^^	^^^	\$8,000	
189 Benefit - Vision Insurance	Position Cut	\$88	\$0	\$0	\$0	\$1,688	
192 Benefit - FICA	Position Cut	\$807	\$372	\$186	\$372	\$18,782	
193 Benefit - Medicare	Position Cut	\$189	\$87	\$44	\$87	\$4,438	
194 Benefit - Unemployment Comp.	Position Cut	\$150	\$360	\$180	\$360	\$3,865	
196 Benefit - Health Insurance**	Position Cut	\$5,280	^^^	^^^	^^^	\$68,622	
197 Benefit - Pension Contribution	Position Cut	\$1,795	^^^	^^^	^^^	\$39,681	
198 Benefit - Life/ADD/Short Dis.	Position Cut	\$117	^^^	^^^	^^^	\$1,838	
199 Benefit - Dental Insurance	Position Cut	\$305	^^^	^^^	^^^	\$3,974	
354 Insurance - Worker's Compensation	Position Cut	\$663	\$322	\$161	\$322	\$15,400	
TOTAL Labor Burden	\$0	\$22,411	\$7,141	\$3,571	\$7,141	\$464,365	

* Indicates employee voluntarily paid more toward their health insurance premiums in 2020 as an effort to help mitigate the Borough's COVID-19 revenue losses (contributing 9% more than unionized employees).

** This value includes an 11.5% employee contribution toward the healthcare premium.

^^^ Indicates pay category does not apply to employee.

⁸⁴ Parking tickets, restitution, Clerk of Courts, District Magistrate, State Police fines, etc.

Table 26 – Department 445 (Parking) TOTAL Labor Burden

Line Item # and Description	Manager	PEO - Team Leader	Meter / Grounds Maintenance (75%)	PEO - PT	PEO - PT	PEO - PT	TOTAL
110 Salary – Manager *	\$50,000	^^^	^^^	^^^	^^^	^^^	\$50,000
112 Salary - Full Time	^^^	\$35,390	\$37,072	^^^	^^^	^^^	\$72,462
114 Salary - Part Time Staff	^^^	^^^	^^^	\$7,500	\$7,500	\$7,500	\$22,500
180 Other Comp. - Overtime	^^^	\$2,122	\$1,276	^^^	^^^	^^^	\$3,398
185 Other Comp./Vcation Buy Back	\$374	\$374	\$252	^^^	^^^	^^^	\$1,000
189 Benefit - Vision Insurance	\$350	\$200	\$263	^^^	^^^	^^^	\$813
192 Benefit - FICA	\$3,123	\$2,349	\$2,393	\$465	\$465	\$465	\$9,260
193 Benefit - Medicare	\$725	\$549	\$560	\$109	\$109	\$109	\$2,160
194 Benefit - Unemployment Comp.	\$600	\$600	\$600	\$450	\$450	\$450	\$3,150
196 Benefit - Health Insurance **	\$9,266	\$9,266	\$15,836	^^^	^^^	^^^	\$34,368
197 Benefit - Pension Contribution	\$7,267	\$4,948	\$5,383	^^^	^^^	^^^	\$17,598
198 Benefit - Life/ADD/Short Dis.	\$274	\$249	\$261	^^^	^^^	^^^	\$784
199 Benefit - Dental Insurance	\$1,223	\$429	\$261	^^^	^^^	^^^	\$1,913
354 Insurance - Worker's Compensation	\$2,682	\$1,898	\$1,988	\$228	\$228	\$228	\$7,252
TOTAL Labor Burden	\$75,884	\$58,374	\$66,145	\$8,752	\$8,752	\$8,752	\$226,659

* Indicates employee voluntarily paid more toward their health insurance premiums in 2020 as an effort to help mitigate the Borough's COVID-19 revenue losses (contributing 9% more than unionized employees).

** This value includes an 11.5% employee contribution toward the healthcare premium.

^^^ Indicates pay category does not apply to employee.

relating to parking violations. Additionally, the department constantly studies parking trends in the Borough and research parking trends in the industry, to keep parking policy for the Borough current with industry standards.

The budget for this department in 2021 shares a laborer with the Department of Public Works and has the following personnel:

- One (1) Parking Manager,
- One (1) Full Time Parking Enforcement Officer – Group Leader
- One (1) Full Time Maintenance Works (shared with Public Works), and
- At least two (2) Part Time Parking Enforcement Officers.

Table 26 outlines the total labor burden for Department 445.

Insurance premiums is one of the Borough's largest expenses. Insurance premiums in 2021 total \$656,917. These combined insurance premiums account for approximately 14.2% of all General Fund (Fund 01) expenditures. The Borough continues to benefit from its enrollment in a healthcare cooperative which has substantially stabilized the Borough's healthcare premium obligations. The healthcare cooperative, PMHC⁸⁵, spreads the Borough's healthcare risk over a much broader demographic

– thousands of municipal employees across the entire state of Pennsylvania. The insurance premiums below protect the Borough's assets against any potential liability and to provide various fringe benefit insurance coverages to its employees – many of which are mandated by the Borough's two labor agreements⁸⁶.

Table 27 identifies the breakout of various insurance premiums by department.

Table 27 – Insurance Allocation by Department

Insurance Type	Object	Office of the Manager	General Government	Police	Fire	Planning	Public Works	Parking	Parks & Recreation	Totals
		401	409	410	411	414	430	445	454	
Vision (employee)	189	\$900		\$3,900		\$750	\$1,688	\$813		\$8,051
Unemployment Comp. (employee)	194	\$1,926		\$10,458		\$1,800	\$4,050	\$2,700		\$20,934
Health/Medical (employee)	196	\$51,494		\$228,052		\$39,646	\$66,923	\$34,368		\$420,483
Life/ADD/Short Term Dis. (employee)	198	\$1,253		\$5,393		\$1,263	\$1,898	\$784		\$10,591
Dental	199	\$2,877		\$13,885		\$2,876	\$3,974	\$1,913		\$25,525
Automobile	350			\$6,179			\$11,998	\$2,988		\$21,165
PA Law 477 Municipality Liability	351			\$7,771						\$7,771
General Liability	352		\$764	\$2,583			\$1,072	\$508	\$132	\$5,059
Worker's Compensation	354	\$315		\$33,897	\$15,769	\$276	\$15,400	\$7,252		\$72,909
E&O Public Officials	355		\$9,577							\$9,577
Property	356		\$7,298				\$2,232	\$3,972	\$160	\$13,662
Inland Marine	357		\$66	\$955			\$2,130			\$3,151
Law Enforcement Liability	358			\$28,928						\$28,928
Herbicide & Pesticide	358						\$379			\$379
Umbrella	359		\$1,307	\$4,461			\$1,851	\$877	\$236	\$8,732
		\$58,765	\$19,012	\$346,462	\$15,769	\$46,611	\$113,595	\$56,175	\$528	\$656,917

⁸⁵ PMHC - Pennsylvania Municipal Health Insurance Cooperative.

⁸⁶ The Borough has two labor (bargaining unit) agreements with Teamsters Local Union 776 – the Uniform (Police) and Non-Uniform Agreements.

Discretionary and non-discretionary expenditures in 2021 are visualized in Graph 9.

Non-Discretionary Expenditures

Non-discretionary expenditures are defined as the amount of the budget that is determined by binding legislation, state & federal unfunded mandates, labor contracts, and/or other items that must be incorporated into the budget that necessitates the ability to conduct business. Essentially, if nothing is spent on these items, the borough government would not be able to operate, and service delivery would cease. Additionally, non-discretionary expenses cannot be altered and must be paid, or risk violations of labor law, state statutes, or federal statutes. In many cases, harsh penalties upon the Borough could be levied by these other branches of government if the Borough fails to comply.

These penalties include things like the forfeiture of state and federal grants, and the withholding of any state or federal aid.

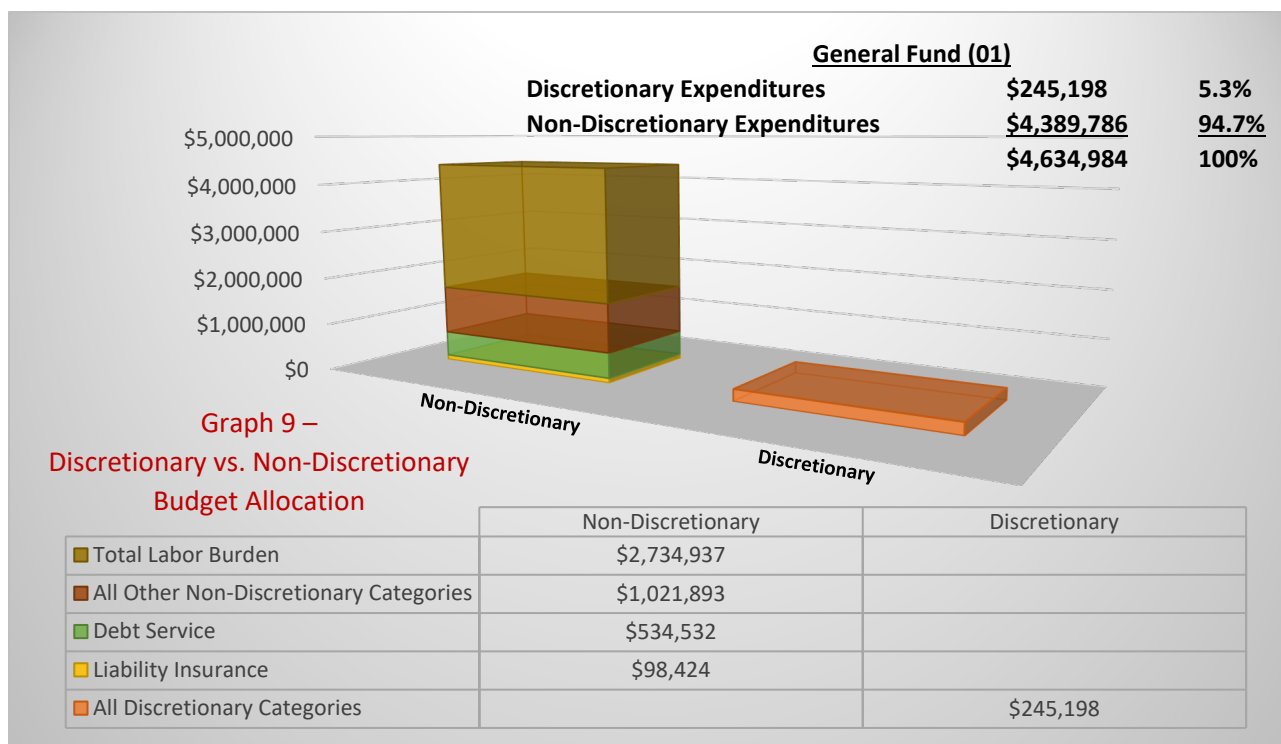
Non-discretionary expenditures are broadly defined by the following categories:

- ✚ Total labor burden⁸⁷,
- ✚ Liability insurance⁸⁸,
- ✚ Debt service⁸⁹, and
- ✚ Miscellaneous (or all other non-discretionary) expenditure categories.

Overall, non-discretionary expenditures comprise 94.7% (or \$4,389,786) of the \$4,9634,984 General Fund Budget in FY2021.

Labor Burden

The total labor burden in FY2021 outlined in Chapter 7 equals \$2,734,937. This value is largely determined by federal, state, and contractual obligations as stipulated in labor law.



⁸⁷ Total labor burden encompasses the following budget line items: Salary, Overtime, Contractual Obligations, Vision Insurance, Social Security, Medicare, Unemployment Compensation Insurance, Health Insurance, Pension Contributions, Life / Accident / Short-Term Disability Insurance, Dental Insurance, and Worker's Compensation Insurance.

⁸⁸ Liability insurance encompasses the following budget line items: Automobile, PA Law 477 Municipality Liability, General Liability, Bonds – Surety & Fidelity, E & O Public Officials, Property, Inland Marine, Law Enforcement Liability, Herbicide & Pesticide, and Umbrella.

⁸⁹ Debt service includes both principal and interest on the borough's loans and general obligation bonds.

Additionally, it incorporates the cost of fringe benefits for employees. Footnote #87 lists all the expenses calculated in total labor burden. Total labor burden generally increases each year based on labor contracts and/or increases in various health insurance and other insurance premiums. Total labor burden in FY2021, however, has dramatically decreased with significant staffing reductions resulting from the COVID-19 pandemic.

Total Labor Burden in FY2021 is \$412,748 less than in FY2020. While this overall reduction in labor burden was accomplished through staff reductions in multiple departments, it still allowed the Borough to honor its contractually mandated salary increases. It should be noted that this total labor burden is partially offset by the Gettysburg Borough Storm Water Authority (GBSWA) who pays the following percentages of employee labor burden:

1. 8% Borough Manager / Treasurer
2. 35% Accountant I / Finance Assistant, and
3. 65% Director of Historic & Environmental Preservation.

This category of non-discretionary expenditures comprises 59.0% of the overall General Fund (Fund 01) budget in FY2021.

Liability Insurance

Liability insurance continues to remain stable after a very successful RFP in FY2019– which resulted in multiple insurance providers competing for Gettysburg Borough’s business. The savings realized from this RFP continue into FY2021. This category comprises 2.1% of non-discretionary expenditures.

Debt Service

Debt service accounts for \$534,532 (or 11.5%) of non-discretionary expenditures. It covers both the principal and interest on the

Borough’s loans and general obligation bond payments.

All Other Miscellaneous Non-Discretionary Expenditures

The final non-discretionary expenditures category is a conglomeration of the following:

- ✚ Vehicle maintenance & purchases of vehicles necessary to provide services,
- ✚ Defense and safety equipment for the police department personnel,
- ✚ Uniform allowances mandated in bargaining unit agreements
- ✚ Legal fees
- ✚ Phone systems (landline and cellular)
- ✚ Software applications
- ✚ Utility bills
- ✚ Building and mechanical systems maintenance,
- ✚ Bank fees,
- ✚ Gas or fuel for service vehicles,
- ✚ Operating (office) supplies,
- ✚ Audit,
- ✚ Tax collection,
- ✚ Computer purchases or upgrades, and
- ✚ Engineering.

Collectively, these categories comprise \$1,021,893 (or 22.1%) of miscellaneous non-discretionary expenditures.

Discretionary Expenditures

Alarming, only 5.3% (or \$245,198) of the Borough’s budget falls into the category of discretionary spending. These monies are used to advance various Council/Borough objectives or policies like recreation, economic development,

shade trees, etc. Specifically, discretionary funds are used in the following categories:

- ✚ Staff professional development and continuing education,
- ✚ Purchase of merchandise for resale (flags, pins, etc.),
- ✚ Public relations⁹⁰,



⁹⁰ Borough newsletters and Broadcasts on Community Media (ACCTV).

- ✦ Conference attendance for staff/council,
- ✦ Travel expense reimbursements for staff attending conferences,
- ✦ Rental fees for machinery,
- ✦ Dues/memberships fees for professional associations/societies,
- ✦ License fees,
- ✦ Contracted police background investigations, and
- ✦ Outsourced code enforcement services.

All these expenditures equal a significant reduction over FY2020. Borough Council has successfully reduced discretionary spending by \$121,714 – which is a necessary response to the COVID-19 pandemic revenue losses.

Often Community development activities are budgeted in discretionary expenditures categories and are often cut from budgets in deference to keeping taxes as low as possible. Often the fiscal vitality of a community is disadvantaged by these types of cuts. Fortunately for Gettysburg in FY2021, numerous community and economic development activities remain funded, which will be reinvested back into the community to improve the fiscal health of the Borough and to provide for a better quality of life overall. Those activities can be found in Department 465 in the General Fund (Fund 01).



General Fund (01)

Fund 01 (the General Fund) is the Borough's operating fund. Monies in this fund pay for the day-to-day operations of the Borough. This fund is budgeted annually. The amount budgeted in the fund fluctuates from one year to the next based on the needs and priorities of the Borough. This fund does not manage multi-year projects or capital projects. Of all the Borough's funds, the General Fund typically is the largest, most complex, and detailed.

By law, the General Fund must be balanced – meaning revenues must equal expenses. This balance can be achieved in multiple ways, most commonly via the imposition of real estate property tax or the use of reserve funds. Given the deep revenue losses resulting from the COVID-19 Pandemic, Borough Council has opted to balance the General Fund for 2021 utilizing a multi-tiered approach:

1. Sizeable staff reductions in multiple departments through employee furloughs and attrition,
2. The use of some reserve funds in the Debt Service Fund (Fund 23) to lessen the debt payment burden from the General Fund, and
3. A real estate property tax increase.

The use of reserve funds to balance the budget is permissible under the Borough's Fund Balance Policy (**Appendix XVII**).

Previous budget messages attributed General Fund deficits primarily on the Borough's

structural deficit. To Borough Council's credit, that structural deficit in recent years has diminished based on the implementation of multiple new financial policies. The Borough had been doing reasonably well with achieving General Fund balance without sizeable tax increases – even providing a small tax decrease in 2019, which continued into 2020. The policies adopted in recent years to mitigate the structural deficit are:

- ✚ a fund balance policy,
- ✚ renegotiated labor contracts that control labor cost increases,
- ✚ generated new revenue streams via leasing programs to Verizon Wireless,
- ✚ removed significantly expensive capital projects from its budget and turned it over to the newly created Gettysburg Borough Storm Water Authority, and
- ✚ increased revenue through its parking programs via new parking policies and programs, which include a market-driven fee structure.

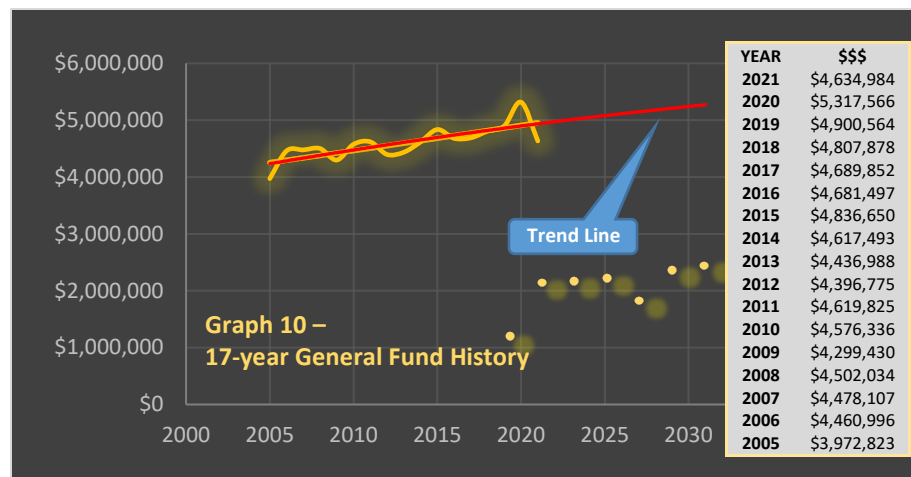
Combined, these efforts have yielded significant advantages where the Borough has had much more fiscal flexibility.

That ended in 2020 with the global pandemic. The 2021 budget deficit was not so much related to the Borough's structural deficit. Pandemic-driven revenue losses is the primary culprit – which was discussed at length in Chapter 2.

Structural Deficit

A word of caution...even though it is anticipated that over time the pandemic-driven revenue losses will reverse, the structural deficit remains, albeit mitigated by the above-mentioned accomplishments and the Borough's use of both GASB⁹¹ and GFOA⁹² best financial management practices.

That said, costs to the Borough continue to rise. The ability to generate tax revenue to keep up with



⁹¹ GASB – Governmental Accounting Standards Board.

⁹² GFOA – Government Finance Officers Association.

those costs continues to be limited. Parking revenue and other means of revenue generation can be stretched only so far as the market will bear⁹³.

The primary driver of the structural deficit challenge continues to be a disproportionately large number of the Borough's properties remain untaxed. Schools, churches, parks, and non-profit organizations remain tax free and do not contribute tax revenue to assist the Borough in paying for its service delivery. Red hash-marks in **Exhibit 1 (page 3)** shows the number of parcels across the Borough that are tax-exempt. The Borough needs to remain vigilant as more of

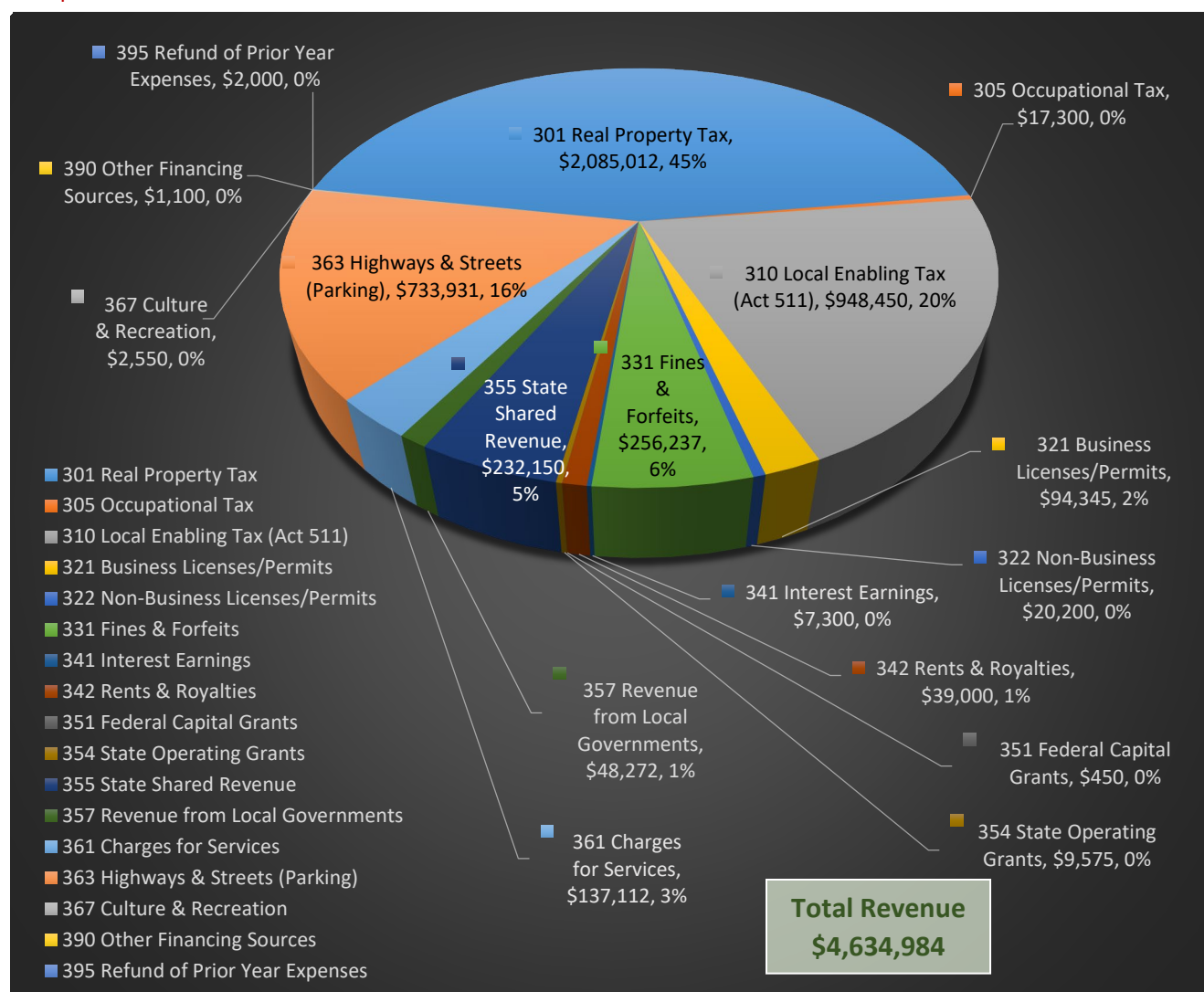
these properties will inevitably fall off the tax rolls in the coming years – underscoring the need for the Borough to be creative with revenue generation, to the extent permissible by Borough Code and the Pennsylvania State Legislature.

With all the staffing, taxing, and reserve adjustments approved by Borough Council, revenues match expenditures at \$4,634,984 for FY2021 (which is a \$682,582 or 12.8% decrease from the FY2020 budget).

17-Year General Fund Trends

Stated at the outset of this chapter, the General Fund, by law, must be balanced. **Graph 10** shows

Graph 11 – Sources of General Fund Revenue



⁹³ The COVID-19 Pandemic has also proven that parking revenue is tenable and susceptible to fluctuations in visitation trends. Downward visitation

trends place a significant financial burden on the municipality, as experienced in 2020.

the 17-year trend in revenues and expenses for this fund. As stated previously, this fund fluctuates considerably from year-to-year, based on the policy and program priorities of Borough Council. Despite the General Fund stabilizing in recent years, **Graph 10** clearly demonstrated the major impact on the Borough's budget for FY2021. COVID-19 related revenue losses set the Borough's annual budget back to 2011 levels!

Commentary Regarding Funding Levels & Services Provided

In recent years, the Borough has significantly benefited from robust parking revenue and by extension, Pillow Tax receipts. Both income sources are directly proportional to the level of tourism activity in the Borough. COVID-19 Pandemic revenue-related losses in FY2020 have shown the negative impact to the Borough's budget when these revenue losses are incurred. The 2021 budget was balanced with staff reductions, modest use of reserve funds, and a real estate property tax increase. For the first time in recent Borough financial history, the Borough is realizing the true cost of providing municipal services as these service delivery costs are not masked by robust parking/tourism revenue in FY2021. Sadly, should the Borough return staffing to pre-pandemic levels, an even greater tax increase would be required. It is hoped that these tourism-related revenue streams recover in 2021. Until then, without the added benefit of increased tourism dollars, the constituents of Gettysburg will continue to solely bear the true cost of municipal service delivery.

Revenues

Graph 11 depicts the visual breakout of departments (or categories) of revenue for the General Fund in FY2021. Revenues in the General Fund are generated from numerous sources. These sources follow and are detailed in subsequent pages:

- Real Property Tax,
- Occupation Tax,
- Local Taxes Enabling Act 511,
- Business Licenses/Permits,
- Non-Business Licenses/Permits,
- Fines & Forfeits,
- Interest Earnings,
- Rents & Royalties,
- Federal Capital Grants,
- State Operating Grants,
- State Shared Revenue,
- Revenue Collected from Other Local Governmental Units,
- Charges for Services,
- Highways & Streets (Parking),
- Culture & Recreation,
- Other (Miscellaneous) Financing Sources, and
- Refunds Prior Year Expenses.

Department 301 Real Property Taxes

These monies are generated via a millage on the assessed value of real property in the Borough. The millage rate in 2021 increases significantly over 2020 levels. Borough Council set FY2021 millage at 4.4090 mills (an increase of 0.5770 mills from 2020). The forecast in revenues in this category are delineated in **Table 28**. This revenue stream, accounting for 45% of General Fund revenue, remains the largest source of revenue in the General Fund, at \$2,085,012⁹⁴.

Object 100

Real Estate Tax – Discount

Real estate taxes collected at a 2% discount.

Object 110

Real Estate Tax – Face Value

Real estate taxes collected at 100% of millage assessment.

**Table 28 – General Fund Department 301
(Real Property Tax)**

	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
Revenue	301	100	Real Estate Tax - Discount	\$1,338,235	\$1,550,100	\$1,613,700	\$1,603,383	\$1,580,000	\$1,835,320
	301	110	Real Estate Tax - Face Value	\$481,666	\$221,000	\$230,000	\$216,000	\$193,000	\$194,759
	301	120	Real Estate Tax - Penalty	\$22,890	\$35,300	\$37,158	\$45,000	\$44,000	\$43,041
	301	400	Real Estate Tax - Tax Claim Bureau	\$50,000	\$58,600	\$50,000	\$50,000	\$50,000	\$11,892
Department 301 TOTALS				\$1,892,791	\$1,865,000	\$1,930,858	\$1,914,383	\$1,867,000	\$2,085,012

⁹⁴An increase of \$218,012 over FY2020.

Table 29 – General Fund Department 305 (Occupation Tax)

Revenue	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	305	100	Occupation Tax - Discount	\$9,000	\$9,000	\$9,000	\$9,210	\$9,500	\$9,500
	305	110	Occupation Tax - Face Value	\$2,500	\$1,500	\$1,500	\$1,570	\$1,570	\$1,500
	305	120	Occupation Tax - Penalty	\$500	\$1,000	\$1,000	\$1,000	\$2,300	\$2,300
	305	300	Occupation Tax - Delinquent	\$1,600	\$4,000	\$4,000	\$4,000	\$4,500	\$4,000
			Department 305 TOTALS	\$13,600	\$15,500	\$15,500	\$15,780	\$17,870	\$17,300

Object 300

Occupation

Tax –

Delinquent

Occupation

taxes that

were not

collected in the year they were imposed. The funds are collected in the years after the tax was imposed.

Object 120Real Estate Tax – Penalty

Real estate taxes collected with a 10% late charge applied.

Object 400Real Estate Tax – Tax Claim Bureau

Delinquent real estate taxes collected by a third party collection agency – Tax Claim Bureau (TCB).

Department 305
Occupation Taxes

Department 305 accounts for \$17,3000 of the General Fund's total revenue. See **Table 29** for detailed Occupation Tax categories.

Object 100Occupation Tax – Discount

Occupation taxes collected at a 2% discount.

Object 110Occupation Tax – Discount

Occupation taxes collected at 100% of face value.

Object 120Occupation Tax – Penalty

Occupation taxes collected with a 10% penalty, or late charge.

Applies to taxes collected through December 31st.

Department 310Local Enabling Tax (Act 511)

\$948,450 (or 20% of revenue) are generated under this department. It is a mix of taxes, including Per Capita Tax, Real Estate Transfer Tax, Earned Income Tax, Local Services Tax, Amusement/Admissions Tax, and the Mechanical Device Tax. This litany of taxes is permitted under Act 511 legislation in the Borough Code, revised and adopted by the State Legislature in 2012. This is not an inclusive list, but rather the taxes the Borough has chosen to impose. **Table 30** shows specific breakdowns for each tax category.

Object 000

Per Capita Tax – Discount

Amount of Per Capita taxes collected at a 2% discount.

Object 010

Per Capita Tax – Face Value

Amount of Per capita taxes collected at 100% or original assessed value.

Object 020

Per Capita Tax – Penalty

Amount of Per capita taxes collected with a 10% penalty for late payment.

Table 30 – General Fund Department 310
(Local Enabling Tax {Act 511})

Revenue	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	310	000	Per Capita Tax - Discount	\$8,500	\$8,500	\$8,000	\$8,100	\$8,100	\$8,100
	310	010	Per Capita Tax - Face Value	\$1,900	\$1,200	\$1,400	\$1,135	\$1,200	\$1,100
	310	020	Per Capita Tax - Penalty	\$500	\$750	\$700	\$700	\$1,700	\$1,650
	310	030	Per Capita Tax - Delinquent	\$1,100	\$2,300	\$2,000	\$2,000	\$2,200	\$2,100
	310	100	Real Estate Transfer Tax	\$70,000	\$70,000	\$70,000	\$85,000	\$85,000	\$85,000
	310	210	Earned Income Tax (EIT) - Current	\$400,000	\$350,000	\$400,000	\$410,000	\$420,000	\$419,000
	310	220	Earned Income Tax (EIT) - Prior Year	\$50,000	\$150,000	\$150,000	\$1,454,000	\$77,000	\$77,000
	310	230	Earned Income Tax (EIT) - Delinquent	\$10,000	\$30,000	\$10,000	\$20,000	\$15,000	\$12,000
	310	500	Local Services Tax (LST)	\$273,000	\$260,000	\$280,000	\$280,000	\$280,000	\$280,000
	310	600	Amusement/Admissions Tax	\$118,800	\$118,000	\$130,000	\$130,000	\$165,000	\$60,000
	310	700	Mechanical Devices Tax	\$1,200	\$900	\$2,000	\$2,500	\$2,500	\$2,500
			Department 310 TOTALS	\$935,000	\$991,650	\$1,054,100	\$2,393,435	\$1,057,700	\$948,450

Object 030Per Capita Tax – Delinquent

Per Capita taxes collected in years after the year the tax was imposed.

Object 100Real Estate Transfer Tax

Taxes collected when real estate is sold and transfers ownership. It is not possible to predict with any certainty how many properties in the Borough will change hands in any given year. This is a best estimate based on historical trends combined with anecdotal evidence of how many properties will change hands in the coming year which may be discussed in various public/private forums. Surprisingly, the real estate market has remained robust during the pandemic in 2020. This positive trend is expected to continue into 2021.

Object 210Earned Income Tax (EIT) – Current

Income taxes collected on persons who are employed and who also reside (or have permanent residence) in the jurisdictional boundaries of the Borough in the year the tax is imposed.

Object 220Earned Income Tax (EIT) – Prior Year

Income taxes collected on persons employed and who also reside (or have permanent residence) in the jurisdictional boundaries of the Borough that were not collected in the year the tax was imposed.

Object 230Earned Income Tax (EIT) – Delinquent

Earned income taxes collected that are multiple years overdue.

Object 500Local Services Tax (LST)

Tax is imposed on persons who are employed within the jurisdictional boundaries of the Borough, but who reside (or have permanent residence) in another municipality.

Object 600Amusement/Admissions Tax

Taxes collected on patrons of businesses that provide amusements. This is not a tax on a business, rather a pass-through tax to the patron of the business.

Object 700Mechanical Devices Tax

Taxes collected on machines in businesses that require a fee to use (i.e., video games, pool tables, juke boxes, etc.).

Department 321Business Licenses/Permits

Department 321 accounts for \$94,345 of the General Fund revenue. A listing of the licenses and permits in this department can be found in **Table 14 – page 35**. Historic trends indicate this category increases slightly each year. This is attributable to the following factors:

- 1) Gettysburg has a robust economy which drives many revenue collections in these categories, and
- 2) Fees increase incrementally to keep pace with staff salaries.

A separate fee schedule (**Chapter 5**), passed by Council Resolution, determines the rate for each of the permits and fees outlined in this department. Fee rates are commensurate with increases in labor rates of Borough staff required to issue the licenses and permits. See **Table 31** for details on this revenue stream.

**Table 31 – General Fund Department 321
(Business Licenses/Fees)**

	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
Revenue	321	340	Haulers License (Towing)	\$500	^^^	^^^	\$250	\$1,000	\$250
	321	409	Residential Rental Unit Occupancy License (RRUO)	\$34,000	\$33,500	\$33,500	\$43,200	\$42,719	\$44,800
	321	500	Yard Sale Permits	\$700	\$600	\$500	\$370	\$300	\$150
	321	610	Transient Retailers (Vendors) License	\$1,700	\$1,800	\$2,000	\$2,100	\$2,300	\$1,500
	321	630	Outdoor Dining Permit	\$3,000	\$3,000	\$3,000	\$4,000	\$10,450	\$13,185
	321	700	Amusement License	\$2,000	\$1,825	\$1,900	\$1,950	\$2,000	\$1,525
	321	740	Special Event Fees	\$1,800	\$2,000	\$1,000	\$480	\$1,000	\$360
	321	760	Guided Walking Tour License	\$1,800	\$2,000	\$1,625	\$1,500	\$1,600	\$1,375
	321	770	Carriage Ride License	\$2,400	\$2,000	\$1,550	\$1,200	\$1,200	\$1,200
	321	800	Cable Television Franchise	\$34,000	\$36,000	\$36,000	\$30,000	\$30,000	\$30,000
	Department 321 TOTALS			\$81,900	\$82,725	\$81,075	\$85,050	\$92,569	\$94,345

Object 340
Haulers License (Towing)

Tow companies used for Borough services are required to have a license to conduct business with the Borough. Changes to this item were made in 2018 per the fee resolution, which requires a towing license, a towing fee per event, and impound fees and remain in effect for 2021.

Object 409
Residential Rental Unit Occupancy License
(RRUO)

Landlords, in the rental housing business are required to have a license for each rental unit. PMCA inspects each of the rental units for safety and health reasons every three years, or when the property changes ownership. Consistent with previous practice since 2018, the inspection fee will not be collected by the Borough and will be billed and collected by PMCA. The license fee remains steady at \$36 in FY2021.

Object 500
Yard Sale Permits

A permit issued for each yard sale conducted in the Borough.

Object 610
Transient Retailers (Vendors) License

Permit issued to merchants who conduct businesses that are not situated in a brick-and-mortar establishment.

Object 630
Outdoor Dining Permit

A permit established in 2015, it is required to ensure compliance with ADA regulations and flow of pedestrian traffic outside brick-and-mortar businesses who provide table service to patrons on the sidewalk (Borough right-of-way).

Object 700
Amusement
Licenses

The companion legislation to the Amusement Tax in Department 310, a business

must possess this license if they are providing an amusement or some other form of entertainment.

Object 740
Special Event Fees

Fees associated with the production and/or administration of a public event in the Borough. Parade fees continue to be incorporated into this line item⁹⁵.

Object 760
Guided Walking Tours License

Tours that conduct business outside brick-and-mortar establishments are required to have this license. Each tour, by ordinance, should not have more than 20 persons in it. These tours are also required to collect Amusement Taxes and remit those taxes to the Borough monthly.

Object 770
Carriage Ride Licenses

A special classification license for businesses who conduct tours via horse-drawn carriage. There are separate classifications and fees for this license based on the number of passengers accommodated in each carriage. These tours are also required to collect Amusement Taxes.

Object 800
Cable Television Franchise

The Borough has a franchise agreement with Comcast Cable. This revenue item historically has decreased slightly each year and mirrors the number of customers patronizing COMCAST and the types of cable services provided to those patrons/customers. In FY2020, the Borough renegotiated its Cable Franchise with COMCAST and successfully designated a PEG

**Table 32 – General Fund Department 322
(Non-Business Licenses/ Fees)**

	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
Revenue	322	402	Land Use Permit	\$1,500	\$1,800	\$4,000	\$7,200	\$7,800	\$5,750
	322	406	Building Permit	\$2,800	\$1,000	\$1,500	\$2,500	\$5,500	\$4,000
	322	407	Recycling Permit	\$200	\$200	\$200	\$350	\$850	\$750
	322	408	Building Permit (UCC)	\$5,000	\$7,000	\$7,000	\$9,000	\$9,000	\$7,500
	322	410	Sidewalk Permit	\$500	\$400	\$1,500	\$616	\$1,300	^^^
	322	411	Sign Application Permit	\$800	\$800	\$1,200	\$1,200	\$650	\$650
	322	500	Highway Occupancy Permit	\$1,200	\$1,080	\$1,080	\$1,080	\$1,250	\$1,450
	322	520	Solicitation License	^^^	^^^	^^^	^^^	\$100	\$100
Department 322 TOTALS				\$12,000	\$12,280	\$16,480	\$21,946	\$26,450	\$20,200

⁹⁵ In previous budgets, parade fees were a stand-alone licensing fee.

Channel⁹⁶ with a designated funding stream for that PEG Channel⁹⁷.

Department 322 **Non-Business Licenses & Permits**

In recent budgets all Non-Business Licenses/Permits were aggregated. **Table 32** breaks these out into very detailed and specific items. It is a better way to look at longer-term trends as more data is gathered in each category for future budgets. Department 322 brings in \$22,200 in revenue.

Object 402 **Land Use Permit**

Issued by the planning department after proper review is conducted on a proposed land development plan. The fees for this permit remain the same at \$36 in 2021. It is the base permit that is required before any other type of construction can occur on a property.

Object 406 **Building Permit**

Issued by the planning department after proper review is conducted on a proposed building development plan. Requires the base land use permit.

Object 407 **Recycling Permit**

Ensures compliance with Act 101⁹⁸ regulations.

Object 408 **Building Permit (UCC)**

Issued by PMCA after proper review is conducted on a proposed building development plan. Requires the base land use permit.

Object 410 **Sidewalk Permit**

Issued by the planning department after proper review is conducted on a proposed sidewalk installation and/or repair. Must meet ADA regulations. Requires the base land use permit. This line item is not expected to make any money in 2021.

Object 411 **Sign Application Permit**

Issued to ensure compliance with regulations in various zoning districts within the Borough. Requires the base land use permit.

Object 500 **Highway Occupancy Permit⁹⁹**

Degradation fees assessed for cutting into a recently paved street. Used to plan for repaving streets in the future.

Object 520 **Solicitation License**

Required for individuals who plan on going door-to-door in the Borough to sell goods and/or services.



Table 33 – General Fund Department 331 (Fines & Forfeits)

	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
Revenue	331	100	Court - District Magistrate	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000	\$85,428
	331	120	Clerk of Courts	\$20,000	\$20,000	\$12,000	\$10,000	\$12,000	\$16,809
	331	130	State Police Fines	\$1,800	\$1,800	\$1,800	\$1,800	\$2,800	\$2,500
	331	140	Parking Violation Fines	\$110,000	\$100,000	\$108,508	\$108,508	\$108,000	\$150,000
	331	210	Restitution	\$100	\$1,000	\$2,000	\$2,500	\$4,000	\$1,500
	Department 331 TOTALS			\$216,900	\$207,800	\$209,308	\$207,808	\$211,800	\$256,237

⁹⁶ PEG – Public Education and Government Channel.

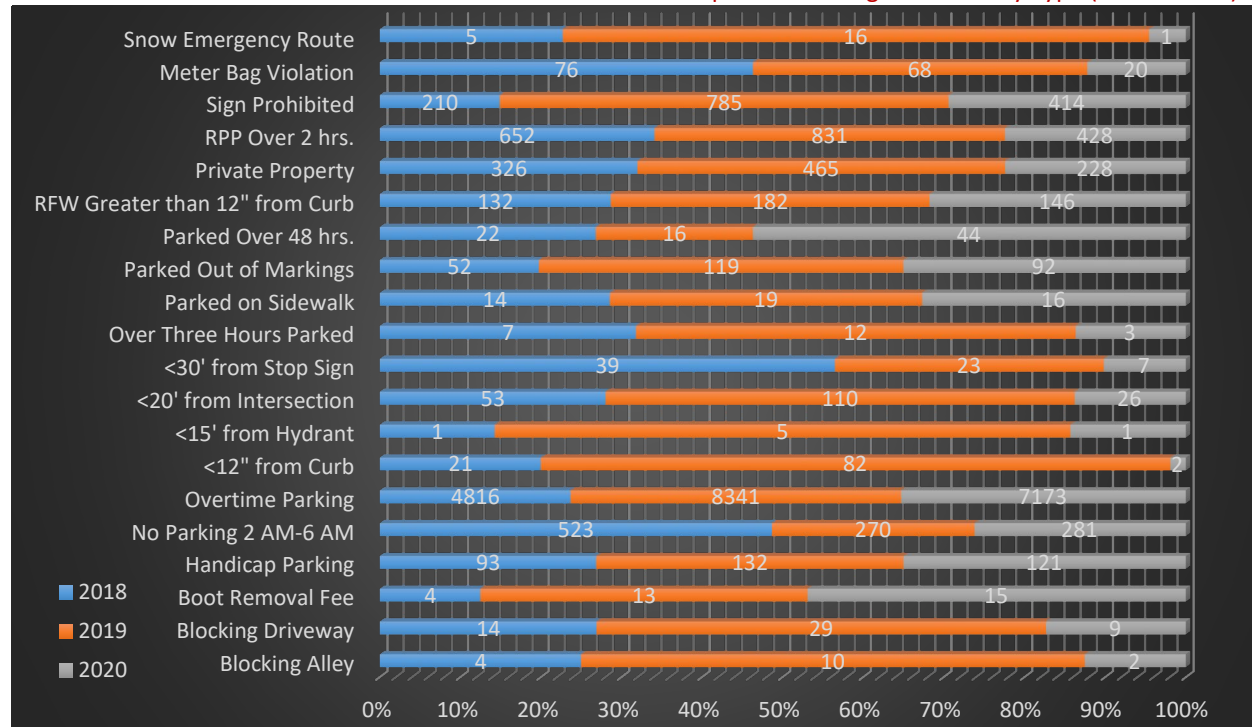
⁹⁷ Community Media (ACCTV – Adams County Community Television) is the Borough's designated PEG Channel, which will receive designated PEG Channel pass-through fees from COMCAST for their operational purposes.

⁹⁸ Act 101 - Statewide recycling in Pennsylvania began in 1988 with the Municipal Waste Planning Recycling and Waste Reduction Act (Act 101) that requires

larger municipalities to recycle. The Act established a \$2-per-ton fee on all waste disposed at municipal waste landfills and waste-to-energy facilities established grants for local collection programs, public education, materials processing and composting facilities, equipment and technical training.

⁹⁹ Formerly Street Opening Permit.

Graph 12 – Parking Violations by Type (2018 – 2020)



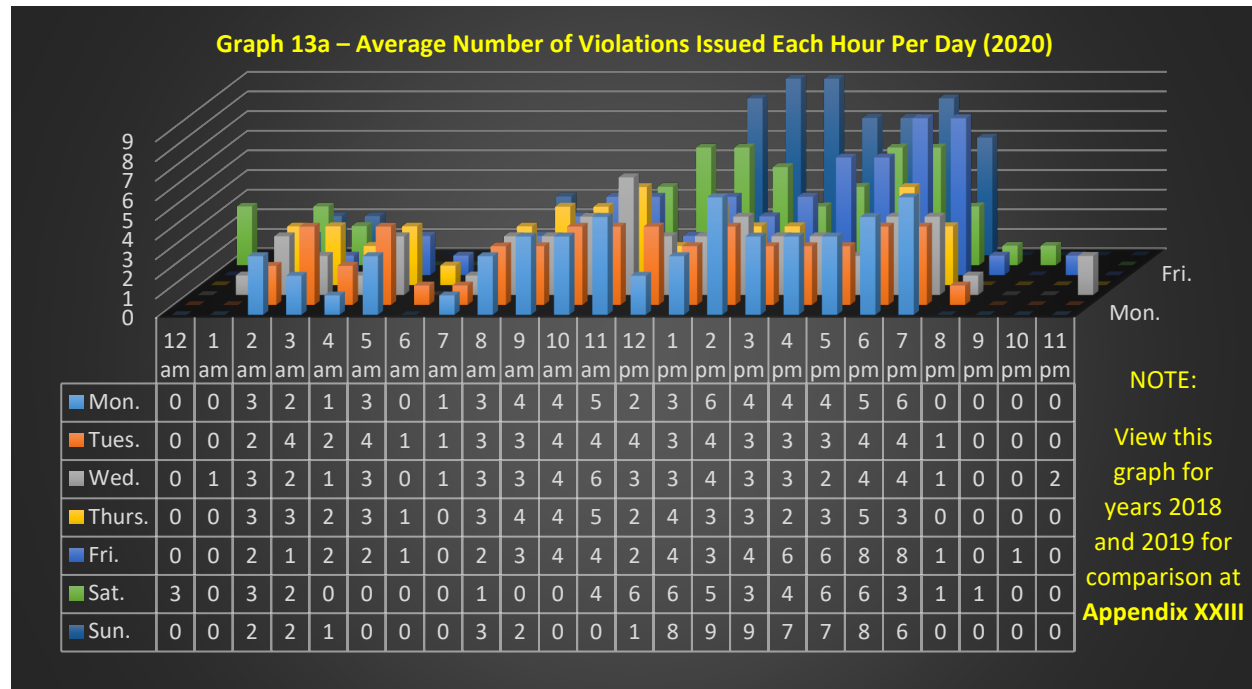
Department 331 Fines & Forfeits

Court fines, ordinance violations, State Police fines, parking fines, and restitution are found in this department. Totaled together, they generate \$256,237 in revenue for the General Fund (about 6% of revenue generated). This is detailed in **Table 33**. Accounting for most of the revenue in this category is the 2020 change in parking

violation fines from \$25.00 to \$40.00 for most violation types. A discount of \$15.00 can be applied to the violation if paid within the first seven (7) days of issuance.

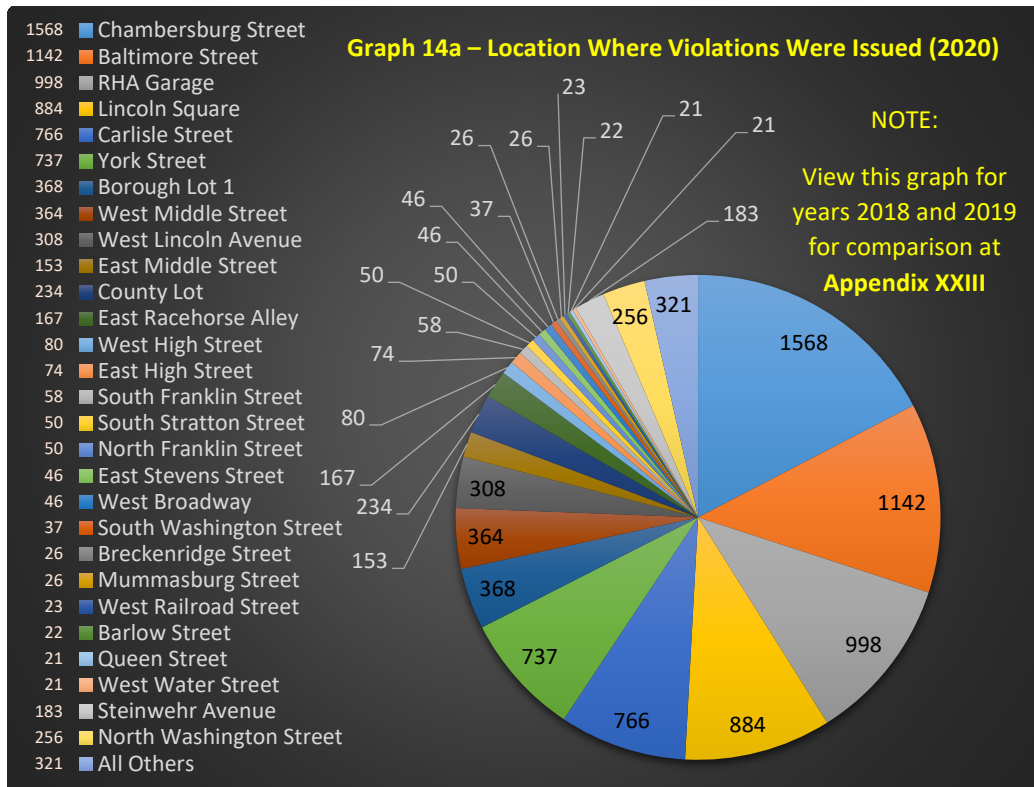
The purpose of parking violation penalties is not to increase revenue, but to encourage proper compliance with existing Borough Ordinances. Tickets issued are political hot potatoes in that they bring bad press and provide for negative

Graph 13a – Average Number of Violations Issued Each Hour Per Day (2020)



NOTE:

View this graph for years 2018 and 2019 for comparison at Appendix XXIII



issuance. This is an increase from \$25.00 in 2019, with a \$10.00 discount period. The rationale for the discount is that people will pay the fine as opposed to fighting the violation at the magistrate level. Additionally, the department intends to augment enforcement activities by utilizing multiple part-time employees in 2021. Despite,

experiences for those doing business in or visiting Gettysburg. Revenues would naturally increase if 100% of parking patrons followed parking ordinances. **Graph 12** identifies various parking violation types, the volume of each type and compares them over a three-year period.

Object 100

Court – District Magistrate

Fines levied by the District Magistrate.

Object 120

Clerk of Courts

Fines collected through the Clerk of Courts.

Object 130

State Police Fines

Fines collected that result from violation notices issued by the State Police in the jurisdictional boundaries of the Borough.

Object 140

Parking Violation Fines

Revenue collected because of parking violations in the Borough. This line item is increased in FY2021 based on an increase in the penalty for violations which took effect in 2020. Most violation types in 2020 increased to \$40.00 with a \$15.00 discount if paid within seven (7) days of

Parking studies consistently showing that fine revenue decreases as fine amounts increase, the Borough has problems with people abusing parking. Since Gettysburg has a large student population as compared to full-time residents, it has been observed that students tend to treat parking tickets as concierge parking. The increased violation amounts are an effort to encourage compliance with parking ordinances.

Object 210

Restitution

Revenue received because of a court ordered judgment to repay damages to the Borough.

Overall, parking programs account for just over 21% of budgeted revenue in FY2021. Combined with Department 363 (Highways and Streets {Parking}), these parking programs (Department 331 and 363) generate a combined \$990,168. As such, additional treatment of selected metrics of the parking program are found here. The following graphs help provide better understanding of parking trends in the Borough and can be used to inform parking policy moving forward. **Graph 13a** illustrates the average number of violations issued each hour of the week in 2020. **Graph 14a** highlights the locations of each violation in 2020.

Department 341 Interest Earnings

Table 34 – General Fund Department 341 (Interest Earnings)

Revenue	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	341	010	Interest on Checking	\$1,600	\$1,500	\$1,300	\$1,300	\$6,500	\$6,300
	341	030	Interest on CDs	^^^	^^^	^^^	^^^	\$5,400	\$1,000
			Department 341 TOTALS	\$1,600	\$1,500	\$1,300	\$1,300	\$11,900	\$7,300

This department is self-explanatory. It is responsible for \$7300 in revenue. Refer to **Table 34**. The Borough has done an excellent job of fully funding its fund balances, based on the adoption of the Fund Balance Policy a couple years ago. As such, the Borough has over three months' worth of operating money in the bank. This provides flexibility, in that the Borough can divert some of these funds into CDs, which will yield a greater return on interest than in a checking account. The COVID-19 Pandemic has significantly diminished these reserves funds, which limits the amount that can be diverted into CDs. As such, this category of revenue is not expected to yield as much in 2021 as compared to previous years.

into a leasing agreement with the Borough. The lease utilizes the tops of certain utility poles in the Borough for the purpose of providing small cell boosters to increase cell service levels throughout the region. Lease negotiations took much longer than anticipated and stalled temporarily in 2016 and 2017 as Verizon underwent staffing adjustments in its executive structure. However, lease negotiations resumed in late 2017 and were finalized in 2018. Subsequently, twelve lease supplements have been executed and all twelve small cell sites have been installed in 2018. Lease payments for the first three years have been received from Verizon in 2018, 2019, and 2020.

Table 35 – General Fund Department 342 (Royalties from Cell Tower Rent)

Revenue	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	342	530	Royalties from Cell Tower Rent	\$15,000	\$15,000	\$18,000	\$39,600	\$39,600	\$39,000
			Department 342 TOTALS	\$15,000	\$15,000	\$18,000	\$39,600	\$39,600	\$39,000

Object 010

Interest on Checking

Interest rates remain low. Despite a reserve within the guidelines of the Fund Balance Policy, little revenue is projected here.

This revenue source generates \$39,000 from twelve cell sites. See **Table 35**. It is a single line defined as Object 530.

Object 030

Interest on CDs

Interest rates on CDs have increased over the last year as the Federal Reserve has raised interest rates. The Borough will be utilizing CDs moving forward to get a better return on that money.

Department 351

Federal Capital Grants

Department 351 raises \$450 in revenue and can be seen in **Table 36**. It, too, is a single-line department.

Object 020

Public Safety – Federal Grants

Approved bullet proof vest grant.

Department 342

Royalties from Cell Tower Rent

This department was created in 2015 based on the assumption that Verizon Wireless would enter

Table 36 – General Fund Department 351
(Federal Capital Grants)

Revenue	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	351	020	Federal Capital Grants - Public Safety	^^^	\$1,000	\$1,000	\$1,000	\$900	\$450
			Department 351 TOTALS	\$0	\$1000	\$1,000	\$1,000	\$900	\$450

Table 37 – General Fund Department 354 (State Operating Grants)

Revenue	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	354	150	ACT 101 Recycling Grant	\$6,000	\$7,000	\$7,500	\$7,500	\$9,575	\$9,575
			Department 354 TOTALS	\$6,000	\$7,000	\$7,500	\$7,500	\$9,575	\$9,575

Department 354

State Operating Grants

Department 354 raises \$9575 in revenue. This department is detailed in **Table 37** and consists of

Act 101 Recycling Grant funds. Previously, the County Pillow Tax, Public Safety Vests, and Winter Maintenance

Agreements were budgeted in this department. However, those line items have been moved as they were reclassified into a category known as 'Revenue from Local Governments' – which is the proper classification using the DCED¹⁰⁰ Chart of Accounts.

Object 150

ACT 101 Recycling Grant

Gettysburg has had good success in recycling efforts. In 2017, the Borough negotiated a waste hauler contract with Waste Connections, resulting in added electronic recycling services. The Borough hosted multiple electronic recycling events since 2018 with over 2000 electronics devices being recycled. This success will continue in 2021 with additional electronic recycling events scheduled. This initiative is expected to garner \$9575 in 2021 but could be more if more tonnage of recycled materials is gathered. Detailed in **Footnote 98**, Act 101 is statewide recycling in Pennsylvania which began in 1988 with the Municipal Waste Planning Recycling and Waste Reduction Act (Act 101). It requires larger municipalities to recycle. The Act established a \$2-per-ton fee on all waste disposed at municipal waste landfills and waste-to-energy facilities established grants for local collection programs, public education, materials processing and composting facilities, equipment and technical training.

Department 355 State Shared Revenue

The Public Utility Tax (PURTA), Alcoholic Beverages License (PLCB), Act 205 State Pension Aid, and the Foreign Fire Insurance Premium Tax Relief are found in department 355. **Table 38** shows this department generates \$232,150 for the General Fund.

Object 010

PURTA – Public Utility Tax

Taxes collected on utility use that is shared with local municipalities.

Object 020

State Grants – Public Safety

The Gettysburg Borough Police Department participates in the Buckle Up Pennsylvania program. As such, the State provides the Borough with some grant funding for participating in the program.

Object 040

Alcoholic Beverage Licenses

Revenue shared because of business in the Borough that hold a liquor license.

Object 080

ACT 205 Pension – State Aid

Financial support from the state to help fund the Borough's pension fund(s). This line item is anticipated to decrease in 2021 since the Borough has reduced its workforce in response to COVID-19 revenue-related losses. Part-time employees do not receive pension benefits.

Object 990

Foreign Fire Insurance Premium

Financial support from the state to help pay the insurance premium for the Fire Department.

Department 357 Revenue from Local Governments

This revenue stream accounts for funds collected by other governments and paid to another government. This department accounts for \$48,272 in 2021 and can be seen in **Table 39**.

**Table 38 - General Fund Department 355
(State Shared Revenue)**

	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
Revenue	355	010	PURTA - Public Utility Tax	\$3,500	\$3,000	\$2,800	\$2,800	\$3,000	\$2,900
	355	020	State Grants - Public Safety	^^^	^^^	^^^	^^^	\$2,200	\$2,250
	355	040	Alcoholic Beverages Licenses	\$5,000	\$5,000	\$5,200	\$5,200	\$5,000	\$5,000
	355	080	ACT 205 Pension - State Aid	\$160,000	\$180,000	\$160,000	\$168,000	\$192,060	\$184,000
	355	990	Foreign Fire Insurance Premium	\$45,000	\$43,000	\$38,000	\$32,000	\$38,000	\$38,000
Department 355 TOTALS				\$213,500	\$231,000	\$206,000	\$208,000	\$240,260	\$232,150

¹⁰⁰ DCED – Department of Community and Economic Development.

Table 39 - General Fund Department 357 (Revenue from Local Governments)

Object 020
Pillow Tax –
County of
Adams

Revenue	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	357	020	Pillow Tax - County of Adams	^^^	^^^	\$165,000	\$165,000	\$165,000	\$48,272
			Department 342 TOTALS	\$0	\$0	\$165,000	\$165,000	\$165,000	\$48,272

Understanding the full impact of this revenue stream on Borough revenue has been illusive, as accurate records are not forthcoming from the County. Staff has had a partially successful RTK request from the County Treasurer. Based on the RTK information and historical trends, staff recommends a massive reduction in anticipated revenue in this category based solely on the lower tourism activity experienced in 2020.

Department 361 Charges for Services

Engineering fees, hearing fees, sales of maps and other publications, reproduction of records, towing fees, and other police services are found in Department 361. **Table 40** details these service charges, totaling \$137,112 – a major decrease over FY2020. Objects 320 (Engineering) was made inactive in 2016 and reclassified (renamed) to Storm Water Plan Review in 2019. Object 807 was added in FY2020 to account for administrative reimbursements to the Borough from the Gettysburg Borough Storm Water Authority (GBSWA – Fund 09).

Object 300 Subdivision & Land Management

This line item was created in 2018 to properly account for fees collected from the Planning Department for providing this service.

Object 320

Stormwater Plan Review

This line item was created in 2018 to properly account for fees collected from the Planning Department for providing this service.

Object 330

Rezoning Requests

This line item was created in 2018 to properly account for fees collected from the Planning Department for providing this service.

Object 340

Zoning Hearing Fees

There is no way to know who might request a zoning hearing, however, historically there have been a couple each year. The fees for this service have increased from \$850 to \$1000 in FY2019 and remain the same in FY2021.

Object 560

Sale Merchandise/Flags/Pins/etc.)

The Borough generates some revenue from the sale of merchandise.

Object 700

Records Reproduction (RTK)

Fees collected in association with the work and materials required to comply with RTK requests.

Table 40 - General Fund Department 361
(Charges for Services)

Revenue	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	361	300	Subdivision & Land Management	^^^	^^^	\$1,600	\$2,000	\$2,000	\$2,000
	361	320	Stormwater Plan Review	^^^	^^^	\$50	\$100	\$275	\$275
	361	330	Rezoning Requests	^^^	^^^	^^^	\$1,000	\$500	\$1,000
	361	340	Zoning Hearing Fees	^^^	^^^	^^^	\$2,000	\$2,000	\$2,000
	361	560	Sale (Merchandise/Flags/Pins)	\$600	\$400	\$300	\$500	\$250	\$250
	361	700	Records Reproduction (RTK)	\$50	\$50	\$50	\$120	\$120	\$100
	361	701	Accident Reports	\$2,000	\$2,000	\$1,500	\$1,500	\$1,500	\$1,200
	361	702	Civil Service Testing Fees	\$300	\$300	\$300	^^^	\$260	^^^
	361	801	Special Police Services (Drug Task Force)	\$1,000	^^^	\$300	\$400	\$3,000	\$4,400
	361	802	Reimbursement - Public Works	\$15,000	\$25,000	\$10,000	\$10,000	\$15,000	\$10,500
	361	803	Towing & Impound Fees	\$500	\$100	\$100	\$100	\$125	\$125
	361	804	Reimbursement - Police	\$6,000	\$9,000	\$8,000	\$9,000	\$12,000	\$1,500
	361	805	Reimbursement for Planning	\$2,000	\$2,000	\$2,000	^^^	^^^	\$2,319
	361	806	Reimbursement for Parking	^^^	\$500	\$700	\$800	\$3,500	\$1,500
	361	807	Reimbursements from GBSWA	^^^	^^^	^^^	^^^	\$149,500	\$109,943
			Department 361 TOTALS	\$27,450	\$39,350	\$23,300	\$25,520	\$190,030	\$137,112

Table 41 - General Fund Department 363 (Highways & Streets {Parking})

	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
Revenue	363	210	Parking Meters - Short Term	\$385,000	\$400,000	\$456,855	\$480,000	\$526,000	\$346,007
	363	211	Parking Meters Use - Rented	\$12,000	\$14,000	\$16,000	\$20,000	\$20,750	\$20,750
	363	212	Parking Meters - Long Term	\$60,000	\$75,000	\$75,000	\$80,000	\$100,000	\$64,042
	363	220	Parking Permits - RPP/LPP	\$7,000	\$6,000	\$19,300	\$8,000	\$7,000	\$6,500
	363	230	Parking Lots - Borough Lot	\$30,000	\$24,000	\$28,000	\$28,000	\$28,000	\$19,323
	363	231	Parking Lots - County Lot	\$20,000	\$18,000	\$6,510	\$6,550	\$20,100	\$13,755
	363	240	Parking Facilities - RHA Garage	\$240,000	\$232,383	\$190,000	\$190,000	\$228,170	\$87,980
	363	241	Parking Facilities - Passes	\$170,000	\$271,246	\$270,000	\$275,000	\$275,000	\$173,719
	363	510	Contracted Snow Removal	^^^	^^^	\$1,000	\$1,000	\$1,355	\$1,355
	363	802	Street Closure Fees	\$300	\$500	\$2,500	\$1,500	\$1,000	\$500
Department 363 TOTALS				\$924,300	\$1,041,129	\$1,065,165	\$1,090,050	\$1,207,375	\$733,931

Object 701Accident Reports

People and insurance carriers often require copies of reports. This line item accounts for the expenses incurred to reproduce those reports.

Object 702Civil Service Testing Fees

Fees collected to offset expenses in administering various exams throughout the year. The Borough completed a Civil Service Test in 2019. No exams are anticipated in 2021 as the Borough's police department is fully staffed to budgeted levels.

NOTE – The 2021 budget authorizes a furlough in the police department. Even with this furlough, the department is still considered at full strength since the position was not permanently cut. It is expected that the Borough will recall the furloughed officer as soon as economically feasible to do so.

Object 801Special Police Services

Fees collected for Police services that are not routine (i.e. Drug Task Force, etc.).

Object 802Reimbursement – Public Works

Charges for service the Public Works Department provides other entities.

Object 803Towing & Impound Fees

Fees collected for removing and storing a vehicle that is in violation of a parking ordinance or some other statute.

Object 804Reimbursement – Police

Fees collected for Police services that are primarily associated with special events.

Object 805Reimbursement for Planning

Fees collected for Planning Department services that are primarily associated with work done on behalf of another party.

Object 806Reimbursement for Parking

Fees collected in association of work performed by the Parking Department in support of special events.

Object 807Reimbursement for Parking

The Gettysburg Borough Storm Water Authority (GBSWA) was created in 2019 to comply with the Borough's mandated MS4 program. GBSWA has no employees but has an 'Agreement for Services Rendered'¹⁰¹ with the Borough. Existing Borough staff perform all administrative functions for GBSWA. This line item reimburses the salaries for Borough staff for time spent on GBSWA business.

Department 363Highways & Streets (Parking)

Department 363 is the third largest revenue generator for the Borough – raising \$733,931. **Table 41** outlines the specifics of each category.

¹⁰¹ See Appendix XXII.

Graph 15 – Pay-by-APP Parking Revenue

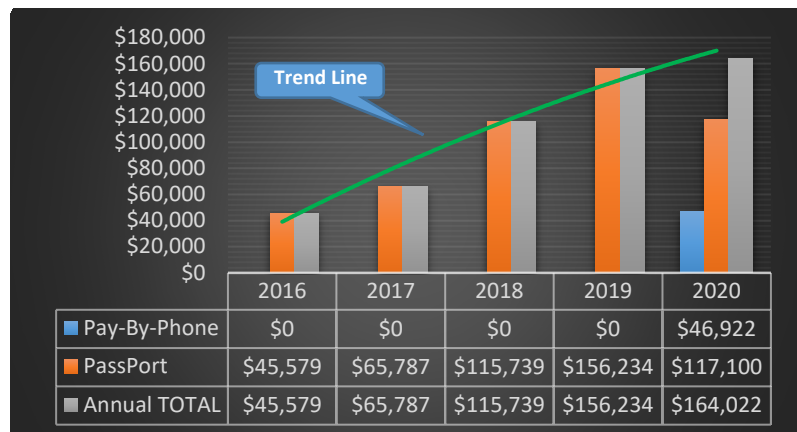
Object 210Parking Meters – Short Term

Short term parking meters (i.e., 3-hr. maximum) account for most of the revenue in this department. 2015 was the first year where parking meter revenue was specifically tracked in multiple categories. Prior to 2015, all meter revenue was lumped together, making it impossible to accurately know how much revenue is generated from short-term vs. long-term meters. The Borough now has multiple years of data captured in a plethora of categories, which inform policy decisions – creating parking programs based on market-driven forces.

Two significant policy alterations took effect in 2018, which reaped significant financial rewards for the Borough's fiscal health. The first is that hourly parking rates on Lincoln Square and the first block in each direction of Lincoln Square was adjusted to \$1.50 (One Dollar, Fifty Cents) per hour.

The rate on Lincoln Square increased to \$2.00 per hour in 2020, based on the high demand for these spaces. Likewise, based on demand, the meters on Steinwehr Avenue have increased to \$1.50 per hour in 2020. The second policy adjustment came in the form of Sunday parking enforcement. Meters on Sunday were enforced between the hours of 1 PM and 8 PM. Both netted the Borough nearly \$100,000 in additional revenue in 2018, 2019, and 2020. It is for these reasons that staff recommends budgeting a higher amount in this category in FY2021.

Paid parking via the Pay-by-APP (PassPort and PayByPhone) is gaining in popularity and has steadily increased over the past five years. **Graph 15** shows the dramatic increase in Pay-by-APP usage between 2016 and 2020. Prior to 2020, the Borough used one vendor for online parking payments – PassPort. The Borough added a second option in 2020 – Pay-By-



Phone. **Picture 11** and **Picture 12** are the Pay-by-APP company logos.

Object 211Parking Meters Use – Rented

This category identifies revenue generated by long-term rentals of on-street meter spaces. Hotels and B & B's requiring drop-off services for guests make up the bulk of revenue in this category.

Object 212Parking Meters – Long Term

Long-term meters refer to parking privileges of up to 12-hours. For the first time in 2015, short-term and long-term meters were tracked separately so that the Borough has a better handle on revenue generated in each category. In 2015, the rate for long-term meters was increased to \$1 per hour, an increase from \$0.25 per hour.

Object 220Parking Permits – RPP/LPP

Revenue generated from the Residential Parking Permit (RPP) Program and the Local Privilege Parking Program (LPP).

Borough Council formally adopted the LPP Program in 2019. The program has been increasing in popularity since. LPP is designed to be a cost-effective parking solution for local residents and persons who work in the Borough.



Picture 11



Picture 12

Table 42 – General Fund Department 367 (Culture & Recreation)

Object 230
Parking Lots –
Borough Lot
Revenue generated
by a Borough-
managed surface
parking lot.

Revenue	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	367	801	Donations - Corporate	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$1,200
	367	802	Donations - Private	^^^	\$100	^^^	\$350	\$350	\$1,250
	367	804	Donations - Police	\$1,000	^^^	^^^	\$3,000	^^^	\$100
			Department 367 TOTALS	\$6,000	\$5,100	\$5,000	\$8,350	\$5,350	\$2,550

Table 43 – General Fund Department 390 (Other Financing Sources)

Object 231
Parking
Lots –
County Lot
Revenue
generated by



Revenue	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	390	901	Fuel Sales - Facility Fee	\$150	\$150	^^^	\$2,200	\$1,100	\$1,100
			Department 390 TOTALS	\$150	\$150	\$0	\$2,200	\$1,100	\$1,100

Table 44 – General Fund Department 395 (Refund of Prior Year Expenses)

Revenue	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	395	000	Refund of Prior Year's Expense	\$5,000	\$5,000	\$5,000	\$2,000	\$2,000	\$2,000
			Department 390 TOTALS	\$5,000	\$5,000	\$5,000	\$2,000	\$2,000	\$2,000

a Borough-managed surface parking lot. The long-term outlook on this parking lot is uncertain as the County has expressed interest in selling the property.

Object 240Parking Facilities – RHA Garage

Four vastly different user groups utilize the garage (Hotel guests who need frequent in/out privileges during their stay, monthly pass holders, the casual visitor, and the Majestic Theatre whose patrons want fast and efficient egress from the garage after a show) made a gated garage impractical. The gateless system accommodates the needs of these user groups and eliminates significant staff overtime. In addition, most of the activity in the garage is now credit card driven, requiring less staff time to physically change cash out and count it. This category accounts for cash and credit card receipts collected via pay-by-space (not permits).

The hourly rate in the Racehorse Alley Garage increased to \$1.00 (One Dollar) per hour in 2020. This was designed to be reduced parking fees for those who choose to not spend the higher parking rates on Lincoln Square. Staff has noticed a slight increase in garage usage in 2018, 2019, and 2020 based on this discounted parking incentive.

Object 241Parking Lots – Passes

The gateless RHA Garage system is robust and can handle multiple types of permits/passes. Users of the garage who have a permit/pass can park in any space at any time and have unlimited access to the garage for the period the permit/pass is valid. This category accounts for revenue

collected by the purchases of parking passes/permits. This revenue source has seen an increase in usage as patrons prefer the use of credit cards to purchase parking as opposed to cash payments.

The Borough experimented in 2019 and 2020 with a special parking permit/pass where the patron had a dedicated space for their vehicle only. This privilege came with an increased premium, as defined in the Fee Resolution (see **Chapter 5**). Several patrons have purchased these specific parking space permits. Like LPP, the permit type is gaining in popularity and will continue in 2021.

Object 510PennDOT Winter Maintenance Contract

Reimbursement for contracted winter maintenance agreements.

Object 802Street Closure Fees

Revenue collected primarily by contractors who need to temporarily close a street to do work.

Department 367
Culture and Recreation

Department 367 generates \$5350 in revenue. This is based on public, private and corporate donations. See **Table 42**.

Object 801Donations –Corporate

ACNB fireworks donation.

Object 802
Donations – Private

Private donations.

Object 804
Donations – Police

Donations made specifically for the police.

Department 390
Other Financing Sources

Table 43 shows the revenue expected from this department in 2021.

Object 901
Fuel Sales – Facility Fee

Fees collected for the sale of fuel to third parties. These fees will be transferred to Capital Reserve to accumulate for the use of maintenance on the fuel facilities dispensing system.

Department 395
Refund of Prior Year Expenses

Table 44 shows \$2000 revenue expected from this department in 2020.

Object 000
Refund of Prior Year Expense

Previous year's expenses are refunded and accounted for in this line item.

Expenses

Expenditures in the General Fund are divided into 20 departments in the Chart of Accounts¹⁰². They are:

- Legislative,
- Office of the Manager,
- Tax Collection,
- General Government Administration,
- Police,
- Fire,
- Code Enforcement,
- Planning & Historic Preservation,
- Emergency Management,
- Health,

- Public Works,
- Street Lighting,
- Sidewalks & Crosswalks,
- Roads & Alleys,
- Parking Facilities,
- Parks & Recreation,
- Shade Tree,
- Community Development,
- Benefits Fees, and
- Interfund Transfers Out.

Of note, the number of departments in the General Fund that provide services to the Borough is down from 23 in FY2019 to 20 in FY2021. The following departments were eliminated in the FY2020 budget:

- Storm Sewers & Drains (436), and
- Bridges (438).

Added to this list of closed departments in FY2021 are:

- Finance (402) and
- Human Resources (405).

Both former departments (402) and (405), along with the employees in both, were incorporated into a new department called the Office of the Manager (401), formerly known as the Executive Department. The Borough Manager is also budgeted in Department 401.

The elimination of these departments is the result of several factors: Departments (436) and (438) did not require General Fund budgeting in FY2020 as all projects in these departments were funded via the 2016 GO Bond issuance. No work is anticipated on the Borough's bridges in 2021 and all storm water projects moved to the new Gettysburg Borough Storm Water Authority (Fund 09). The other reductions were made in response to revenue shortfalls caused by the COVID-19 Pandemic.

As required by Pennsylvania State Law, the expenditures in the General Fund equal revenues that were delineated in the first section of this chapter. **Graph 16** is a visual presentation of all General Fund expenditures for FY2021.

¹⁰² Chart of Accounts is a numeric list used to organize the finances of the Borough and to segregate expenditures, revenue, assets, and liabilities in order

to give interested parties a better understanding of the financial health of the Borough.

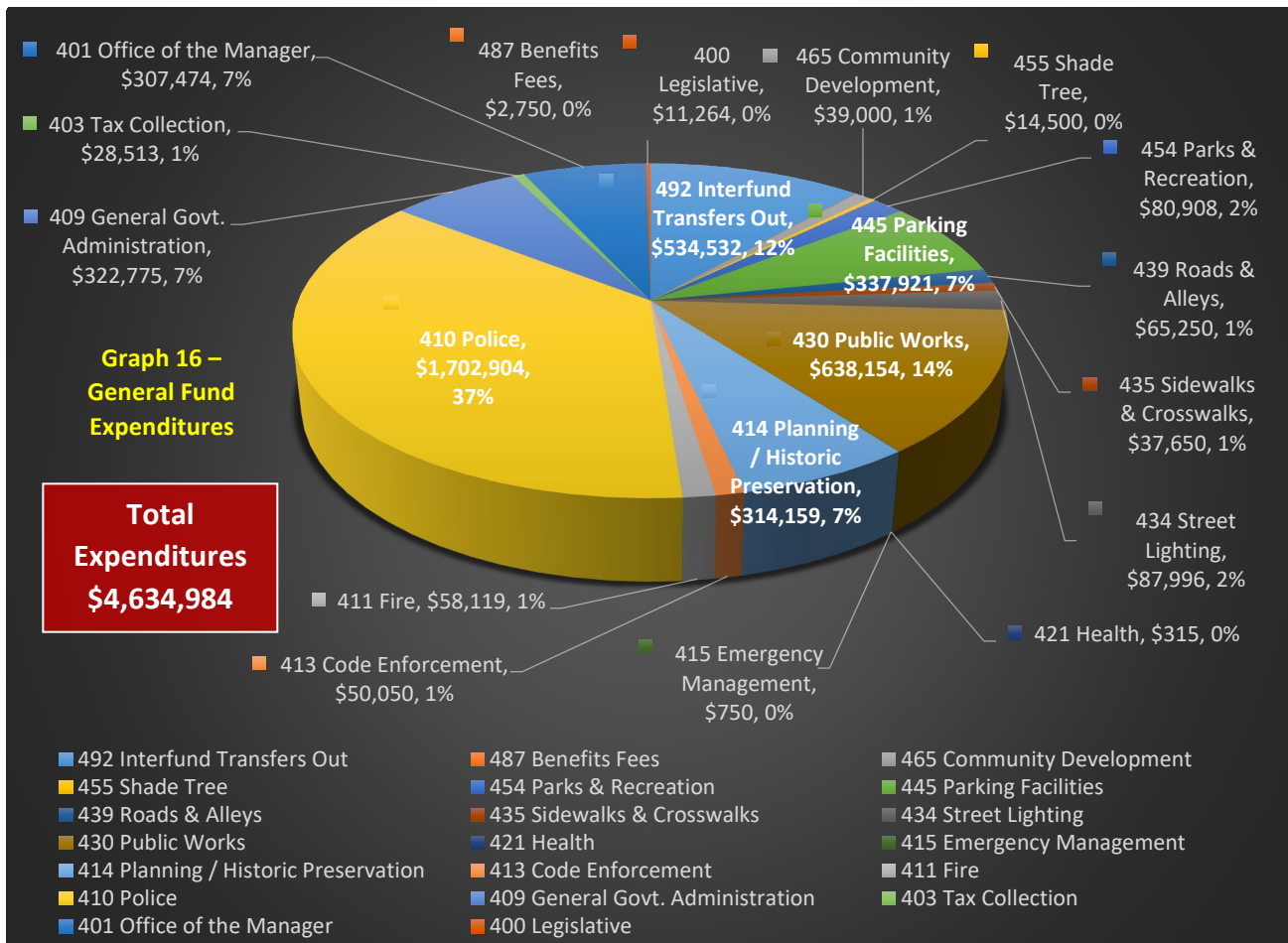


Table 45 – General Fund Department 400 (Legislative)

Dept.	Object	Description	2016	2017	2018	2019	2020	2021
400	105	Council Salaries	\$17,500	\$17,500	\$15,000	\$15,000	\$15,000	\$10,000
400	192	Benefit - FICA	\$1,085	\$1,085	\$930	\$930	\$930	\$620
400	193	Benefit - Medicare	\$254	\$254	\$218	\$218	\$218	\$144
400	210	Operating Supplies	\$400	\$400	\$250	\$500	\$500	\$500
400	460	Continuing Education/Training	^^^	^^^	^^^	\$2,500	\$1,250	^^^
Department 400 TOTALS			\$19,239	\$19,239	\$16,398	\$19,148	\$17,898	\$11,264

Department 400 Legislative

The Legislative Department comprises all of Council's salaries and associated payroll taxes. There is a nominal line item for office supplies which will primarily be used for generating copies of council agendas and supporting documentation. Even though the line item still exists, Council has opted to not use its training budget in FY2021. These resources have been allocated elsewhere in the budget to assist with the significant revenue shortfalls precipitated by the COVID-19 Pandemic. **Table 45** details each line item in the Legislative Department. The Mayor is budgeted in Department 401.

Object 105 Council Salaries

This line item accounts for the salaries of seven representatives in 2021. It

should be noted that three members of Council has chosen to not accept their legislatively authorized stipend to help the Borough manage Pandemic-related revenue losses. These funds have been reallocated into other parts of General Fund expenditures.

Object 192 Benefit – FICA

Employer paid portion of Social Security Insurance.

Object 193 Benefit – Medicare

Employer paid portion of Medicare Insurance.

Table 46 – General Fund Department 401 (Office of the Manager)

	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
Expenditures	401	105	Salary - Mayor	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	^^^
	401	110	Salary - Borough Manager	\$82,010	\$84,060	\$85,742	\$87,457	\$90,000	\$91,800
	401	112	Salary - Full Time	^^^	^^^	^^^	^^^	^^^	\$47,500
	401	113	Salary - Professional Staff	^^^	^^^	^^^	^^^	^^^	\$61,200
	401	114	Salary - Intern	^^^	^^^	^^^	^^^	^^^	\$2,100
	401	189	Benefit - Vision Insurance	\$170	\$159	\$200	\$200	\$200	\$900
	401	192	Benefit - FICA	\$7,987	\$7,723	\$6,370	\$5,610	\$5,890	\$12,561
	401	193	Benefit - Medicare	\$1,868	\$1,807	\$1,490	\$1,313	\$1,378	\$2,937
	401	194	Benefit - Unemployment Comp.	\$1,320	\$560	\$627	\$285	\$500	\$1,926
	401	196	Benefit - Health Insurance	\$16,485	\$20,516	\$6,923	\$9,000	\$9,320	\$51,494
	401	197	Benefit - Pension Contribution	\$19,792	\$18,531	\$14,696	\$13,946	\$11,461	\$30,611
	401	198	Benefit - Life/ADD/Short Dis.	\$1,210	\$750	\$536	\$735	\$530	\$1,253
	401	199	Benefit - Dental Insurance	\$694	\$727	\$384	\$458	\$432	\$2,877
	401	354	Insurance - Worker's Comp.	\$578	\$298	\$214	\$153	\$141	\$315
	Department 401 TOTALS			\$137,14	\$140,131	\$122,002	\$124,157	\$124,852	\$307,474

Object 210Operating Supplies

Used to purchase basic office supplies, keys to the city, coins, various gifts, etc. The Mayor hands these out in ceremonial events throughout the year.

Object 460Continuing Education/Training

Used for registration and attendance at various training sessions for Council members. This line item was zeroed out in 2021 for economic reasons.

Department 401
Office of the Manager

Department (401) has a new name in 2021 – Office of the Manager. Formerly the ‘Executive’ department, the newly reorganized department includes all employees that were previously in Department (402) Finance and Department (405) Human Resources. This reorganization was done to streamline processes and cut costs in response to pandemic related revenue losses. **Table 46** itemizes each category in this department. Even though the Mayor is an elected official, the nature of his duties is not necessarily legislative, but have a more executive tone as delineated by the Borough Code – in that the Mayor is the manager of the Police Department. For this reason, the mayor’s salary is contained in this department along with the Borough Manager’s salary and all associated tax deductions and benefits for both.

The new department has three full-time staff and one intern. The part-time in-house custodian that was added in FY2018 remains budgeted in

Department 430 (Public Works) but reports to the Assistant Borough Manager in Department 401.

Both the Borough Secretary and Borough Treasurer (both are statutorily mandated positions in PA Borough Code) are budgeted in this department. The Borough Manager assumes the duties of Treasurer, while the Assistant Borough Manager assumes the duties of Secretary.

Object 105Salary – Mayor

Salary for the Mayor per the Borough Code.

Object 110Salary – Borough Manager

Salary for the Borough Manager/Treasurer. 8% of this salary is reimbursed by GBSWA.

Object 112Salary – Full Time

Salary for the Accountant I/Finance Assistant. 35% of this salary is reimbursed by GBSWA.

Object 113Salary – Professional Staff

Salary for the Assistant Borough Manager/Secretary.

Object 114Salary – Intern

Salary for the part-time intern.

Object 189Benefit – Vision Insurance

The cost to supply this insurance benefit for personnel in this department.

Table 47 – General Fund Department 403 (Tax Collector)

	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
Expenditures	403	115	Salary - Part Time Staff	\$8,000	\$8,000	\$8,000	\$7,500	\$7,500	\$8,500
	403	192	Benefit - FICA	\$496	\$496	\$496	\$465	\$465	\$527
	403	193	Benefit - Medicare	\$116	\$116	\$116	\$110	\$110	\$123
	403	210	Operating Supplies	\$1,500	\$1,500	\$1,500	\$1,500	\$1,700	\$1,700
	403	309	Tax Collection Fees	\$14,000	\$15,000	\$15,000	\$16,000	\$16,000	\$17,405
	403	353	Insurance - Bond	^^^	^^^	^^^	\$258	\$258	\$258
			Department 403 TOTALS	\$24,112	\$25,112	\$25,112	\$25,833	\$26,033	\$28,513

Department 402 Finance

The Finance Department was disbanded in 2020 along with the elimination of the

Finance Director position. A new job description was created with fewer duties and no supervisory duties. The new position is titled Accountant II/Assistant Project Manager. All employees in this department have been moved to Department 401 – Office of the Manager. The dissolution of the department was in response to revenue losses incurred by the COVID-19 Pandemic.

Department 403 Tax Collection

The only salary and associated tax deductions in this department is that of the tax collector. There are also small, budgeted amounts for the collection of the EIT/LST taxes and for office supplies. This is outlined in **Table 47**.

Object 115

Salary – Part Time Staff

Stipend for a part time tax collector.

Object 192

Benefit – FICA

Employer paid portion of Social Security Insurance.

Object 193

Benefit – Medicare

Employer paid portion of Medicare Insurance.

Object 210

Operating Supplies

Estimated cost for office and other supplies.

Object 309

EIT¹⁰³ / LST¹⁰⁴ Tax Collection Fees

Costs associated with the collection of taxes.

Object 192

Benefit – FICA

Employer paid portion of Social Security Insurance for personnel in this department.

Object 193

Benefit – Medicare

Employer paid portion of Medicare Insurance for personnel in this department.

Object 194

Benefit – Unemployment Compensation

The cost to supply this insurance benefit for personnel in this department.

Object 196

Benefit – Health Insurance

The cost to supply this insurance benefit for personnel in this department.

Object 197

Benefit – Pension Contribution

Per the pension programs, employees contribute 0% toward the pension fund. This represents the cost of the Borough's contribution to employee's pensions in this department.

Object 198

Benefit – Life/ADD/Short Term Disability

The cost to supply this insurance benefit for personnel in this department.

Object 199

Benefit – Dental Insurance

The cost to supply this insurance benefit for personnel in this department.

Object 354

Insurance – Worker's Compensation

The cost to supply this insurance benefit for personnel in this department.

¹⁰³ EIT = Earned Income Tax.

¹⁰⁴ LST = Local Services Tax.

Object 353Insurance - Surety & Fidelity

Premium cost for this insurance coverage.

Department 405Human Resources / Borough Secretary

The Human Resources / Borough Secretary Department was disbanded in 2020. All employees in this department have been moved to Department 401 – Office of the Manager. The dissolution of the department was in response to revenue losses incurred by the COVID-19 Pandemic.

Department 409General Government Administration

Table 48 highlights the various line items in this department. There are no staff salaries in this

department. This department shows expenses for the everyday operations of the Borough that do not naturally fit into other departments. This department contains operating (office) supplies, legal fees, professional services, insurance premiums, utility bills, information technology fees, software fees, bank fees, repairs to equipment and property, etc.

Object 210Operating Supplies

General office and other miscellaneous operating supplies.

Object 215Postage

Costs associated with sending letters and notices out in the mail, via the United States Postal Service or other means.

**Table 48 – General Fund Department 409
(General Government Administration)**

	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
Expenditures	409	210	Operating Supplies	\$20,000	\$23,500	\$20,250	\$20,401	\$20,250	\$20,250
	409	215	Postage	\$1,450	\$2,450	\$2,195	\$1,450	\$1,450	\$2,444
	409	217	Merchandise (Flags, Pins, etc.)	\$500	\$300	\$250	\$2,500	\$1,250	^^^
	409	218	Public Relations	\$1,200	\$2,400	\$6,000	\$11,100	\$14,400	\$16,600
	409	252	Computer/Copier/Video Parts	\$3,500	\$1,750	\$5,650	\$1,250	\$1,000	\$2,407
	409	260	Small Tools/Equipment (minor)	\$200	\$300	\$250	\$250	\$250	\$250
	409	310	Professional/Other Services	\$17,040	\$16,600	\$2,000	^^^	^^^	\$750
	409	311	Accounting/Auditing Services	^^^	^^^	^^^	^^^	^^^	\$22,000
	409	313	Engineering and Architectural	\$15,000	\$10,000	\$10,750	\$12,000	\$10,000	\$30,000
	409	314	Special Legal Services - Ord. Review	\$10,000	\$3,000	\$7,000	\$8,000	\$9,000	\$7,811
	409	317	Legal Services - Borough Solicitor	\$60,000	\$67,000	\$60,000	\$55,000	\$52,500	\$55,853
	409	318	Legal Services - Labor	\$25,000	\$22,500	\$10,000	\$12,500	\$12,500	\$14,091
	409	321	Telephone (landline)	\$3,000	\$3,400	\$4,290	\$4,479	\$4,500	\$3,244
	409	324	Telephone (wireless)	\$380	\$380	\$360	\$1,200	\$1,410	\$2,780
	409	325	Internet Fees	\$300	\$300	\$2,050	\$2,378	\$3,100	\$4,511
	409	329	Computer Software Fees	\$11,466	\$14,440	\$10,440	\$18,710	\$17,122	\$17,337
	409	331	Travel Reimbursement	\$1,800	\$900	\$325	\$1,405	\$1,300	\$200
	409	341	Legal Advertising	\$9,000	\$4,000	\$2,750	\$6,560	\$7,000	\$6,750
	409	352	Insurance - Liability	\$1,200	\$700	\$776	\$1,000	\$728	\$764
	409	353	Insurance - Surety & Fidelity	\$3,000	\$1,975	\$2,067	\$2,400	\$2,400	^^^
	409	355	Insurance - Public Official	\$9,000	\$7,000	\$8,659	\$8,660	\$5,109	\$9,577
	409	356	Insurance - Property	\$4,600	\$4,950	\$5,408	\$5,120	\$5,510	\$7,298
	409	357	Insurance - Inland Marine	^^^	^^^	^^^	\$61	\$62	\$66
	409	359	Insurance - Commercial Umbrella	\$2,500	\$2,205	\$2,916	\$1,400	\$1,280	\$1,307
	409	361	Public Utility - Electric	\$41,000	\$46,000	\$45,250	\$55,250	\$30,000	\$30,000
	409	362	Public Utility - Gas	^^^	\$150	\$825	\$1,100	\$7,000	\$6,000
	409	364	Public Utility - Sewer	\$1,000	\$700	\$600	\$788	\$788	\$700
	409	366	Public Utility - Water	\$3,000	\$1,000	\$1,150	\$1,500	\$1,500	\$1,250
	409	368	Public Utility - Storm Water	^^^	^^^	^^^	^^^	\$1,425	\$1,425
	409	373	Repairs & Maintenance - Buildings	\$8,000	\$5,000	\$7,475	\$8,200	\$10,750	\$9,500
	409	374	Repairs & Maintenance - Machinery	\$15,000	\$16,000	\$15,250	\$16,750	\$16,500	\$16,825
	409	384	Rent of Machinery/Equipment	\$500	\$800	\$600	\$625	\$625	\$625
	409	388	Commission - County Lot	\$10,000	\$10,800	\$9,000	\$3,275	\$10,000	\$6,250
	409	390	Bank Service Charges/Fees	\$800	\$5,900	\$6,920	\$5,900	\$5,900	\$5,900
	409	420	Dues/Subscriptions/Memberships	\$6,250	\$6,800	\$7,460	\$7,785	\$7,004	\$7,230
	409	452	Contracted IT/Network Services	\$6,492	\$4,650	\$7,705	\$8,450	\$8,280	\$8,280
	409	460	Continuing Education/Training	\$4,750	\$12,300	\$11,100	\$12,275	\$11,000	\$2,500
	Department 409 TOTALS			\$296,928	\$300,150	\$277,721	\$299,722	\$282,893	\$322,775

Object 217Merchandise (Flags, Pins, etc.)

The Borough sells various merchandise items like maps, pins, flags, etc. This line item is used to purchase these merchandise items from the Borough's vendors. This line item has been zeroed out in 2020.

Object 218Public Relations

This line item was previously named 'Newsletter' in previous budgets. Print and broadcast media are covered in this line item. Funds here cover two issues of a Borough Newsletter, 24 taped broadcasts of both month Council meetings (business meeting and work session meeting), and an appropriation to ACTV (community Media) to assist them with capital purchases. Council meetings can be viewed on Channel 12 and are also available for viewing anytime online at www.CommunityMedia.net or on the Borough's Facebook Page www.facebook.com/Borough-of-Gettysburg.

Object 252Computer/Copier/Video Parts

This line item funds one new computer for staff, repairs to the copier machine and fax machine.

Object 260Small Tools/Equipment (minor)

This is a miscellaneous line item in the event it is needed.

Object 310Professional/Other Services

Covers third party consulting fees if needed.

Object 311Engineering Accounting/Auditing Services

This line item accounts for the annual audit, the Department of Community and Economic Development (DCED) single audit for grants, TAP¹⁰⁵ & CMAQ¹⁰⁶ Grant Audit, the Governmental Accounting Standards Board (GASB) pension audit, and any other audits required of the Borough.

¹⁰⁵ TAP = Transportation Alternatives Program.

¹⁰⁶ CMAQ = Congestion Mitigation and Air Quality Improvement.

Object 313Engineering and Architectural

Covers ordinance rewriting work, meeting attendance, CIP¹⁰⁷ update, and engineering costs for Gettys Street reconstruction for the Borough Engineer.

Object 314Special Legal Services – Ordinance Reviews

Covers preparation and review of ordinances by the Borough Solicitor prior to adoption.

Object 317Legal Services – Borough Solicitor

Covers the costs associated with the Borough Solicitor preparing for and attending Borough Council Meetings.

Object 318Legal Services – Labor

Covers the cost of the Borough's Labor Attorney (Campbell, Durrant, Beatty & Palombo). Used in conjunction with any labor or union contractual matters that may arise from time-to-time.

Object 321Telephone (landline)

Cost of landline phone service in the Borough Building.

Object 324Telephone (wireless)

Cell phone service for the Mayor, Borough Manager/Treasurer, and Assistant Borough Manager/Secretary.

Object 325Internet Fees

Fees for a static IP¹⁰⁸ address associated with the Borough's business cable and internet service in the Borough Building.

Object 329Computer Software Fees

This line item funds the following:

- Government-wide financial, personnel, and accounting software by FREEDOM Systems,

¹⁰⁷ CIP – Capital Improvement Plan.

¹⁰⁸ IP = Internet Protocol Address.

- ✚ Customer support from FREEDOM Systems,
- ✚ Virtual Towns and Schools (VTS)¹⁰⁹ website hosting and maintenance fees,
- ✚ ADOBE & ADOBE Sign,
- ✚ Office 365 online cloud hosting platform and,
- ✚ eCode 360, a searchable and online version of the Borough Code and ordinance platform on the Borough website.

Object 331Travel Reimbursement

Used to reimburse travel expenses incurred on business trips.

Object 341Legal Advertising

Required by law, the Borough must advertise public meetings and ordinances prior to adoption. This line item funds these statutorily mandated notices.

Object 352Insurance – Liability

Premiums for insurance coverage.

Object 353Insurance – Surety & Fidelity

Premiums for insurance coverage.

Object 355Insurance – Public Official

Premiums for insurance coverage.

Object 356Insurance – Property

Premiums for insurance coverage.

Object 357Insurance – Inland Marine

Premiums for insurance coverage.

Object 359Insurance – Commercial Umbrella

Premiums for insurance coverage.

Object 361Public Utility – Electric

Electric bills in the Borough Building.

Object 362Public Utility – Gas

Natural gas bills in the Borough Building.

Object 364Public Utility – Sewer

Sewer bills.

Object 366Public Utility – Water

Water bills.

Object 368Public Utility – Storm Water

Gettysburg Borough recently incorporated the Gettysburg Borough Storm Water Authority (GBSWA). Its mission is to manage and fund all the MS4 requirements of the Borough. GBSWA has implemented a fee on each parcel in the Borough to help fund these programs. This new line item represents the fees the Borough must pay to GBSWA on the following Borough-owned properties:

- ✚ 59 East High Street
- ✚ 30 North Stratton Street
- ✚ Brickyard Alley
- ✚ 340 Baltimore Street, and
- ✚ 0 South Washington Street.

The Borough owns other building but are budgeted in their respective departments.

Object 373Repairs & Maintenance – Buildings

Used for unexpected building maintenance and to plan for known larger maintenance items in the future. It also covers Ehrlich pest control services and CINTAS carpet cleaning services.

Object 374Repairs & Maintenance – Machinery

This line item covers ongoing maintenance systems in the Borough Building. They include:

- ✚ BFPE International (fire Alarm Testing),

¹⁰⁹ VTS was acquired by CivicPlus in 2018 but will continue to provide hosting and support services to the Borough for its website.

- ✚ Susquehanna Auto Sprinkler System testing,
- ✚ Schindler Elevator service,
- ✚ CSE (Control, Service, and Engineering) (HVAC) system maintenance,
- ✚ Eicholtz copier/printer service agreement,
- ✚ Cummins Power Systems emergency generator services, and
- ✚ A small fund for miscellaneous unforeseen needs.

Object 384Rent of Machinery/Equipment

Covers the rental of the postage meter machine.

Object 388Commission – County Lot

The Borough has revenue sharing agreements with the owners of a couple surface parking lots. This covers the commission checks for those lots.

Object 390Bank Service Charges/Fees

This line item covers the possibility of having to issue a ‘stop payment’ order on a check, covers the cost of the coin counting machine, and covers the rental fees for the remote capture check processing machine (RDC).

Object 420Dues/Subscriptions/Memberships

Covers the cost for the following memberships:

- ✚ International City Manager’s Association (ICMA)
- ✚ Adams County Economic Development Corporation (ACEDC),
- ✚ Adams County Borough’s Association,
- ✚ Adams County Council of Governments (COG),
- ✚ Government Finance Officers Association (GFOA),
- ✚ ASCAP and BMI music licenses,
- ✚ American Society for Public Administration (ASPA)
- ✚ The Borough Secretary’s notary license,
- ✚ Adams County Chamber of Commerce,
- ✚ Pennsylvania League of Cities (PML)
- ✚ Pennsylvania Employer Labor Relations Association (PELRAS), and the
- ✚ Pennsylvania Association of Boroughs (PSAB).

Object 452Contracted IT/Network Services

Covers contracted IT management services with TREYSTA.

Object 460Continuing Education/Training

Pays for professional development, training, and conferences to include:

- ✚ PML Conference attendance,
- ✚ PELRAS conference attendance,
- ✚ GFOA conference attendance,
- ✚ APMM conference attendance, and
- ✚ additional FREEDOM Systems training.

Department 410Police

The Police Department accounts for the largest portion of expenditures in the General Fund. This is historically true for Gettysburg and most other municipalities as well. **Table 49** shows the details for the department. The total budget for the police department is \$142,333 less than FY2020 – which is roughly equivalent to the labor burden of one full-time employee. In fact, due to pandemic related revenue losses, Borough Council has authorized one officer in the department to be furloughed until economically feasible to recall them back to duty. Barring any unforeseen capital needs, future budgets should only increase slightly as a function of contractually mandated salary adjustments.

Object 110Salary – Chief of Police

Salary for the Chief of police is budgeted at 6% above the highest paid subordinate in the department.

Object 112Salary – Full Time

This line item funds the salary of all full-time officers in the department.

Object 114Salary – Professional Staff

Salary for the Police Secretary.

Object 115
Salary – Part Time Staff

This line-item funds shifts filled with part-time officers. Per an agreement with Teamsters Local Union 776, vacancies may be filled with part-time officers as opposed to requiring vacancies be

filled with full-time officers at overtime wages, whether that shift vacancy be created by a vacation, personal leave, sick leave, or for extra duty in high-demand situations.

**Table 49 – General Fund Department 410
(Police)**

	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
Expenditures	410	110	Salary - Chief of Police	\$80,695	\$82,712	\$84,366	\$79,000	\$87,250	\$88,123
	410	112	Salary - Full Time	\$467,434	\$558,556	\$638,316	\$667,170	\$684,753	\$664,318
	410	114	Salary - Professional Staff	\$38,415	\$47,954	\$49,399	\$50,387	\$51,395	\$51,904
	410	115	Salary -Part Time Staff	\$72,500	\$80,000	\$45,000	\$45,000	\$63,750	\$52,752
	410	117	Salary - Auxiliary Police	\$2,000	\$1,700	\$1,700	\$1,240	\$1,500	\$1,500
	410	135	Contracted Services	^^^	\$7,500	\$5,000	\$5,000	\$28,939	\$8,489
	410	180	Other Comp./Overtime	\$59,500	\$78,000	\$92,900	\$102,000	\$115,000	\$80,000
	410	185	Other Comp./Vacation Pay Buy Back	\$9,675	\$9,675	\$5,000	\$5,000	\$5,000	\$5,000
	410	187	Other Comp./Health Care Buy Out	^^^	^^^	^^^	^^^	^^^	\$8,000
	410	189	Benefit - Vision Insurance	\$1,020	\$3,412	\$4,100	\$4,100	\$4,250	\$3,900
	410	191	Benefit - Uniform Allowance	\$12,249	\$16,750	\$17,000	\$9,860	\$12,000	\$9,860
	410	192	Benefit - FICA	\$10,989	\$8,059	\$5,959	\$5,994	\$7,232	\$6,617
	410	193	Benefit - Medicare	\$11,850	\$11,183	\$13,435	\$13,776	\$14,688	\$13,992
	410	194	Benefit - Unemployment Compensation	\$8,882	\$5,100	\$4,609	\$4,352	\$8,510	\$10,458
	410	196	Benefit - Health Insurance	\$208,853	\$174,018	\$196,998	\$243,874	\$247,924	\$228,052
	410	197	Benefit - Pension Contribution (MMO)	\$117,676	\$105,830	\$111,208	\$116,126	\$207,915	\$167,299
	410	198	Benefit - Life/ADD/Short Term Dis.	\$5,856	\$4,484	\$5,319	\$5,425	\$5,655	\$5,393
	410	199	Benefit - Dental Insurance	\$4,056	\$2,645	\$12,384	\$13,628	\$14,328	\$13,885
	410	200	Benefit - Pension Non-Uniform	\$6,343	\$7,433	\$8,421	\$8,035	\$6,603	\$7,651
	410	210	Operating Supplies	\$6,500	\$6,000	\$7,000	\$9,300	\$9,000	\$7,066
	410	215	Postage	\$500	\$500	\$500	\$400	\$400	\$256
	410	231	Vehicle Fuel - Gasoline	\$16,000	\$14,750	\$14,750	\$14,500	\$14,500	\$13,240
	410	242	Protection to Persons/Property (Ammo)	\$7,080	\$5,500	\$5,000	\$7,000	\$9,250	\$5,295
	410	249	TAZER Maintenance	\$4,551	\$5,250	\$5,705	\$5,900	\$6,000	\$4,500
	410	251	Vehicle - Parts and Maintenance	\$10,000	\$7,500	\$7,500	\$7,000	\$4,500	\$5,250
	410	252	Computer/Copier/Video Parts	\$500	\$1,750	\$2,700	\$2,700	\$1,500	\$1,250
	410	260	Small Tools/Equipment (minor)	^^^	^^^	^^^	^^^	\$2,435	\$2,435
	410	301	Towing Costs	\$500	\$550	\$550	\$500	\$500	\$645
	410	310	Professional/Other Services	\$4,000	\$3,850	\$6,495	\$6,500	\$5,050	\$5,050
	410	314	Special Legal Services	\$50,000	\$52,500	\$20,000	\$20,000	\$40,000	\$50,563
	410	321	Telephone (landline)	\$4,250	\$4,250	\$4,770	\$6,546	\$7,800	\$7,073
	410	324	Telephone (wireless)	\$3,495	\$3,495	\$3,500	\$4,450	\$9,850	\$7,955
	410	325	Internet Fees	^^^	^^^	^^^	^^^	\$2,000	\$1,363
	410	327	Radio/Equipment Maintenance	\$2,000	\$2,000	\$2,000	\$2,000	\$1,000	\$813
	410	329	Computer Software Fees	\$10,390	\$5,500	\$10,600	\$10,800	\$9,236	\$8,288
	410	331	Travel Expense Reimbursement	\$700	\$250	\$500	\$500	\$500	\$352
	410	350	Insurance - Vehicle	\$6,300	\$7,058	\$5,340	\$4,950	\$6,301	\$6,179
	410	351	Insurance - PA Law 477	\$7,721	\$7,721	\$7,721	\$7,721	\$7,721	\$7,771
	410	352	Insurance - Liability	\$2,700	\$2,332	\$2,529	\$2,600	\$2,473	\$2,583
	410	354	Insurance - Workers Compensation	\$47,000	\$40,461	\$39,003	\$41,550	\$35,784	\$33,897
	410	357	Insurance - Inland Marine	^^^	\$250	\$926	\$1,000	\$926	\$955
	410	358	Insurance - Law Enforcement Liability	\$12,741	\$25,038	\$31,867	\$22,716	\$27,539	\$28,928
	410	359	Insurance - Commercial Umbrella	\$5,600	\$7,373	\$9,505	\$3,700	\$4,361	\$4,461
	410	374	Machinery and Equipment Repairs	\$500	\$500	^^^	^^^	^^^	\$1,200
	410	410	Judgements and Damages	\$10,000	\$20,000	\$10,000	^^^	^^^	^^^
	410	420	Dues/Subscriptions/Memberships	\$450	\$1,000	\$740	\$750	\$2,300	\$2,300
	410	452	Contracted IT Services	\$4,704	\$5,800	\$16,100	\$10,995	\$11,160	\$10,656
	410	460	Continuing Education/Training	\$15,750	\$10,000	\$7,750	\$7,350	\$10,000	\$7,000
	410	740	Capital Purchase/Machinery	\$23,211	\$23,250	\$23,000	\$37,776	\$43,259	\$48,387
	410	750	Capital Purchase/Minor Machine	^^^	^^^	^^^	^^^	\$3,200	^^^
Department 410 TOTALS				\$1,375,136	\$1,469,439	\$1,547,165	\$1,619,171	\$1,845,237	\$1,702,904

Object 117Salary – Auxiliary Police

Used for officers called in to staff special events, like parades and festivals. The wage rate for an Auxiliary Officer in FY2021 remains at \$13.75 per hour.

Object 135Contracted Services

Funds services provided by a third party for Internal Affairs investigations and background checks and other items listed below:

- ✚ Background checks, and
- ✚ Lexipol¹¹⁰.

Object 180Other Comp./Overtime

Per the Collective Bargaining Agreement (CBA) each officer is entitled to a half hour of overtime in each pay period. This is a result of 7, 11.5-hour shifts being scheduled in a two-week period. Additionally, this line item is a projection based on FY2020 trends with the anticipation that part-time officers will be used to fill vacancies rather than offering overtime wages to full-time officers. This is a cost cutting measure that the Union agreed to in a Memorandum of Understanding, signed in March 2015, and continued into the new CBA which began on January 1, 2018.

Object 185Other Comp./Vacation Pay Buy-Back

At the end of the fiscal year, an officer has the right to accept the cash equivalent of vacation time that was not granted and/or not used in the preceding year.

Object 187Other Comp./Health Care Buy Out

If an employee voluntarily forfeits Borough-paid healthcare coverage, the employee will receive extra compensation at the end of the fiscal year.

Object 189Benefit – Vision Insurance

The cost to supply this insurance benefit for personnel in this department.

Object 191Benefit – Uniform Allowance

The cost for uniform replacement and/or repair for personnel in the department.

Object 192Benefit – FICA

Employer paid portion of Social Security Insurance. This is strictly for the non-uniform employees in the department and the part-time officers. Per an agreement dating back to the 1960s, full-time officers are exempt from social security, however, do receive a significantly more robust pension package than do the non-uniform employees.

Object 193Benefit – Medicare

Employer paid portion of Medicare Insurance.

Object 194Benefit – Unemployment Compensation

The cost to supply this insurance benefit for personnel in this department.

Object 196Benefit – Health Insurance

The cost to supply this insurance benefit for personnel in this department. Per the labor agreement, the employee will pay 11.5% of the insurance premium in FY2021.

Object 197Benefit – Pension Contribution

Per the pension plan, employees contribute 0% toward their pension benefit. The uniform pension plan provides for a more robust payment in retirement than does the non-uniform plan. This relates to the FICA exemption mentioned earlier in this chapter. It should be noted here that

¹¹⁰ Lexipol was founded in 2003 to provide standardized policies and training for law enforcement. Lexipol offers a valuable service,

particularly for smaller law enforcement agencies that are without the resources to draft and update policies on their own.

the Borough's pension plans are nearly 100% funded!

Object 198
Benefit – Life/ADD/Short Term
Disability

The cost to supply this insurance benefit for personnel in this department.

Object 199
Benefit – Dental Insurance

The cost to supply this insurance benefit for personnel in this department.

Object 200
Benefit – Pension Non-Uniform Contribution
Per the pension plan agreement, employees contribute 0% toward their pension benefit. This item funds the non-uniform pension plan of the employees in this department.

Object 210
Operating Supplies
Costs for office supplies and other operating materials.

Object 215
Postage
Cost associated with sending notices out in the mail.

Object 231
Vehicle Fuel – Gasoline
Pays for the fuel to keep police cars on the road.

Object 242
Protection to Persons & Property
This line item funds the replacement and/or maintenance of firing range equipment and firearms. It also purchases more practice ammunition and a .22 caliber rifle.

Object 249
TAZER Maintenance
The line items funds TAZERS and associated supplies.



Object 251
Vehicle – Parts and Maintenance
The department has several aging vehicles that require significant maintenance needs throughout the year. However, this line item is reduced from previous budgets due to the new leasing program the Borough has entered – known as the Enterprise Fleet Management Program. This will help stabilize the Borough's capital expenses and maintenance costs moving forward.

Object 252
Computer/Copier/Video Parts
Used to purchase replacement computer/printer equipment as needed, including various parts for maintenance.

Object 260
Small Tools/Equipment (minor)
This line item is used to calibrate the Borough's VASCAR¹¹¹ system, Speed-o-Meters, and ENRAD¹¹².

Object 301
Towing Costs
Costs associated where the department is required to tow a vehicle.

Object 310
Professional/Other Services
This line item funds the following:

- ✚ CBY Services,
- ✚ NMS Laboratories,
- ✚ YIS Services, and
- ✚ Miscellaneous items.

Object 314
Special Legal Services
Used if any labor disagreements or disputes arise throughout the year. The Borough's labor attorney is Campbell, Durant, Beatty & Palombo.

¹¹¹ VASCAR (Visual Average Speed Computer and Recorder).

¹¹² ENRAD (Electronic Non Radar Device).

Object 321Telephone (landline)

Landline phone bills:

- + Verizon,
- + TTY, and
- + CenturyLink FAX.

Object 324Telephone (wireless)

Cellular phone bills for departmental staff.

Object 325Internet Fees

Shentel Fiber Optic Cable for high-speed internet service.

Object 327Radio/Equipment Maintenance

Maintenance for radios used by the officers.

Object 329Computer Software Fees

Funds the following computer software applications:

- + Informant,
- + eCode360,
- + VTS department webpage,
- + MS server and licenses,
- + ADOBE & ADOBE Sign,
- + CNET, and
- + UPSafety online citation and ticketing applications.

Object 331Travel Expense Reimbursement

Reimbursement for business related trips if personal vehicles are used.

Object 350Insurance – Vehicle

Premiums associated with insurance coverage.

Object 351Insurance – PA Law 477

Premiums associated with insurance coverage.

Object 352Insurance – Liability

Premiums associated with insurance coverage.

Object 354Insurance – Workers Compensation

Premiums associated with insurance coverage.

Object 357Insurance – Inland Marine

Premiums associated with insurance coverage.

Object 358Insurance – Law Enforcement Liability

Premiums associated with insurance coverage. This line item more than doubled from the 2016 budget based on a significant incident in the department and subsequent threatened litigation.

Object 359Insurance – Commercial Umbrella

Premiums associated with insurance coverage.

Object 384Rent of Machinery & Equipment

This covers the full-service lease on the department's FAX / copier / printer machine.

Object 420Dues/Subscriptions/Memberships

Covers the cost for the following:

- + IACP¹¹³,
- + PCPA,¹¹⁴
- + Public Employees Law Newsletter,
- + Adams County Chiefs Association, and
- + DLA Law Enforcement Surplus.

Object 452Contracted IT Services

Departmental costs associated with IT management services as contracted through TREYSTA.



¹¹³ IACP (International Association of Chiefs of police).

¹¹⁴ PCPA (Police Chiefs of Pennsylvania).

Table 50 – General Fund Department 411 (Fire)

	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
Expenditures	411	354	Insurance - Worker's Compensation	\$20,000	\$20,000	\$17,840	\$18,575	\$15,769	\$15,769
	411	361	Public Utility - Electricity (siren)	\$250	\$200	\$227	\$250	\$250	\$250
	411	363	Public Utility - Hydrant Services	\$3,650	\$3,600	\$3,660	\$3,660	\$4,100	\$4,100
	411	544	Non-Governmental Appropriations - Fire Fighters Relief	\$45,000	\$43,000	\$38,000	\$31,500	\$38,000	\$38,000
	Department 411 TOTALS			\$68,900	\$66,800	\$59,727	\$53,985	\$58,119	\$58,119

Object 460Continuing Education/Training

Funds various training opportunities as may arise throughout the year.

Object 740Capital Purchase/Machinery

This line item incorporates the new Enterprise Fleet Management Program, which stabilizes the Borough's vehicle capital expenses and maintenance costs in the longer term. This line item will fund:

- ✚ Two (2) 2018 Ford Interceptor SUVs,
- ✚ Two (2) 2020 Dodge Charger AWDs, and
- ✚ Two (2) 2020 Ford Interceptor SUVs.

Object 750Capital Purchase/Minor Machine

Covers the cost associated with any unexpected purchases needed during the year.

Department 411Fire

This department is different from the ordained Fire Tax millage of 0.25 mills, which is accounted for by Fund 03. Emergency Management planning, insurances, and utility bills make up about half of this department's expenses. The other half is a pass-through line item from the State. **Table 50** details these costs. It is a requirement (State mandate) that each municipality provide for the provision of fire protection services. This can be done by raising each municipality's own fire department or by utilizing the services of a fire department from a neighboring municipality. Several municipalities around Gettysburg utilize the Gettysburg Fire Department to comply with this fire protection mandate. As such, the Borough should not be solely responsible for the costs associated with keeping the Gettysburg Fire Department viable,

which is the reason many local municipalities have enacted the Fire Protection millage associated with Fund 03.

Object 354Insurance – Worker's Compensation

By state mandate, the Borough is responsible to pay premiums for the Fire Department's personnel. State aid does help with this premium. However, Gettysburg should not be responsible for this premium exclusively, as other municipalities utilize the services of the Gettysburg Fire Department.

Object 361Public Utility – Electricity

Cost of electric bills associated with the fire siren.

Object 363Public Utility – Hydrant Service

Cost associated with fire hydrant inspections.

Object 544Non-Governmental Appropriations – Fire Fighters Relief

Costs associated with providing insurance for the state's cancer presumption law. The Borough does receive some state aid for this expense. However, Gettysburg should not be responsible for this premium exclusively, as other municipalities utilize the services of the Gettysburg Fire Department.

Department 413Code Enforcement

The Borough is busy enough to justify a full-time code enforcement officer position. This concept was envisioned in the 2015 budget and was funded accordingly. The position was never filled, however, as a suitable candidate was not able to be identified through the employee search process. Also, in 2015, the Borough contracted

Table 51 – General Fund Department 413 (Code Enforcement)

Expenditure	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	413	135	Contracted Services	\$50,000	\$50,000	\$50,000	\$75,000	\$75,000	\$50,000
	413	215	Postage	\$2,000	\$1,000	\$500	\$100	\$50	\$50
			Department 413 TOTALS	\$52,000	\$51,000	\$50,500	\$75,100	\$75,050	\$50,050

with the newly formed Pennsylvania Municipal Code Alliance (PMCA) for Universal Code Compliance (UCC) inspection services. PMCA has given the Borough favorable rates to provide UCC services and code enforcement services for the Borough. As such, the FY2021 budget provides for the continuation of outsourced code enforcement services with PMCA. In 2018, Council authorized an increase in service by PMCA to the equivalent of a full-time code enforcement position (much like the one envisioned in 2015). As such, PMCA has a staff member in the Borough, providing code enforcement services 40 hours each week. PMCA personnel have an office in the Borough Building and interact with the staff much like a regular Borough employee. PMCA and its code enforcement personnel work very closely with the Department of Planning and Historic Preservation. **Table 51** reviews these expenses.

Object 135

Contracted Services

Covers the cost of PMCA's Code Enforcement Officer's hours of work.

Object 215

Postage

Postal fees associated with mailing violation notices to property owners.

Department 414

Planning & Historic Preservation

This department has three non-union employees:

- ✚ Director of Planning, Zoning, and Code Enforcement,
- ✚ Director of Historic and Environmental Preservation, and
- ✚ an Administrative Assistant.

This is a significant change in staffing from previous years. In previous budgets, this department oversaw and managed both the Code Enforcement Officer (Department 413) and the

reconstituted Parking Department (Department 445). The rationale for placing both code and parking enforcement under the Planning Department was based on the concept that both functions enforce various ordinances in the Borough – ordinances that largely are based on planning and zoning matters that fall within the broader context of strategic and comprehensive planning, which is a function of the Planning Department. However, the workload and importance of the Parking Department to the overall fiscal health of the Borough necessitated a full-time manager in that department. As such, the duties of management of the Parking Department have been removed from the Planning Department. The separation of these duties continues in FY2021. Similarly, the Borough is very busy with the issuance of permits. Added duties in FY2021 come in the form of Storm Water Management. The incorporation of GBSWA provided a revenue source to bring on an additional staff member to assist with the voluminous duties in the Planning Department. As such, planning functions have been separated out from the Historic Preservation and Environmental Preservation duties. GBSWA does partially reimburse the Borough for staff time in this department. Most line items in this department are self-explanatory and are highlighted in **Table 52**.

Object 110

Salary – Planning Director

Planning Director salary – exempt from overtime.

Object 112

Salary – Full Time Staff

The salary for the Management Assistant.

Object 114

Salary – Professional Staff

Salary for the Director of Historic and Environmental Preservation. 65% of this salary is reimbursed by GBSWA.

Table 52 – General Fund Department 414 (Planning and Historic Preservation)

	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
Expenditures	414	110	Salary - Planning Director	\$58,452	\$53,300	\$54,366	\$55,453	\$126,500	\$65,535
	414	112	Salary - Full Time Staff	^^^	^^^	\$43,726	\$48,501	\$45,494	\$46,404
	414	114	Salary - Professional Staff	^^^	^^^	^^^	^^^	^^^	\$63,495
	414	189	Benefit - Vision Insurance	\$85	\$254	\$550	\$550	\$950	\$750
	414	192	Benefit - FICA	\$3,712	\$3,305	\$6,082	\$6,445	\$10,664	\$10,877
	414	193	Benefit - Medicare	\$868	\$773	\$1,423	\$1,508	\$2,494	\$2,544
	414	194	Benefit - Unemployment Compensation	\$660	\$280	\$570	\$570	\$1,500	\$1,800
	414	196	Benefit - Health Insurance	\$8,825	\$11,030	\$20,798	\$26,231	\$51,008	\$39,646
	414	197	Benefit - Pension Contribution	\$9,181	\$8,261	\$16,160	\$16,215	\$13,405	\$25,838
	414	198	Benefit - Life/ADD/Short Term Disability	\$605	\$327	\$745	\$787	\$1,221	\$1,263
	414	199	Benefit - Dental Insurance	\$347	\$1,037	\$1,440	\$1,800	\$2,880	\$2,876
	414	210	Operating Supplies	\$2,500	\$2,500	\$2,270	\$5,465	\$5,000	\$5,000
	414	215	Postage	\$400	\$350	\$75	\$2,000	\$2,000	\$800
	414	252	Computer/Copier/Video Parts	\$500	\$875	\$500	\$1,750	\$500	\$500
	414	303	Engineering - Ordinance Amendments	\$3,000	\$10,000	\$6,000	\$6,000	\$6,000	\$5,000
	414	304	Engineering - Other Services	\$600	\$500	\$500	\$500	\$500	\$5,000
	414	314	Special Legal Services	\$9,000	\$5,500	\$5,550	\$6,000	\$8,000	\$5,000
	414	317	Legal Services - Zoning Hearing Board	\$3,000	\$3,000	\$6,000	\$6,000	\$6,000	\$2,000
	414	318	Legal Services - Ordinance Amendment Review	\$8,000	\$4,000	\$6,000	\$6,000	\$6,000	\$4,000
	414	324	Telephone - Landline	^^^	^^^	^^^	^^^	^^^	\$1,404
	414	329	Computer Software Maintenance Fees	\$9,479	\$10,000	\$7,100	\$9,400	\$17,214	\$17,286
	414	341	Legal Advertising	\$1,000	\$900	\$850	\$2,500	\$2,500	\$2,500
	414	354	Insurance - Worker's Compensation	\$80	\$128	\$97	\$175	\$270	\$276
	414	420	Dues/Subscriptions/Memberships	\$1,185	\$1,300	\$1,300	\$680	\$1,260	\$705
	414	452	Contracted IT Management Services	\$588	\$575	\$625	\$1,320	\$2,160	\$2,160
	414	460	Continuing Education/Training	\$1,500	\$3,500	\$3,500	\$2,500	\$2,500	\$1,000
	414	750	Capital Purchase/Minor Machine	^^^	^^^	^^^	\$1,600	^^^	\$500
	Department 414 TOTALS			\$123,567	\$121,695	\$186,227	\$209,950	\$316,020	\$314,159

Object 189Benefit – Vision Insurance

Cost of providing this benefit to employees.

This line item represents the Borough's portion of funding the pension plan.

Object 192Benefit – FICA

Employer paid portion of Social Security Insurance.

Object 198Benefit – Life/ADD/Short Term Disability

Cost of providing this benefit to employees.

Object 199Benefit – Dental Insurance

Cost of providing this benefit to employees.

Object 193Benefit – Medicare

Employer paid portion for Medicare Insurance.

Object 210Operating Supplies

Office and other supplies needed to perform the duties of the department.

Object 194Benefit – Unemployment Compensation

Cost of providing this benefit to employees.

Object 196Benefit – Health Insurance

Cost of providing this benefit to employees.

Object 197Benefit – Pension Contribution

The non-uniform pension plan stipulates that employees contribute 0% to the pension plan.

Object 215Postage

Costs associated with mailing permits and other documents to applicants.



Object 252Computer/Copier/Video Parts

Used to purchase replacement computer/printer equipment as needed, including various parts for maintenance.

Object 303Engineering – Ordinance Amendment

Used for subdivision and land development ordinance revisions.

Object 304Engineering – Other Services

Miscellaneous engineering needs.

Object 314Special Legal Services

General legal services for the department.

Object 317Legal –Zoning Hearing Board

Legal services associated with the Zoning Hearing Board.

Object 318Legal – Ordinance Amendment Reviews

Legal services for the review of amendments to zoning ordinances.

Object 324Telephone – Landline

Covers the fees associated with office phones.

Object 329Computer/Software Maintenance Fees

Funds the following computer software fees:

- ✚ FREEDOM systems land management software,
- ✚ Department web page and hosting fees, which includes eCode 360 – an online searchable code and zoning application,
- ✚ ADOBE and ADOBE Sign,
- ✚ MS Office 365, and
- ✚ Global Information Systems (GIS) software.

Object 341Legal Advertising

Costs to advertise meetings, etc.

Object 354Insurance – Worker’s Compensation

Cost of providing this benefit to employees.

Object 420Dues/Subscriptions/Memberships

Funds the following memberships:

- ✚ American Planning Association,
- ✚ International Code Council,
- ✚ National Trust for Historic Preservation Forum,
- ✚ American Planning Association Publications, and the
- ✚ Adams County Historic Society Membership.

Object 452Contracted IT Management Services

Provides IT management services for the department by TREYSTA, Inc.

Object 460Continuing Education/Training

This item provides training for staff, boards, and commissions. Most of this line item is designated for the Planning Director’s attendance at a planning conference.

Object 750Capital Purchase/Minor Machines

Covers the cost for an unexpected purchase during the year.

Department 415Emergency Management

This department provides funds for the Borough’s Emergency Management (EM) Coordinator. The EM Coordinator works very closely with the Borough Manager, Gettysburg Fire Department, Gettysburg Police Department, and Adams County Emergency Services when emergencies arise. See **Table 53**.



Table 53 – General Fund Department 415 (Emergency Management)

Expenditure	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	415	220	Civil Service Testing Supplies	\$200	\$200	\$200	^^^	\$400	^^^
	415	310	EMA Coordinator Stipend	\$750	\$1,500	\$750	\$750	\$750	\$750
	415	460	Civil Service Training & Testing	\$250	\$500	\$250	^^^	\$500	^^^
	Department 415 TOTALS			\$1200	\$2200	\$1,200	\$750	\$1,650	\$750

Table 54 – General Fund Department 421 (Health)

Expenditure	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	421	341	Acct 101 Recycling Advertising	^^^	^^^	\$250	\$315	\$315	\$315
	Department 421 TOTALS			\$0	\$0	\$250	\$315	\$315	\$315

Object 220Civil Service Testing Supplies

Pays for various supplies needed to plan Civil Service exams.

Object 310EMA Coordinator Stipend

Provides a small stipend for the EM Coordinator for his/her time. It is not a full or part time staff position.

Object 460Civil Service Training & Testing

Costs associated with administering a Civil Service Exam by a third party, independent of the Police Department.

Department 421
Health

Table 54 shows the detail in this department. Act 101 Recycling expenses are found in the Health Department.

Object 341Act 101 Recycling Advertising

Act 101 mandates the Borough recycle. Gettysburg Borough has contracted with Waste Connections of Pennsylvania trash haulers to comply with this mandate. There is an advertising provision required in Act 101. Previous budgets provided funds for this advertising requirement here. In 2016, 2017, 2018, 2019, and 2020 the advertising requirement was incorporated as part of the Borough website, to be followed later in the year with a reminder postcard and in the Borough Newsletter.

Department 430
Public Works

This department, highlighted in **Table 55**, is vital to the repair and maintenance of Borough streets, sidewalks, lights, and general cleanliness. Employees in this department are a very skilled group who can perform the tasks of a construction crew. These skills are used regularly, which saves the Borough significant amounts of labor costs as contractors are not needed to perform many of these projects.

Much of the equipment used in the department is aging and should be replaced as its useful life has long expired. Replacement of this equipment has not kept pace with the need based on the economic climate of the borough. However, both the 2018 budget and the 2019 budget began to address this issue with provisions for new and/or replacement equipment. Similar capital investments continue in FY2021.

Staffing in the department is also addressed with the inclusion of a Foreman. Staffing in the department follows:

- ✚ One (1) Public Works Director,
- ✚ One (1) Public Works Foreman,
- ✚ One (1) Mechanic,
- ✚ Two (2) Laborers,
- ✚ One (1) Maintenance Worker shared with the Parking Department, and
- ✚ Three (3) Part-time laborers.

It should be noted that this department has suffered a reduction of three full-time employees since the COVID-19 Pandemic began. These reductions continue into 2021 and are necessary to help manage the revenue losses incurred by the pandemic.

Object 110
Salary – Public Works Director

Salary for the director and foreman of the department.

Object 114
Salary – Professional Staff (Foreman)

Salary for the Foreman of the department.

Object 112
Salary – Full Time

Wages for all full-time employees in the department.

Object 115
Salary – Part Time

Provides wages for part-time/seasonal employees including seasonal labor, flower watering and the Borough custodian.

Table 55 – General Fund Department 430 (Public Works)

	Dept.	Object	Description	Expenditures					
				2016	2017	2018	2019	2020	2021
	430	110	Salary - Public Works Director	\$71,497	\$73,285	\$74,751	\$62,500	\$115,000	\$66,300
	430	112	Salary - Full Time	\$276,152	\$310,488	\$319,604	\$309,451	\$247,350	\$154,831
	430	114	Salary - Professional Staff (Full Time)	^^^	^^^	^^^	^^^	^^^	\$51,000
	430	115	Salary - Part Time	\$37,000	\$28,000	\$24,000	\$38,700	\$30,000	\$15,000
	430	135	Contracted Services	\$8,800	\$8,800	\$7,000	\$1,750	\$1,000	\$4,861
	430	180	Other Comp./Overtime	\$10,500	\$10,000	\$6,500	\$8,000	\$10,000	\$8,696
	430	185	Other Comp./Vacation Buy Back	\$2,805	\$2,835	^^^	\$2,500	\$2,500	\$2,250
	430	187	Other Comp./Health Care Buy Out	\$3,000	\$6,000	\$8,000	\$5,000	\$8,000	\$8,000
	430	189	Benefit - Vision Insurance	\$702	\$1,403	\$2,038	\$2,038	\$2,388	\$1,688
	430	191	Benefit - Uniform Allowance	\$9,495	\$7,175	\$7,000	\$7,000	\$7,000	\$7,811
	430	192	Benefit - FICA	\$26,368	\$25,498	\$26,343	\$25,979	\$25,103	\$18,341
	430	193	Benefit - Medicare	\$6,168	\$5,963	\$6,163	\$6,077	\$5,870	\$4,291
	430	194	Benefit - Unemployment Compensation	\$7,425	\$2,885	\$2,921	\$3,327	\$5,000	\$4,050
	430	196	Benefit - Health Insurance	\$137,397	\$115,309	\$120,143	\$136,215	\$109,431	\$66,923
	430	197	Benefit - Pension Contribution	\$65,463	\$59,403	\$68,536	\$68,998	\$50,209	\$39,681
	430	198	Benefit - Life/ADD/Short Term Disability	\$2,649	\$2,310	\$3,196	\$2,536	\$2,423	\$1,898
	430	199	Benefit - Dental Insurance	\$3,201	\$6,479	\$5,928	\$8,425	\$7,776	\$3,974
	430	210	Operating Supplies	\$10,000	\$14,000	\$12,500	\$12,500	\$13,000	\$7,818
	430	231	Vehicle Fuel - Gasoline	\$25,000	\$22,000	\$20,000	\$20,000	\$20,000	\$15,623
	430	251	Vehicle - Parts & Maintenance	\$26,000	\$26,000	\$25,000	\$20,000	\$21,000	\$21,565
	430	252	Computer/Copier/Video Parts	\$250	\$2,000	\$800	\$500	\$500	\$128
	430	260	Small Tools/Equipment (minor)	\$2,000	\$2,250	\$2,250	\$2,000	\$2,000	\$1,671
	430	321	Telephone (landline)	\$2,000	\$2,200	\$2,450	\$1,450	\$1,800	\$2,216
	430	324	Telephone (wireless)	\$3,000	\$2,750	\$2,500	\$1,800	\$1,800	\$2,307
	430	325	Internet Fees	\$720	\$720	\$720	\$1,260	\$1,260	\$1,710
	430	329	Computer Software Fees	\$739	\$750	\$240	\$239	\$628	\$768
	430	341	Legal Advertising	\$200	\$250	\$250	\$250	\$300	\$300
	430	350	Insurance - Vehicle	\$8,200	\$15,392	\$16,951	\$13,100	\$12,230	\$11,998
	430	352	Insurance - Liability	\$1,100	\$1,205	\$366	\$1,350	\$1,028	\$1,072
	430	354	Insurance - Workers Compensation	\$25,905	\$26,969	\$22,742	\$23,850	\$21,396	\$15,400
	430	356	Insurance - Property	\$2,000	\$2,656	\$2,926	\$2,800	\$2,980	\$2,232
	430	357	Insurance - Inland Marine	\$2,000	\$2,139	\$1,326	\$2,250	\$2,064	\$2,130
	430	358	Insurance - Herbicide/Pesticide	\$380	\$380	\$379	\$379	\$379	\$379
	430	359	Insurance - Commercial Umbrella	\$2,340	\$3,808	\$1,377	\$1,855	\$1,812	\$1,851
	430	361	Public Utility - Electricity	\$2,200	\$2,500	\$2,700	\$2,700	\$2,700	\$2,654
	430	362	Public Utility - Gas	\$7,000	\$6,000	\$6,200	\$6,200	\$6,200	\$5,670
	430	364	Public Utility - Sewer	\$400	\$350	\$350	\$350	\$400	\$335
	430	366	Public Utility - Water	\$400	\$450	\$460	\$460	\$550	\$536
	430	368	Public Utility - Storm Water	^^^	^^^	^^^	^^^	\$1,568	\$1,568
	430	373	Repairs & Maintenance - Buildings	\$1,000	\$6,000	\$12,000	\$6,000	\$15,884	\$5,950
	430	374	Machinery and Equipment Repairs	\$20,000	\$14,500	\$13,960	\$13,960	\$18,265	\$14,850
	430	384	Rent of Machinery & Equipment	\$1,000	\$1,750	\$1,800	\$1,800	\$4,800	\$2,400
	430	420	Dues/Subscriptions/Memberships	\$300	\$380	\$380	\$380	\$380	\$300
	430	450	Permits & Fees	\$100	\$750	\$750	\$750	\$750	\$500
	430	452	Contracted IT Services	\$1,176	\$1,125	\$1,200	\$1,320	\$1,620	\$1,600
	430	460	Continuing Education/Training	\$800	\$800	\$1,200	\$1,200	\$1,200	\$1,000
	430	470	CDL, Drug & Alcohol Testing	\$400	\$600	\$600	\$1,000	\$1,000	\$1,000
	430	740	Capital Purchase/Machinery	\$30,000	\$23,000	\$31,988	\$33,600	\$62,796	\$51,028
	430	750	Capital Purchase/Minor Machine	\$5,000	\$6,000	\$6,000	\$6,000	\$3,700	^^^
	Department 430 TOTALS			\$850,232	\$855,507	\$874,488	\$869,799	\$855,040	\$638,154

Object 135Contracted Services

Used for contracting work outside the department if the workload for current staff exceeds the capacity of current staff.

Object 180Other Comp./Overtime

Used to cover wages for shifts that must be worked outside contracted normal work schedules. Every effort is made to complete work during normal shift hours; however, unforeseen challenges arise from time-to-time. Weather events also factor into the use of this line item.

Object 185Other Comp./Vacation Buy Back

Cash payouts at the end of the year for vacation time that was denied earlier in the year or otherwise not used.

Object 187Other Comp./Health Care Buy Out

The Borough provides an extra compensation to employees who choose to not participate in the health insurance program. The lump sum payments are \$3000 for single coverage and \$5000 for family coverage. This department has two such employee.

Object 189Benefit – Vision Insurance

The cost to provide this insurance benefit to employees.

Object 191Benefit – Uniform Allowance

Costs associated with providing work clothes for employees as mandated in the CBA.

Object 192Benefit – FICA

Employer paid portion of Social Security Insurance.

Object 193Benefit – Medicare

Employer paid portion of Medicare Insurance.

Object 194Benefit – Unemployment Compensation

The cost of providing this insurance benefit to employees.

Object 196Benefit – Health Insurance

The cost of providing this insurance benefit to employees.

Object 197Benefit – Pension Contribution

The Borough's pension plan requires that employees contribute 0% toward their pension benefit. This line item funds the Borough's payment toward the pension fund on behalf of the employee.

Object 198Benefit – Life/ADD/Short Term Disability

The cost of providing this insurance benefit to employees.

Object 199Benefit – Dental Insurance

The cost of providing this insurance benefit to employees.

Object 210Operating Supplies

Used for the purpose of office supplies and other items used in the normal course of business.

Object 231Vehicle Fuel – Gasoline

Fuel costs for operating various equipment.

Object 251Vehicle – Parts & Maintenance

Routine repairs and maintenance on the fleet of vehicles and equipment.

Object 252Computer/Copier/Video Parts

Used to purchase replacement computer/printer equipment as needed, including various parts for maintenance.

Object 260Small Tools/Equipment (minor)

Purchases weed whackers, trimmers, blowers, shovels, rakes, etc.

Object 321
Telephone (landline)
Landline phone expenses.

Object 324
Telephone (wireless)
Wireless phone expenses.

Object 325
Internet Fees
Internet fees in the maintenance garage.

Object 329
Computer Software Fees
Funds department webpage and hosting fees, including eCode360 – an online searchable code, ordinance and zoning application.

Object 341
Legal Advertising
Costs to advertise as required by law.

Object 350
Insurance – Vehicle
Premium costs associated with insurance coverage.

Object 352
Insurance – Liability
Premium costs associated with insurance coverage.

Object 354
Insurance – Worker’s Compensation
Premium costs associated with insurance coverage.

Object 356
Insurance – Property
Premium costs associated with insurance coverage.

Object 357
Insurance – Inland Marine
Premium costs associated with insurance coverage.

Object 358
Insurance – Herbicide/Pesticide License
Premium costs associated with insurance coverage and license renewals.

Object 359
Insurance – Commercial Umbrella
Premium costs associated with insurance coverage.

Object 361
Public Utility – Electricity
Funds to cover utility usage in the maintenance garage.

Object 362
Public Utility – Gas
Funds to cover utility usage in the maintenance garage.

Object 364
Public Utility – Sewer
Funds to cover utility usage in the maintenance garage.

Object 366
Public Utility – Water
Funds to cover utility usage in the maintenance garage.

Object 368
Public Utility – Storm Water
Funds to cover storm water fee paid to GBSWA for the Borough property located at 451 East Middle Street – the Public Works Building.

Object 373
Repairs & Maintenance – Buildings
General maintenance in the garage.

Object 374
Machinery and Equipment Repairs
Used to repair aging equipment that has not been replaced beyond the life expectancy of the equipment.

Object 384
Rent of Machinery & Equipment
Used if the Borough needs a piece of equipment to complete a project that the Borough does not own.

Object 420
Dues/Subscriptions/Memberships
Covers cost for PA One Call and the Underground tank license.

Table 56 – General Fund Department 434 (Street Lighting)

Expenditures	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	434	361	Public Utility - Electricity	\$75,000	\$95,000	\$95,000	\$94,000	\$90,000	\$84,496
	434	374	Machinery and Equipment Repairs	\$5,000	\$5,000	\$6,125	\$6,000	^^^	\$3,500
			Department 434 TOTALS	\$80,000	\$100,000	\$101,125	\$100,000	\$90,000	\$87,996

Object 450
Permits & Fees

Fee for renewing the Borough's pesticide license.

Object 452
Contracted IT Services

Covers contracted services for Information Technology in the department.

Object 460
Continuing Education/Training

Used for training opportunities as they arise in throughout the year.

Object 470
CDL, Drug & Alcohol Testing

Pays for mandatory random drug and alcohol testing for all employees with a CDL license.

Object 740
Capital Purchase/Machinery

Funds the cost of the following vehicles in the Enterprise Fleet Management Program:

- 2019 Ford F-250 PickUp,
- 2020 Ford F550 (payment 2 of 6),
- 2021 Ford Ranger,
- 2021 Ford F150, and
- 2021 Ford F250.

Object 750
Capital Purchase/Minor Machinery

Pays for small equipment needed to perform various construction tasks.

Department 434
Street Lighting

This department funds the cost of electricity to keep the Borough's street lights on at night, as well as minor maintenance on those lights. See **Table 56**.

Object 361
Public Utility – Electricity

Pays electric bills for streetlights. The Borough has been transitioning to energy efficient LED lights. This transition has been yielding, on average, a \$600 reduction in the monthly electric bill despite that fact that Met-Ed has implemented a rate increase.

Object 374
Machinery and Equipment Repair

Used to replace worn parts.

Department 435
Sidewalks & Crosswalks

This is the department that pays for the engineering of the Borough's ADA Ramps. Actual construction of the ramps is paid using the Borough's CDBG funds. Engineering is not a permissible use of CDBG funds. The Sidewalks/Crosswalks Department is also responsible for the maintenance of the Borough's lighted crosswalks, which became the responsibility of the Borough after PennDOT initially installed them. This is a prime example of an unfunded mandate¹¹⁵. The Borough intends to expand its use of CDBG Funds to other types

Table 57 – General Fund Department 435 (Sidewalks and Crosswalks)

Expenditures	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	435	313	Engineering - ADA Ramps	\$35,000	\$35,000	\$35,000	\$32,000	\$27,500	\$30,000
	435	372	Repairs & Maintenance - Non-Buildings	\$25,000	\$12,500	\$13,000	\$13,000	\$4,000	\$7,650
			Department 435 TOTALS	\$60,000	\$47,500	\$48,000	\$45,000	\$31,500	\$37,650

¹¹⁵ A statute or regulation that requires a state or local government to perform certain actions, with no money provided for fulfilling the requirements.

of projects beginning with the 2021 CDBG appropriation. See **Table 57**.

Object 372

Repairs & Maintenance – Non-Buildings
Pays for sidewalk and lighted crosswalk repairs.

Object 313

Engineering – ADA Ramps

Engineering fees for ADA ramps and lighted crosswalks.

Department 439

Roads & Alleys

The Borough intends fund engineering in the General Fund and construction through accumulated Liquid Fuels funds. **Table 58** shows

**Table 58 – General Fund Department 439
(Roads and Alleys)**

Expenditures	Dept.	Object	Description	2016	2017*	2018*	2019*	2020	2021
	439	313	Engineering - Roads	\$14,000	^^^	^^^	^^^	\$32,500	\$10,000
	439	377	Repairs & Maintenance - Alleys	\$12,000	^^^	^^^	^^^	\$20,000	\$50,000
	439	378	Repairs & Maintenance - Streets	^^^	^^^	^^^	^^^	^^^	\$5,250
			Department 439 TOTALS	\$26,000	\$0	\$0	\$0	\$52,500	\$65,250

historically budgeted amounts in this department.

Table 59 – General Fund Department 445 (Parking Facilities)

Expenditures	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	445	110	Salary - Parking Manager	^^^	^^^	^^^	^^^	^^^	\$50,000
	445	112	Salary - Full Time	\$82,733	\$141,890	\$151,530	\$150,562	\$120,735	\$72,462
	445	115	Salary - Part Time	\$3,750	\$4,000	\$11,275	\$20,150	\$28,000	\$22,500
	445	135	Contracted Services	^^^	^^^	^^^	^^^	\$1,000	\$750
	445	180	Other Comp./Overtime	\$5,000	\$2,000	\$2,500	\$5,000	\$5,000	\$3,398
	445	185	Other Comp./Vacation Buy Back	^^^	^^^	^^^	^^^	^^^	\$1,000
	445	189	Benefit - Vision Insurance	\$255	\$452	\$1,162	\$863	\$813	\$813
	445	191	Benefit - Uniform Allowance	\$2,000	\$2,000	\$2,000	\$2,500	\$2,250	\$1,235
	445	192	Benefit - FICA	\$5,910	\$9,572	\$10,094	\$10,895	\$9,532	\$8,733
	445	193	Benefit - Medicare	\$1,382	\$2,239	\$2,361	\$2,547	\$2,229	\$2,044
	445	194	Benefit - Unemployment Compensation	\$2,093	\$1,330	\$1,233	\$1,604	\$2,725	\$2,700
	445	196	Benefit - Health Insurance	\$29,659	\$40,336	\$39,027	\$40,990	\$34,273	\$34,368
	445	197	Benefit - Pension Contribution	\$13,824	\$21,993	\$26,625	\$23,730	\$19,731	\$17,598
	445	198	Benefit - Life/ADD/Short Term Disability	\$885	\$888	\$1,314	\$1,314	\$1,073	\$784
	445	199	Benefit - Dental Insurance	\$1,067	\$2,541	\$3,288	\$4,358	\$1,782	\$1,913
	445	210	Operating Supplies	\$6,000	\$7,200	\$7,000	\$13,000	\$14,500	\$7,545
	445	215	Postage	\$500	\$500	\$400	\$350	\$350	\$256
	445	231	Vehicle Fuel - Gasoline	\$1,200	\$650	\$925	\$950	\$1,000	\$889
	445	251	Vehicle - Parts & Maintenance	\$800	\$7,500	\$5,000	\$1,000	\$1,000	\$500
	445	252	Computer/Copier/Video Parts	\$250	\$300	\$750	\$500	\$700	\$459
	445	313	Engineering - RHA Garage	^^^	^^^	^^^	^^^	\$10,000	\$2,250
	445	321	Telephone (landline)	^^^	^^^	\$1,850	\$722	\$600	\$351
	445	324	Telephone (wireless)	\$1,260	\$3,000	\$2,500	\$1,300	\$2,800	\$1,016
	445	325	Internet	^^^	^^^	^^^	^^^	^^^	\$1,363
	445	329	Computer Software Fees	\$9,055	\$19,040	\$18,600	\$18,600	\$19,217	\$18,684
	445	350	Insurance - Vehicle	\$300	\$1,156	\$1,435	\$1,220	\$3,047	\$2,988
	445	352	Insurance - Liability	\$150	\$345	\$366	\$450	\$486	\$508
	445	354	Insurance - Worker's Compensation	\$4,944	\$5,442	\$8,492	\$7,554	\$7,078	\$7,252
	445	356	Insurance - Property	\$1,100	\$4,726	\$5,206	\$5,000	\$5,304	\$3,972
	445	359	Insurance - Commercial Umbrella	\$250	\$1,089	\$1,377	\$620	\$857	\$877
	445	361	Public Utility - Electricity	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,524
	445	364	Public Utility - Sewer	\$1,200	\$900	\$1,100	\$1,100	\$1,000	\$908
	445	366	Public Utility - Water	\$1,200	\$1,250	\$1,175	\$1,600	\$1,400	\$1,234
	445	368	Public Utility - Storm Water	^^^	^^^	^^^	^^^	\$1,960	\$1,960
	445	373	Repairs & Maintenance - Buildings	\$25,000	\$25,000	\$4,000	\$4,000	\$57,250	\$4,400
	445	374	Machinery and Equipment Repairs	\$5,000	\$4,750	\$3,500	\$5,200	\$5,200	\$2,915
	445	391	Credit card Merchant Fees	\$8,000	\$12,000	\$17,500	\$14,500	\$20,000	\$20,000
	445	420	Dues/Subscriptions/Memberships	\$100	\$100	\$300	\$800	\$800	\$800
	445	452	Contracted IT Services	\$588	\$1,620	\$1,750	\$1,800	\$1,620	\$1,800
	445	460	Continuing Education/Training	^^^	\$1,200	\$1,200	\$2,500	\$2,500	\$1,000
	445	740	Capital Purchase/Machinery	^^^	^^^	^^^	\$15,383	\$46,008	\$17,172
	445	750	Capital Purchase/Minor Machine	\$588	\$6,650	\$6,500	\$6,500	\$6,500	\$4,000
			Department 445 TOTALS	\$228,043	\$345,659	\$355,335	\$381,162	\$452,320	\$337,921

Object 313Engineering – Roads

This item covers the costs of the engineering for Gettys Street.

Object 377Repairs & Maintenance - Alleys

Construction costs for alley treatments and resurfacing.

Object 378Repairs & Maintenance - Streets

Construction costs for street treatments and resurfacing.

Department 445**Parking**

The Parking Department has proven to be a major economic engine for the Borough – currently accounting for nearly 16% of all the Borough revenues in the General Fund. The department raises enough revenue to be 100% self-supporting with only \$337,921 in expenditures, all the while amassing \$990,168 in revenue (parking fees and parking fines). In recent years, this department has generated even more revenue – over \$1.2 million annually. Expected revenue in FY2021 is lower based on revenue losses incurred by the pandemic. The Borough Council has had to raise taxes in FY2021 to offset these losses. The department continues to experiment with emerging technologies in the parking industry. **Table 59** shows the expenses in this department.

Object 110Salary – Full Time

Salary for the department manager.

Object 112Salary – Full Time

Wages for the Parking Enforcement Officers (PEO) and a laborer for garage maintenance.

Object 115Salary – Part Time

Wages for a seasonal PEO during the busy summer months.

Object 135Contracted Services

Covers the costs associated with payments made to third party vendors.

Object 180Other Comp./Overtime

Used on an as needed basis to primarily provide for extra coverage during peak season or special events.

Object 185Other Comp./Vacation Pay Buy Back

The Borough pays out the cash equivalent to employees for vacation time they cannot use in the year.

Object 189Benefit – Vision Insurance

Cost for providing this benefit to full time employees.

Object 191Benefit – Uniform Allowance

Uniforms are paid by the employer per the CBA.

Object 192Benefit – FICA

Employer paid portion of Social Security Insurance.

Object 193Benefit – Medicare

Employer paid portion of Medicare Insurance.

Object – 194Benefit – Unemployment Compensation

Cost for providing this benefit to full time employees.

Object 196Benefit – Health Insurance

Cost for providing this benefit to full time employees.

Object 197Benefit – Pension Contribution

The Borough's payment into the pension fund for full time employees. Per the CBA, employees contribute 0% toward the pension fund.

Object 198Benefit – Life/ADD/Short Term Disability

Cost for providing this benefit to full time employees.

Object 199Benefit – Dental Insurance

Cost for providing this benefit to full time employees.

Object 210Operating Supplies

Office supplies and other materials needed in the normal routine of conducting business.

Object 215Postage

Fees associated with sending notices of parking violations in the mail.

Object 231Vehicle Fuel – Gasoline

Gas costs for the Parking Department vehicles.

Object 251Vehicle – Parts & Maintenance

Pays for repairs to department's vehicles.

Object 252Computer/Copier/Video Parts

Used to purchase replacement computer/printer equipment as needed. This includes various parts for maintenance.

Object 313Engineering - Garages

Used to pay for engineering and inspection costs of the RHA Garage.

Object 321Telephone (landline)

Department phone bills.

Object 324Telephone (wireless)

Department cell phone bills.

Object 325Internet

Department high speed internet connection, via Shentel.

Object 329Computer Software Fees

Pays for the following software maintenance:

- ✚ Handheld devices and citations,
- ✚ CivicPlus Website Hosting,
- ✚ eCode360,
- ✚ MS Office 365,
- ✚ ADOBE and ADOBE Sign
- ✚ KIOSK back office, and
- ✚ UPSafety permitting software and enforcement module.

Object 350Insurance – Vehicle

Cost of the premium for this insurance coverage.

Object 352Insurance – Liability

Cost of the premium for this insurance coverage.

Object 354Insurance – Worker's Compensation

Cost of the premium for this insurance coverage.

Object 356Insurance – Property

Cost of the premium for this insurance coverage.

Object 359Insurance – Commercial Umbrella

Cost of the premium for this insurance coverage.

Object 361Public Utility – Electricity

Pays for electric bills in the Racehorse Alley Parking Plaza.

Object 364Public Utility – Sewer

Pays for sewer bills in the Racehorse Alley Parking Plaza.

Object 366Public Utility – Water

Pays for water bills in the Racehorse Alley Parking Plaza.

Object 368Public Utility – Storm Water

Pays for storm water bills in the Racehorse Alley Parking Plaza and the Borough Lot.

Table 60 – General Fund Department 454 (Parks and Recreation)

	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
Expenditures	454	352	Insurance - Liability	\$150	\$107	\$111	\$150	\$125	\$132
	454	356	Insurance - Property	\$1,700	\$1,811	\$1,998	\$2,000	\$2,140	\$160
	454	359	Insurance - Commercial Umbrella	\$300	\$335	\$414	\$200	\$220	\$236
	454	368	Public Utility - Storm Water	^^^	^^^	^^^	^^^	\$5,096	\$5,096
	454	373	Rec Park Facilities Maintenance	^^^	\$500	\$500	\$500	\$500	\$500
	454	374	Maintenance to Rec Park	^^^	\$500	\$500	\$500	\$1,000	\$1,000
	454	430	Property Taxes	^^^	^^^	^^^	^^^	^^^	\$2,620
	454	530	Appropriations - Governmental Units (Rec. Park)	\$66,164	\$66,164	\$66,164	\$66,164	\$80,000	\$66,164
	454	550	Appropriations - Special Events	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	Department 454 TOTALS			\$73,314	\$74,417	\$74,687	\$74,514	\$94,081	\$80,908

Object 373Repairs & Maintenance – Buildings

Covers the following:

- ✚ General maintenance,
- ✚ Annual structural maintenance on the Racehorse Alley Parking Plaza, and
- ✚ Annual engineering assessment.

Object 374Machinery & Equipment Repairs

Purchases street meter parts, tools for maintenance in the Racehorse Alley Parking Plaza, and pays for miscellaneous repairs.

Object 391Credit card Merchant Fees

Fees associated with processing payments made via credit cards. These costs are directly related to the amount of revenue generated through credit card purchases.

Object 420Dues/Subscriptions/Membership Fees

Pays for membership in the American Parking Association (APA) and the International Parking Institute (IPI).

Object 452Contracted IT Services

Pays for the department's Information Technology management needs via TREYSTA.

Object 460Continuing Education/Training

Covers the cost of ongoing training and professional development.

Object 740Capital Purchase/Machinery

Keeps the department in the Enterprise Fleet Management Program with a Ford F250 with a plow, which will be used for clearing snow from the top of the Racehorse Alley Garage. This also covers the payment for the 2019 Chevy Traverse.

Object 750Capital Purchase/Minor Machine

Pays for upgrades to the handheld enforcement devices.

Department 454 Parks & Recreation

The Borough's funding of the Gettysburg Area Recreation Authority (GARA) is in this department. GARA's funding level had been determined by a mutually agreed upon formula between the Borough of Gettysburg and Cumberland Township. Previously this formula was an even 50%-50% split. However, needing to reduce costs, the Borough cutback its contribution to GARA for FY2021. Should additional municipalities join the concept of a regional park system then a different funding formula should be explored. Line item #550 is a pass-through amount of money from Adams County National Bank (ACNB) to support the New Year's Eve events on Lincoln Square, organized and hosted by the Gettysburg Arts Council. See **Table 60**.

Object 352Insurance – General Liability

Cost of the premium to have this insurance coverage.

Object 356Insurance – Property

Cost of the premium to have this insurance coverage.

Object 359Insurance – Commercial Umbrella

Cost of the premium to have this insurance coverage.

Object 368Public Utility – Storm Water

The Borough owns the facilities at GARA and as such must pay GBSWA an annual storm water fee.

Object 373Recreation Park Facilities Maintenance

Funds random maintenance items for the park.

Object 374Maintenance to Recreation Park

Funds random maintenance items for the park.

Object 430Property Taxes

The Borough is responsible for property tax payments on property that is not classified as exempt.

Object 530Appropriations – Governmental Units(Recreation Park)

Funds the municipality's portion of the GARA budget.

Object 550Appropriations – Special Events

ACNB fireworks offset donation for New Year's Eve celebrations.

Department 455Shade Tree

Shade trees are primarily managed via the Shade Tree Commission. This department funds this initiative in the Borough with minimal help from the Borough's Public Works Department as there are not ample staff to effectively contribute to this effort. **Table 61** details expenses in this department.

Object 135Contracted Services

Covers contracted services with a third party for quad cleanup and the removal and replacement of trees.

Object 220Miscellaneous Operating Supplies

Purchase of mulch.

Object 221Agriculture Supplies/Shade Tree Purchases

Purchase of additional trees.

Object 379Repairs & Maintenance – Shade Trees

Covers cost of pruning as needed.

Department 465Community Development

This department has long been the source of much controversy among members of Council and the public at large. This department accounts for appropriations made to various non-governmental units throughout the Borough. These non-profits request appropriations from the Borough to help fund their services in the following fiscal year. In an era of fiscal retrenchment, it is understandable that Council would seek to slash or even eliminate funding for these organizations altogether. It is staff's

**Table 61 – General Fund Department 455
(Shade Tree)**

	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
Expenditures	455	135	Contracted Services	\$7,350	\$7,350	\$6,000	\$6,000	\$6,000	\$6,000
	455	220	Miscellaneous Operating Supplies	\$1,000	\$1,000	\$750	\$1,500	\$1,500	\$1,000
	455	221	Agriculture Supplies - Shade Tree Purchases	\$4,800	\$4,800	\$2,500	\$2,500	\$7,500	\$5,000
	455	379	Repairs & Maintenance - Shade Trees	\$5,000	\$5,000	\$3,000	\$3,000	\$2,500	\$2,500
			Department 455 TOTALS	\$18,150	\$18,150	\$12,250	\$13,000	\$17,500	\$14,500

Table 62 – General Fund Department 465 (Community Development)

	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
Expenditures	465	541	Non-Governmental Appropriations - MSG	\$19,500	\$20,000	\$30,000	\$35,000	\$35,000	\$35,000
	465	542	Non-Governmental Appropriations - Elm Street	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	^^^
	465	543	Non-Governmental Appropriations - Rabbit Transit	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
	465	544	Non-Governmental Appropriations - ACOFA	\$1,000	^^^	^^^	^^^	^^^	^^^
	465	545	Non-Governmental Appropriations - Arts Council	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	^^^
Department 465 TOTALS				\$30,500	\$30,000	\$40,000	\$45,000	\$45,000	\$39,000

judgment that these organizations should be looked at as an extension of the Borough – providing needed services and exceptional value that the Borough cannot afford to provide on its own. These organizations provide needed economic development programs, including, but not limited to, grant writing and administration, community surveys, business recruitment and outreach, loan programs aimed at residences and businesses who are income eligible, etc.

In many cases, these organizations will cease to exist if the Borough is deemed to not value them and the services they provide. As such, staff recommends allocating appropriations to each organization requesting funds. Staffs' recommendations for funding levels in FY2021 are outlined in **Table 62** and are based on the applications submitted by each requesting agency and the priorities most important to the future economic vitality and success of the municipality.

It can further be stated here that these organizations help create the 'product' that is sold to the Borough's millions of visitors each year. Less than $\frac{2}{3}$ of one percent of the Borough's budget goes to investment in community and economic development. Tourism is the Borough's primary industry and should be protected and invested in. Tourists will not come to a town that is run-down and unsafe. These

Picture 13 –
Rabbit Transit
Main Street Gettysburg
Season of Wishes



organizations promote and contribute to the vibrancy of the tourism industry in Gettysburg. These contributions come in numerous facets, including marketing Gettysburg through the production of events such as Steppin' Out in Lincoln's Footsteps, the Gettysburg Christmas Festival, the Halloween, and Christmas Parades, building façade programs, etc.

Gettysburg's close relationship and support of Main Street Gettysburg over the years reaped significant rewards in 2020. It was the relationships developed over the years that enabled Gettysburg to partner with Main Street Gettysburg to respond to the emerging threats of the COVID-19 Pandemic quickly and vigorously. A detailed discussion of these efforts are found in Chapter 2 of this budget message.

'A Gettysburg Christmas Festival' is an example of the economic success that could not be achieved without the leadership of the non-profit Main Street Gettysburg. In its fourth year, the festival pivoted to host 'A Season of Wishes', which was a response to the global pandemic, but still kept Gettysburg visible to the world during the period of social distancing protocols.

Object 541

Non-Governmental Appropriation – MSG

Helps fund operational costs for Main Street Gettysburg.

Table 63 – General Fund Department 487 (Benefits Fees)

Expense	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	487	100	457 Pension Fees	^^^	^^^	^^^	^^^	^^^	\$2,750
			Department 465 TOTALS	\$0	\$0	\$0	\$0	\$0	\$2,750

Table 64 – General Fund Department 492 (Interfund Transfers Out)

Expenses	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	492	230	Transfers to Debt Service	\$507,873	\$624,528	\$637,628	\$604,855	\$622,383	\$534,532
			Department 492 TOTALS	\$507,873	\$624,528	\$637,628	\$604,855	\$622,383	\$534,532

Object 543Non-Governmental Appropriation – RabbitTransit

Helps fund operational costs for the regional public transit system – RABBIT Transit.

Department 487Benefits Fees

He Boroughs pension plans have annual fees associated with them. These fees are used to compensate the actuaries who annually analyze the liquidity of the pension plans. See **Table 63**.

Object 100457 Pension Fees

Fees paid to the pension fund managers.

Department 492Interfund Transfers Out

This department transfers funds to the Debt Service Fund for the purposes of paying down the Borough's debt. See **Table 64**.

Object 230Transfers to Debt Service

The transfers include the following:

- ✚ 2010 GO Bond
- ✚ 2016 GO Bond
- ✚ PIB Loan – Steinwehr Phase II
- ✚ PIB Loan – East Middle Street.

Capital Projects Fund (18)

Unlike the General Fund, Capital Projects is not required to be balanced. There was considerable activity in this fund in the years 2017, 2018, and 2019 – as multiple projects were constructed utilizing the 2016 GO Bond money. Much of 2021 will be spent updating the Capital Improvement Plan and preparing for the next round of construction projects, which will begin in earnest in 2022. The Capital Projects Fund is used to account for revenues and expenditures for various capital projects (i.e. Purchases of equipment, road repairs, building upgrades, etc.).

A separate fund to account for large projects allows elected officials and the public to follow the revenues and costs more accurately for these projects – keeping them separate from the day-to-day operations of the Borough, which is the purpose of the General Fund (Fund 01). The Capital Projects Fund also accounts for grant funds that are earmarked for specific projects.

Borough Council adopted a five-year Capital Improvement plan (CIP) in 2016. The CIP is reviewed annually and extended for an additional year. This tabulation is designed to provide Council with an understanding of the various projects in the Borough. It lists all costs to date as well as the sources of funds including the Federal Highway and Lands Grant (FHL), Department of Community and Economic Development (DCED) Early Intervention (EIP) Phase II Grant, the Chesapeake Bay Trust Grant, PennDOT's MultiModal Grant, General Obligation Bond revenue, and any other sources.

Additionally, it is vitally important to not undervalue the benefit to the Borough that grant money brings. These funds have provided major infrastructure improvements that would not otherwise be within the reach of the municipality. The Borough benefited from several large grant-funded projects in recent years. Multiple other grants have been applied for. Those grant awards will be announced in the coming months. **Exhibit 5** highlights previous grant awards to Gettysburg. Table 63 illustrates past and current grants that have benefited the

Borough. Main Street Gettysburg, on behalf of Gettysburg Borough, applied for a \$1.25 million FLAP Grant in 2019, which would pay for the engineering of the entire Baltimore Street Revitalization Project – recently renamed the *Gettysburg Gateway Connectivity Project*. The announcement of the grant award came in early 2020 – with Gettysburg being one of three recipients. Gettysburg Borough (or affiliates doing work on behalf of the Borough) has received over \$10.6 million in grant funding since 2011. It should be noted that the Capital Projects Fund does not include the CDBG grant monies used for ADA ramp and other improvements, which are accounted for in the CDBG Fund (04).

Revenues

Revenue for the Capital Projects Fund relies solely on grants, private donations, interfund transfers, and proceeds from long-term debt. There is no real property millage associated with this fund.

Interest earnings are the only source of revenue identified in this fund for FY2021. No proceeds from debt issuance or receipts of grant proceeds are anticipated in this budget year.

Department 341 Interest Earnings

Interest rates remain low. As such this revenue line item is minimal. Refer to **Table 65**.

Object 010 Interest on Checking

Nominal Amount of interest income.

An Additional Note Regarding Grant Funding

Exhibit 5 identifies the multitude of grants the Borough's received over just the past decade. All totaled, the Borough has been the recipient of

**Table 65 – Capital Projects Fund Department 341
(Interest Earnings)**

	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
Revenue	341	010	Interest on Checking	\$150	\$10,000	\$8,500	\$10,000	\$1,080	\$925
			Department 341 TOTALS	\$150	\$10,000	\$8,500	\$10,000	\$1,080	\$925

Exhibit 5 - Borough Grant Funding History

Program Year	Agency	Name of Grant	Purpose	Amount Awarded
2020	DCED	Fund for Adams Investment and Recovery (FAIR)	COVID-19 Pandemic Recovery	\$100,000
2019	FHWA	Federal Lands Access Program (FLAP)	Gettysburg Gateway Connectivity Project	1,253,917
2018	DCNR	Park Rehabilitation & Development Program	GARA Small Playground Rebuild	\$25,980
2018	Adams County Community Foundation	Hoffman Trust	GIL - Gettysburg Station Spur Right-of-Way	\$8,000
2017	Adams County Community Foundation	Hoffman Trust	Biser Fitness Trail Relocation	\$10,000
2016	Adams County, Pennsylvania	Adams County Parks, Recreation & Greenspace	GIL Phase A2 Matching Funds: 2015 DCNR Grant Application	\$19,846
2015	DCNR	Community Conservation Partnerships	GIL Phase A2	\$250,000
2015	PennDOT	Transportation Alternatives Program (TAP)	GIL Phase A2	\$334,263
2015	PennDOT	Congestion, Mitigation, and Air Quality Program (CMAQ)	GIL Phase A2	\$1,464,973
2014	PSATS	Internship Program	Summer Intern	\$2,000
2014	DCED	Governor's Center for Local Government Services	Gettysburg Early Intervention Program (EIP) : Phase II	\$69,600
2014	Chesapeake Bay Trust	Green Streets Program	GIL Phase A1	\$47,262
2014	PennDOT	Act 89 Multimodal Grant	Steinwehr Avenue Utility Pole Relocation	\$191,517
2014	DCED	Keystone Communities Grant	Elm Street Program	\$140,000
2014	FHWA	Federal Lands Access Program (FLAP)	Steinwehr Avenue Revitalization Project : Phase II	\$3,746,000
2013	DCNR	Community Conservation Partnerships Program (C2P2)	GARA Master Plan Development	\$32,805
2012	PennDOT	Pennsylvania Community Transportation Initiative (PCTI)	Steinwehr Avenue Revitalization Project : Phase I	\$2,500,000
2012	DCED	Keystone Communities Grant	Elm Street Program	\$400,000
2011	DCED	Governor's Center for Local Government Services	Gettysburg Early Intervention Program (EIP) : Phase I	\$35,000

DCED – Department of Community & Economic Development
 DCNR – Department of Conservation & Natural Resources
 GIL – Gettysburg Inner Loop (Bike/Pedestrian Trail)
 GARA – Gettysburg Area Recreation Authority

FHWA – Federal Highway Administration
 PennDOT – Pennsylvania Department of Transportation
 PSATS – Pennsylvania State Association of Township Supervisors

over \$10.6 million over this period. Gettysburg is privileged in this regard, as these funds provide development dollars that would otherwise fall to the local population to fund – an obvious burden that would never be met given the current economic realities of the Borough.

These grant monies have funded projects like the technology upgrades for the Borough (providing new parking management software, land management software, and financial management software), the relocating of the utility poles that bisected the sidewalk on Steinwehr Avenue, the relocation of the Biser Fitness Trail at GARA, and a significant stretch of the Gettysburg Inner Loop.

Picture 14 – Logos:
Main Street Gettysburg
and Elm Street



It is important to remember, however, that grant money is not free. These funds often come with specific goals in mind to help advance state and/or national initiatives. They require an enormous amount of staff time to write, build relationships with state and federal partners, comply with grant requirements, and closeout financial details of the grant – adhering to all the very specific auditing requirements of each.

Main Street & Elm Street

This is where organizations such as Main Street

Gettysburg and Elm Street provide valuable staff support in identifying a fundable project and researching and applying for the requisite grants to fund those projects. And, too, they at times, require a local match, meaning that the local municipality must pay a portion of the grant in order to receive the grant. Both Elm Street and Main Street Gettysburg work to fundraise and identify local matching funds as well. **Picture 14** are the logos of both Main Street Gettysburg and Elm Street, respectively. Main Street Gettysburg hosts fundraisers each year to support the effort of securing grant local match dollars, dedicated to the *Gettysburg Gateway Connectivity Project* – which is discussed at greater length below.

Even with local match requirements, the return on that investment far outweighs the cost to the local municipality as millions of dollars of infrastructure improvements are completed for a fraction of the cost to the local municipality.

Steppin' Out in Lincoln's Footsteps

The next big push in seeking grant funding took place in 2019 with the application for FLAP Grant Funds to pay for the engineering of the *Gettysburg Gateway Connectivity Project*. The theme for this redevelopment project is *Steppin' Out in Lincoln's Footsteps*. See **Picture 15**.

Main Street Gettysburg continues to lead the way on the Baltimore Street project. The master plan for that project is complete and will be used as a template to request funding. Main Street Gettysburg successfully raised the funds, via a grant and other in-kind donations, to complete the master plan. The revitalization project is bold. It is a redevelopment plan that extends over a mile long – from the Soldier's

National Cemetery to the Rabbit Transit bus station on Carlisle Street, and all points in between. It has a steering committee of over eighty community members who meet regularly to discuss the project, host fund raisers for the project, and help shepherd it through the political and financial processes needed to reach its completion. The Baltimore Street Revitalization Project is more than just beautification; It is a capital improvement project that will improve pedestrian safety, assist the Borough in compliance with its MS4 mandates, promote multi-modal transportation, and preserve the historic character and significance of the entire Baltimore Street Corridor – where President Abraham Lincoln traveled to the site of



**Picture 15 –
Artist Rendition
Courtesy of:
Wendy Allen,
*Lincoln Into Art***



**Picture 16 – Baltimore Street
Revitalization Project Committee**

Soldier's National Cemetery, for the dedication of the cemetery, and where he gave his unifying, timeless and famous *Gettysburg Address*. The project's design can be seen in **Pictures 22 through 28**. **Picture 16** shows the committee's collaboration during the development of the master plan, while **Picture 17** illustrates the success of fundraisers for the Baltimore Street Project.

'Fund' Raisers and 'Fun' Raisers

Fund raisers can also be 'fun' raisers, building a stronger community through active participation in civic engagement. Community building is part of Main Street Gettysburg's mission. Events help build community. One such event was the 2019 2nd Annual '*A Gettysburg Christmas Festival*' which was a success beyond anyone's most optimistic expectations. Main Street Gettysburg also hosts BINGOs to raise funds and build community. See **Picture 17**.

Expenses

There is only one budgeted expenditure in the Capital Project Fund for FY2021. Gettysburg Street will cost about \$50,000. **Table 66** identifies this expenditure. Previous budget messages highlighted the numerous capitals projects the Borough has undertaken between the years 2016 and 2019. All these capital projects were funded by the issuance of the 2016 General Obligation Bond. While there are no bond-funded

**Picture 17 –
BINGOs Raising Local Match Dollars for Grant Applications**



Table 66 – Capital Projects Fund Department 439 (Roads & Alleys)

Expense	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	439	313	Engineering - Roads	\$100,000	\$251,000	\$282,258	\$195,000	^^^	\$50,000
	439	378	Repairs & Maintenance - Streets/Alleys	\$500,000	\$2,036,434	\$2,821,940	\$610,000	^^^	^^^
			Department 439 TOTALS	\$100,000	\$251,000	\$3,104,198	\$805,000	\$0	\$50,000

projects in 2021, **Exhibit 6** identifies all the projects and costs associated with them for historical purposes. The Borough will pay off this incurred debt over the next nine year. This debt service is detailed in the Debt Services Fund (Fund 23).

Department 439 Roads & Alleys

Funds are budgeted in this department for the reconstruction of Gettys Street, which is the only major road work planned in 2021.

Object 313

Engineering – Roads

Covers the cost of the Borough Engineer to design the new roadway and pay for its construction. The Borough will use its *Agility Program* to do most of the work. The *Agility Program* is a cooperative agreement with multiple municipalities where laborers and equipment are shared, saving construction costs for everyone.

Bridges

All work on Borough Bridges was completed in 2019 utilizing the 2016 GO Bond. No work on Borough bridges is planned in 2021. That said, however, the Borough must remain vigilant and assess the condition of its bridges, which will occur in 2021. In total, there are 15 (Fifteen) bridges throughout the Borough. Those bridges and their condition¹¹⁶ are listed in **Exhibit 7. Picture 18** helps to orient the reader to the locations of the various bridges across the Borough. All bridges in the Borough pass inspection with a minimum rating of ‘satisfactory’.

¹¹⁶ Bridge condition last reported in 2015.

Gettysburg Inner Loop

The Gettysburg Inner Loop (GIL) is a massive, multi-year capital project. It is a bicycle/pedestrian trail system that winds its way across and through the Borough of Gettysburg. A major segment of that trail system was completed in 2018 with a large grant. While the trail master plan is completed, multiple phases of the GIL need yet to be constructed. Planning for each of the phases of construction continues, with the

Exhibit 6 – Bond Projects Expense Summary (2016 – 2019)

Project Name	Construction Cost	Engineering Cost	TOTAL Cost
2017 Streets		32,653.76	32,653.76
2018 Streets		2,859.90	2,859.90
6 th Street	29,708.85		29,708.85
Barbehenn Alley	9,983.65		9,983.65
Breckenridge Street	53,057.65		53,057.65
Bridge 12	30,281.48	1,757.82	32,039.30
Bridges	158,539.19	51,610.54	210,149.73
Carlisle Street	276,409.98	7,591.95	284,001.93
Culp Street	562.76	1,496.32	2,059.08
East Broadway	315,743.47	173,318.40	489,061.87
East Water Street	29,540.00		29,540.00
RHA Garage	771,958.68		771,958.68
Hay Street	35,958.86		35,958.86
King Street	18,713.41	42,972.19	61,685.60
Long Lane	110,255.56	24,439.69	134,695.25
Monument Alley	5,963.76		5,963.76
North Fourth-Broadway	111,009.90	2,428.36	113,438.26
North Washington Street	109,061.63	1,802.07	110,863.70
P.V.B.	29,287.75	4,754.26	34,042.01
Red Patch Alley	35,339.53		35,339.53
Roth Alley	14,195.04	366.23	14,561.27
South Washington Street	50,323.33		50,323.33
Sheely Alley	2,140.78	2,189.26	4,330.04
Stratton Street	950,564.82	230,885.01	1,181,449.83
Street Sweeper	232,536.00		232,536.00
Village Drive	42,308.28		42,308.28
West High Street	55,029.58		55,029.58
Wolf Alley	2,472.00		2,472.00
GRAND TOTALS	3,480,945.94	581,125.76	4,062,071.70

NOTE: The table above only lists the expenses paid utilizing the \$4 million-dollar 2016 GO Bond issuance. Other funds, while not listed here, contributed toward the completion of some of the projects listed. Some other sources of funds include: Liquid Fuels money, Capital Reserve money, General fund money, Gettysburg Borough Storm Water Authority money etc.

establishment of the Getty Station Access Spur, acquired in 2019. **Picture 19** is a map detailing the planned bike loop.

**Baltimore Street
Revitalization Project
aka
Gettysburg Gateway
Connectivity Project**

Previously in this chapter, highlights of the Baltimore Street Revitalization Project were discussed - another multi-year capital project. **Picture 20 and 21** are an artist's rendition of what the streetscape will look like after the project is completed. **Pictures 22 through 28** show the design of the various phases of the project. The Gettysburg Gateway Connectivity Project has a committee of over 80 involved community members. **Graph 17** illustrates the Committee's reporting Structure. **Appendix XXIV** details the project, while **Picture 29** highlights many of the community sponsors of the project.

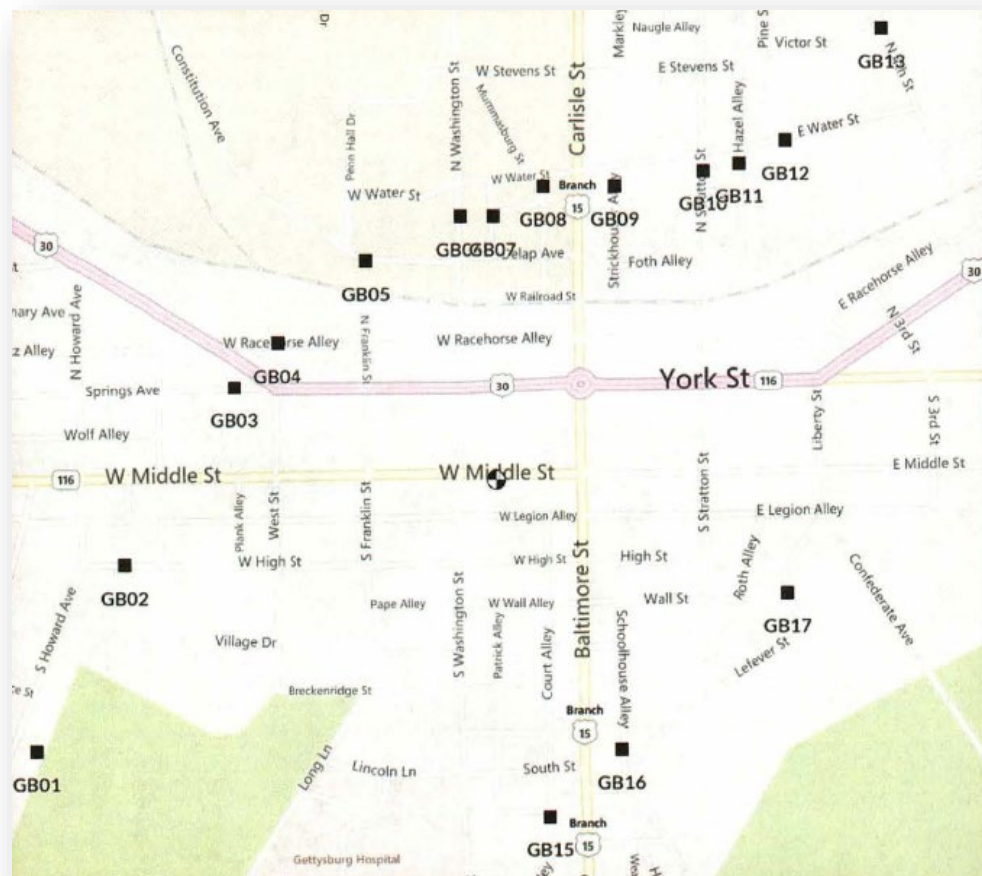
**Gettysburg
Welcome Center**

A companion Project to the *Gettysburg Gateway Connectivity Project* is the envisioned Gettysburg Welcome Center. Located at 340 Baltimore Street, it is a parcel now owned by Gettysburg Borough, with the vision to redevelop the parcel into a Welcome Center, public rest rooms, museum space, and conference space.

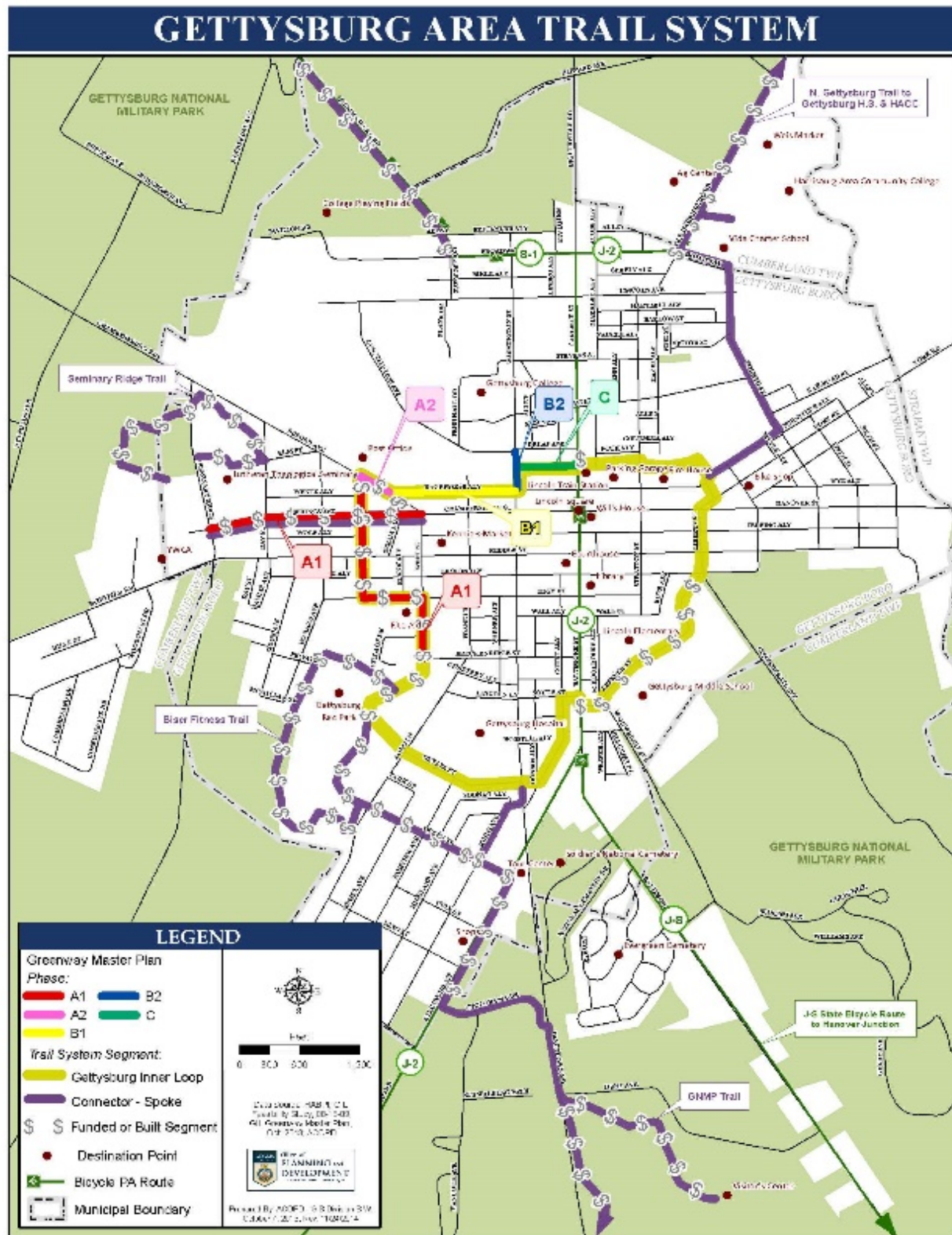
Bridge #	Street Location	Waterway	Bridge Type	Structural Condition
GB 1	Footbridge	Stevens Run	Timber Beam	Good
GB 2	West High Street	Stevens Run	Concrete Slab	Satisfactory
GB 3	Springs Avenue	Stevens Run	Concrete Slab	Satisfactory
GB 4	Racehorse Alley West	Stevens Run	Pre-Cast Concrete Slab	Good
GB 5	Constitution Avenue	Stevens Run	Concrete Box Culvert	Satisfactory
GB 6	North Washington Street	Stevens Run	Concrete Slab	Good
GB 8	Gilliland Alley	Stevens Run	Prestressed Concrete Slab	Very Good
GB 9	Strickhouser Alley	Stevens Run	Concrete Slab	Fair
GB 10	North Stratton Street	Stevens Run	Concrete Slab	Good
GB 11	Hazel Alley	Stevens Run	Concrete Slab	Satisfactory
GB 12	East Water Street	Stevens Run	Concrete Slab	Fair
GB 13	Fourth Street	Stevens Run	Concrete Slab	Good
GB 15	Court Alley	Culp's Run	Concrete Box Culvert	Fair
GB 16	Schoolhouse Alley	Culp's Run	Concrete Box Culvert	Good
GB 17	Lefevre Street	Culp's Run	Concrete Pipe	Satisfactory

Planning for the envisioned Community Center is in its infancy and will require significant financial resources to make it happen. **Picture 30** is the parcel today. **Picture 31** is an architect's first draft vision of what the parcel could potentially become.

Picture 18 – Borough Bridge Locations



Picture 19 – Map of Gettysburg Inner Loop and Trail System

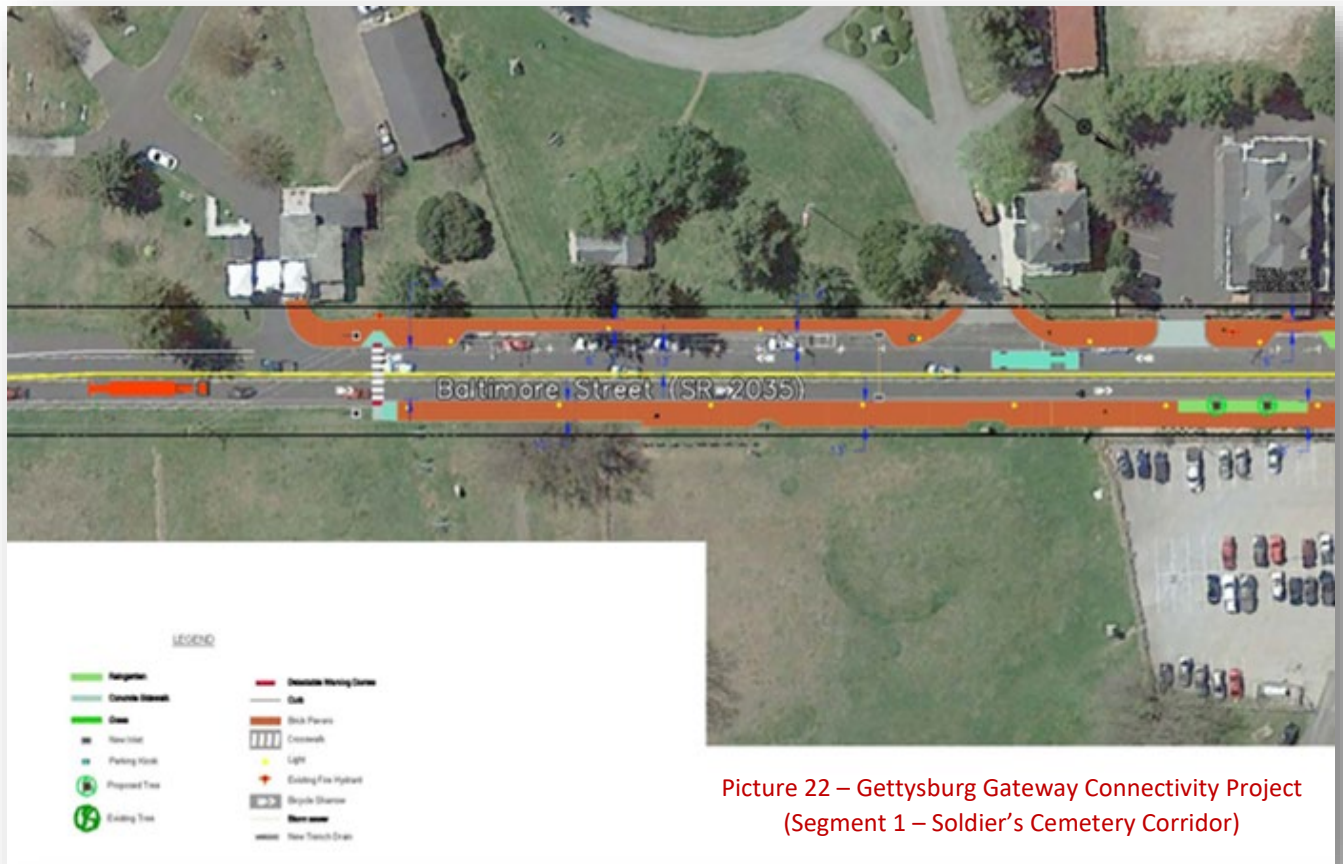


Picture 20 – Engineer Rendition of Baltimore Street at Lefevre Street

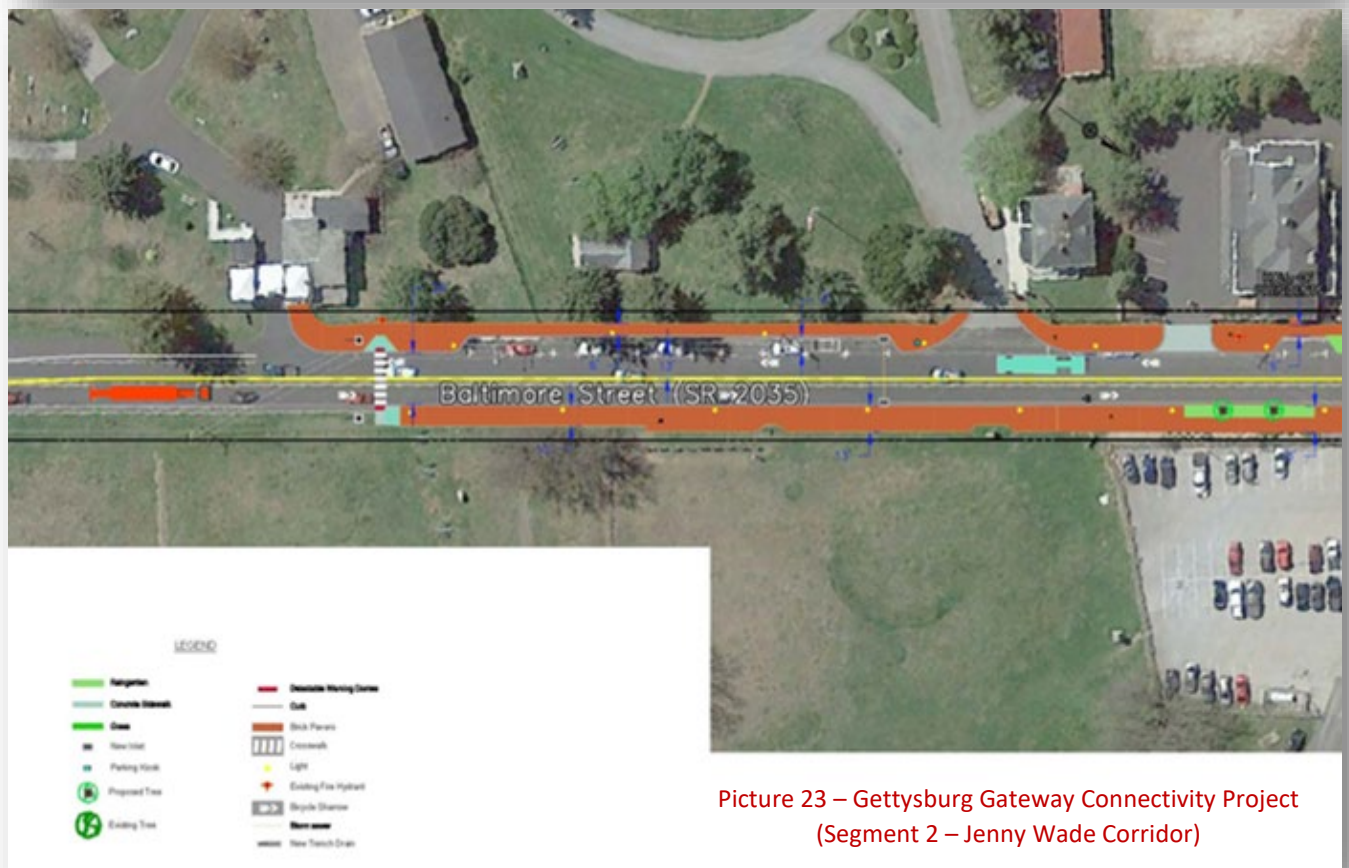


Picture 21 – Artist's Rendition of Baltimore Street; By Wendy Allen



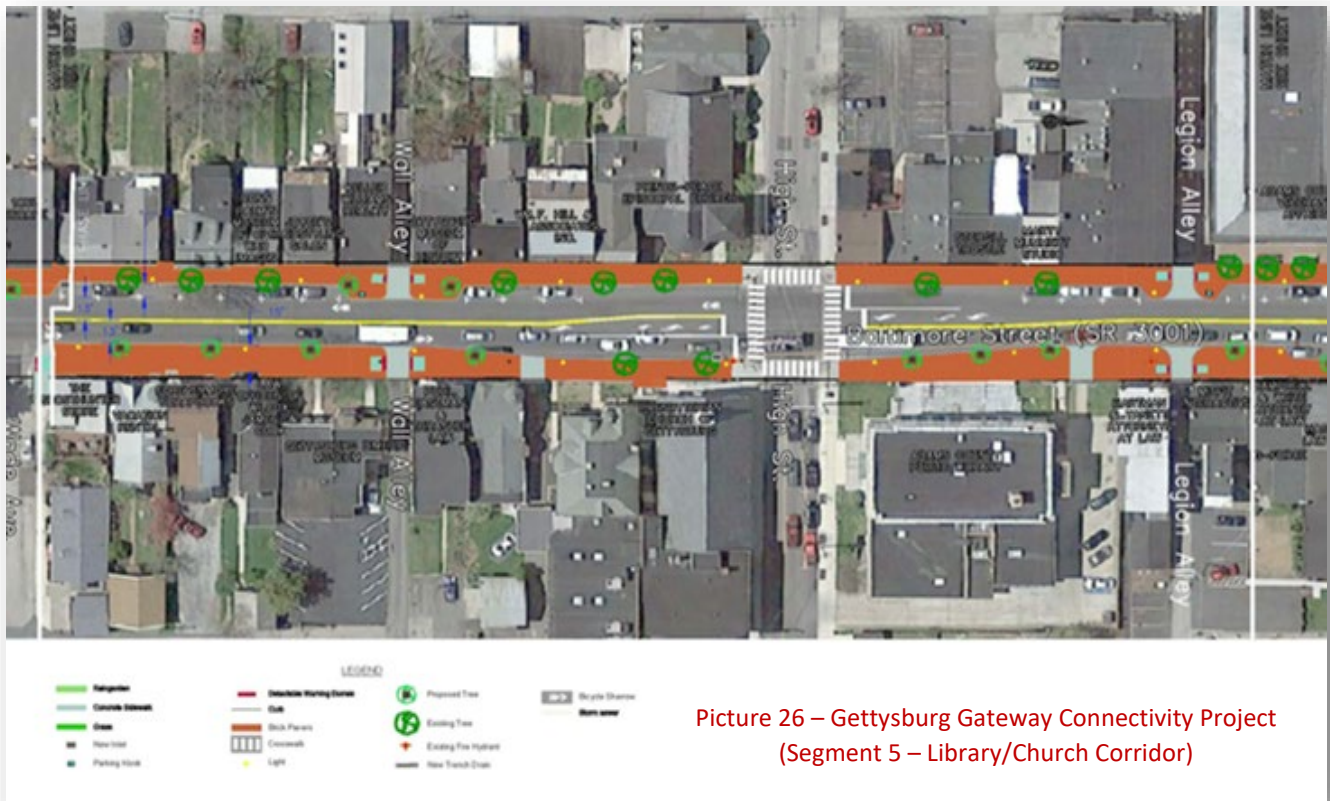


Picture 22 – Gettysburg Gateway Connectivity Project
(Segment 1 – Soldier's Cemetery Corridor)

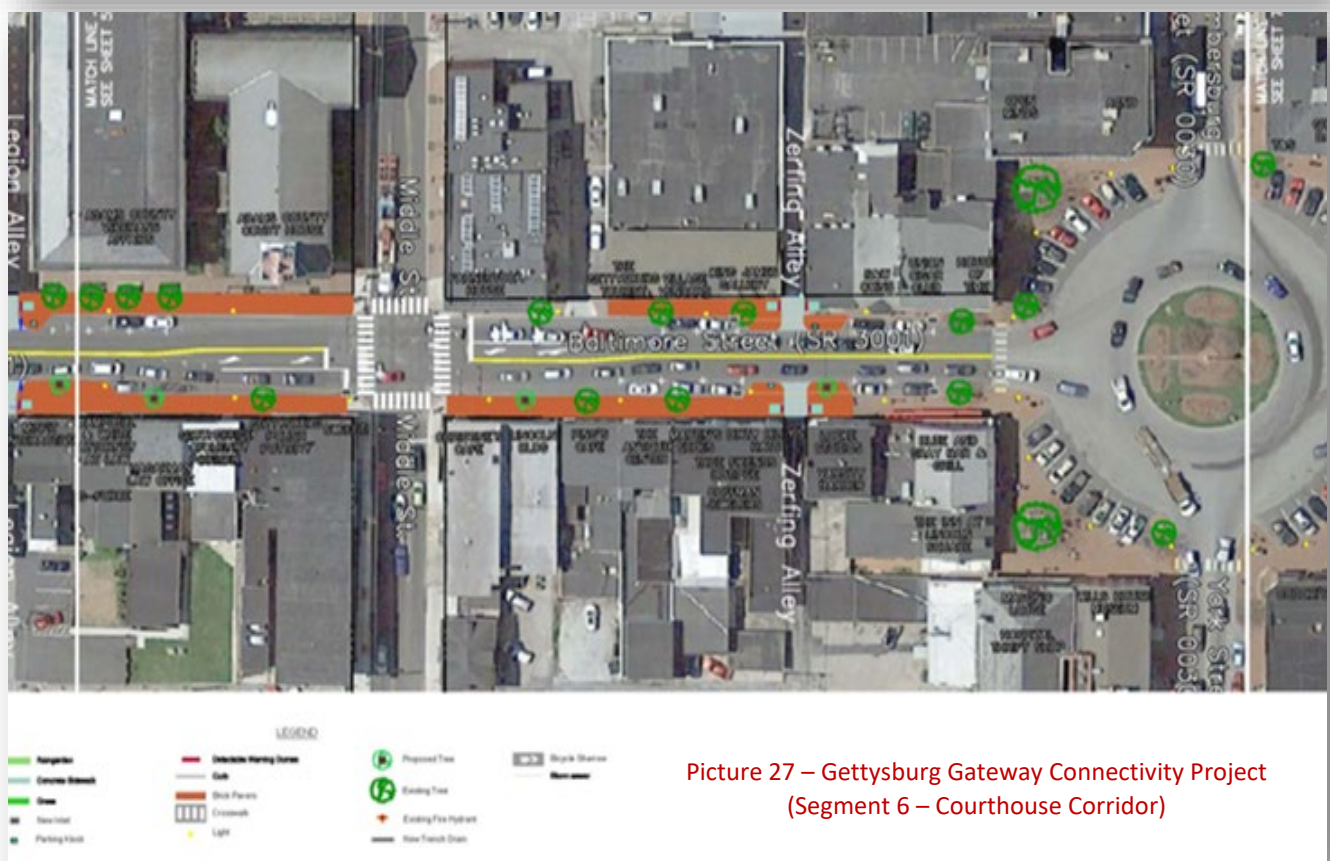


Picture 23 – Gettysburg Gateway Connectivity Project
(Segment 2 – Jenny Wade Corridor)

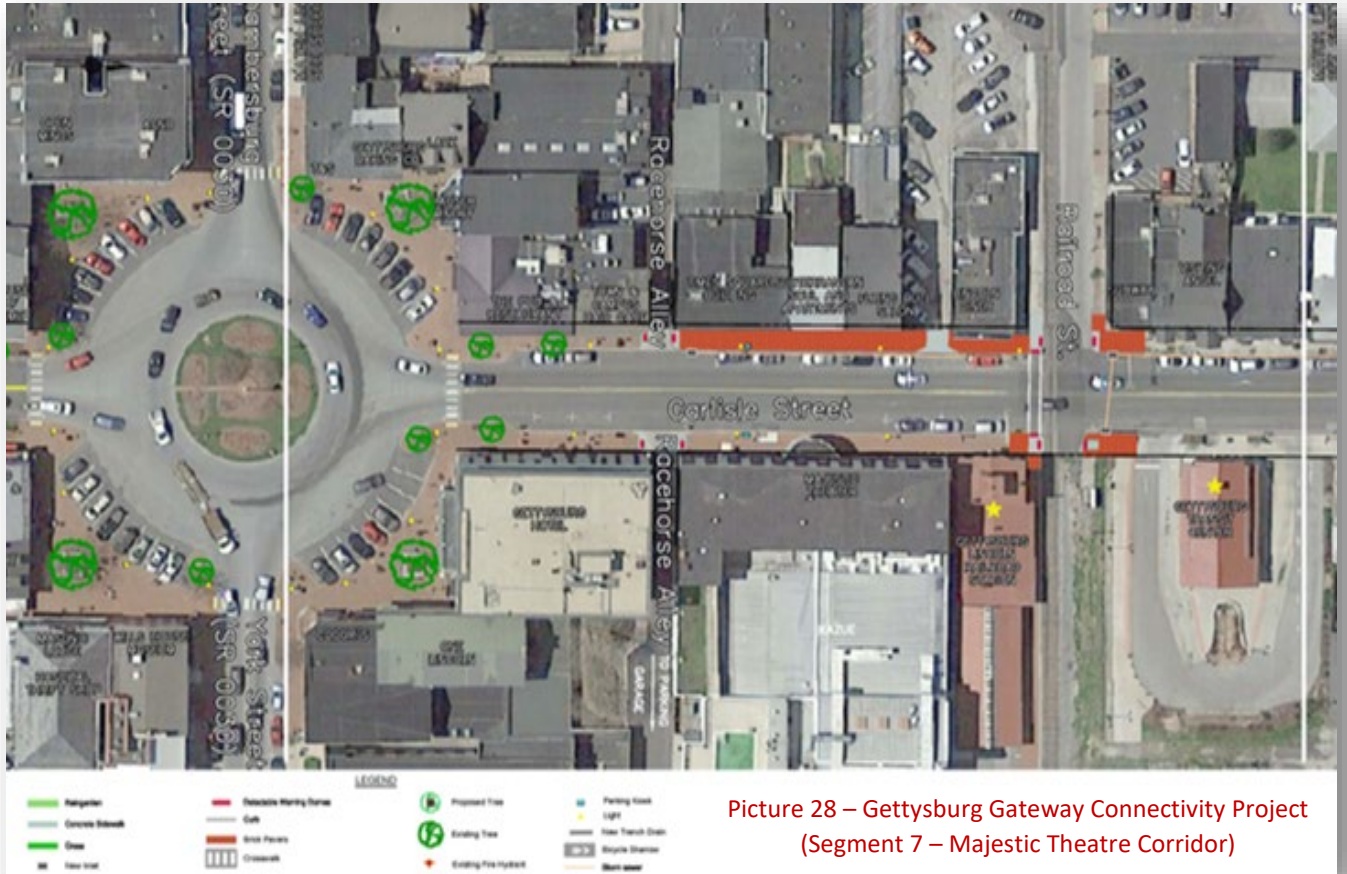




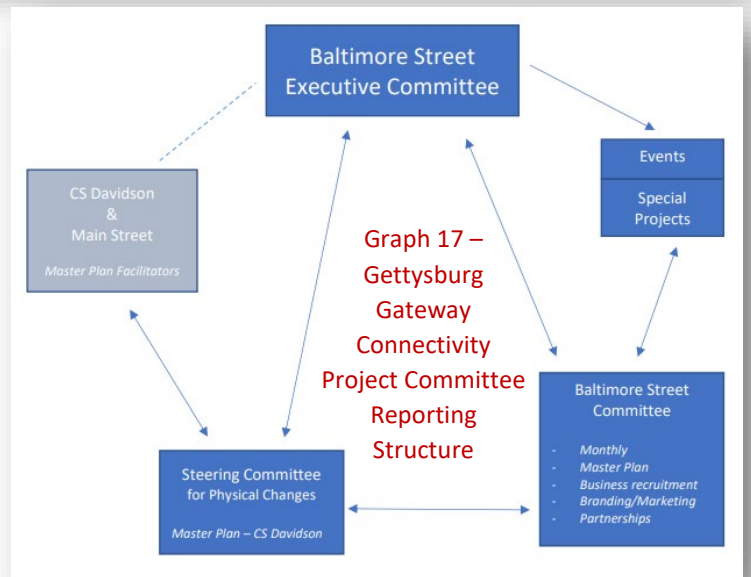
Picture 26 – Gettysburg Gateway Connectivity Project
(Segment 5 – Library/Church Corridor)



Picture 27 – Gettysburg Gateway Connectivity Project
(Segment 6 – Courthouse Corridor)



Picture 29 –Gettysburg Gateway Connectivity Project Sponsors



Picture 30 –
Gettysburg
Welcome
Center
(Today)

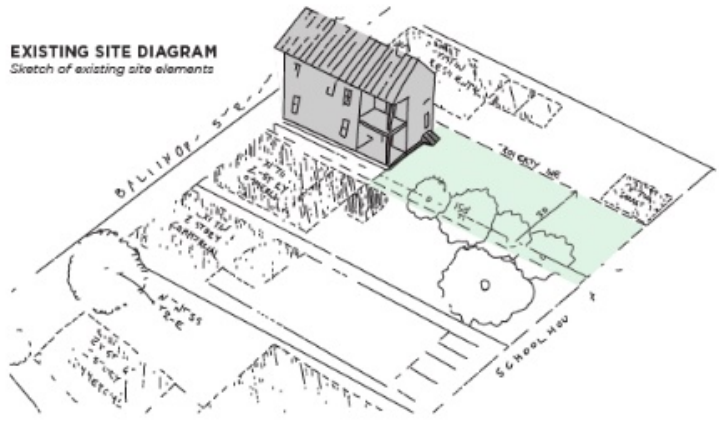
PROFESSIONAL WORK

GETTYSBURG WELCOME CENTER CONCEPT

The project began as an attempt to salvage the existing 1880's era house and restore it with new life. After consulting with Structural Engineers and many HARB meetings, it was determined that the existing structure was un-salvageable and a new building could be erected on the site. The Borough of Gettysburg was interested in the location for a new welcome center and restroom facility. The project is part of the larger Baltimore Street Revitalization Plan. I developed this concept on behalf of the owner to begin a conversation about what a new welcome center may look like in the historic downtown.

EXISTING SITE DIAGRAM

Sketch of existing site elements



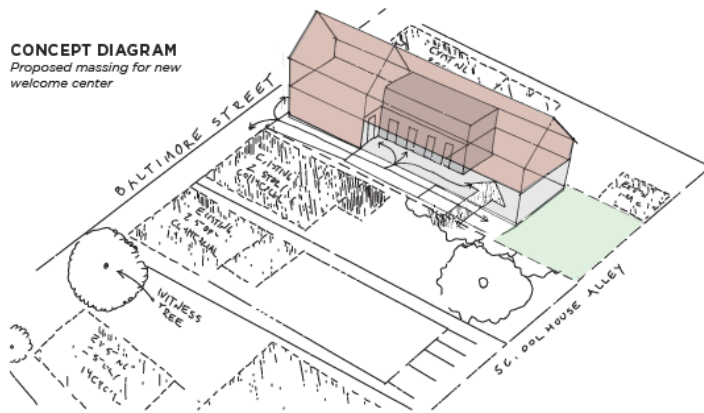
EXISTING STREETScape

The "Brown House" shown in the center, is the site for the new welcome center.

Picture 31 –
Gettysburg
Welcome
Center
(Concept)

CONCEPT DIAGRAM

Proposed massing for new welcome center



STREETSCAPE ILLUSTRATION

Concept for new welcome center and sidewalk enhancement is in conjunction with the proposed Baltimore Street Revitalization Plan.

Capital Reserve Fund (30)

The Capital Reserve Fund was implemented in 1986 and is used to set aside funds for emergency repairs, future capital needs and/or improvements to Borough infrastructure, buildings and equipment. The Capital Reserve Fund account balance has significantly diminished in recent years. Funds in this account are woefully low because of Borough Council focusing on annual budgets and not long-range planning. Past Councils have not transferred enough money to this fund to properly prepare for future asset replacement. The Borough will continue to be at risk of having to issue debt to pay for its capital project needs until this issue is resolved.

If the Borough is to maintain a healthy reserve for the purposes mentioned above, steps need to be taken to return the reserve to appropriate levels. These levels are outlined in the adopted Fund Balance Policy for each of the Borough's Funds See **Appendix XVII**.

A formal Capital Improvement Plan (CIP) was developed in 2016 for routine maintenance of the Borough's buildings, streets, new equipment, and unforeseen emergency replacements of equipment such as patrol cars and highway equipment. The issuance of the 2016 General Obligation Bond in the amount of \$4,000,000 provided money for many of these projects through the end of FY2019. The CIP will be updated in 2021 and will outline capital projects and sources of funding for those projects beginning in 2022, extending through 2026.

The only planned use of funds from Capital Reserve in 2021 are ongoing payments of machinery.

Grant opportunities will be sought to augment any funding deficiencies. If grants are not obtained, the Borough will be in a very difficult spot to find funding for major infrastructure projects. The Borough will not be able to take on additional debt as the current debt level is near the ceiling of recommended

debt levels – that being twelve percent (12%) of General Fund expenditures.

Structural Deficit Defined

Initiatives have been implemented over the past decade which significantly increased visitors to the Borough. While this is good news for the economy of the Borough the increased volume of traffic has burdened the Borough's infrastructure. Even with the increased economic benefits produced by a robust tourism economy, the fact remains, the cost of providing services to 3.8 million visitors continues to outpace the cash realized by the Borough via the tourism economy to provide the necessary services to support the tourism economy. This is called the structural deficit and remains in the 200 to 300 thousand dollars range each budget year. In short, the Borough needs to find a way to generate an additional 300 thousand dollars from tourism annually to achieve balance in the budget. A market-driven, supply and demand, approach to parking rates has realized an increase of about \$100,000 in parking revenue in recent years, but the overall structural deficit remains.

Currently, financing options are being utilized to fund infrastructure upgrades in a piecemeal fashion. Financing will surely be required moving forward until alternate sources of revenue are identified. Financing these capital improvements adds to the fiscal burden of the municipality as identified in the Debt Services Fund (23). Money in the Debt Services Fund could be better utilized in the Capital Reserve Fund.

Revenues

Two departments account for the modest revenues anticipated in the Capital Reserve Fund: Non-Business Licenses & Permits and Interest Earnings. Both combine for only \$3510 in generated revenue in FY2021. Capital Reserve Revenues are shown in **Table 67** and **Table 68**.

Table 67 –
Capital Reserve Fund Department 322 (Non-Business Licenses & Permits)

Revenues	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	322	500	Street Opening Permits	\$1,100	\$4,000	\$10,000	\$3,500	\$1,500	\$750
			Department 322 TOTALS	\$1100	\$4000	\$10,000	\$3,500	\$1,500	\$750

Department 322
Non-Business
Licenses &
Permits

Object 500
Street Opening
Permits
 Fees assessed to
 individuals
 and/or

organizations for digging into Borough streets.
 These fees are placed into the Capital Reserve
 Fund for future road construction.

Department 341
Interest Earnings

Object 010
Interest on Checking

Interest accumulated on the principal in the
 Capital Reserve Fund checking account.

Object 030
Interest on CDs

Interest accumulated on the principal in the
 Capital Reserve Fund checking account.

Table 68 – Capital Reserve Fund Department 341 (Interest Earnings)

Revenue	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	341	010	Interest on Checking	\$200	\$250	\$250	\$1,800	\$490	\$550
	341	030	Interest on CDs	^^^	^^^	^^^	^^^	\$3,300	\$2,210
	Department 341 TOTALS			\$200	\$250	\$250	\$1800	\$3,790	\$2,760

Table 69 – Capital Reserve Fund Department 341 (Interest Earnings)

Expenditure	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	430	740	Machinery & Equipment	^^^	^^^	\$30,000	\$29,580	\$29,580	\$34,884
	Department 430 TOTALS			\$0	\$0	\$30,000	\$29,580	\$29,580	\$34,884

Expenses

As part of the 2021 Budget, Council has opted to
 utilize a portion of the Capital Reserve Fund to
 pay for a large project that has been neglected for
 some time. This project is the purchase of a front-
 end loader for the Public Works Department.
 FY2021 is the fourth year of a five-year payment
 plan for the front-end loader.

In total, the 2021 Budget spends \$34,884 of
 Capital Reserve Funds.

Given the low amount of revenue generated in
 this fund in 2021, the fund has a planned spending
 deficit of \$31,374. Capital Reserve Expenses are
 shown in **Table 69**.

Department 430
Public Works

Object 740
Machinery and Equipment

This line item pays year four (4) of a five (5) year
 payment schedule for a new front-end loader.
 This new front-end loader replaces the one that
 was obtained in 1977. This fund will also be used
 to make down payments on two other
 departmental vehicles enrolled in the Enterprise
 Fleet Management Program:

- 2021 Ford F150 and
- 2021 Ford F250.

Liquid Fuels Fund (35)

Funded via a state grant, the Liquid Fuels Fund (formerly known as the Highway Aid Fund) has the sole purpose of dispersing Liquid Fuels Tax moneys (gasoline tax) received by the state to municipalities based on a predetermined formula. The formula is based on population and total road miles of streets in the municipality that are on the approved Liquid Fuels Inventory list.

To be placed on the approved Liquid Fuels Inventory list the road must have a minimum right-of-way of 16' in a borough. The cartway (drivable space) must be a minimum width of 16' and the road must be a minimum of 250' in length. If the road is a dead end, it must have a cul de sac (turnaround) at the end with a minimum 40' radius.

Table 70 – Liquid Fuels Fund Department 341 (Interest Earnings)

Revenue	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	341	010	Interest on Checking	\$150	\$250	\$270	\$1,950	\$500	\$650
			Department 341 TOTALS	\$150	\$250	\$270	\$1,950	\$500	\$650

Table 71 – Liquid Fuels Fund Department 341 (Interest Earnings)

Revenue	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	355	020	Motor Vehicle Fuel Taxes	\$176,000	\$185,000	\$195,203	\$197,937	\$193,950	\$178,364
			Department 355 TOTALS	\$176,000	\$185,000	\$195,203	\$197,937	\$193,950	\$178,364

State legislation strictly limits the use of these funds. These funds can only be used for projects that support the municipality's construction, reconstruction, maintenance, and repair of public roads or streets. Funds are only available to municipalities who submit the following annual reports to PennDOT:

- ✚ MS-965 Actual Use report,
- ✚ MS-965P Project and Miscellaneous Receipts,
- ✚ MS-965S Record of Checks, and
- ✚ make its deposits and payments or expenditures in compliance with the Act Section 2.6 Appropriate Use of Funds.

Additionally, the Department of Community and Economic Development's (DCED) Survey of Financial Condition form must be submitted by March 15th annually. Failure to do so may result in not receiving allocations from PennDOT until all discrepancies are resolved. To continue to receive Liquid Fuels funds, a road must be

maintained in such a condition that it can be driven safely at 15 mph.

Revenues

Gettysburg's share of state liquid fuels funding in 2020 is expected to be \$178,364. This represents a small decrease in funding over 2020 levels. The Borough's share under Act 89 had been increasing in recent years. Act 89 was implemented to create additional funding for roadwork statewide. This small decrease in 2021 shows that the revenue generated via Act 89 has leveled off. Interest earnings on principal remain at historic lows. **Table 70** and **Table 71** identify the Liquid Fuels Fund revenue sources.

Department 341 Interest

Object 010

Interest on Checking

Interest rates on checking accounts remain low. As such, this line item is only expected to generate \$650 in 2021.

Department 355 State Shared Revenue

Object 020

Motor Vehicle Fuel Taxes

Gasoline taxes collected by the state of Pennsylvania and distributed to Gettysburg Borough.

Table 72 – Liquid Fuels Fund Department 432 (Winter Maintenance Services)

Expenses	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	432	200	Snow & Ice Materials	\$15,000	\$15,000	\$13,000	\$16,000	\$20,000	\$17,500
	432	384	Rental of Machinery & Equipment	\$10,000	\$10,000	\$20,000	\$20,000	\$20,000	\$15,000
	Department 432 TOTALS			\$15,000	\$25,000	\$33,000	\$36,000	\$40,000	\$32,500

Table 73 – Liquid Fuels Fund Department 433 (Traffic Control Devices)

Expenditure	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	433	245	Signs & Road Markings	\$14,500	\$14,500	\$20,500	\$15,000	\$15,000	\$12,500
	433	321	Communication - Telephone	\$2,000	\$2,000	\$2,000	\$2,500	\$2,700	\$2,700
	433	361	Traffic Signal Electricity	\$5,000	\$5,000	\$5,600	\$6,500	\$6,000	\$6,000
	433	374	Repairs & Maintenance of Traffic Devices	\$33,500	\$29,500	\$26,000	\$8,000	\$8,000	\$8,000
	Department 433 TOTALS			\$55,000	\$51,000	\$54,100	\$32,000	\$31,700	\$29,200

Table 74 – Liquid Fuels Fund Department 434 (Street Lighting)

Expense	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	434	374	Machinery & Equipment Repairs	\$5,000	\$5,000	\$12,000	\$12,000	\$12,000	\$7,500
	Department 434 TOTALS			\$5,000	\$5,000	\$12,000	\$12,000	\$12,000	\$7,500

Table 75 – Liquid Fuels Fund Department 438 (Bridges)

Expense	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	438	245	Highway Maintenance Materials	\$40,000	\$40,000	\$35,000	\$10,000	\$10,000	\$100,000
	438	313	Engineering Fees	^^^	^^^	^^^	^^^	^^^	\$15,400
	Department 438 TOTALS			\$40,000	\$40,000	\$35,000	\$10,000	\$10,000	\$115,400

Table 76 – Liquid Fuels Fund Department 439 (Roads & Alleys)

Expense	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	439	245	Highway Maintenance Materials	^^^	^^^	^^^	^^^	^^^	\$7,000
	439	313	Engineering Fees	^^^	^^^	^^^	^^^	^^^	\$10,000
	439	661	Construction - Roads	\$41,000	\$42,250	\$40,000	\$200,000	\$100,750	\$50,000
	Department 439 TOTALS			\$41,000	\$42,250	\$40,000	\$200,000	\$100,750	\$67,000

Expenses

Expenditures are expected to be more than revenue in 2021. Funds will be used to provide maintenance to existing equipment, provide agility services, purchase snow/ice removal supplies, pay utility bills for street lighting, line painting, infrastructure improvements, and other highway maintenance supplies. It will also be used to provide maintenance on the Borough's bridges and provide funds for construction of South Street.

Five (5) departments will utilize \$251,600 in anticipated expenditures in 2021. Those departments are Winter Maintenance Services, Traffic Control Devices, Street Lighting, Bridges, and Roads & Alleys. **Tables 72, 73, 74, 75, and 76** describe the use of Liquid Fuels funds.

Department 432
Winter Maintenance Services**Object 200****Snow & Ice Materials**

Costs for purchases of salt, anti-skid, shovels, etc.

Object 384**Rental of Machinery & Equipment**

Costs for miscellaneous equipment that may be needed but cannot be anticipated at time of budget development.

Department 433
Traffic Control Devices**Object 245****Signs & Road Markings**

\$15,000 is planned to replace signs.

Object 321**Communication – Telephone**

Costs for radios and phones for work crew communications.

Object 361
Traffic Signal Electricity

Pays electric bills for traffic signals.

Object 374
Repairs & Maintenance of Traffic Control
Devices

Covers the cost of repairs to lighted crosswalks and also covers miscellaneous costs not currently anticipated.

Department 434
Street Lighting

Object 374
Machinery & Equipment Repair

Miscellaneous payments for repairs to equipment which may arise from time-to-time.

Department 438
Bridges

Object 245
Highway Maintenance Materials
Used to fix or replace unforeseen maintenance issues.

Object 313
Engineering Fees
Used to cover required engineering costs.

Department 439
Roads & Alleys

Object 245
Highway Maintenance Materials
Used to fix or replace unforeseen maintenance issues.

Object 313
Engineering Fees
Used to cover required engineering costs.

Object 661
Construction - Roads
Construction on various Borough roads and alleys. In 2021 \$50,000 will be used for South Street construction.

Debt Services Fund (23)

This fund was created in 2015. Historically, the Borough has managed debt in the General Fund. This is problematic for the following reasons:

1. The General Fund is the Borough's operating fund. It is used to operate the daily and routine business of the Borough. The General Fund is not intended to manage longer term projects or debt.
2. There may be multiple types of long-term debt incurred by the Borough. It is difficult to ascertain the debt service for each type of debt if those debts are buried within the General Fund.

The primary advantage of the Debt Services Fund is that it clearly shows the debts of the Borough and the level of debt service required to pay the debt down. Additionally, a millage rate is specifically assigned to the debt service. This clearly demonstrates the level of property tax assessment required to service the Borough's debt. The millage rate assigned to the Debt Services Fund will fluctuate from year-to-year based on the requirements of the debt service that is needed each year and the fluctuations in the total assessed valuation of all taxable property in the Borough. The millage required in 2021 to meet the debt service needs of the Borough is 1.1109 mils, which is slightly lower than in 2020. This is in large part due to the Council choosing to utilize some accumulated debt service reserve funds that have been accumulating in the Fund over the past several years. The Borough had been amassing these Debt Reserve Funds in

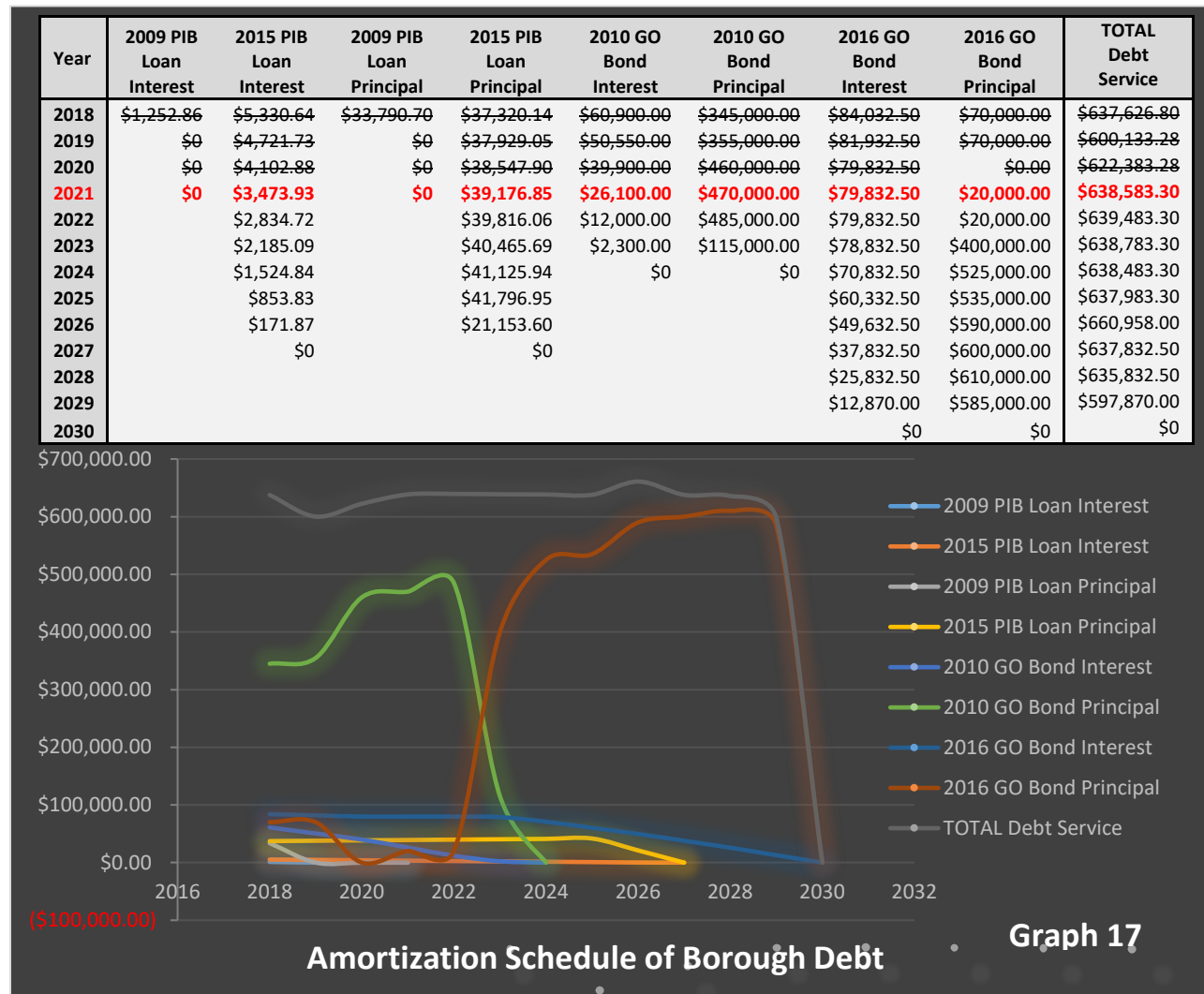


Table 77 – Debt Services Fund Department 341 (Interest Earnings)

anticipation of the year 2026, when the Borough's debt payment spells to over \$660,000. **Graph 17**

Revenue	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	341	010	Interest on Checking	^^^	^^^	^^^	\$3,900	\$3,000	\$922
	341	030	Interest on CDs	^^^	^^^	^^^	^^^	\$3,000	\$3,250
			Department 341 TOTALS	\$0	\$0	\$0	\$3,900	\$3,000	\$4,172

shows the amortization schedule of Borough debt until the debt is retired in 2029. The Borough Council voted to use the 2017 General Fund Surplus to pay off the 2009 PIB Loan early, which was scheduled to retire in 2021. Retiring this loan early decreased the annual debt service for fiscal years 2019, 2020, and 2021.

Department 387 Contributions and Donations

Object 100

Contributions – Steinwehr BID

The Steinwehr Avenue Business Improvement District (BID) contributes to the Pennsylvania Infrastructure Bank (PIB) Loan

which was rolled into

Table 78 – Debt Services Fund Department 387 (Contributions and Donations)

Revenue	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	387	100	Contributions - Steinwehr BID	\$15,195	\$11,200	\$13,975	\$13,973	\$2,770	^^^
			Department 387 TOTALS	\$15,195	\$11,200	\$13,975	\$13,973	\$2,770	\$0

the refinancing of the 2010 GO Bond and issuance of a new 2016 GO Bond. Payments from the BID ended in 2020 as the BID's debt obligation to the Borough was completed. The BID made its final contribution to the Phase I PIB Loan in FY2019.

Revenues

There are two primary sources of revenue in the Debt Services Fund. They are a direct transfer from the General Fund, via collected tax revenues and contributions from the Steinwehr Business Improvement District (BID), which has pledged to assist the Borough in the payment of loans for infrastructure improvements during the reconstruction of the two phases of Steinwehr Avenue. FY2020 was the final year of payments to the Borough. Table 71 shows payments to the Borough since 2016. The third source of revenue in the Debt Services Fund is the collection of interest earnings. **Tables 77, 78, and 79** show the sources of revenue for the Debt Services Fund.

Department 341 Interest

Object 010

Interest on Checking

Interest earned on the balance in the fund account.

Object 030

Interest on Checking

Interest earned on the CDs associated with the fund.

Department 392 Interfund Transfers In

Object 010

Transfers from General Fund

This is the amount of money to be transferred from the General Fund to cover the costs of servicing the Borough's debt in 2021. These funds are exclusively derived from real estate tax collections. It should be noted that the Borough's total debt obligation in FY2021 is \$638,583 – which is partially paid by the interfund transfer of \$562,500 from the General Fund. The remaining \$76,083 will be paid by utilizing amassed debt service reserves in Fund 23.

Expenditures

The only expenditures in this fund are to satisfy Borough debt. This includes debt principal, debt interest, and administrative costs associated with

Table 79 – Debt Services Fund Department 392 (Interfund Transfers In)

Revenue	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	392	010	Transfer from General Fund	\$507,873	\$624,528	\$637,628	\$604,855	\$622,383	\$562,500
			Department 392 TOTALS	\$507,873	\$624,528	\$637,628	\$604,855	\$622,383	\$562,500

the financing of Borough debt. There are four types of debt that must be paid down in 2021:

- ✚ General Obligation Bond (2010)
- ✚ Pennsylvania Infrastructure Bank (PIB) Loan (2015)
- ✚ General Obligation Bond (2016), and
- ✚ Fees associated with the issuance of bonds.

The 2009 PIB loan was retired early in 2018, utilizing a portion of the General Fund surplus from 2017. It is worth noting here that the 2016 General Obligation Bond not only issued \$4 million in additional debt, but the Borough took advantage of historically low interest rates and a very favorable credit rating from Standard and Poors (A+) and wrapped the old and existing debt into the new 2016 issuance, thus saving the Borough significant amounts of interest payments during the amortization of the new debt.

General Obligation Bond (2010)

On May 15, 2010, the Borough issued \$10,045,000 of General Obligation Bonds to (1) refinance the 2004A and 2004B General Obligation Bonds of the Borough (issued on behalf of the Gettysburg Municipal Authority) and (2) to finance numerous capital projects in the Borough. Those capital projects were to renovate the Borough Building, complete ADA requirements throughout the Borough, to purchase parking garage equipment, to purchase one dump truck, 1 bucket truck, 2 pick-up trucks, and a security fence for the Public Works department, prepare a street assessment and to finance street construction projects. The portion of the bond used to refinance the 2004A and 2004B bonds was \$6,185,000. The portion of the bond issued by the Borough for capital projects was \$3,860,000.

Pennsylvania Infrastructure Bank (PIB) Loan (2009)

On December 30, 2009, the Borough signed a note on the principal amount of \$320,000 to fund

Table 80 – Debt Services Fund Department 409
(General Government Administration)

Expense	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	409	390	Bank Fees	^^^	^^^	^^^	^^^	^^^	\$24
			Department 471 TOTALS	\$0	\$0	\$0	\$0	\$0	\$24

infrastructure improvements on Steinwehr Avenue. The funds were used to pay the engineering design services of CS Davidson and the consulting services of Delta Development. This loan was retired early in 2018.

Pennsylvania Infrastructure Bank (PIB) Loan (2015)

There are two 2015 PIB loans. The first is a loan to fund the local match required for a grant to move the poles on Steinwehr Avenue – more notably known as Steinwehr Phase II. The second PIB loan is used to partially fund the East Middle Street reconstruction infrastructure project, which was completed in 2015. The funds acquired from this loan were used to pay for the Borough's portion of the project, while Columbia Gas (who has generously agreed to partner with the Borough on the project and continues to do so on upcoming projects) has funded the portions of the reconstruction that are not eligible to be funded via PIB loans and/or liquid fuels moneys.

General Obligation Bond (2016)

The 2016 GO Bond issuance provided much needed capital to achieve many of the Boroughs capital project needs and goals. As of the time of this writing, the Borough has used these funds to complete the following projects identified in its Capital Improvement Plan¹¹⁷:

- The purchase of the land under the Racehorse Alley Garage
- Purchase of a new street sweeper, which is needed for MS4 compliance,
- Multiple street and alley surface treatments, and
- Permitting for MS4 mandates.

2016 GO Bond money was used for the Stratton Street reconstruction project, the Borough bridge plan, and other road/alley projects in 2019. FY2019 was the final year that the 2016 GO Bond money could have been utilized. The 2016 Bond

¹¹⁷ See Chapter 11 – Capital Projects.

issuance refinanced (wrapped) old debt into the issuance of the new debt at significantly lower interest rates. The wrap-around of Bond Series 2010 and the PIB Loans, along with the issuance of new money in Bond Issuance Series 2016, results in a total payment of \$8,641,254 by the end of 2029.

Total Debt Service Payments by Year

The amortization of all debt payments is significant and is scheduled to end in 2029. Debt payments through 2029 are listed below:

➤	2018	\$637,626.80
➤	2019	\$600,133.28
➤	2020	\$622,383.28
➤	2021	\$638,583.30
➤	2022	\$638,883.30
➤	2023	\$638,783.30
➤	2024	\$638,483.30
➤	2025	\$637,983.30
➤	2026	\$660,958.00
➤	2027	\$637,832.50
➤	2028	\$635,832.50
➤	2029	\$597,870.00.

The complete breakout of debt interest and principal is shown in **Graph 17**.

Department 409 **General Government Administration**

This department funds any fees assessed by the bank to manage the account. See **Table 80**.

Object 390

Bank Fees

Historically, there is minimal activity each month in this Fund. The months where there is activity primarily occur in October each year – when a largest portion of Borough Debt is required to be paid. The bank assesses the account a nominal fee for inactivity in the account for the other months of the year.

Department 471

Debt Principal

This department solely funds debt principal as shown in **Table 81**.

Object 100

2010 General Obligation Bond

Funds the debt principal associated with this loan.

Object 101

2016 GO Bond Principal

Funds the debt principal associated with this loan.

Object 120

2009 PIB Loan – Steinwehr Phase I

Funds the debt principal associated with this loan.

Object 125

2015 PIB Loan – East Middle Street

Funds the debt principal associated with this loan.

Table 81 – Debt Services Fund Department 471 (Debt Principal)

	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
Expenditure	471	100	2010 GO Bond Principal	\$325,000	\$340,000	\$345,000	\$355,000	\$460,000	\$470,000
	471	101	2016 GO Bond Principal	^^^	\$65,000	\$70,000	\$70,000	^^^	\$20,000
	471	120	2009 PIB Loan - Steinwehr Phase I	\$32,714	\$33,248	\$33,791	^^^	^^^	^^^
	471	125	2015 PIB Loan - East Middle Street	\$35,293	\$36,721	\$37,320	\$42,651	\$38,548	\$39,177
	471	126	2015 PIB Loan - Steinwehr Phase II	\$4,085	^^^	^^^	^^^	^^^	^^^
Department 471 TOTALS				\$325,000	\$340,000	\$486,111	\$467,651	\$498,548	\$529,177

Table 82 – Debt Services Fund Department 472 (Debt Interest)

	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
Expenditure	472	100	2010 GO Bond Interest	\$108,313	\$85,333	\$60,900	\$50,550	\$39,900	\$26,100
	472	101	2016 GO Bond Interest	^^^	\$67,700	\$84,033	\$81,933	\$79,833	\$79,833
	472	120	2009 PIB Loan - Steinwehr Phase I	\$2,286	\$1,796	\$1,253	^^^	^^^	^^^
	472	125	2015 PIB Loan - East Middle Street	\$6,032	\$5,930	\$5,331	\$4,721	\$4,103	\$3,474
	472	126	2015 PIB Loan - Steinwehr Phase II	\$688	^^^	^^^	^^^	^^^	^^^
Department 472 TOTALS				\$108,313	\$85,333	\$151,517	\$137,204	\$123,836	\$109,407

Table 83 – Debt Services Fund Department 475 (Fiscal Agents)

Object 126
2015 PIB Loan –
Steinwehr Phase II
 Funds the debt
 principal associated
 with this loan.

Expenditure	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	475	000	Bond Issue Costs	^^^	^^^	^^^	\$3,500	\$3,560	\$3,560
			Department 475 TOTALS	\$0	\$0	\$0	\$3,500	\$3,560	\$3,560

Department 472
Debt Interest

This department solely funds debt interest as shown in **Table 82**.

Object 100
2010 General Obligation Bond
 Funds the debt interest associated with this loan.

Object 101
2016 GO Bond Principal
 Funds the debt interest associated with this loan.

Object 120
2009 PIB Loan – Steinwehr Phase I
 Funds the debt interest associated with this loan.

Object 125
2015 PIB Loan – East Middle Street
 Funds the debt interest associated with this loan.

Object 126
2015 PIB Loan – Steinwehr Phase II
 Funds the debt interest associated with this loan.

Department 475
Fiscal Agent Fees

This department pays for any fees associated with reporting on debt payments to the Borough's crediting agencies. See **Table 83**.

Object 000
Bond Issue Costs
 Finances two bond issuance reporting requirements:

- DAC Bond continuing disclosures and
- Wilmington Trust Bond Sinking Fund.

Revolving Loan Fund (40)

Several years ago, the Borough received a grant from DCED for the purpose of making an economic development loan to Kennie's Market for their renovation and expansion project. The Borough was to then utilize the repaid funds to create a revolving loan program for the purpose of funding community and economic development projects. The funds for this project are held in an interest-bearing checking account and CDs whose current balance is approximately \$334,145. A portion of these funds have been moved to a CD to get a better interest rate. After languishing for many years, the Revolving Loan Fund Policies were finalized in 2020. There are three loan programs in total:

1. The general revolving loan program which has two components:
 - a. Residential loans and
 - b. Emerging Enterprise loans
2. The COVID-19 Zero Interest Business Loan (ZILP), and
3. The COVID-19 Emergency Restaurant Zero Interest Loan (ERZILP).

REVOLVING LOAN PROGRAM

The Historic District Revitalization Revolving Loan Program provides low-interest loans to individuals living in the Historic District and individuals starting businesses in the Borough of Gettysburg. The revolving nature of the loans ensures that the program will fund itself through interest payments.

The program's first goal is to assist residential property owners in the Historic District with property maintenance and improvement, as well as updating the exteriors of their buildings by providing low-interest loans via the Residential Property Maintenance and Improvement Loan. This loan is outlined in this brochure.

The second goal of the fund is to identify and assist new and viable small businesses in the Historic District by providing gap funding for working capital via the Emerging Microenterprise Loan.

RENOVATED **PAID BACK**

The Residential Property Maintenance and Improvement Loan seeks to preserve the beauty of Gettysburg and provide maintenance relief to residents in the Historic District.

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Residential Property Maintenance and Improvement Loan

RESIDENTIAL PROGRAM

This loan program is designed to assist individuals living in the Historic District to maintain and improve their owner-occupied households. With the understanding that HARB regulations can be costly to residents in the Historic District, the borough would like to provide financial assistance. Nearly all home improvement projects qualify, with the requirement that 40% of the project's cost be devoted to exterior work. These projects include painting, bricklaying, landscaping, siding repairs, etc. Repairs to the sidewalk immediately preceding a property in the Historic District also qualify for this loan.

The minimum loan amount for this program is \$5,000 while the maximum amount is \$50,000. Upon completion of the loan application and necessary paperwork, the Loan Review Committee will approve or deny each loan. To maximize the probability of approval, please ensure that all requirements listed in this brochure are met.

TERMS OF THE LOAN AND REPAYMENT

Loans may not exceed the total cost of the project. If a loan is approved, the funds will be disbursed at the start of the project. The project must start within six months of the loan's approval. The interest rate and term of the loan will vary dependent on need and past credit history. The amortization schedule will be no shorter than two years but will not exceed six years. All interest rates are calculated based on the WSJ prime rate and rates are currently between 3.50% and 5.00%.

Each loan approved is secured by the borough Solicitor and monthly interest payments must be made at the agreed upon rate. Loan applications may be submitted at any time during the year and are reviewed on a rolling basis.

LOAN REQUIREMENTS

- Must be current on all taxes.
- An applicant's family income must be between \$42,900 and \$5,800.
- 40% of the project's cost must be devoted to the exterior.
- Two quotes for estimated project cost.
- All projects must be made in compliance with HARB regulations.
- Must provide evidence of a good credit history, including a FICO credit score greater than or equal to 670.
- Property must be owned and occupied by the applicant.
- Completion of loan application and payment of application and closing fees.
- Proof of insurance.
- Individual tax returns and financial statement.

To see the full list of required paperwork and criteria, please observe the requirements checklist located at the end of each loan application. For information regarding interest rates, review the interest rate tables posted on the website. Please do not hesitate to reach out with questions or to get started on an application today!

The overview of the general revolving loan program (for both residential and business) can be viewed in **Pictures 32 and 33**, respectively.

The COVID-19 Business Zero Interest Loan Program can be reviewed at **Appendix XIV**, while the Emergency Restaurant Zero Interest Loan Program can be reviewed at **Appendix XV**.

The capital to be used to begin the Revolving Loan Program is currently in CDs. It is expected that the interest on these CDs will yield approximately \$4575 in interest revenue in FY2021.

Eighteen (18) business did utilize the COVID-19 Business Zero Interest Loan Program in 2020 – with \$54, 000 being dispersed to these local businesses. As of this writing, no local restaurants have accessed the ERZILP. It is not known if any will. With this uncertainty, only bank fees and operating supplies have been budgeted as expenses in this fund. **Tables 84 and 85** show expected revenue and expenditures, respectively, in Fund 40.

**Table 84 –
Revolving Loan
Fund
Department 341
(Interest Earnings)**

Revenues	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	341	010	Interest on Checking	^^^	\$75	\$195	\$480	\$400	\$1,020
	341	030	Interest on CDs	^^^	\$2,000	\$2,000	\$2,200	\$4,000	\$3,555
			Department 341 TOTALS	\$0	\$2,075	\$2,195	\$2,680	\$4,400	\$4,575

Expense	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	409	210	Supplies	^^^	^^^	^^^	^^^	^^^	\$10,000
	409	390	Bank Service Charges/Fees	^^^	^^^	^^^	^^^	^^^	\$24
			Department 472 TOTALS	\$0	\$0	\$0	\$0	\$0	\$10,024

REVOLVING LOAN PROGRAM

The Historic District Revitalization Revolving Loan Program provides low-interest loans to individuals living in the Historic District and individuals starting businesses in the Borough of Gettysburg. Two separate loans have been implemented in this program to fill identified needs of the community.


The program's first goal is to assist residential property owners in the Historic District with property maintenance and improvement, as well as updating the exteriors of their buildings by providing low-interest loans via the Residential Property Maintenance and Improvement Loan.

The second goal of the program is to identify and assist new and viable small businesses in the Historic District by providing gap funding for working capital via the Emerging Microenterprise Loan. This loan is outlined in this brochure.



The Emerging Microenterprise Loan strives to create jobs through diversification of the borough's economy.

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Emerging Microenterprise Loan

EMERGING MICROENTERPRISE LOAN

The Emerging Microenterprise Loan is designed to provide working capital for businesses with 10 or fewer employees, one or more of whom owns the business. Loans must be used to fund short-term expenses, such as staff wages, monthly rent, office supplies, travel expenses, inventory etc. The business must be near opening by the time the loan is disbursed and cannot have started operations more than 2 years ago. The business must also be located within the borough of Gettysburg.

The minimum required amount for this loan is \$25,000 and the maximum amount is \$75,000. Upon completion of the loan application and necessary paperwork, the Loan Review Committee will approve or deny each loan. To maximize the probability of approval, please ensure that all requirements listed in this brochure are met.



TERMS OF THE LOAN AND REPAYMENT


This commercial loan has a term between 5-10 years and payments must be made monthly. Applications for this loan will be accepted from January 1st to March 30th. Applicants will receive news of the status of their application by May 1st. Interest rates for commercial loans are fixed for the term and vary between 4.50% and 8.00%, dependent on need and past credit history.

Loans can only be used for working capital and cannot exceed the total amount of short-term costs. Businesses that have not yet opened will have their loan disbursed within 30 days of beginning operations. Each individual who owns at least 20% of the microenterprise must complete an application and sign a Personal Guarantee.

LOAN REQUIREMENTS

- Must own or start a business with 10 or fewer employees that has been open no longer than 2 years.
- Must be current on all taxes.
- Must provide evidence of a FICO credit score greater than or equal to 670.
- Completion of the appropriate loan application and payment of application fee by March 30th.
- Proof of insurance.
- Individual and business tax returns.
- A 5-year business plan.
- A budget projecting yearly business expenses.
- A personal financial statement.
- Proof of ownership of business.
- Signature of a Personal Guarantee.

To see the full list of required paperwork and criteria, please observe the requirements checklist located at the end of each loan application. For information regarding interest rates, review the interest rate tables posted on the website. Please do not hesitate to reach out with questions or to get started on an application today!



**Table 85 – Revolving
Loan Fund Department
409 (General Government
Administration)**

Fire Protection Fund (03)

This fund was created on December 9, 2013 when Borough Council enacted a .2500 mill annual tax assessed on property in the Borough. This taxing level remained constant in subsequent years and remains at 0.2500 mills for FY2021. These funds are dedicated for the purpose of supporting fire protection services within the Borough.

The Borough collects the tax revenue and then the fire company submits expenses for reimbursement. As such, it is essentially a pass-through – money in-and-out transactions. The anticipated revenue and disbursements for fiscal year 2021 is \$123,800.

Tables 86 and 87 show the fund's revenue sources and expenditures, respectively.

Table 86 – Fire Protection Fund Department 301 (Real Property Tax)

Revenues	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	301	110	Fire Services Tax - Current	\$127,000	\$125,000	\$125,000	\$122,500	\$121,300	\$121,300
	301	210	Fire Services Tax - Delinquent	^^^	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
			Department 301 TOTALS	\$127,000	\$125,000	\$127,500	\$125,000	\$123,800	\$123,800

Table 80 – Fire Protection Fund Department 411 (Fire Expenses)

Expense	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	411	000	Fire Department Expenses	\$127,000	\$127,500	\$127,500	\$127,500	\$123,800	\$123,800
			Department 411 TOTALS	\$127,000	\$127,500	\$127,500	\$127,500	\$123,800	\$123,800

Company K Monument Fund (05)

The Company K Monument Fund, a fiduciary fund, was established after the completion of the Company K Monument on Lincoln Square. Funds to construct the monument were obtained from private individuals, businesses, and local government. Moneys in excess of the initial construction costs were presented to the Borough for future maintenance needs of the monument. Those funds have been invested in certificates of deposit (CDs).

No formal budget tabulation is required for this fund.

Eichelberger-Stahle Charity Fund (66)

The Eichelberger – Stahle Charity Fund, a fiduciary fund, was established many years ago by two philanthropic families for the purpose of assisting needy families of Gettysburg Borough.

The fund's assets are currently invested in a certificate of deposit (CD). Each year, the annual interest earnings of approximately \$25 are distributed to two needy families.

No formal budget tabulation is required for this fund.

(CDBG) Community Development Block Grant Fund (04))

The Community Development Block Grant (CDBG) is a grant funded by the Federal Department of Housing and Urban Development (HUD) and administered by the Pennsylvania Department of Community and Economic Development (DCED). Also known as the ‘SCP’ (Small Communities Program), the Commonwealth of Pennsylvania annually distributes these federal funds to eligible ‘entitlement communities’ using a formula outlined in State Act 179. Though the program is considered an entitlement, a lengthy annual application must be filed which outlines a revised “Community Development Plan” and projected use of CDBG funds over the next three years. The application is reviewed by DCED to guarantee that the funds will be utilized according to the federal regulations governing the CDBG Program, and is regularly monitored by DCED officials to ensure compliance with those regulations.

The program goals and objectives of the Pennsylvania CDBG Program as outlined in the annual Consolidation Plan for DCED are:

- To assist communities in preparing community development plans designed

to address significant needs of the low-to-moderate income areas,

- To assist communities in administering community development projects designed to address a number of significant community development needs as identified in the Community Development Plan, and
- To encourage and to assist communities to focus upon and address housing and community facility problems; and to pursue economic development and commercial revitalization activities through public/private investment initiatives that will result in the development and expansion of job opportunities within the Commonwealth.

Each activity proposed in the annual CDBG application must meet at least one of three national objectives:

- To principally benefit low-to-moderate income persons and families
- To aid in the prevention or elimination of slums or blight, or
- To meet other community development needs of a particular urgency.

The revenues and expenditures in this fund are disbursed over a period of 3 to 5 years for each program year. Gettysburg Borough Council has dedicated the monies from these funds to the

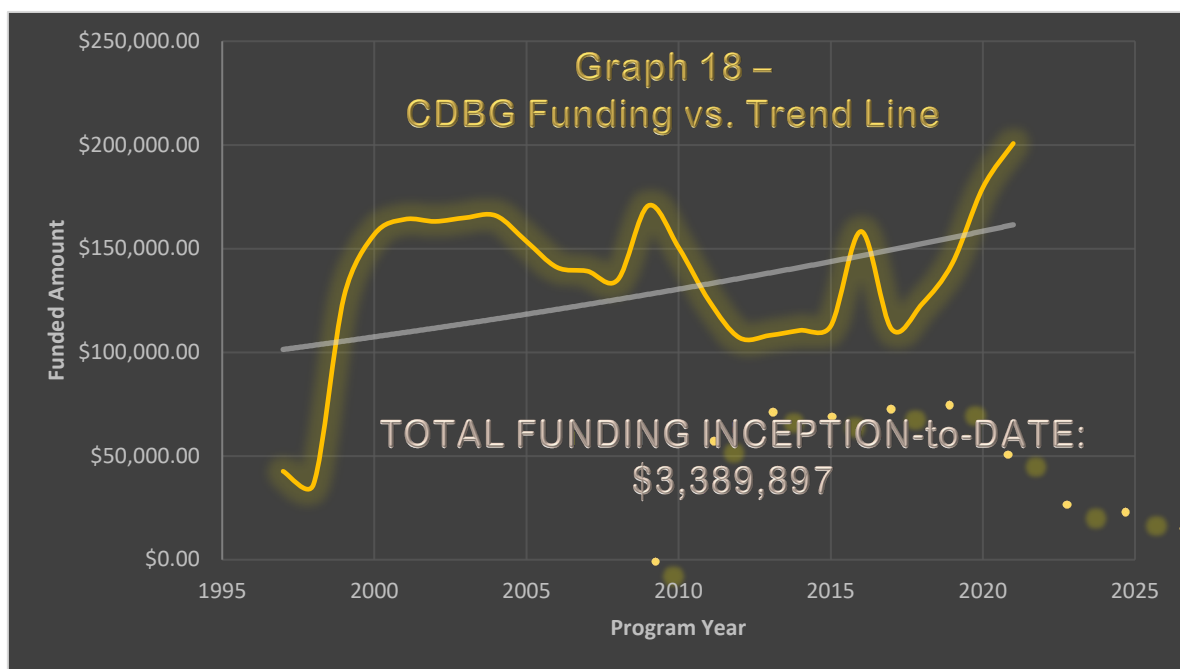


Table 88 – Community Development Block Grant Fund Department 341 (Interest Earnings)

Revenue	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	341	010	Interest on Checking	^^^	\$6	\$5	\$7	\$7	\$7
			Department 341 TOTALS	\$0	\$6	\$5	\$7	\$7	\$7

Table 89 – Community Development Block Grant Fund Department 351 (HUD – CDBG Grant)

Revenue	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	351	900	HUD - CDBG	\$158,289	\$110,000	\$110,000	\$143,058	\$179,441	\$130,316
	351	901	HUD - CDBG - CV	^^^	^^^	^^^	^^^	^^^	\$70,413
			Department 351 TOTALS	\$158,289	\$110,000	\$110,000	\$143,058	\$179,441	\$200,729

Table 90 – Community Development Block Grant Fund Department 462 (HUD – Community Development)

Expenditure	Dept.	Object	Description	2016	2017	2018	2019	2020	2021
	462	310	Administrative Costs	\$5,247	\$7,601	\$5,000	\$3,000	^^^	^^^
	462	720	Non-Building Improvements	\$141,095	\$150,688	\$105,000	\$140,058	\$179,441	\$50,000
			Department 462 TOTALS	\$146,342	\$158,289	\$110,000	\$143,058	\$179,441	\$50,000

construction required to bring the Borough's sidewalk ramps and crossings into compliance with Americans with Disabilities Act (ADA).

In the application for these grants, the Borough has to prepare a budget in advance outlining the use of the funds, which is approved by Borough Council after two mandated public comment periods. For the first time in many years, Council has voted to direct CDBG Funds in a different direction beginning in FY2021 – the reconstruction of South Street, which qualifies for the use of CDBG Funds as it is a designated emergency route to Gettysburg Hospital. All CDBG funding from its inception to date is represented in **Graph 18**.

Revenues

Total revenue in 2021 is broken into two categories:

- The normal allocation and
- the COVID-19 CARES ACT funding, known as CDBG-CV.

\$130,316 is allotted for normal CDBG activity, while \$70,413 is allotted for CDBG-CV, for a total CDBG allocation of \$200,729. Revenue sources are shown in **Tables 88 and 89**.

Department 341 Interest Earnings

Object 010

Interest on Checking

Interest revenue from checking account.

Department 351 Federal Capital Grants

Object 900

Federal Capital Grants

This represents the 2021 federally funded amount of CDBG funds.

Object 901

Federal Capital Grants

This represents the 2020 allotment associated with the COVID-19 CARES Act (CDBG-CV).

Expenditures

Total expenditures in 2021 are expected to total \$50,000. CDBG expenditures in 2021 are described in **Table 90**.

Department 462 HUD – Community Development

Object 720

Non-Building Improvements

Pays for the partial construction of South Street. CDBG Funds in 2022 will also be allocated for South Street construction.

3-Year Community Development Plan For Program Years 2020, 2021, and 2022

Each year the Borough is required to update its three-year plan for use of CDBG Funds. The 2021 update is presented below.

Incidence and Concentration of Low and Moderate Income and Minority Persons

The 2011-2015 American Community Survey indicates that 58% of Gettysburg's population are low to moderate income. This is a 26% increase from the 2006-2010 American Community Survey, when the percentage of low to moderate income persons in Gettysburg was found to be 46%. This 26% increase from 2010 to 2015 can be contrasted with a 0.2% decrease in the overall population of the Borough during the same time period. Given that the Borough's economy is largely driven by tourism and the service industry which do not typically produce high-wage jobs, we do not anticipate these trends to change significantly in near future.

Gettysburg Borough exhibits proportionally high minority populations when compared to the Adams County as a whole, according to the 2011-2015 American Community Survey. The Borough's minority population was 20%, while the County-wide proportion of minorities was only 7.7% during the same time period. Gettysburg also has the highest proportion of Black/African American residents in Adams County at 8%, compared to 1.5% in the County as a whole.

Within Gettysburg Borough, concentrations of both minorities and low to moderate income populations are highest within census tract 315.02, which is the area that the proposed community improvements are located.

Community Development Needs**Housing**

Over the past 25 years, the Borough has used CDBG allocations to leverage other funding sources to eliminate several blighted properties, including the former Agricultural Hall on West High and Franklin Streets (now fully occupied 12-unit Frederick Douglass Townhouse Project), the former Brandon Trailer Court on South Washington Street known now as the Diggs-Monroe site, and the 16-unit "Scattered Site Housing Project" on South Washington and Breckenridge Street. Home ownership projects

administered by Pennsylvania Interfaith Community Programs, Inc. (PICPI), formerly the Adams County Interfaith Housing Corporation, South Central Community Action Programs and the non-profit Habitat for Humanity have rehabilitated or constructed 24 houses at various locations and placed new homeowners in them. Adams County Interfaith Housing Corporation has completed two duplex units on the Diggs Monroe site on South Washington Street and has completed the initial planning and design stages for the rehabilitation of 62-64 Breckenridge Street. Adams County Habitat for Humanity has completed its project at 264-266 South Washington Street and another duplex at 92-94 North Fifth Street. The Pennsylvania Interfaith Community Programs, Inc. (PICPI) recently completed rehabilitation of what was 62-64 Breckenridge Street, located within the Elm Street neighborhood of the Borough. The house was sold to an eligible low-moderate income family.

Despite these efforts, there remains a housing shortage in the Borough, and the County generally, especially for single-parent families with children, the elderly, and minorities. Presently, a third of Borough households continue paying more than 50 percent of their incomes in rent and utilities. Pennsylvania Interfaith Community Programs, Inc. consistently has a waiting list for its three senior apartment projects in the Borough and continues to receive inquiries.

Additionally, the Borough began planning for the implementation of MS4 compliance in 2018, with the incorporation of a new Storm Water Authority in 2019. The Gettysburg Borough Storm Water Authority (GBSWA) invoices each parcel in the Borough a fee based on the number of impervious square feet on each parcel. Landlords pass this burden on to their tenants – many of whom are already low-to-moderate income. The MS4 program will continue in perpetuity, placing further financial strain on the Borough budget in order to adequately comply with the federal MS4 law (Municipal Separate Storm water Sewer System) to meet its pollution reduction goals. This is a significant environmental initiative, of which the Borough is a mandated community. Significant financial resources have been diverted toward compliance with this unfunded

federal mandate, at the expense of investments in housing programs.

While addressing ongoing housing shortage and affordability must remain a priority, developing a successful strategy to alleviate it continues to be a vexing challenge for the Borough. While the Borough has moved ahead with several initiatives to address housing problems, budgetary issues in the middle of the last decade - presently stabilized - limited the Borough's capacity to address housing supply. Presently, the necessity to address ADA compliance and accessibility issues (noted in the *South Street Reconstruction* project) has forced the Borough to scale back funding for housing programs.

Public/Community Facilities and Improvements

1. *South Street Light Project - Designated Emergency Route to Gettysburg Hospital Safe Routes to School*

South Street intersects with the main thoroughfare in Gettysburg Borough – Baltimore Street. Both are essential arteries to traverse the community on foot, bike, vehicle, and public transit. South Street is situated in a historically underrepresented area of the Borough, both in terms of minority residential populations and lower socioeconomic lifestyle. It is a designated emergency route to Gettysburg Hospital and is utilized regularly by many children walking to and from the nearby Lincoln Elementary School and the Gettysburg Area Middle School. South Street has been in serious disrepair for many years – with many potholes and heaved sidewalks. It is a hazard to persons with disabilities and is dimly lit at nighttime. Upgrades to the street are necessary for the Borough to adequately deliver municipal services to underserved populations related to the health, safety, and welfare of the community.

The Borough has allocated all of the 2019 program year funds to install Street Lights on South Street in 2021.

2. *South Street Sidewalks Project – Designated Emergency Route to Gettysburg Hospital Safe Routes to School*

Through a planning process in the middle part of the last decade, the Borough established an Elm Street District, which designated a substantial part of the Borough's Third Ward (located along South Washington and Breckenridge Streets) as an Elm Street neighborhood in April 2008, which is now known as "Olde Getty Place". Like other Elm Street Communities around the Commonwealth, this program was designed to strengthen an older, historic neighborhood beset by lower property values, a negative image, and perceptions of poor public safety. In the future, if money becomes available, funding will be targeted in this neighborhood for a variety of projects. South Street is a part of the Elm Street District, and Olde Getty Place had been seeking grants to construct the street over the past 5 years. For various reasons beyond the control of both Elm Street and the Borough, these grant funding sources have never materialized. South Street is now in such disrepair that the Borough can no longer wait for grant funding and must use its 2020 Program Year allocation to remedy the problems on South Street.

The Borough proposes to allocate all of the 2020 program year funds to the redevelopment of South Street. The Borough is moving forward with engineering the work for the reconstruction project in 2020 and use CDBG 2020 allocation on to construct curbing and sidewalks in 2022.

3. *Intersection Sidewalk and Ramp Reconstruction to Comply with Americans with Disabilities (ADA) Regulations*

Gettysburg Borough has been subject to several lawsuits regarding handicapped accessibility. Because of this litigation, identifying programs and funding to resolve this condition is a priority of Borough officials. The Borough has set aside over \$1,000,000.00 in previous CDBG programs to address compliance issues. The Borough has allocated 2018 Program Year CDBG funds for this. The attached Figures depict the number of

intersections completed through the 2018 Program Year and the 2019/2020 construction seasons.

Current ADA regulations are being followed to set the proper degree of slope and install detectable warning domes on all ramp runs in the Borough. These public improvements will benefit all those with disabilities who either live or visit the Borough.

CDBG funds are being utilized through Program Year 2018 to continue the long-range plan to bring the intersections of all streets and alleys into ADA compliance. As the potential for litigation continues to loom over the Borough until all ramps are in compliance, the leaders of Gettysburg continue to make ADA compliance a priority. The Borough may return to these types of requests in future years after South Street (noted above) is completed.

4. Borough Recreation Park

The Borough utilized \$20,000 from the 2009 and 2010 CDBG Programs to fund a masterplan study of the Borough's Recreation Park, a 52-acre recreation park with seven baseball and softball fields, a football field, three pavilions, two basketball courts, three playgrounds, an amphitheater, a 20-station fitness trail, and a skate park.

While funding will be required to carry out the plan's recommendations, there are no additional requests in the 2020 program designated for the Recreation Park because of other funding priorities, as described above. The Park's master plan was completed in 2013.

Public Services/Economic Development

Since the inception of the CDBG program, the Borough has provided strong support for a variety of programs run by local social service agencies, such as the South-Central Community Action Programs, Pennsylvania Interfaith Housing Corporation, the Adams County Housing Authority, and El Centro. This has generally

meant providing the full 15 percent allowance towards Public Service Activities (generally staff) as well as funds for the rehabilitation of existing or new facilities. Because of the Borough's infrastructure priority to bring street and alley intersections into ADA compliance and the reconstruction of South Street, there are no requests for public service activities in the 2020 application.

Community Development Objectives

The following Community Development Objectives address the needs of low-to-moderate income Borough residents:

Public/Community Facilities and Improvements:

- Continue to bring intersections of Borough Streets and alleys into ADA compliance utilizing CDBG Funds through Program Year 2018, and
- Address the poor lighting conditions on South Street (an emergency route to Gettysburg Hospital and route to the Lincoln Elementary School and the Gettysburg Middle School) by utilizing 2019 CDBG Program year funds to install street lighting.
- Address the poor sidewalk and accessibility conditions on South Street by utilizing 2020 CDBG Program year funds to rebuild sidewalks.

Housing

- Once the Borough brings its street and alley intersections into ADA compliance and South Street is reconstructed, continue to work toward correcting blighted housing, including working in partnership with PCPI, SCAAP, and other developers to promote more home ownership opportunities.
- Work in partnership with Borough residents to implement the housing goals with the Elm Street Program, which includes targeted efforts to improve housing and the neighborhood streetscape.
- Develop strategies for low-and-moderate income housing through the Central Adams County Joint Comprehensive Plan with the

Borough and neighboring Cumberland and Straban townships.

Public Services/Economic Development

- Continue to provide service activity support for the Borough's social service agencies.

Activities Plan to Meet Community Development Objectives

One-Year Plan

Public/Community Facilities and Improvements:

- Provide \$120,709.00 from CDBG FY 2019 to the Borough of Gettysburg to provide for the South Street Lighting project, and
- An additional \$6000.00 for program administrative efforts, and
- Provide \$130,289.00 from CDBG FY 2020 to the Borough of Gettysburg to provide for sidewalks and curbing of the South Street Sidewalks project, and
- Utilize the remainder of CDBG Program year funding through 2018 to bring identified intersections into ADA compliance.

Housing:

- There are no allocations proposed for this category in the 2020 Program Year.

Public Services/Economic Development:

- There are no allocations proposed for this category in the 2020 Program Year.

Three-Year Plan

Public/Community Facilities and Improvements:

- As many of the Borough ADA compliance objectives have been met, the Borough will reassess beginning in CDBG Program Year 2021 other community needs. These needs may include the following:
 - A continued focus on the long-range program to bring intersections of the Borough streets and alley intersections into ADA compliance,
 - The need for additional public parking garage(s), which may require the acquisition of land, and
 - The need to build a community center to

meet the growing service demands of the public (the Borough, through a gift from a private citizen, has acquired the location of a future Community Center).

Housing

- Once the Borough brings its streets and alley intersections into ADA compliance and South Street is reconstructed, continue to place a high priority on the elimination of the remaining blighted properties in the Borough, and look for better leveraging of CDBG dollars against other funds to encourage home ownership and rehabilitation, subject to the completion of the Borough's infrastructure priorities.
- Work to encourage the Boroughs' neighboring municipalities to develop more low-and- moderate income housing through a more earnest effort at regional planning initiatives (utilizing the recently adopted Regional Comprehensive Plan).

Public Service/Economic Development:

- Once the Borough brings its streets and alley intersections into ADA compliance and South Street is reconstructed, consider continuing levels of support for South Central Community Action Programs; Pennsylvania Interfaith Community Programs, Inc.; El Centro and others, with particular emphasis on positions that best leverage other sources of funding and will become independent within three years. Place particular emphasis on new programs that benefit the growing Hispanic population and the minority population, subject to the completion of the Borough's infrastructure priorities.

Gov. Wolf Puts Statewide COVID-19 Mitigation Efforts in Effect, Stresses Need for Every Pennsylvanian to Take Action to Stop the Spread

March 16, 2020

Healthcare, Press Release, Public Health

Governor Tom Wolf today announced that mitigation efforts put into effect over the past few days in Montgomery, Delaware, Bucks, Chester and Allegheny counties will now be in effect statewide, beginning at 12:01 a.m., Tuesday, March 17.

"Earlier today, New Jersey, New York and Connecticut imposed similar restrictions, and I thank the residents of these states for joining Pennsylvania in working together to halt the spread of COVID-19," Gov. Wolf said. "I know the next few weeks will be challenging. There is no reason to be fearful, or to panic, but we need to take this disease seriously. Please, stay home. Make as few in-person contacts as you can."

Guidance previously announced for Montgomery, Delaware, Bucks, Chester and Allegheny counties will now expand statewide as of 12:01 a.m., Tuesday, March 17, continuing for 14 days. This guidance applies to all 67 counties in the commonwealth.

Gov. Wolf is permitted under law to enforce closures; however, the governor's approach is to reinforce that it is incumbent on all of us to help mitigate the spread, knowing that compliance can help to protect customers, employees, and the community. The administration supports local law enforcement, permitting entities, and local officials to enforce if needed. The governor does not want to expend valuable resources from the state police and PA National Guard because irresponsible people choose not to do the right thing.

Statewide Mitigation Efforts beginning at 12:01 a.m., Tuesday, March 17 include:

- All restaurants and bars close their dine-in facilities to help stop the spread of COVID-19. Businesses that offer carry-out, delivery, and drive-through food and beverage service may continue to do so but eating and drinking inside restaurants and bars is temporarily prohibited.
- A no-visitor policy for correctional facilities and nursing homes has been implemented and will be evaluated for other facilities.
- Freedom of travel will remain, but all Pennsylvanians are asked to refrain from non-essential travel.
- All child care centers licensed by the commonwealth close as of Tuesday, March 17 and will be re-evaluated at the conclusion of the 14-day statewide closures. Philadelphia County families should check with their child care facilities to determine status of business operations.
- Adult day care centers, adult training facilities, Provocations facilities, LIFE centers and Senior Community Centers close beginning Tuesday, March 17 and will be re-evaluated at the conclusion of the 14-day statewide closures.
- Essential State, County, and Municipal services will be open: police, fire, emergency medical services, sanitation, and essential services for vulnerable populations.
- Supermarkets, pharmacies, and gas stations will remain open. The administration issued guidance for non-essential businesses, such as gyms, movie theaters and shopping malls during county-specific mitigation periods to protect employees, customers, and suppliers and limit the spread of the virus through personal contact and surfaces. Additional statewide business guidance is forthcoming.
- Governor Tom Wolf announced on March 13 that all K-12 Pennsylvania Governor Tom Wolf announced on March 13 that all K-12 Pennsylvania schools will be closed for 10 business days effective Monday, March 16.
- The Wolf Administration strongly encourages the suspension of large gatherings, events, conferences of more than 10 people, and per White House guidelines, ask that individuals and groups cancel any gatherings planned over the next eight weeks.
- The Wolf Administration encourages religious leaders to exercise discretion in order to mitigate the spread of illness.
- Restricted visitors in state centers to ensure health and safety for individuals with an intellectual disability.
- Restricted visitors in assisted living and personal care homes to minimize exposure to our seniors and individuals with disabilities.

Commonwealth Employees

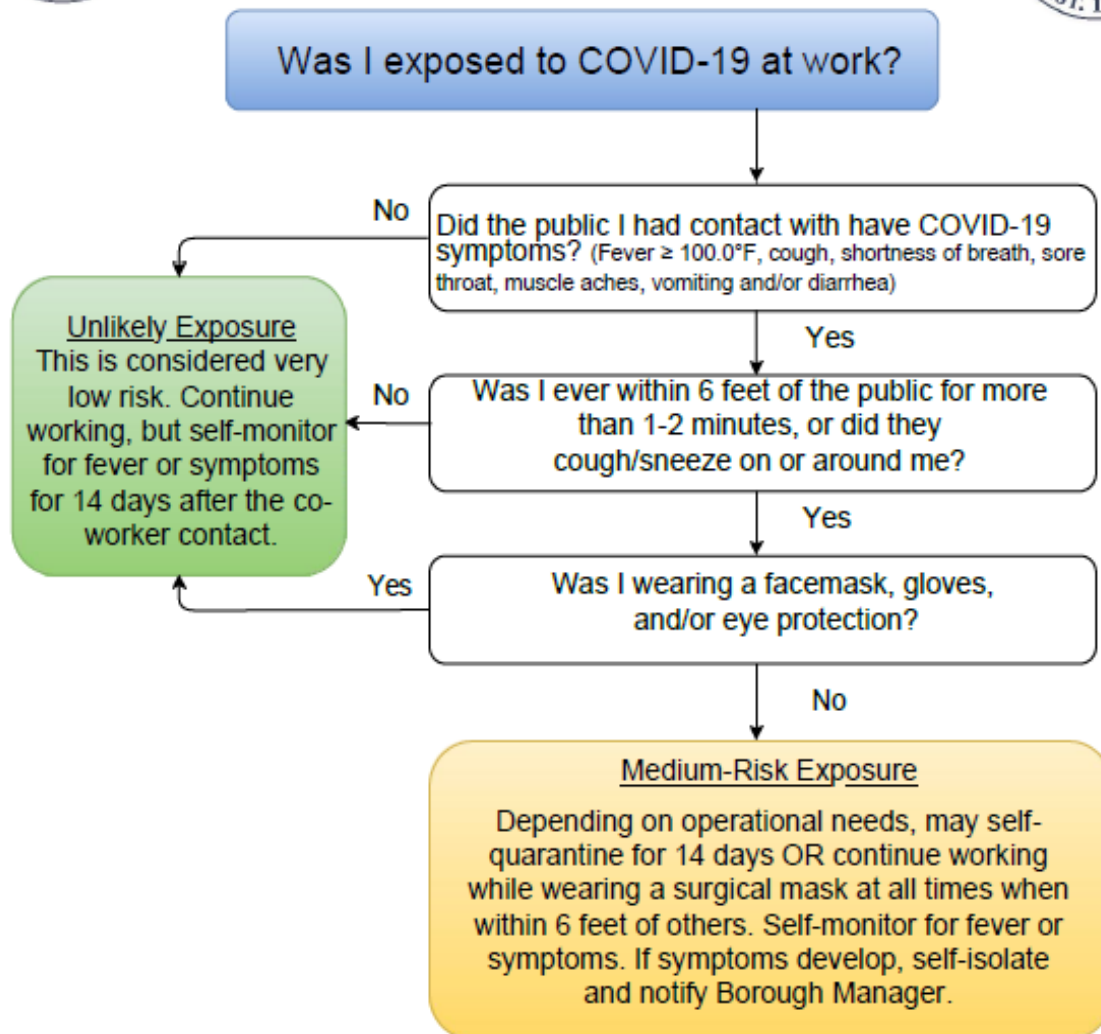
- The Office of Administration will provide a message to all commonwealth employees regarding telework.
- Individuals will be instructed to work from home if feasible.
- The commonwealth is authorizing a 10 workday paid absence for individuals who don't have telework capabilities.
- Commonwealth facilities that provide essential services will remain open.
- County-administered facilities will follow the same procedures as those of the state.

The Department of Health stressed the role Pennsylvanians play in helping to reduce the spread of COVID-19:

- Wash your hands with soap and water for at least 20 seconds or use hand sanitizer if soap and water are not available.
- Cover any coughs or sneezes with your elbow, not your hands.
- Clean surfaces frequently.
- If you are sick, stay home until you are feeling better.



Gettysburg Borough COVID-19 Exposure and Return to Work Algorithms



Recognize that symptoms can develop at any time without a known exposure, often several days after the exposure occurred. Care should be taken at all times to self-monitor while there is person-to-person spread within our community. If at anytime you become ill (even if at work), self-isolate and notify the Borough Manager.

These guidelines were developed from the CDC recommendations and are subject to change based on individual circumstances, available science, best practices, and the changing needs of the Borough.

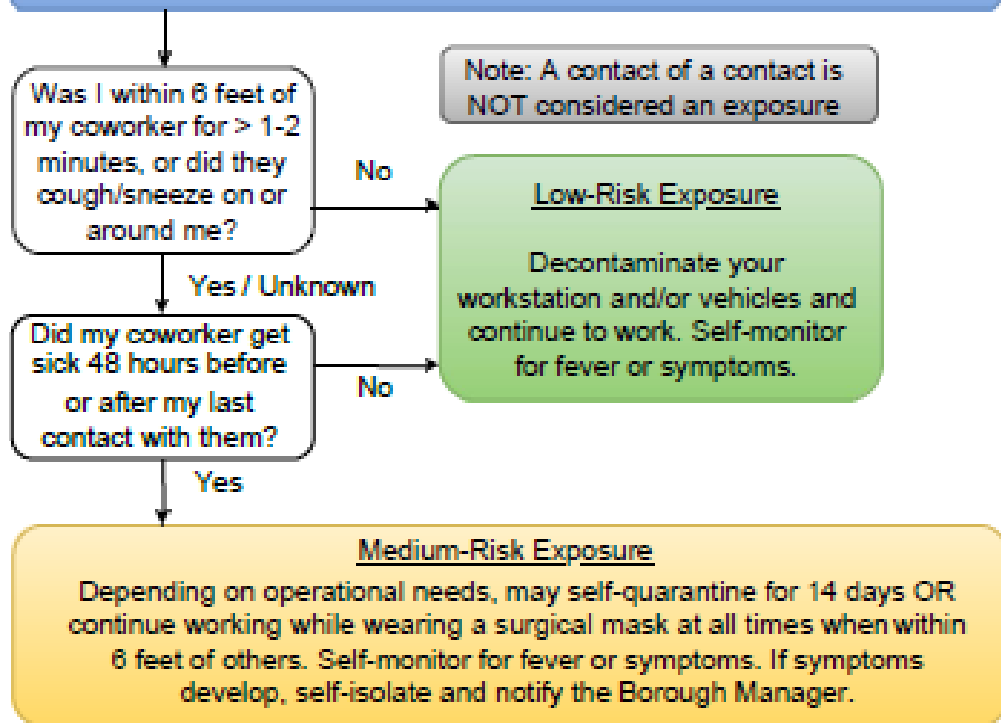
The **KEYS** to staying healthy, preventing spread of COVID-19, and protecting the workforce is to wear your mask, wash your hands and stay home if you do not feel well!



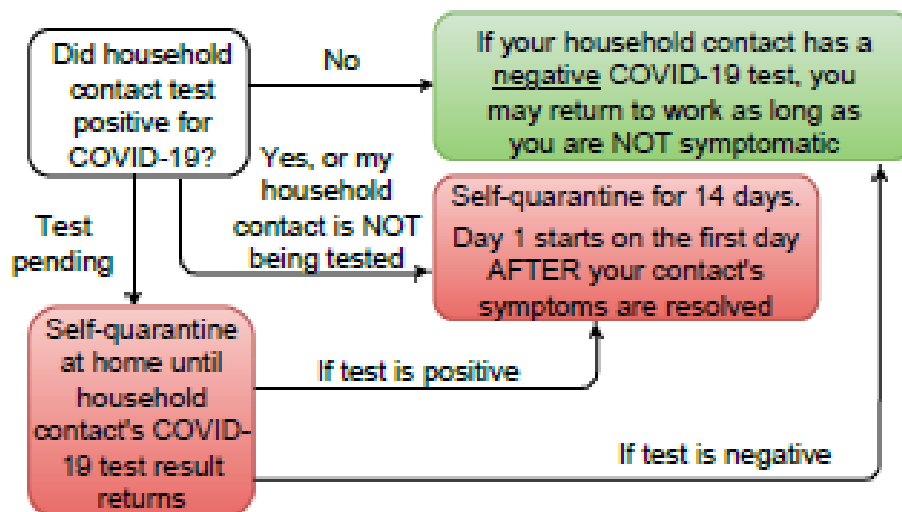
Gettysburg Borough COVID-19 Exposure and Return to Work Algorithms



What if I have a sick coworker who may have COVID-19?

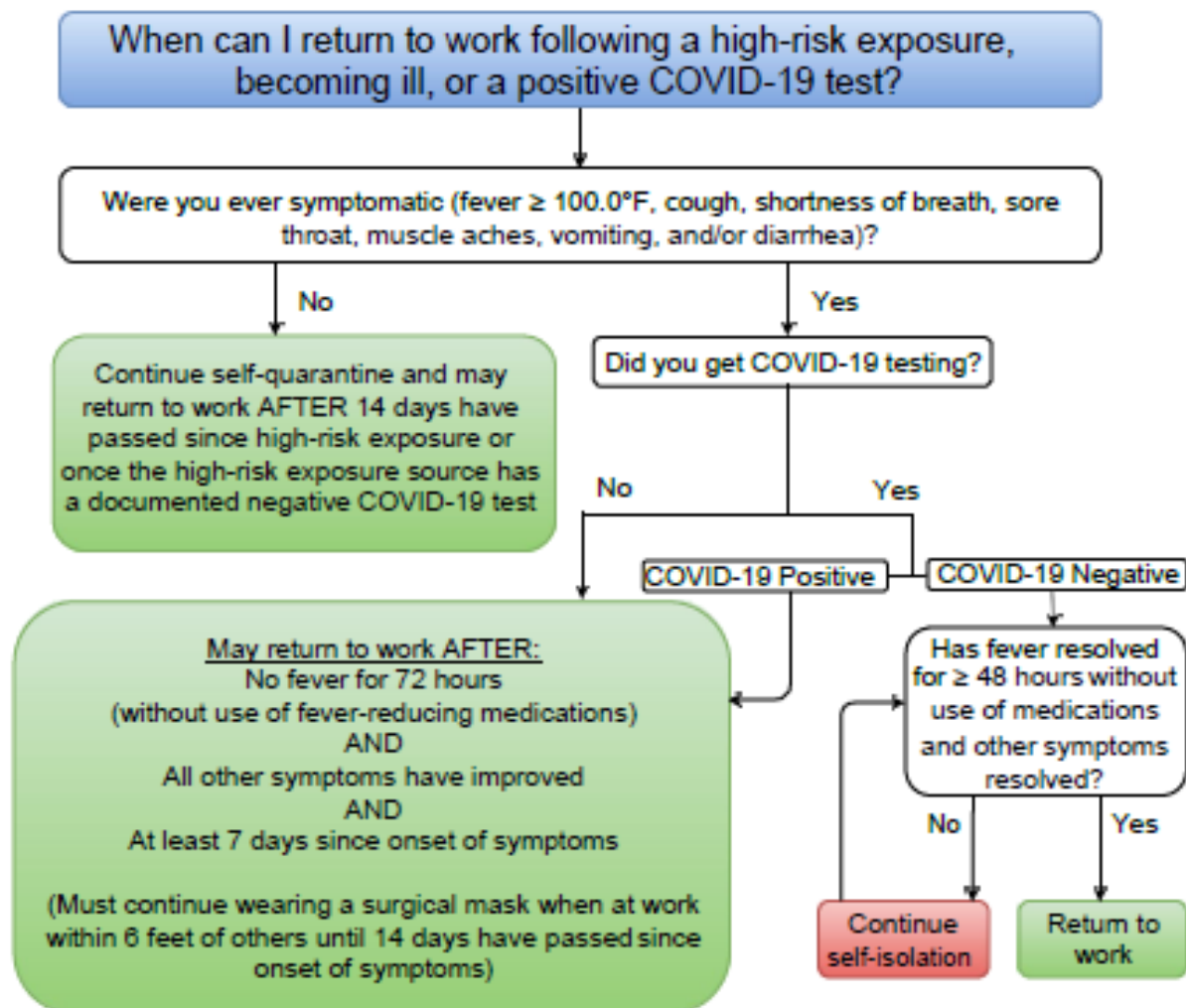


What if I have a sick household contact with possible COVID-19?





Gettysburg Borough COVID-19 Exposure and Return to Work Algorithms



HEALTH AND SAFETY (35 PA.C.S.) AND JUDICIAL CODE (42 PA.C.S.) -
OMNIBUS AMENDMENTS

Act of Apr. 20, 2020, P.L. , No. 15

Cl. 35

Session of 2020
No. 2020-15

SB 841

AN ACT

Amending Titles 35 (Health and Safety) and 42 (Judiciary and Judicial Procedure) of the Pennsylvania Consolidated Statutes, providing for the Health Care Cost Containment Council, for its powers and duties, for health care cost containment through the collection and dissemination of data, for public accountability of health care costs and for health care for the indigent; providing for COVID-19 disaster emergency; in local organizations and services, further providing for general authority of political subdivisions; and, in Uniform Unsworn Foreign Declarations Act, further providing for heading of chapter, for short title of chapter, for definitions, for applicability and for form of unsworn declaration.

The General Assembly of the Commonwealth of Pennsylvania hereby enacts as follows:

Section 1. Title 35 of the Pennsylvania Consolidated Statutes is amended by adding a part to read:

PART II
REGULATED ENTITIES

Chapter

33. Health Care Cost Containment

CHAPTER 33
HEALTH CARE COST CONTAINMENT

Sec.

- 3301. Short title of chapter.
- 3302. Definitions.
- 3303. Health Care Cost Containment Council.
- 3304. Powers and duties of council.
- 3305. Data submission and collection.
- 3306. Data dissemination and publication.
- 3307. Mandated health benefits.
- 3308. Right-to-Know Law and access to council data.
- 3309. Special studies and reports.
- 3310. Enforcement and penalty.
- 3311. Research and demonstration projects.
- 3312. Grievances and grievance procedures.
- 3313. Antitrust provisions.
- 3314. Contracts with vendors.
- 3315. Reporting.
- 3316. Severability.
- 3317. Expiration.

§ 3301. Short title of chapter.

This chapter shall be known and may be cited as the Health Care Cost Containment Act.

§ 3302. Definitions.

The following words and phrases when used in this chapter shall have the meanings given to them in this section unless the context clearly indicates otherwise:

"Ambulatory service facility." A facility licensed in this Commonwealth which is not part of a hospital and which provides medical, diagnostic or surgical treatment to patients not

requiring hospitalization, including ambulatory surgical facilities, ambulatory imaging or diagnostic centers, birthing centers, freestanding emergency rooms and any other facilities providing ambulatory care which charge a separate facility charge. The term does not include the offices of private physicians or dentists, whether for individual or group practices.

"Charge" or "rate." The amount billed by a provider for specific goods or services provided to a patient, prior to any adjustment for contractual allowances.

"Council." The Health Care Cost Containment Council.

"Covered services." Any health care services or procedures connected with episodes of illness or injury that require either inpatient hospital care or major ambulatory service, including any initial and follow-up outpatient services associated with the episode of illness or injury before, during or after inpatient hospital care or major ambulatory service. The term does not include routine outpatient services connected with episodes of illness that do not require hospitalization or major ambulatory service.

"Data." Data collected by the council under section 3305 (relating to data submission and collection). The term includes raw data.

"Data source." The term includes a provider.

"Health care facility." A general or special hospital, including:

- (1) Psychiatric hospitals.
- (2) Kidney disease treatment centers, including freestanding hemodialysis units.
- (3) Ambulatory service facilities.
- (4) Hospices, including hospices operated by an agency of State or local government.

"Health care insurer." As follows:

- (1) A person, corporation or other entity that offers administrative, indemnity or payment services for health care in exchange for a premium or service charge under a program of health care benefits, including, but not limited to:

- (i) An insurance company, association or exchange issuing health insurance policies in this Commonwealth governed by the act of May 17, 1921 (P.L.682, No.284), known as The Insurance Company Law of 1921.

- (ii) A hospital plan corporation as defined in 40 Pa.C.S. Ch. 61 (relating to hospital plan corporations).

- (iii) A professional health service corporation as defined in 40 Pa.C.S. Ch. 63 (relating to professional health services plan corporations).

- (iv) A health maintenance organization governed by the act of December 29, 1972 (P.L.1701, No.364), known as the Health Maintenance Organization Act.

- (v) A third-party administrator governed by Article X of the act of May 17, 1921 (P.L.789, No.285), known as The Insurance Department Act of 1921.

- (2) The term does not include:

- (i) Employers, labor unions or health and welfare funds jointly or separately administered by employers or labor unions that purchase or self-fund a program of health care benefits for their employees or members and their dependents.

- (ii) The following types of insurance or any combination thereof:

- (A) Accident only.
 - (B) Fixed indemnity.
 - (C) Hospital indemnity.
 - (D) Limited benefit.
 - (E) Credit.
 - (F) Dental.

- (G) Vision.
- (H) Specified disease.
- (I) Medicare supplement.
- (J) Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) supplement.
- (K) Long-term care or disability income.
- (L) Workers' compensation.
- (M) Automobile medical payment insurance.

"Health maintenance organization." An organized system which combines the delivery and financing of health care and which provides basic health services to voluntarily enrolled subscribers for a fixed prepaid fee, as defined in the Health Maintenance Organization Act.

"Hospital." An institution licensed in this Commonwealth which is:

- (1) A general, mental, chronic disease or other type of hospital.
- (2) A kidney disease treatment center, including kidney disease treatment centers operated by an agency of State or local government.

"Major ambulatory service." Surgical or medical procedures, including diagnostic and therapeutic radiological procedures, commonly performed in hospitals or ambulatory service facilities, which are not of a type commonly performed, or which cannot be safely performed, in physicians' offices and which require special facilities such as operating rooms or suites or special equipment such as fluoroscopic equipment or computed tomographic scanners, or a postprocedure recovery room or short-term convalescent room.

"Medical procedure incidence variations." The variation in the incidence in the population of specific medical, surgical and radiological procedures in any given year, expressed as a deviation from the norm, as these terms are defined in the classical statistical definition of "variation," "incidence," "deviation" and "norm."

"Payment." The payments that providers actually accept for their services, exclusive of charity care, rather than the charges they bill.

"Payor." Any person or entity, including, but not limited to, health care insurers and purchasers, that make direct payments to providers for covered services.

"Physician." An individual licensed under the laws of this Commonwealth to practice medicine and surgery within the scope of the act of October 5, 1978 (P.L.1109, No.261), known as the Osteopathic Medical Practice Act, or the act of December 20, 1985 (P.L.457, No.112), known as the Medical Practice Act of 1985.

"Preferred provider organization." Any arrangement between a health care insurer and providers of health care services which specifies rates of payment to such providers which differ from their usual and customary charges to the general public and which encourages enrollees to receive health services from such providers.

"Provider." A hospital, a health care facility, an ambulatory service facility or a physician.

"Provider quality." The extent to which a provider renders care that, within the capabilities of modern medicine, obtains for patients medically acceptable health outcomes and prognoses, adjusted for patient severity, and treats patients compassionately and responsively.

"Provider service effectiveness." The effectiveness of services rendered by a provider, determined by measurement of the medical outcome of patients grouped by severity receiving those services.

"Purchaser." Corporations, labor organizations or other entities that purchase benefits which provide covered services for their employees or members, either through a health care insurer

or by means of a self-funded program of benefits, and a certified bargaining representative that represents a group or groups of employees for whom employers purchase a program of benefits which provide covered services, but excluding any entity defined in this section as a "health care insurer."

"Severity." In any patient, the measurable degree of the potential for failure of one or more vital organs.

§ 3303. Health Care Cost Containment Council.

(a) Establishment.--The Health Care Cost Containment Council is established as an independent council.

(b) Composition.--The council shall consist of voting members, composed of and appointed in accordance with the following:

- (1) The Secretary of Health.
- (2) The Secretary of Human Services.
- (3) The Insurance Commissioner.

(4) Six representatives of the business community, at least one of whom represents small business, who are purchasers of health care, none of which is primarily involved in the provision of health care or health insurance, three of which shall be appointed by the President pro tempore of the Senate and three of which shall be appointed by the Speaker of the House of Representatives from a list of 12 qualified persons recommended by the Pennsylvania Chamber of Business and Industry. Three nominees shall be representatives of small business.

(5) Six representatives of organized labor, three of which shall be appointed by the President pro tempore of the Senate and three of which shall be appointed by the Speaker of the House of Representatives from a list of 12 qualified persons recommended by the Pennsylvania AFL-CIO.

(6) One representative of consumers who is not primarily involved in the provision of health care or health care insurance, appointed by the Governor from a list of three qualified persons recommended jointly by the President pro tempore of the Senate and the Speaker of the House of Representatives.

(7) Two representatives of hospitals, appointed by the Governor from a list of five qualified hospital representatives recommended by the Hospital and Health System Association of Pennsylvania one of whom shall be a representative of rural hospitals. Each representative under this paragraph may appoint two additional delegates to act for the representative only at meetings of committees, as provided for in subsection (f).

(8) Two representatives of physicians, appointed by the Governor from a list of five qualified physician representatives recommended jointly by the Pennsylvania Medical Society and the Pennsylvania Osteopathic Medical Society. The representative under this paragraph may appoint two additional delegates to act for the representative only at meetings of committees, as provided for in subsection (f).

(8.1) An individual appointed by the Governor who has expertise in the application of continuous quality improvement methods in hospitals.

(8.2) One representative of nurses, appointed by the Governor from a list of three qualified representatives recommended by the Pennsylvania State Nurses Association.

(9) One representative of the Blue Cross and Blue Shield plans of Pennsylvania, appointed by the Governor from a list of three qualified persons recommended jointly by the Blue Cross and Blue Shield plans of Pennsylvania.

(10) One representative of commercial insurance carriers, appointed by the Governor from a list of three qualified persons recommended by the Insurance Federation of Pennsylvania, Inc.

(11) Two individuals appointed by the Governor who have expertise in health economics and outcomes research.

(12) Representatives from the General Assembly as follows:

(i) One Senator appointed by the President pro tempore of the Senate.

(ii) One Senator appointed by the Minority Leader of the Senate.

(iii) One member of the House of Representatives appointed by the Speaker of the House of Representatives.

(iv) One member of the House of Representatives appointed by the Minority Leader of the House of Representatives.

(13) In the case of each appointment to be made from a list supplied by a specified organization, it is incumbent upon that organization to consult with and provide a list which reflects the input of other equivalent organizations representing similar interests. Each appointing authority will have the discretion to request additions to the list originally submitted. Additional names will be provided not later than 15 days after such request. Appointments shall be made by the appointing authority no later than 90 days after receipt of the original list. If, for any reason, any specified organization supplying a list should cease to exist, then the respective appointing authority shall specify an equivalent organization to fulfill the responsibilities set forth in this chapter.

(c) Chairperson and vice chairperson.--The members shall annually elect, by a majority vote of the members, a chairperson and a vice chairperson of the council from the business and labor members of the council.

(d) Quorum.--The council shall establish in the council's bylaws the number of members necessary to constitute a quorum.

(e) Meetings.--All meetings of the council shall be advertised and conducted under 65 Pa.C.S. Ch. 7 (relating to open meetings), unless otherwise provided in this section. The following apply:

(1) The council shall meet at least once every two months and may provide for special meetings as it deems necessary. Meeting dates shall be set by a majority vote of the members of the council or by the call of the chairperson upon seven days' notice to council members. Attendance at the meeting may be accomplished by electronic means so long as each council member attending via electronic means can communicate in real time with the other members of the council and the public.

(2) All meetings of the council shall be publicly advertised, as provided for in this subsection, and shall be open to the public, except that the council, through its bylaws, may provide for executive sessions of the council on subjects permitted to be discussed in such sessions under 65 Pa.C.S. Ch. 7. No act of the council shall be taken in an executive session.

(3) The council shall publish a schedule of its meetings in the Pennsylvania Bulletin, on its publicly accessible Internet website and as provided under 65 Pa.C.S. Ch. 7. The notice shall be published at least once in each calendar quarter and shall list the schedule of meetings of the council to be held in the subsequent calendar quarter. The notice shall specify the date, time and place of the meeting and shall state that the council's meetings are open to the general public, except that no notice shall be required for executive sessions of the council.

(4) All action taken by the council shall be taken in open public session, and action of the council shall not be taken except upon the affirmative vote of a majority of the members of the council present during meetings at which a quorum is present.

(f) Bylaws.--The council shall adopt bylaws, not inconsistent with this chapter, and may appoint such committees or elect such officers subordinate to those provided for in subsection (c) as it deems advisable.

(g) Technical advisory group.--

(1) The council shall appoint a technical advisory group which shall, on an ad hoc basis, respond to issues presented to it by the council or committees of the council and shall make recommendations to the council. The technical advisory group shall include:

- (i) Physicians.
- (ii) Researchers.
- (iii) Biostatisticians.
- (iv) One representative of the Hospital and Healthsystem Association of Pennsylvania.
- (v) One representative of the Pennsylvania Medical Society.

(2) The Hospital and Healthsystem Association of Pennsylvania and the Pennsylvania Medical Society representatives shall not be subject to executive committee approval. In appointing other physicians, researchers and biostatisticians to the technical advisory group, the council shall consult with and take nominations from the representatives of:

- (i) the Hospital Association of Pennsylvania;
- (ii) the Pennsylvania Medical Society;
- (iii) the Pennsylvania Osteopathic Medical Society; or
- (iv) other like organizations.

(3) At its discretion and in accordance with this section, nominations shall be approved by the executive committee of the council. If the subject matter of any project exceeds the expertise of the technical advisory group, physicians in appropriate specialties who possess current knowledge of the issue under study may be consulted. The technical advisory group shall also review the availability and reliability of severity of illness measurements as they relate to small hospitals and psychiatric, rehabilitation and children's hospitals and shall make recommendations to the council based upon this review. Meetings of the technical advisory group shall be open to the general public.

(h) Payment data advisory group.--

(1) In order to assure the technical appropriateness and accuracy of payment data, the council shall establish a payment data advisory group to produce recommendations surrounding the collection of payment data, the analysis and manipulation of payment data and the public reporting of payment data. The payment data advisory group shall include technical experts and individuals knowledgeable in payment systems and claims data. The advisory group shall consist of the following members appointed by the council:

- (i) One member representing each plan under 40 Pa.C.S. Chs. 61 (relating to hospital plan corporations) and 63 (relating to professional health services plan corporations).
- (ii) Two members representing commercial insurance carriers.
- (iii) Three members representing health care facilities.
- (iv) Three members representing physicians.

(2) The payment data advisory group shall meet at least four times a year and may provide for special meetings as may be necessary.

(3) The payment data advisory group shall review and concur with the technical appropriateness of the use and presentation of data and report its findings to the council

prior to any vote to publicly release reports. If the council elects to release a report without addressing the technical concerns of the advisory group, it shall prominently disclose this in the public report and include the comments of the advisory group in the public report.

(4) The payment data advisory group shall exercise all powers necessary and appropriate to carry out its duties, including advising the council on the following:

(i) Collection of payment data by the council.

(ii) Manipulation, adjustments and methods used with payment data.

(iii) Public reporting of payment data by the council.

(i) Compensation and expenses.--The members of the council and any member of an advisory group appointed by the council shall not receive a salary or per diem allowance for serving as members or advisors of the council, but shall be reimbursed for actual and necessary expenses incurred in the performance of their duties. The expenses may include reimbursement of travel and living expenses while engaged in council business.

(j) Terms of council members.--

(1) The terms of the Secretary of Health, the Secretary of Human Services, the Insurance Commissioner and the legislative representatives shall be concurrent with their holding of public office. The council members under subsection (b) (4), (5), (6), (7), (8), (8.1), (8.2), (9), (10), (11) and (12) shall each serve for a term of four years and shall continue to serve thereafter until their successors are appointed.

(2) Vacancies on the council shall be filled in the manner designated under subsection (b), within 60 days of the vacancy, except that, when vacancies occur among the representatives of business or organized labor, two nominations shall be submitted by the organization specified in subsection (b) for each vacancy on the council. If the officer required in subsection (b) to make appointments to the council fails to act within 60 days of the vacancy, the council chairperson may appoint one of the persons recommended for the vacancy until the appointing authority makes the appointment.

(3) Except for the Secretary of Health, the Secretary of Human Services, the Insurance Commissioner and the legislative representatives, a member may be removed for just cause by the appointing authority after recommendation by a vote of at least 14 members of the council.

(4) No appointed member under subsection (b) (4), (5), (6), (7), (8), (8.1), (8.2), (9), (10), (11) and (12) shall be eligible to serve more than three full consecutive terms of four years beginning on the effective date of this paragraph.

(k) Subsequent appointments.--Submission of lists of recommended persons and appointments of council members for succeeding terms shall be made in the same manner as prescribed in subsection (b), except that:

(1) Organizations required under subsection (b) to submit lists of recommended persons shall do so at least 60 days prior to expiration of the council members' terms.

(2) The officer required under subsection (b) to make appointments to the council shall make the appointments at least 30 days prior to expiration of the council members' terms. If the appointments are not made within the specified time, the council chairperson may make interim appointments from the lists of recommended individuals. An interim appointment shall be valid only until the appropriate officer under subsection (b) makes the required appointment. Whether the appointment is by the required officer or by the chairperson of the council, the appointment shall become effective immediately upon expiration of the incumbent member's term.

§ 3304. Powers and duties of council.

(a) General powers.--The council shall exercise all powers necessary and appropriate to carry out its duties, including the following:

(1) To employ an executive director, investigators and other staff necessary to comply with the provisions of this chapter and regulations promulgated thereunder, to employ or retain legal counsel and to engage professional consultants, as it deems necessary to the performance of its duties. Any consultants, other than sole source consultants, engaged by the council shall be selected in accordance with the provisions for contracting with vendors set forth in section 3314 (relating to contracts with vendors).

(2) To fix the compensation of all employees and to prescribe their duties. Notwithstanding the independence of the council under section 3303(a) (relating to Health Care Cost Containment Council), employees under this paragraph shall be deemed employees of the Commonwealth for the purposes of participation in the Pennsylvania Employee Benefit Trust Fund.

(3) To make and execute contracts and other instruments, including those for purchase of services and purchase or leasing of equipment and supplies, necessary or convenient to the exercise of the powers of the council. Any such contract shall be in accordance with the provision for contracting with vendors set forth in section 3314.

(4) To conduct examinations and investigations, to conduct audits, under the provisions of subsection (c), and to hear testimony and take proof, under oath or affirmation, at public or private hearings, on any matter necessary to its duties.

(5) To provide hospitals with individualized data on patient safety indicators under section 3305(c)(8) (relating to data submission and collection). The data shall be risk adjusted and made available to hospitals electronically and free of charge on a quarterly basis within 45 days of receipt of the corrected quarterly data from the hospitals. The data is intended to provide the patient safety committee of each hospital with information necessary to assist in conducting patient safety analysis.

(6) To do all things necessary to carry out its duties under the provisions of this chapter.

(b) Rules and regulations.--

(1) The council may promulgate rules and regulations as necessary and appropriate to implement this act.

(2) Regulations promulgated by the council shall be promulgated in accordance with the act of June 25, 1982 (P.L. 633, No.181), known as the Regulatory Review Act.

(3) Rules and regulations in effect prior to the effective date of this section shall remain in effect.

(c) Audit powers.--The council shall have the right to independently audit all information required to be submitted by data sources as needed to corroborate the accuracy of the submitted data, pursuant to the following:

(1) Audits of information submitted by providers or health care insurers shall be performed on a sample and issue-specific basis, as needed by the council, and shall be coordinated, to the extent practicable, with audits performed by the Commonwealth. All health care insurers and providers are required to make those books, records of accounts and any other data needed by the auditors available to the council at a convenient location within 30 days of written notification by the council.

(2) Audits of information submitted by purchasers shall be performed on a sample basis, unless there exists reasonable cause to audit specific purchasers, but in no case shall the

council have the power to audit financial statements of purchasers.

(3) All audits performed by the council shall be performed at the expense of the council.

(4) The results of audits of providers or health care insurers shall be provided to the audited providers and health care insurers on a timely basis, not to exceed 30 days beyond presentation of audit findings to the council.

(d) General duties and functions.--The council is hereby authorized to and shall perform the following duties and functions:

(1) Develop a computerized system for the collection, analysis and dissemination of data. The council may contract with a vendor who will provide data processing services. The council shall assure that the system will be capable of processing all data required to be collected under this chapter. Any vendor selected by the council shall be selected in accordance with the provisions of section 3314, and the vendor shall relinquish any and all proprietary rights or claims to the database created as a result of implementation of the data processing system.

(2) Establish a Pennsylvania Uniform Claims and Billing Form for all data sources and all providers, which shall be utilized and maintained by all data sources and all providers for all services covered under this chapter.

(3) (Reserved).

(4) Collect and disseminate data, as specified in sections 3305 and 3306 (relating to data dissemination and publication), and other information from data sources to which the council is entitled, prepared according to formats, time frames and confidentiality provisions as specified in sections 3305 and 3308 (relating to Right-to-Know Law and access to council data), and by the council.

(5) Adopt and implement a methodology to collect and disseminate data reflecting provider quality, provider service effectiveness, utilization and the cost of health care services under sections 3305 and 3306.

(6) Subject to the restrictions on access to raw data set forth in section 3308, issue special reports and make available raw data to a purchaser requesting it. Sale by a recipient or exchange or publication by a recipient, other than a purchaser, of council raw data to other parties without the express written consent of, and under terms approved by, the council shall be unauthorized use of data under section 3308(d).

(7) On an annual basis, publish in the Pennsylvania Bulletin a list of all the raw data reports it has prepared under section 3308(g) and a description of the data obtained through each computer-to-computer access it has provided under section 3308(g) and of the names of the parties to whom the council provided the reports or the computer-to-computer access during the previous month.

(8) Promote competition in the health care and health insurance markets.

(9) Assure that the use of council data does not raise access barriers to care.

(10) Provide information on the allowed and paid costs of medical services in terminology that may be reasonably understood by the average individual consumer of health care services. The council shall present the cost information in conjunction with information on quality of care delivery, if quality information is reasonably available to the council, so that the average individual consumer of health care services may use the information to inform purchasing decisions.

(11) In consultation with the Insurance Department and the Department of Health, make annual reports to the General

Assembly on the rate of increase in the cost of health care in this Commonwealth, including, but not limited to, the following:

- (i) The rate of increase in health insurance premiums in this Commonwealth.
- (ii) Regional trends in cost of health care and health insurance premiums.
- (iii) The effectiveness of the council in carrying out the legislative intent of this chapter.
- (iv) The quality and effectiveness of health care and access to health care for all citizens of this Commonwealth.

(12) In the discretion of the council, make recommendations on the need for further health care cost containment legislation.

(13) Conduct studies and publish reports analysing the effects that outpatient, alternative health care delivery systems have on health care costs. The systems shall include, but are not limited to, health maintenance organizations; preferred provider organizations; primary health care facilities; home health care; attendant care; ambulatory service facilities; freestanding emergency centers; birthing centers; and hospice care. The reports shall be submitted to the General Assembly and shall be made available to the public.

(14) Conduct studies and make reports concerning the utilisation of experimental and nonexperimental transplant surgery and other highly technical and experimental procedures, including costs and mortality rates.

§ 3305. Data submission and collection.

(a) Submission of data.--

(1) The council is authorized to collect and data sources are required to submit, upon request of the council, all data required in this section, according to uniform submission formats, coding systems and other technical specifications necessary to render the incoming data substantially valid, consistent, compatible and manageable using electronic data processing according to data submission schedules. The schedules shall avoid, to the extent possible, submission of identical data from more than one data source. The uniform submission formats, coding systems and other technical specifications may be established by the council pursuant to its authority under section 3304(b) (relating to powers and duties of council). If payor data is requested by the council, it shall, to the extent possible, be obtained from primary payor sources. The council shall not require any data source to contract with any specific vendor for submission of any specific data elements to the council.

(2) In carrying out its responsibilities, the council shall not require health care facilities to report data elements which are not included in the manual developed by the National Uniform Billing Committee. The council shall publish in the Pennsylvania Bulletin a list of no more than 35 diseases, procedures and medical conditions for which data under subsections (c) (22) and (d) shall be required. The list shall not represent more than 50% of total hospital discharges, based upon the previous year's hospital discharge data. Subsequent to the publication of the list, any data submission requirements under subsections (c) (22) and (d) previously in effect shall be null and void for diseases, procedures and medical conditions not found on the list. All other data elements under subsection (c) shall continue to be required from data sources. The council shall review the list and may add no more than a net of three diseases, procedures or medical conditions per year over a five-year period. The adjusted list

of diseases, procedures and medical conditions shall at no time be more than 50% of total hospital discharges.

(b) Pennsylvania Uniform Claims and Billing Form.--The council shall maintain a Pennsylvania Uniform Claims and Billing Form format. The council shall furnish the claims and billing form format to all data sources, and the claims and billing form shall be utilized and maintained by all data sources for all services covered by this chapter. The Pennsylvania Uniform Claims and Billing Form shall consist of the Uniform Hospital Billing Form, as developed by the National Uniform Billing Committee, with additional fields as necessary to provide all of the data set forth in subsections (c) and (d).

(c) Data elements.--For each covered service performed in this Commonwealth, the council shall be required to collect the following data elements:

- (1) uniform patient identifier, continuous across multiple episodes and providers;
- (2) patient date of birth;
- (3) patient sex;
- (4) patient race, consistent with the method of collection of race/ethnicity data by the United States Bureau of the Census and the United States Standard Certificates of Live Birth and Death;
- (5) patient zip code number;
- (6) date of admission;
- (7) date of discharge;
- (8) principal and secondary diagnoses by standard code, including external cause of injury, complication, infection and childbirth;
- (9) principal procedure by council-specified standard code and date;
- (10) up to three secondary procedures by council-specified standard codes and dates;
- (11) uniform health care facility identifier, continuous across episodes, patients and providers;
- (12) uniform identifier of admitting physician, by unique physician identification number established by the council, continuous across episodes, patients and providers;
- (13) uniform identifier of consulting physicians, by unique physician identification number established by the council, continuous across episodes, patients and providers;
- (14) total charges of health care facility, segregated into major categories, including, but not limited to, room and board, radiology, laboratory, operating room, drugs, medical supplies and other goods and services according to guidelines specified by the council;
- (15) actual payments to health care facility, segregated, if available, according to the categories specified in paragraph (14);
- (16) charges of each physician or professional rendering service relating to an incident of hospitalization or treatment in an ambulatory service facility;
- (17) actual payments to each physician or professional rendering service under paragraph (16);
- (18) uniform identifier of primary payor;
- (19) zip code number of facility where health care service is rendered;
- (20) uniform identifier for payor group contract number;
- (21) patient discharge status; and
- (22) provider service effectiveness and provider quality under section 3304(d).

(d) Provider quality and provider service effectiveness data elements.--In carrying out its duty to collect data on provider quality and provider service effectiveness under subsection (c) (22) and section 3304(d) (5), the council shall define a

methodology to measure provider service effectiveness, which may include additional data elements to be specified by the council sufficient to carry out its responsibilities under section

3304(d)(5). The council shall not require health care insurers to report on data elements that are not reported to nationally recognised accrediting organizations, to the Department of Health, the Department of Human Services or the Insurance Department, in quarterly or annual reports. The council shall not require reporting by health care insurers in different formats than are required for reporting to nationally recognised accrediting organizations or on quarterly or annual reports submitted to the Department of Health, the Department of Human Services or the Insurance Department. The council may adopt the quality findings as reported to nationally recognised accrediting organizations. Additional quality data elements must be defined and released for public comment prior to use.

(e) Reserve field utilization and addition or deletion of data elements.--The council shall include in the Pennsylvania Uniform Claims and Billing Form a reserve field. The council may utilize the reserve field by adding other data elements beyond those required to carry out its responsibilities under subsections (c) and (d) and section 3304(d)(4) and (5), or the council may delete data elements from the Pennsylvania Uniform Claims and Billing Form only by a majority vote of the council and only pursuant to the following procedure:

(1) The council shall obtain a cost-benefit analysis of the proposed addition or deletion which shall include the cost to data sources of any proposed additions.

(2) The council shall publish notice of the proposed addition or deletion, along with a copy or summary of the cost-benefit analysis, in the Pennsylvania Bulletin, and the notice shall include a provision for a 60-day comment period.

(3) The council may hold additional hearings or request such other reports as it deems necessary and shall consider the comments received during the 60-day comment period and any additional information gained through the hearings or other reports in making a final determination on the proposed addition or deletion.

(f) Other data required to be submitted.--Each provider is required to submit, and the council is authorized to collect, in accordance with submission dates and schedules established by the council, the following additional data in its possession, provided the data is not available to the council from public records:

(1) Audited annual financial reports of all hospitals and ambulatory service facilities providing covered services as defined in section 3302 (relating to definitions).

(2) The Medicare cost report for Medical Assistance or successor forms, including the settled Medicare cost report.

(3) Additional data, including, but not limited to, data which can be used in reports about:

(i) the incidence of medical and surgical procedures in the population for individual providers;

(ii) physicians who provide covered services and accept medical assistance patients;

(iii) physicians who provide covered services and accept Medicare assignment as full payment;

(iv) mortality rates for specified diagnoses and treatments, grouped by severity, for individual providers;

(v) rates of infection for specified diagnoses and treatments, grouped by severity, for individual providers;

(vi) morbidity rates for specified diagnoses and treatments, grouped by severity, for individual providers;

(vii) readmission rates for specified diagnoses and treatments, grouped by severity, for individual providers;

- (viii) rate of incidence of postdischarge professional care for selected diagnoses and procedures, grouped by severity, for individual providers; and
- (ix) data from other public sources.

(4) Any other data the council requires to carry out its responsibilities under section 3304(d).

(g) Review and correction of data.--The council shall provide a reasonable period for data sources to review and correct the data submitted under this section which the council intends to prepare and issue in reports to the General Assembly, to the general public or in special studies and reports under section 3309 (relating to special studies and reports). When corrections are provided, the council shall correct the appropriate data in its data files and subsequent reports.

(h) Allowance for clarification or dissents.--The council shall maintain a file of written statements submitted by data sources who wish to provide an explanation of data that they feel might be misleading or misinterpreted. The council shall provide access to the file to any person and shall, where practical, in its reports and data files indicate the availability of such statements. When the council agrees with such statements, it shall correct the appropriate data and comments in its data files and subsequent reports.

(i) Allowance for correction.--The council shall verify the patient safety indicator data submitted by hospitals under subsection (c)(8) within 60 days of receipt. The council may allow hospitals to make changes to the data submitted during the verification period. After the verification period, but within 45 days of receipt of the adjusted hospital data, the council shall risk adjust the information and provide reports to the patient safety committee of the relevant hospital.

(j) Availability of data.--Nothing in this chapter shall prohibit a purchaser from obtaining from its health care insurer, nor relieve the health care insurer from the obligation of providing the purchaser, on terms consistent with past practices, data previously provided or additional data not currently provided to the purchaser by the health care insurer pursuant to any existing or future arrangement, agreement or understanding.

§ 3306. Data dissemination and publication.

(a) Public reports.--Subject to the restrictions on access to council data set forth in section 3308 (relating to Right-to-Know Law and access to council data) and utilizing the data collected under section 3305 (relating to data submission and collection), as well as other data, records and matters of record available to it, the council shall prepare and issue reports to the General Assembly and to the general public according to the following provisions:

(1) The council shall, for every provider of both inpatient and outpatient services within this Commonwealth and within appropriate regions and subregions, prepare and issue reports on provider quality and service effectiveness on diseases or procedures that, when ranked by volume, cost, payment and high variation in outcome, represent the best opportunity to improve overall provider quality, improve patient safety and provide opportunities for cost reduction. These reports shall provide comparative information on the following:

- (i) Differences in mortality rates; differences in length of stay; differences in complication rates; differences in readmission rates; differences in infection rates; and other comparative outcome measures the council may develop that will allow purchasers, providers and consumers to make purchasing and quality improvement decisions based upon quality patient care and to restrain costs.

(ii) The incidence rate of selected medical or surgical procedures, the quality and service effectiveness and the payments received for those providers, identified by the name and type or specialty, for which these elements vary significantly from the norms for all providers.

(2) In preparing its reports under paragraph (1), the council shall ensure that factors which have the effect of either reducing provider revenue or increasing provider costs and other factors beyond a provider's control which reduce provider competitiveness in the marketplace are explained in the reports. The council shall also ensure that any clarifications and dissents submitted by individual providers under section 3305(h) are noted in any reports that include release of data on that individual provider.

(b) Raw data reports and computer access to council data.--The council shall provide special reports derived from raw data and a means for computer-to-computer access to its raw data to a purchaser under section 3308(g). The council shall provide the reports and computer-to-computer access, at its discretion, to other parties under section 3308(i). The council shall provide these special reports and computer-to-computer access in as timely a fashion as the council's responsibilities to publish the public reports required in this section will allow. Any provision of special reports or computer-to-computer access by the council shall be made only subject to the restrictions on access to raw data set forth in section 3308(c) and only after payment for costs of preparation or duplication under section 3308(g) or (i).
§ 3307. Mandated health benefits.

In relation to current law or proposed legislation, the council shall, upon the request of the appropriate committee chairperson in the Senate and in the House of Representatives or upon the request of the Secretary of Health or the Secretary of Human Services, provide information on the proposed mandated health benefit pursuant to the following:

(1) The General Assembly declares that proposals for mandated health benefits or mandated health insurance coverage should be accompanied by adequate, independently certified documentation defining the social and financial impact and medical efficacy of the proposal. To that end, the council, upon receipt of such requests, is authorized to conduct a preliminary review of the material submitted by both proponents and opponents concerning the proposed mandated benefit. If, after this preliminary review, the council is satisfied that both proponents and opponents have submitted sufficient documentation necessary for a review under paragraphs (3) and (4), the council is directed to contract with individuals, pursuant to the selection procedures for vendors set forth in section 3314 (relating to contracts with vendors), who will constitute a Mandated Benefits Review Panel to review mandated benefits proposals and provide independently certified documentation, as provided for in this section.

(2) The panel shall consist of the following senior researchers, each of whom shall be a recognized expert:

- (i) one in health research;
- (ii) one in biostatistics;
- (iii) one in economic research;
- (iv) one, a physician, in the appropriate specialty with current knowledge of the subject being proposed as a mandated benefit; and
- (v) one with experience in insurance or actuarial research.

(3) The Mandated Benefits Review Panel shall have the following duties and responsibilities:

- (i) To review documentation submitted by a person proposing or opposing mandated benefits within 90 days of

submission of the documentation to the panel.

(ii) To report to the council, pursuant to the council's review under subparagraph (i), the following:

(A) Whether or not the documentation is complete as defined in paragraph (4).

(B) Whether or not the research cited in the documentation meets professional standards.

(C) Whether or not all relevant research respecting the proposed mandated benefit has been cited in the documentation.

(D) Whether or not the conclusions and interpretations in the documentation are consistent with the data submitted.

(4) A person proposing or opposing legislation mandating benefits coverage should, to provide the Mandated Benefits Review Panel with sufficient information to carry out the Mandated Benefits Review Panel's duties and responsibilities under paragraph (3), submit documentation to the council, pursuant to the procedure established under paragraph (5), which demonstrates the following:

(i) The extent to which the proposed benefit and the services the proposed benefit would provide are needed by, available to and utilized by the population of this Commonwealth.

(ii) The extent to which insurance coverage for the proposed benefit already exists or, if no coverage exists, the extent to which the lack of coverage results in inadequate health care or financial hardship for the population of this Commonwealth.

(iii) The demand for the proposed benefit from the public and the source and extent of opposition to mandating the benefit.

(iv) All relevant findings bearing on the social impact of the lack of the proposed benefit.

(v) If the proposed benefit mandates coverage of a particular therapy, the results of at least one professionally accepted, controlled trial comparing the medical consequences of the proposed therapy, alternative therapies and no therapy.

(vi) If the proposed benefit mandates coverage of an additional class of practitioners, the results of at least one professionally accepted, controlled trial comparing the medical results achieved by the additional class of practitioners and those practitioners already covered by benefits.

(vii) The results of any other relevant research.

(viii) Evidence of the financial impact of the proposed legislation, including at least the following:

(A) The extent to which the proposed benefit would increase or decrease cost for treatment or service.

(B) The extent to which similar mandated benefits in other states have affected charges, costs and payments for services.

(C) The extent to which the proposed benefit would increase the appropriate use of the treatment or service.

(D) The impact of the proposed benefit on administrative expenses of health care insurers.

(E) The impact of the proposed benefits on benefits costs of purchasers.

(F) The impact of the proposed benefits on the total cost of health care within this Commonwealth.

(5) The procedure for review of documentation shall be as follows:

(i) A person wishing to submit information on proposed legislation mandating insurance benefits for review by the panel must submit the documentation specified under paragraph (4) to the council.

(ii) The council shall, within 30 days of receipt of the documentation:

(A) Publish in the Pennsylvania Bulletin notice of receipt of the documentation, a description of the proposed legislation, provision for a period of 60 days for public comment and the time and place at which a person may examine the documentation.

(B) Submit copies of the documentation to the Secretary of Health, the Secretary of Human Services and the Insurance Commissioner, who shall review and submit comments to the council on the proposed legislation within 30 days.

(C) Submit copies of the documentation to the panel, which shall review the documentation and issue their findings, subject to paragraph (3), within 90 days.

(iii) Upon receipt of the comments of the Secretary of Health, the Secretary of Human Services and the Insurance Commissioner and of the findings of the panel, under subparagraph (ii), but no later than 120 days following the publication required in subparagraph (ii), the council shall submit the comments and findings, together with the council's recommendations respecting the proposed legislation, to the Governor, the President pro tempore of the Senate, the Speaker of the House of Representatives, the Secretary of Health, the Secretary of Human Services, the Insurance Commissioner and the person who submitted the information under subparagraph (i).

§ 3308. Right-to-Know Law and access to council data.

(a) Public access.--The information and data received by the council shall be utilized by the council for the benefit of the public and public officials. Subject to the specific limitations set forth in this section and section 3101.1 of the act of February 14, 2008 (P.L. 6, No.3), known as the Right-to-Know Law, the council shall make determinations on requests for information in favor of access. Payor discounts and allowances are confidential proprietary information and, as such, are not records subject to the requirements for public access under the Right-to-Know Law.

(b) Outreach programs.--The council shall develop and implement outreach programs designed to make the council's information understandable and usable to purchasers, providers, other Commonwealth agencies and the general public. The programs shall include efforts to educate through pamphlets, booklets, seminars and other appropriate measures and to facilitate making more informed health care choices.

(c) Limitations on access.--Unless specifically provided for under this chapter, neither the council nor any contracting system vendor shall release and no data source, person, member of the public or other user of any data of the council shall gain access to:

(1) Any raw data of the council that does not simultaneously disclose payment, as well as provider quality and provider service effectiveness pursuant to sections 3304(d) (5) (relating to powers and duties of council) and 3305(d) (relating to data submission and collection).

(2) Any raw data of the council which could reasonably be expected to reveal the identity of an individual patient.

(3) Any raw data of the council which could reasonably be expected to reveal the identity of any purchaser, other than a

purchaser requesting data on its own group or an entity entitled to said purchaser's data pursuant to subsection (g).

(4) Any raw data of the council relating to actual payments to any identified provider made by any purchaser, except that this provision shall not apply to access by a purchaser requesting data on the group for which it purchases or otherwise provides covered services or to access to that same data by an entity entitled to the purchaser's data pursuant to subsection (g).

(5) Any raw data disclosing discounts or allowances between identified payors and providers unless the data is released in a Statewide, aggregate format that does not identify any individual payor or class of payors, directly or indirectly through the use of a market share, and unless the council assures that the release of such information is not prejudicial or inequitable to any individual payor or provider or group thereof. Payor data shall be released to individual providers for purposes of verification and validation prior to inclusion in a public report. An individual provider shall verify and validate the payor data within 30 days of its release to that specific individual provider.

(d) Unauthorized use of data.--A person who knowingly releases council data violating raw data safeguards under this section to an unauthorized person commits a misdemeanor of the first degree and shall, upon conviction, be sentenced to pay a fine of \$10,000 or to imprisonment for not more than five years, or both. An unauthorized person who knowingly receives or possesses the data commits a misdemeanor of the first degree.

(e) Unauthorized access to data.--If a person inadvertently or by council error gains access to data that violates the safeguards under this section, the data must immediately be returned, without duplication, to the council with proper notification.

(f) Public access to records.--Each public report prepared by the council shall be a public record and shall be available to the public for a reasonable fee. Copies shall be provided, upon request of the chairperson, to the Health and Human Services Committee of the Senate and the Health Committee and Human Services Committee of the House of Representatives.

(g) Access to council raw data by purchasers.--Pursuant to sections 3304(d)(6) and 3306(b) (relating to data dissemination and publication) and subject to the limitations on access under subsection (c), the council shall provide access to the council's raw data to purchasers, excluding purchasers that provide covered services other than through the purchase of fully funded insurance from a health care insurer but that are not elective health care payor data sources, in accordance with the following procedure:

(1) Special reports derived from raw data of the council shall be provided by the council to the purchaser requesting such reports.

(2) A means to enable computer-to-computer access by the purchaser to raw data of the council shall be developed, adopted and implemented by the council. The council shall provide the access to the council's raw data to a purchaser upon request.

(3) If an employer obtains from the council, under paragraph (1) or (2), data pertaining to the employer's employees and the employees' dependents for whom the employer purchases or otherwise provides covered services and who are represented by a certified collective bargaining representative, the collective bargaining representative shall be entitled to the data after payment of fees under paragraph

(4). If a certified collective bargaining representative obtains from the council, under paragraph (1) or (2), data pertaining to the employer's members and the member's dependents who are employed by and for whom covered services

are purchased or otherwise provided by an employer, the employer shall be entitled to the data after payment of fees under paragraph (4).

(4) In providing for access to its raw data, the council shall charge the purchasers which originally obtained the access a fee sufficient to cover the council's costs to prepare and provide special reports requested under paragraph (1) or to provide computer-to-computer access to its raw data requested under paragraph (2). If a second or subsequent party requests the information under paragraph (3), the council shall charge the party a reasonable fee.

(h) Access to council raw data by State agencies.--The council shall develop and execute memoranda of understanding with any State agency upon request of that agency, including the Insurance Department, the Department of Health and the Department of Human Services, to allow the agency access to the data.

(i) Access to council raw data by other parties.--Subject to the limitations on access to council raw data under subsection (c), the council may provide special reports derived from the council's raw data or computer-to-computer access to parties other than purchasers provided access under subsection (g). The council may publish regulations that set forth the criteria and the procedure the council shall use in making determinations on the access, pursuant to the powers vested in the council under section 3304. In providing the access, the council shall charge the party requesting the access a reasonable fee.

§ 3309. Special studies and reports.

(a) Special studies.--A Commonwealth agency, the Senate or the House of Representatives may direct the council to publish or contract for publication of special studies, including, but not limited to, a special study on diseases and the cost of health care related to particular diseases in this Commonwealth. A special study published under this subsection shall become a public document.

(b) Special reports.--

(1) A Commonwealth agency, the Senate or the House of Representative may study and issue a report on the special medical needs, demographic characteristics, access or lack thereof to health care services and need for financing of health care services of:

(i) Senior citizens, particularly low-income senior citizens, senior citizens who are members of minority groups and senior citizens residing in low-income urban or rural areas.

(ii) Low-income urban or rural areas.

(iii) Minority communities.

(iv) Women.

(v) Children.

(vi) Unemployed workers.

(vii) Veterans.

(2) The reports under paragraph (1) shall include information on the current availability of services to the targeted parts of the population under paragraph (1), whether access to the services has increased or decreased over the past 10 years and specific recommendations for the improvement of the primary care and health delivery systems of targeted parts of the population under paragraph (1), including disease prevention and comprehensive health care services. The agency may study and report on the effects of using prepaid, capitated or health maintenance organization health delivery systems as ways to promote the delivery of primary health care services to the underserved segments of the population enumerated above.

(3) The agency may study and report on the short-term and long-term fiscal and programmatic impact on the health care consumer of changes in ownership of hospitals from nonprofit to

profit, whether through purchase, merger or the like. The agency may study and report on factors which have the effect of either reducing provider revenue or increasing provider cost and other factors beyond a provider's control which reduce provider competitiveness in the marketplace.

(c) COVID-19 disaster emergency report.--

(1) The council shall prepare a report to provide a Pennsylvania perspective on the effect of the COVID-19 disaster emergency on hospitals and health care facilities in this Commonwealth by aggregating data related to COVID-19 expenses and lost revenue reported by hospitals and health care facilities in order to qualify for Federal and State assistance. The report shall include the following data points, if available:

(i) Increased costs related to provider and staff training, including training on pandemic preparedness plans and the use of telemedicine.

(ii) Increased staffing costs.

(iii) Costs related to COVID-19 testing.

(iv) Costs associated with sourcing and purchasing additional supplies and equipment.

(v) Costs associated with setting up emergency operations centers, including construction and retrofitting facilities to provide separate screening and security areas.

(vi) Costs associated with providing housing and care for patients who do not require hospitalization but do not have housing in order to prevent spread of COVID-19.

(vii) Loss of revenues due to suspension of elective services not related to COVID-19.

(viii) Other data points required to be reported by hospitals or health care facilities to the Federal government or State government to receive COVID-19 assistance.

(2) The report shall be submitted to the following:

(i) The Secretary of the Department of Health and the Secretary of the Department of Human Services.

(ii) The Chair and Minority Chair of the Appropriations Committee of the Senate and the Chair and Minority Chair of the Health and Human Services Committee of the Senate.

(iii) The Chair and Minority Chair of the Appropriations Committee of the House of Representatives, the Chair and Minority Chair of the Health Committee of the House of Representatives and the Chair and Minority Chair of the Human Services Committee of the House of Representatives.

(3) The initial report shall be issued by the council no later than January 15, 2021, and shall be updated quarterly thereafter for one year following the termination or expiration of the COVID-19 disaster emergency under section 7301(c) (relating to general authority of Governor).

(4) As used in this subsection, the term "COVID-19 disaster emergency" shall have the same meaning as given to it under section 5701 (relating to definitions).

§ 3310. Enforcement and penalty.

(a) Compliance enforcement.--The council shall have standing to bring an action in law or in equity through private counsel in any court of common pleas to enforce compliance with any provision of this chapter, except section 3309 (relating to special studies and reports), or any requirement or appropriate request of the council made under this chapter. The Attorney General is authorized and shall bring an enforcement action in aid of the council in a court of common pleas at the request of the council and in the name of the Commonwealth.

(b) Penalty.--

(1) Any person who fails to supply data under section 3305 (relating to data submission and collection) may be assessed a civil penalty not to exceed \$1,000 for each day the data is not submitted.

(2) Any person who knowingly submits inaccurate data under section 3305 commits a misdemeanor of the third degree and shall, upon conviction, be sentenced to pay a fine of \$1,000 or to imprisonment for not more than one year, or both.

§ 3311. Research and demonstration projects.

The council shall actively encourage research and demonstrations to design and test improved methods of assessing provider quality, provider service effectiveness, efficiency and cost containment. If no data submission requirements in a mandated demonstration exceed the current reserve field on the Pennsylvania Uniform Claims and Billing Form, the council may:

(1) Authorize contractors engaged in health services research selected by the council, under section 3314 (relating to contracts with vendors), to have access to the council's raw data files, if the entity assumes a contractual obligation imposed by the council to assure patient identity confidentiality.

(2) Place data sources participating in research and demonstrations on different data submission requirements from other data sources in this Commonwealth.

(3) Require data source participation in research and demonstration projects if this is the only testing method the council determines is promising.

§ 3312. Grievances and grievance procedures.

(a) Procedures and requirements.--Pursuant to its powers to publish regulations under section 3304 (relating to powers and duties of council) and with the requirements of this section, the council may establish procedures and requirements for the filing, hearing and adjudication of grievances against the council of a data source. The procedures and requirements shall be published in the Pennsylvania Bulletin pursuant to law.

(b) Claims and hearings.--Grievance claims of a data source shall be submitted to the council or to a third party designated by the council. The council or the designated third party shall convene a hearing, if requested, and adjudicate the grievance.

§ 3313. Antitrust provisions.

A person or entity required or permitted to submit data or information under this chapter or receiving data or information from the council in accordance with this chapter are declared to be acting pursuant to State requirements embodied in this chapter and shall be exempt from antitrust claims or actions grounded upon submission or receipt of the data or information.

§ 3314. Contracts with vendors.

A contract with a vendor other than a sole source vendor for purchase of services or for purchase or lease of supplies and equipment related to the council's powers and duties shall be let only after a public bidding process and only in accordance with the following provisions:

(1) The council shall prepare specifications fully describing the services to be rendered or equipment or supplies to be provided by a vendor and shall make the specifications available for inspection by a person at the council's offices during normal working hours and at other places and other times as the council deems advisable.

(2) The council shall publish notice of invitations to bid in the Pennsylvania Bulletin and on the council's publicly accessible Internet website. The notice shall include at least the following:

(i) The deadline for submission of bids by prospective vendors, which shall be no sooner than 30 days following

the latest publication of the notice as prescribed under this paragraph.

(ii) The locations, dates and times during which prospective vendors may examine the specifications required under paragraph (1).

(iii) The date, time and place of the meeting or meetings of the council at which bids will be opened and accepted.

(iv) A statement to the effect that any person is eligible to bid.

(3) Bids shall be accepted as follows:

(i) A council member who is affiliated in any way with a bidder may not vote on the awarding of a contract for which the bidder has submitted a bid. A council member who has an affiliation with a bidder shall state the nature of the affiliation prior to a vote of the council.

(ii) Bids shall be opened and reviewed by the appropriate council committee, which shall make recommendations to the council on approval. Bids shall be accepted and the acceptance shall be announced only at a public meeting of the council as defined in section 3303(e) (relating to Health Care Cost Containment Council). A bid may not be accepted at an executive session of the council.

(iii) The council may require that a certified check, in an amount determined by the council, accompany every bid. If required, a bid may not be accepted unless accompanied by a certified check.

(4) In order to prevent a party from deliberately underbidding contracts in order to gain or prevent access to council data, the council may award a contract at the council's discretion, regardless of the amount of the bid, as follows:

(i) A bid accepted must reasonably reflect the actual cost of services provided.

(ii) A vendor selected by the council under this paragraph must be found by the council to be of the character and integrity as to assure, to the maximum extent possible, adherence to this chapter in the provision of contracted services.

(iii) The council may require the selected vendor to furnish, within 20 days after the contract has been awarded, a bond with suitable and reasonable requirements guaranteeing the services to be performed with sufficient surety in an amount determined by the council. If the bond is not furnished within the time specified, the previous award shall be void.

(5) The council shall make efforts to assure that the council's vendors have established affirmative action plans to assure equal opportunity policies for hiring and promoting employees.

§ 3315. Reporting.

The council shall provide an annual report of its financial expenditures to the Appropriations Committee and Health and Human Services Committee of the Senate and the Appropriations Committee, the Health Committee and the Human Services Committee of the House of Representatives.

§ 3316. Severability.

The provisions of this chapter are severable. If a provision of this chapter or the provision's application to a person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of this chapter which can be given effect without the invalid provision or application.

§ 3317. Expiration.

This chapter shall expire 10 years after the effective date of this section.

Section 1.1. Title 35 is amended by adding a chapter to read:

CHAPTER 57
COVID-19 DISASTER EMERGENCY

Subchapter

- A. Preliminary Provisions
- B. Property Tax Relief
- C. Educational Tax Credit
- C.1. School contractors
- D. Notarial Acts
- E. Local Government Meetings

SUBCHAPTER A
PRELIMINARY PROVISIONS

Sec.

5701. Definitions.

§ 5701. Definitions.

The following words and phrases when used in this chapter shall have the meanings given to them in this section unless the context clearly indicates otherwise:

"COVID-19 disaster emergency." The duration of the proclamation of disaster emergency issued by the Governor on March 6, 2020, published at 50 Pa.B. 1644 (March 21, 2020) and any renewal of the state of disaster emergency.

SUBCHAPTER B
PROPERTY TAX RELIEF

Sec.

5711. Scope of subchapter.

5712. Definitions.

5713. Real property tax relief.

§ 5711. Scope of subchapter.

This subchapter provides temporary authority to a taxing district to deal with the taxation of all real property made taxable by the laws of this Commonwealth during the COVID-19 disaster emergency.

§ 5712. Definitions.

The following words and phrases when used in this subchapter shall have the meanings given to them in this section unless the context clearly indicates otherwise:

"Tax collector." An individual or entity elected, appointed or otherwise required to collect a tax for a taxing district.

"Taxing district." Any of the following entities that is authorized under the laws of this Commonwealth to impose a tax on the assessed value of real property:

- (1) City of any class in this Commonwealth.
- (2) County of any class in this Commonwealth.
- (3) Borough, town or township of any class in this Commonwealth.
- (4) Incorporated town.

§ 5713. Real property tax relief.

(a) General rule.--Notwithstanding any other law and subject to subsection (b), a taxing district may, by majority vote of the taxing district's governing body, do any of the following for the collection of a tax imposed on the assessed value of real property that would otherwise be due by December 31, 2020:

(1) Collect the tax at the taxing district's prescribed discount rate, if any, no later than August 31, 2020.

(2) Waive any fee or penalty otherwise associated with the late payment of the tax if paid in full by December 31, 2020.

(b) Resolution required.--Any taxing district electing to exercise a power under subsection (a) shall do so by delivering a resolution of the governing body to the tax collector for the taxing district within 30 days of the effective date of this subsection.

SUBCHAPTER C
EDUCATIONAL TAX CREDIT

Sec.

5721. Waivers and penalties.

§ 5721. Waivers and penalties.

(a) Applicability.--This section applies only to the tax years affected by the COVID-19 disaster emergency.

(b) Requirements.--Notwithstanding any other provision of law, the following shall apply:

(1) The requirement under section 2004-B(d) of the act of March 10, 1949 (P.L.30, No.14), known as the Public School Code of 1949, requiring business firms to make a contribution to a scholarship organization, pre-kindergarten scholarship organization, opportunity scholarship organization or educational improvement organization no later than 60 days following the approval of an application under subsection (a) or (b) of section 2004-B of the Public School Code of 1949 is extended until the end of the business firm's applicable tax year.

(2) A business firm shall provide proof of its contribution in the form of a written acknowledgment from the scholarship organization, pre-kindergarten scholarship organization, opportunity scholarship organization or educational improvement organization to the Department of Community and Economic Development within 30 days of the contribution made under paragraph (1).

(3) Business firms fulfilling year two of a two-year commitment that are impacted by the COVID-19 disaster emergency shall be permitted to receive a tax credit of up to 90% of the amount contributed in year two. As part of the COVID-19 disaster emergency, the department is prohibited from reducing the credit authorized in year one of the two-year agreement if the year two contribution is less than the year one contribution for business firms in a two-year commitment.

SUBCHAPTER C.1

SCHOOL CONTRACTORS

Sec.

5721.1. Contract service providers.

§ 5721.1. Contract service providers.

(a) General rule.--Each school entity may renegotiate a contract for contract service providers to ensure contracted personnel and fixed costs, including administrative and equipment, are maintained during the period of school closure. During the period of school closure, the contract service providers shall submit weekly documentation to the school entity that its complement levels remain at or above the level on March 13, 2020, in order to continue being paid.

(b) Definitions.--As used in this section, the term "school entity" shall have the same meaning as in section 1501.8(n) of the act of March 10, 1949 (P.L.30, No.14), known as the Public School Code of 1949.

SUBCHAPTER D

NOTARIAL ACTS

Sec.

5731. Remotely located individual.

§ 5731. Remotely located individual.

(a) Authorization.--

(1) Upon the effective date of this section, the Department of State shall immediately authorize a notary public to conduct notarial acts in the manner authorized by this section, if the notary gives notice to the department as required under subsection (g)(1) and uses a communication and identity proofing technology designated in the department's March 25, 2020, notice of the limited suspension of the requirements of 57 Pa.C.S. § 306 (relating to personal appearance required), or that is designated in a list of additional acceptable technologies subsequently adopted by the department.

(2) A notary public may use any other technology within 30 days of giving notice as required by subsection (g) (1), unless the department for good cause prohibits the use of the technology for failure to satisfy the requirements of this section or determines that use of the technology should be delayed pending an evaluation of the technology.

(3) This section shall expire 60 days after termination or expiration of the COVID-19 disaster emergency under section 7301(c) (relating to general authority of Governor).

(b) General rule.--A remotely located individual may comply with 57 Pa.C.S. § 306 by appearing before a notary public by means of communication technology.

(c) Use of communication technology.--A notary public located in this Commonwealth may perform a notarial act facilitated by communication technology for a remotely located individual if all of the following apply:

(1) The notary public:

(i) has personal knowledge under 57 Pa.C.S. § 307(a) (relating to identification of individual) of the identity of the individual;

(ii) has satisfactory evidence of the identity of the remotely located individual by oath or affirmation from a credible witness appearing before the notary public under 57 Pa.C.S. § 307(b) or under this section; or

(iii) is able to reasonably identify the individual by at least two different types of identity proofing processes or services.

(2) The notary public is able to reasonably identify a record before the notary public as the same record:

(i) in which the remotely located individual made the statement; or

(ii) on which the remotely located individual executed the signature.

(3) The notary public, or a person acting on behalf of the notary public, creates an audio-visual recording of the performance of the notarial act, including all interactions between the notary public and the remotely located individual.

(4) If the remotely located individual is located outside the United States, all of the following apply:

(i) The record:

(A) is to be filed with or relates to a matter before a court, governmental entity, public official or other entity under the jurisdiction of the United States; or

(B) involves:

(I) property located in the territorial jurisdiction of the United States; or

(II) a transaction substantially connected with the United States.

(ii) The act of making the statement or signing the record is not prohibited by the foreign state where the remotely located individual is located.

(d) Notarial certificate.--If a notarial act is subject to this section, the certificate of notarial act required by 57 Pa.C.S. § 315 (relating to certificate of notarial act) and the short form certificate under 57 Pa.C.S. § 316 (relating to short form certificates) must indicate that the notarial act was performed by means of communication technology.

(e) Sufficiency.--A short form certificate under 57 Pa.C.S. § 316 for a notarial act subject to this section is sufficient if the short form certificate is in the form provided by 57 Pa.C.S. § 316 and contains a statement substantially as follows:

"This notarial act involved the use of communication technology."

(f) Audio-visual recording.--

- (1) This subsection applies to:
- (i) a notary public;
 - (ii) a guardian, a conservator or an agent of a notary public; or
 - (iii) a personal representative of a deceased notary public.
- (2) A person under paragraph (1) shall retain the audio-visual recording created under subsection (c)(3) or cause the recording to be retained by a repository designated by or on behalf of the notary public. The person shall retain the recording for at least 10 years after the recording is created.
- (g) Notification.--
- (1) Before a notary public performs the notary public's initial notarial act under this section, the notary public must notify the department that the notary public will be performing notarial acts facilitated by communication technology and identify the technology.
- (2) If the department has established standards for approval of communication technology or identity proofing under 57 Pa.C.S. § 327 (relating to regulations), the communication technology and identity proofing must conform to the standards.
- (h) (Reserved).
- (i) Promotion of uniformity.--Before promulgating, amending or repealing regulations about the performance of a notarial act with respect to a remotely located individual, the department shall consider, if consistent with this subchapter, all of the following:
- (1) The most recent standards regarding the performance of a notarial act with respect to remotely located individuals promulgated by a national standard-setting organization. This paragraph includes the National Association of Secretaries of State.
 - (2) Standards, practices and customs of other jurisdictions that enact a statutory provision substantially similar to this section.
 - (3) The views of governmental officials and entities and other interested persons.
- (j) Certification of tangible copies.--
- (1) Notwithstanding 57 Pa.C.S. § 304 (relating to authority to perform notarial act), a notarial officer may certify that a tangible copy of an electronic record is a true and correct copy of the electronic record.
- (2) Notwithstanding 57 Pa.C.S. § 320 (relating to notification regarding performance of notarial act on electronic record; selection of technology), a recorder of deeds may accept for recording a tangible copy of an electronic record containing a notarial certificate as satisfying any requirements that the record be an original, if the notarial officer executing the notarial certificate certifies that the tangible copy is a true and correct copy of the electronic record.
- (k) Definitions.--As used in this section, the following words and phrases shall have the meanings given to them in this subsection unless the context clearly indicates otherwise:
- "Communication technology." An electronic device or process that:
- (1) allows a notary public located in this Commonwealth and a remotely located individual to communicate with each other simultaneously by sight and sound; and
 - (2) makes reasonable accommodations for an individual with a vision, hearing or speech impairment in accordance with law.
- "Department." The Department of State of the Commonwealth.
- "Foreign state." A jurisdiction other than the United States, a state or a federally recognised Indian tribe.

"Identity proofing." A process or service by which a third person provides a notary public with a means to verify the identity of a remotely located individual by a review of personal information from public or private data sources.

"Outside the United States." A location outside the geographic boundaries of:

- (1) the United States;
- (2) Puerto Rico;
- (3) the Virgin Islands; and
- (4) any territory, insular possession or other location subject to the jurisdiction of the United States.

"Remotely located individual." An individual who is not in the physical presence of the notary public performing a notarial act under subsection (c).

SUBCHAPTER E LOCAL GOVERNMENT MEETINGS

Sec.

5741. Response to COVID-19 disaster emergency.

§ 5741. Response to COVID-19 disaster emergency.

(a) Authorization.--An agency, department, authority, commission, board, council, governing body or other entity of a political subdivision included in a declaration of disaster emergency as specified under section 7501(d) (relating to general authority of political subdivisions) may conduct hearings, meetings, proceedings or other business through the use of an authorized telecommunications device until the expiration or termination of the COVID-19 disaster emergency.

(b) Quorum.--Notwithstanding any other provision of law, a hearing, meeting, proceeding or other business conducted through an authorized telecommunications device under this subsection shall not require the physical presence at a meeting location of a quorum of the participating members if a quorum is otherwise established by the participating members through the authorized telecommunications device.

(c) Advance notice.--To the extent practicable, an agency, department, authority, commission, board, council, governing body or other entity of a political subdivision shall post advance notice of each meeting conducted under subsection (a) on the entity's publicly accessible Internet website, if any, or in an advertisement in a newspaper of general circulation, or both. Public notice shall include the date, time, technology to be used and public participation information as provided under subsection (f).

(d) Minutes.--The draft minutes of a meeting called under exigent circumstances, without advance notice to the public, to address any issue related to the Governor's disaster emergency declaration related to COVID-19 shall be posted within 20 days after the meeting or before the next regularly scheduled meeting, whichever is earlier.

(e) Unrelated issue.--An agency, department, authority, commission, board, council, governing body or other entity of a political subdivision shall not consider any application, plat, plan, submission, appeal or curative amendment unrelated to the Governor's declaration of disaster emergency related to COVID-19 during a meeting unless notice to the public and interested parties has been provided at least five days prior to the meeting via a post on the entity's publicly accessible Internet website, if any, or in a newspaper of general circulation, or both.

(f) Public participation.--To the extent practicable, an agency, department, authority, commission, board, council, governing body or other entity of a political subdivision shall allow for public participation in a meeting, hearing or proceeding through an authorized telecommunication device or written comments. Written comments may be submitted to the entity's

physical address through United States mail or to an e-mail account designated by the entity to receive the comments.

(g) Action.--For an action required by law in consideration of any application, plat, plan or other submission for an approval or for an action on an appeal or curative amendment, the following shall apply:

(1) Notwithstanding any provision of law, for an approval, application, plat, plan, submission, appeal or curative amendment received or pending as of the date of or during the Governor's declaration of a disaster emergency related to COVID-19, the number of days provided to satisfy statutory time limits in review, hearing and decision shall be suspended and tolled as of the date of the disaster or emergency declaration or as of the date received if received during the disaster or emergency declaration, and shall resume 30 days after the effective date of this section.

(2) Notification, in writing, shall be provided to each applicant subject to this section of the disaster or emergency, the time extension under this section and the right to a request as provided under paragraph (3). A failure to receive the notice provided under this section shall not affect the tolling of the number of days provided to satisfy statutory time limits for review, hearing and decisions.

(3) Within 30 days of the effective date of this section, an applicant may request a meeting, hearing or proceeding as may be required by law, and provisions governing the application, plat, plan, submission, appeal or curative amendment during the period of the disaster or emergency in accordance with this section. The agency, department, authority, commission, board, council, governing body or other entity of a political subdivision shall have discretion to proceed with a request under this paragraph. If a proceeding is authorized, the applicant and each party receiving actual notice of the proceeding shall be deemed to waive any challenge to the proceedings under 65 Pa.C.S. Ch. 7 (relating to open meetings) or any other provision of law that governs the notice, conduct or participation in a meeting or proceeding.

(h) Applicability.--This section shall apply to the COVID-19 disaster emergency.

(i) Expiration.--This section shall expire when the COVID-19 disaster emergency terminates or expires under section 7301(c) (relating to general authority of Governor).

(j) Definitions.--As used in this section, the following words and phrases shall have the meanings given to them in this subsection unless the context clearly indicates otherwise:

"Approval." As defined in section 2 of the act of July 9, 2013 (P.L. 362, No. 54), known as the Development Permit Extension Act.

"Authorized telecommunications device." The term includes any device which permits, at a minimum, audio communication between individuals.

Section 1.2. Section 7501(d) of Title 35 is amended to read:
§ 7501. General authority of political subdivisions.

(d) Temporary suspension of formal requirements.--Each political subdivision included in a declaration of disaster emergency declared by either the Governor or the governing body of the political subdivision affected by the disaster emergency is authorized to exercise the powers vested under this section in the light of the exigencies of the emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements) pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes and the appropriation and expenditure of public

funds. Notwithstanding any other provision of law, the governing body of a political subdivision shall not be required to have a quorum physically present at any one location in order to conduct business if a quorum is otherwise established by the participating members through an authorized telecommunication device.

Section 1.3. Chapter 62 heading and sections 6201, 6202, 6203 and 6206 of Title 42 are amended to read:

CHAPTER 62
UNIFORM UNSWORN [FOREIGN]
DECLARATIONS ACT

§ 6201. Short title of chapter.

This chapter shall be known and may be cited as the Uniform Unsworn [Foreign] Declarations Act.

§ 6202. Definitions.

The following words and phrases when used in this chapter shall have the meanings given to them in this section unless the context clearly indicates otherwise:

["Boundaries of the United States." The geographic boundaries of the United States, Puerto Rico, the Virgin Islands and any territory or insular possession subject to the jurisdiction of the United States.]

"Law." Includes [the Federal or a state constitution, a Federal or state] a statute, [a] judicial decision or order, [a] rule of court, [an] executive order and [an] administrative rule, regulation or order.

"Record." Information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

"Sign." With present intent to authenticate or adopt a record:

(1) to execute or adopt a tangible symbol; or

(2) to attach to or logically associate with the record an electronic symbol, sound or process.

["State." A state of the United States, the District of Columbia, Puerto Rico, the Virgin Islands or any territory or insular possession subject to the jurisdiction of the United States.]

"Sworn declaration." A declaration in a signed record given under oath. The term includes a sworn statement, verification, certificate and affidavit.

"Unsworn declaration." A declaration in a signed record [that is] not given under oath but [is] given under penalty of perjury.

§ 6203. Applicability.

This chapter applies to an unsworn declaration by a declarant who at the time of making the declaration is physically located within or outside the boundaries of the United States whether or not the location is subject to the jurisdiction of the United States. [This chapter does not apply to a declaration by a declarant who is physically located on property that is within the boundaries of the United States and subject to the jurisdiction of another country or a federally recognised Indian tribe.]

§ 6206. Form of unsworn declaration.

An unsworn declaration under this chapter must be in substantially the following form:

I declare under penalty of perjury under the law of the Commonwealth of Pennsylvania that the foregoing is true and correct. [, and that I am physically located outside the geographic boundaries of the United States, Puerto Rico, the Virgin Islands and any territory or insular possession subject to the jurisdiction of the United States.

Executed] Signed on the.....day of.....,

at.....,

(date).....(month).....(year).....

([city] county or other location, and state).....

.....
 (country).....
 (printed name).....
 (signature).....
 Section 2. The following apply:
 (1) Actions taken by the Health Care Cost Containment Council from the period from June 30, 2014, to the effective date of this section are validated.
 (2) New positions on the Health Care Cost Containment Council created under 35 Pa.C.S. Ch. 33 shall be filled in the manner designated under 35 Pa.C.S. § 3303(b) no later than 60 days after the effective date of this section. Organizations required under 35 Pa.C.S. § 3303(b) to submit lists of recommended persons to fill new positions on the council shall do so no later than 30 days after the effective date of this section.
 (3) There shall be no lapse in the employment relationship for employees of the Health Care Cost Containment Council, including salary, seniority, benefits and retirement eligibility of the employees.
 Section 3. This act shall take effect immediately.

APPROVED--The 20th day of April, A.D. 2020.

TOM WOLF

**PROCLAMATION OF DISASTER EMERGENCY**

March 6, 2020

WHEREAS, a novel coronavirus (now known as "COVID-19") emerged in Wuhan, China, began infecting humans in December 2019, and has since spread to 89 countries, including the United States; and

WHEREAS, the World Health Organization and the Centers for Disease Control and Prevention ("CDC") have declared COVID-19 a "public health emergency of international concern," and the U.S. Department of Health and Human Services ("HHS") Secretary has declared that COVID-19 creates a public health emergency; and

WHEREAS, the Commonwealth of Pennsylvania ("Commonwealth") has been working in collaboration with the CDC, HHS, and local health agencies since December 2019 to monitor and plan for the containment and subsequent mitigation of COVID-19; and

WHEREAS, on February 1, 2020, the Commonwealth's Department of Health activated its Department Operations Center at the Pennsylvania Emergency Management Agency's headquarters to conduct public health and medical coordination for COVID-19 throughout the Commonwealth; and

WHEREAS, on March 4, 2020, the Director of the Pennsylvania Emergency Management Agency ordered the activation of its Commonwealth Response Coordination Center in support of the Department of Health's Department Operations Center, to maintain situational awareness and coordinate the response to any potential COVID-19 impacts across the Commonwealth; and

WHEREAS, as of March 6, 2020, there are 233 confirmed and/or presumed positive cases of COVID-19 in the United States, including 2 presumed positive cases in the Commonwealth; and

WHEREAS, while it is anticipated that a high percentage of those affected by COVID-19 will experience mild influenza-like symptoms, COVID-19 is a disease capable of causing severe symptoms or loss of life, particularly to older populations and those individuals with pre-existing conditions; and

WHEREAS, it is critical to prepare for and respond to suspected or confirmed cases in the Commonwealth and to implement measures to mitigate the spread of COVID-19; and

WHEREAS, with 2 presumed positive cases in the Commonwealth as of March 6, 2020, the possible increased threat from COVID-19 constitutes a threat of imminent disaster to the health of the citizens of the Commonwealth; and

WHEREAS, this threat of imminent disaster and emergency has the potential to cause significant adverse impacts upon the population throughout the Commonwealth; and

WHEREAS, this threat of imminent disaster and emergency has already caused schools to close, and will likely prompt additional local measures, including affected county and municipal governments to declare local disaster emergencies because of COVID-19; and

WHEREAS, this threat of imminent disaster and emergency situation throughout the Commonwealth is of such magnitude and severity as to render essential the Commonwealth's supplementation of emergency resources and mutual aid to the county and municipal governments of this Commonwealth and to require the activation of all applicable state, county, and municipal emergency response plans.

NOW THEREFORE, pursuant to the provisions of Subsection 7301(c) of the Emergency Management Services Code, 35 Pa. C.S. § 7101, et seq., I do hereby proclaim the existence of a disaster emergency throughout the Commonwealth.

FURTHER, I hereby authorize the Pennsylvania Emergency Management Agency Director or his designee, to assume command and control of all statewide emergency operations and authorize and direct that all Commonwealth departments and agencies utilize all available resources and personnel as is deemed necessary to cope with this emergency situation.

FURTHER, I hereby transfer up to \$5,000,000 in unused appropriated funds to the Pennsylvania Emergency Management Agency for Emergency Management Assistance Compact expenses related to this emergency, to be decreased as conditions require, pursuant to the provisions of section 7604(a) of the Emergency Management Services Code, 35 Pa. C.S. § 7604(a). In addition, I hereby transfer up to \$20,000,000 in unused appropriated funds, to be decreased as conditions require, to the Pennsylvania Emergency Management Agency pursuant to section 1508 of the Act of April 9, 1929 (P.L.343, No. 176) (the Fiscal Code), 72 P.S. § 1508. The aforementioned funds shall be used for expenses authorized and incurred related to this emergency. These funds shall be credited to a special account established by the Office of the Budget. I hereby direct that any funds transferred herein that remain unused after all costs related to this emergency have been satisfied shall be returned to the General Fund.

FURTHER, All Commonwealth agencies purchasing supplies or services in response to this emergency are authorized to utilize emergency procurement procedures set forth in Section 516 of the Commonwealth Procurement Code, 62 Pa. C.S. § 516. This Proclamation shall serve as the written determination of the basis for the emergency under Section 516.

FURTHER, I hereby suspend the provisions of any regulatory statute prescribing the procedures for conduct of Commonwealth business, or the orders, rules or regulations of any Commonwealth agency, if strict compliance with the provisions of any statute, order, rule or regulation would in any way prevent, hinder, or delay necessary action in coping with this emergency. Commonwealth agencies may implement emergency assignments without regard to procedures required by other laws, except mandatory constitutional requirements, pertaining to performance of public work, entering into contracts, incurring of obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, and expenditures of public funds.

FURTHER, pursuant to the powers vested in me by the Constitution and laws of the Commonwealth pursuant to 51 Pa. C.S. § 508, I hereby authorize the Adjutant General of Pennsylvania to place on state active duty for the duration of the emergency disaster proclamation, such individuals and units of the Pennsylvania National Guard, for missions designated by the Pennsylvania Emergency Management Agency, as are needed to address the consequences of the aforementioned emergency.

FURTHER, I authorize the Commissioner of the Pennsylvania State Police to use all available resources and personnel in whatever manner he deems necessary during this emergency to assist the actions of the Pennsylvania Emergency Management Agency in addressing the consequences of the emergency.

FURTHER, I hereby authorize the Secretary of the Pennsylvania Department of Health, in her sole discretion, to suspend or waive any provision of law or regulation which the Pennsylvania Department of Health is authorized by law to administer or enforce, for such length of time as may be necessary to respond to this emergency.

FURTHER, I hereby authorize the Secretary of the Pennsylvania Department of Education, in his sole discretion, to suspend or waive any provision of law or regulation which the Pennsylvania Department of Education is authorized by law to administer or enforce, for such length of time as may be necessary to respond to this emergency.

FURTHER, if investigations made on my behalf determine that the Commonwealth needs greater flexibility in the application of state and federal motor carrier regulations to accommodate truck drivers involved in emergency activities during this emergency, I hereby direct the Commonwealth Department of Transportation to waive or suspend any laws or federal or state regulations related to the drivers of commercial vehicles.

FURTHER, I hereby direct that the applicable emergency response and recovery plans of the Commonwealth, counties, municipalities and other entities be activated as necessary and that actions taken to implement those plans be coordinated through the Pennsylvania Emergency Management Agency.

STILL FURTHER, I hereby urge the governing bodies and executive officers of all political subdivisions affected by this emergency to act as necessary to meet the current exigencies as legally authorized under this Proclamation, namely, by the employment of temporary workers, by the rental of equipment, and by entering into such contracts and agreements as may be required to meet the emergency, all without regard to those time consuming procedures and formalities normally prescribed by law, mandatory constitutional requirement excepted.



GIVEN under my hand and the Seal of the Governor, at the City of Harrisburg, this sixth day of March in the year of our Lord two thousand twenty, and of the Commonwealth the two hundred and forty fourth.

Tom Wolf
TOM WOLF
Governor

DECLARATION OF DISASTER EMERGENCY
Coronavirus (COVID-19)
Monday, March 16, 2020

WHEREAS, a novel coronavirus (now known as “COVID-19”) emerged in Wuhan, China, began infecting humans

WHEREAS, the World Health Organization and the Centers for Disease Control and Prevention (“CDC”) have declared COVID-19 a “public health emergency of international concern,” and the U.S. Department of Health and Human Services (“HHS”) Secretary has declared that COVID-19 creates a public health emergency; and

WHEREAS, the Commonwealth of Pennsylvania (“Commonwealth”) has been working in collaboration with the CDC, HHS, and local health agencies since December 2019 to monitor and plan for the containment and subsequent mitigation of COVID-19; and

WHEREAS, on February 1, 2020, the Commonwealth’s Department of Health activated its Department Operations Center at the Pennsylvania Emergency Management Agency’s headquarters to conduct public health and medical coordination for COVID-19 throughout the Commonwealth; and

WHEREAS, on March 4, 2020, the Director of the Pennsylvania Emergency Management Agency ordered the activation of its Commonwealth Response Coordination Center in support of the Department of Health’s Department Operations Center, to maintain situational awareness and coordinate the response to any potential COVID-19 impacts across the Commonwealth; and

WHEREAS, as of March 16, 2020, there are 3774 confirmed and/or presumed positive cases of COVID-19 in the United States, including 63 positive cases in the Commonwealth; and

WHEREAS, while it is anticipated that a high percentage of those affected by COVID-19 will experience mild influenza-like symptoms, COVID-19 is a disease capable of causing severe symptoms or loss of life, particularly to older populations and those individuals with pre-existing conditions; and

WHEREAS, it is critical to prepare for and respond to suspected or confirmed cases in the Commonwealth and to implement measures to mitigate the spread of COVID-19; and

WHEREAS, with 63 presumed positive cases in the Commonwealth as of March 16, 2020, the possible increased threat from COVID-19 constitutes a threat of imminent disaster to the health of the citizens of the Commonwealth; and

WHEREAS, this threat of imminent disaster and emergency has the potential to cause significant adverse impacts upon the population throughout the Commonwealth; and

WHEREAS, this threat of imminent disaster and emergency has already caused schools to close, and will likely prompt additional local measures, including affected county and municipal governments to declare local disaster emergencies because of COVID-19; and

WHEREAS, this threat of imminent disaster and emergency situation throughout the Commonwealth is of such magnitude and severity as to render essential the Commonwealth's supplementation of emergency resources and mutual aid to the county and municipal governments of this Commonwealth and to require the activation of all applicable state, county, and municipal emergency response plans, and

WHEREAS, the COVID-19 virus threatens to cause injury, damage, and suffering to the citizens of Gettysburg Borough, Adams County, Pennsylvania, and

WHEREAS, the COVID-19 virus has the potential to endanger the health, safety, and welfare of a substantial number of persons residing in the Borough, and threatens to create challenges greater in scope that Gettysburg Borough may be able to resolve through traditional measures, and

WHEREAS, emergency management measures are required to reduce the severity of this disaster and to protect the health, safety, and welfare of affected residents and the community at large in the Borough.

NOW THEREFORE, I Theodore Streeter, Gettysburg Borough Mayor, declare, and hereby join the undersigned Borough Council Members of the Borough of Gettysburg, Pennsylvania, pursuant to the provisions of Section 7501 of the Pennsylvania Emergency Management Services Code, (35 PA C.S., Section 7501), as amended, proclaim the existence of a disaster emergency in the Borough of Gettysburg, Pennsylvania:

FURTHER, We direct the Borough of Gettysburg, Pennsylvania Emergency Management Coordinator to coordinate the activities of the emergency response, to take all appropriate action needed to alleviate the effects of this disaster, to aid in the restoration of essential public services, and to take any other emergency response action deemed necessary to respond to this emergency.

FURTHER. We authorize officials of the Borough of Gettysburg, Pennsylvania to act as necessary to meet the current demands of this emergency, namely: by the employment of temporary workers, by the rental of equipment, by the purchase of supplies and materials, and by entering into such contracts and agreements for the performance of public work as may be required to meet the emergency, all without regard to those time-consuming procedures and formalities normally prescribed by law, mandatory constitutional requirements excepted,

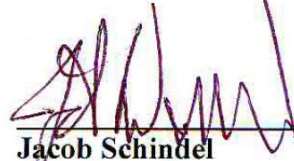
FURTHER, We hereby suspend the provisions of any regulatory ordinance including, but not limited to, Chapters one (1), eleven (11) and seventeen (17) of the Gettysburg Borough Code of Ordinances prescribing procedures for the conduct of municipal business, or the orders, rules, and regulations of any municipal department, if strict compliance therewith would in any way prevent, hinder, or delay necessary action in coping with this emergency.

NOW THEREFORE, BE IT RESOLVED, this Declaration shall take effect immediately and shall be continued until April 27, 2020 unless rescinded earlier by me, with the consent of the Borough Council.

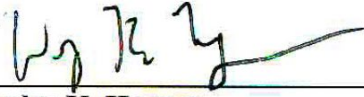
By SEAL of GETTYSBURG BOROUGH, ADAMS COUNTY, PENNSYLVANIA, as authorized this 16th day of March 2020.



Theodore Streeter
Mayor



Jacob Schindel
President of Council



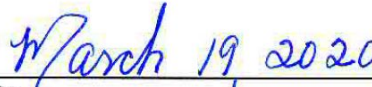
Wesley K. Heyser
Vice-President of Council



Charles R. Gable
Borough Manager



Sara L. Stull
Borough Secretary



Date

**A RESOLUTION OF THE BOROUGH COUNCIL OF
THE BOROUGH OF GETTYSBURG, ADAMS
COUNTY, PENNSYLVANIA, CONTINUING AND
EXTENDING THE COVID-19 DECLARATION OF
DISASTER EMERGENCY.**

WHEREAS, declarations of public health emergencies issued by federal, state, county and local governments and agencies prompted by the continued spread and resulting health risks of the coronavirus (hereinafter referred to as “COVID-19”) have resulted in heightened responses taken by such federal, state, county and local governments and agencies to contain and mitigate COVID-19 through various measures, including restricting access to public buildings and gathering places, the closing of non-essential and non-life-sustaining businesses and recommending social distancing to avoid infection and quarantine of those infected with COVID-19; and

WHEREAS, COVID-19 has caused and threatens to cause injury, damage and suffering to the residents of the Borough of Gettysburg and the persons and property within the jurisdictional limits of the Borough of Gettysburg, and it constitutes a threat to the health, safety and welfare of the residents of the Borough of Gettysburg; and

WHEREAS, as a result of COVID-19, continued emergency and management measures and procedures are required to reduce the severity of this disaster and to protect the health, safety and welfare of the residents of the Borough of Gettysburg and the persons and property within its jurisdiction; and

WHEREAS, section 7501 of the Pennsylvania Emergency Management Services Code (35 Pa. C.S.A. § 7501) governing general authority of political subdivisions relative to health and safety, authorizes the governing body of a political subdivision, through its mayor or other chief executive officer, to declare a local disaster emergency subject to ratification by the governing body and subject to the continuation and extension of a local disaster emergency in excess of seven (7) days with the consent of the governing body; and

WHEREAS, on March 16, 2020, Theodore H. Streeter, Mayor of the Borough of Gettysburg, issued and proclaimed a Declaration of Disaster Emergency authorizing the taking of all appropriate measures in order to facilitate the Borough’s coordination with other agencies and its necessary and appropriate response to the ongoing threat of COVID-19; and

WHEREAS, consistent with subsection 7501(b) of the Emergency Management Services Code (35 Pa. C.S.A. § 7501(b)), which provides that a declaration of a local disaster emergency shall not be continued for a period in excess of seven (7) days except by or with the consent of the governing body of the political subdivision, by Resolution No. 031920 dated March 19, 2020, the Borough Council of the Borough of Gettysburg ratified, continued and extended the Declaration of Disaster Emergency through April 27, 2020; and

WHEREAS, due to the continuing global impact of COVID-19 and the resulting actions of federal, state, county and local agencies, the Borough Council of the Borough of Gettysburg, in continuing and extending the Declaration of Disaster Emergency, desires to ensure that the Borough of Gettysburg has proper authority to coordinate with other agencies and to implement all possible actions in order to contain and mitigate the spread of COVID-19 consistent with the actions, orders and recommendations of federal, state and county governments and agencies and consistent with the duty of the Borough of Gettysburg to protect the health, safety and welfare of persons within its jurisdiction.

WHEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania, does hereby continue and extend the Declaration of Disaster Emergency, originally issued and proclaimed by Mayor Theodore H. Streeter on March 16, 2020, as previously continued and extended by Resolution No. 031920 of the Borough Council, continuing until further action of the Borough Council of the Borough of Gettysburg.

WHEREFORE, BE IT FURTHER RESOLVED, that the Emergency Management Coordinator of the Borough of Gettysburg shall continue to coordinate the activities of the emergency response, to take all appropriate action required and necessary to alleviate the effects of this disaster, to aid in the continuation and restoration of essential public services and to take any other emergency response actions necessary to respond to this COVID-19 disaster emergency.

WHEREFORE, BE IT FURTHER RESOLVED, that the officials of the Borough of Gettysburg and the Gettysburg Borough COVID-19 Pandemic Emergency Task Force shall act and will continue to act as required and necessary to meet the current demands of this COVID-19 disaster emergency, to include, but not limited to: the employment of temporary workers, the purchase or rental of necessary equipment, the purchase of necessary supplies and materials, and to enter into such contracts and agreements for the performance of necessary public work as may be required to meet this COVID-19 disaster emergency, all without regard to those time-consuming procedures and formalities normally prescribed by law, but subject, however, to all mandatory requirements of the Constitution of the United States and the Constitution of the Commonwealth of Pennsylvania.

This action is taken under and pursuant to the provisions of section 7501 of the Pennsylvania Emergency Management Services Code (35 Pa. C.S.A. § 7501) governing general authority of political subdivisions relative to health and safety and emergency management services, which authorizes the governing body of a political subdivision, through its mayor or other chief executive officer, to declare a local disaster emergency subject to ratification, continuation, extension and renewal by the governing body of the political subdivision.

This action is also taken consistent with and pursuant to the provisions of section 10A06 of the Borough Code (8 Pa. C.S.A. § 10A06) relative to the general powers granted to the mayor of a borough in the event of a state of emergency to issue a proclamation declaring such state of emergency subject to the powers of the borough council to ratify and extend, by resolution, the mayor's declaration of a state of emergency.

THIS RESOLUTION DULY ADOPTED according to law on this 27th day of April 2020, at a duly advertised special meeting of the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania.

BOROUGH OF GETTYSBURG

**A RESOLUTION OF THE BOROUGH COUNCIL OF THE
BOROUGH OF GETTYSBURG, ADAMS COUNTY,
PENNSYLVANIA, EXTENDING DATES FOR DISCOUNT,
PAR AND PENALTY PAYMENTS RELATIVE TO 2020
GETTYSBURG BOROUGH REAL ESTATE TAXES AND
2020 GETTYSBURG BOROUGH PER CAPITA TAXES.**

WHEREAS, by Resolution No. 031920 adopted on March 19, 2020, and pursuant to the authority granted by the provisions of section 7501 of the Pennsylvania Emergency Management Services Code (35 Pa. C.S.A. § 7501) and the provisions of section 10A06 of the Borough Code (8 Pa. C.S.A. § 10A06), the Borough Council of the Borough of Gettysburg ratified, continued and extended the COVID-19 Declaration of Disaster Emergency issued and proclaimed by Mayor Theodore H. Streeter on March 16, 2020 and continuing through April 27, 2020; and

WHEREAS, federal, state and county governments are operating under a Declaration of Emergency due to the COVID-19 disaster emergency, such that federal, state and county taxing authorities have extended the various deadlines for filing federal, state and county taxes due to the economic impact of the virus and the disaster emergency; and

WHEREAS, at its meeting held on April 8, 2020, the Commissioners of the County of Adams, Pennsylvania enacted Ordinance No. 1 of 2020 further amending and supplementing the Adams County Tax Collection Policy in order to mitigate the economic impact of COVID-19 on Adams County taxpayers by extending the two (2%) percent discount of the tax liability for 2020 tax payments made through June 30, 2020 and by extending the late payment penalty for 2020 tax payments by assessing a penalty of ten (10%) percent of the taxpayer's tax liability for payments received after October 31, 2020; and

WHEREAS, the Borough of Gettysburg desires to mitigate the economic impacts of the COVID-19 disaster emergency on Gettysburg Borough taxpayers and also desires to ensure the orderly collection and allocation of County and Borough tax payments by exercising its statutory discretion relative to discounts and penalties for payments of Borough taxes pursuant to section 5511.10 of the Local Tax Collection Law (72 P.S. § 5511.10).

WHEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania, does hereby extend the payment deadlines for the Gettysburg Borough 2020 real estate taxes and the Gettysburg Borough 2020 per capita taxes until June 30, 2020 for payments to receive a two (2%) percent discount of the taxpayer's tax liability and until October 31, 2020 for payments made at par value. Accordingly, payments for the 2020 tax year received after October 31, 2020 shall be assessed a penalty of ten (10%) percent of the taxpayer's tax liability.

WHEREFORE, BE IT FURTHER RESOLVED, that the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania, does hereby authorize its duly elected tax collector, Brian D. Eastman, to collect, process and remit taxes to the Borough of Gettysburg consistent with the extended deadlines for tax year 2020 as set forth herein.

THIS RESOLUTION DULY ADOPTED according to law on this 27th day of April, 2020, at a duly advertised special meeting of the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania.

BOROUGH OF GETTYSBURG

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF GETTYSBURG, ADAMS COUNTY, PENNSYLVANIA, EXTENDING THE FILING DEADLINE FOR THE 2020 GETTYSBURG BOROUGH LOCAL SERVICES TAX FIRST QUARTER RETURNS FROM APRIL 30, 2020 TO JUNE 30, 2020 AND FURTHER EXTENDING THE TAX REMITTANCE AND PAYMENT FIRST QUARTER DEADLINES FOR THE 2020 GETTYSBURG BOROUGH LOCAL SERVICES TAX FROM APRIL 30, 2020 TO JUNE 30, 2020.

WHEREAS, by Resolution No. 031920 adopted on March 19, 2020, and pursuant to the authority granted by the provisions of section 7501 of the Pennsylvania Emergency Management Services Code (35 Pa. C.S.A. § 7501) and the provisions of section 10A06 of the Borough Code (8 Pa. C.S.A. § 10A06), the Borough Council of the Borough of Gettysburg ratified, continued and extended the COVID-19 Declaration of Disaster Emergency issued and proclaimed by Mayor Theodore H. Streeter on March 16, 2020 and continuing through April 27, 2020; and

WHEREAS, federal, state and county governments are operating under a Declaration of Emergency due to the COVID-19 disaster emergency, such that federal, state and county taxing authorities have extended the various deadlines for filing federal, state and county taxes due to the economic impact of the virus and the disaster emergency; and

WHEREAS, by Ordinance No. 1342-07, and pursuant to the authority of Act No. 7 of 2007 and The Local Tax Enabling Act (subsequently amended and recodified at 53 P.S. § 6924.101 et seq.), the Borough Council of the Borough of Gettysburg enacted on December 28, 2007 the Borough of Gettysburg Local Services Tax Ordinance (hereinafter referred to as the “Local Services Tax Ordinance”); and

WHEREAS, pursuant to the Local Services Tax Ordinance, beginning in January 1, 2008, a \$52.00 per annum tax was levied and imposed on every individual engaging in an occupation within the jurisdictional limits of the Borough of Gettysburg, which tax is withheld and collected by an individual’s employer on a pro rata basis for each payroll period and then remitted by the employer, or paid directly by self-employed individuals, to the Borough’s designated collector through quarterly returns on or before dates specified in the Tax Ordinance; and

WHEREAS, the Borough of Gettysburg desires to mitigate the economic impacts of the COVID-19 disaster emergency on Borough taxpayers and Borough businesses that are either not operating or operating with limited staff and employees; and

WHEREAS, the Borough of Gettysburg desires to extend the time periods and deadline dates for employers to file quarterly returns and to remit employer-withheld Borough Local Services Tax quarterly payments of their employees from April 30, 2020 to June 30, 2020 for the first quarter of 2020, and to make quarterly payments of the Local Services Tax by self-employed individuals from April 30, 2020 to June 30, 2020 for the first quarter of 2020.

WHEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania, does hereby extend the time periods and deadline dates for employers to file quarterly returns and to remit employer-withheld Gettysburg Borough Local Services Tax quarterly payments of their employees from April 30, 2020 to June 30, 2020 for the first quarter of

2020 and for making quarterly payments of the Borough Local Services Tax by self-employed individuals from April 30, 2020 to June 30, 2020 for the first quarter of 2020.

WHEREFORE, BE IT FURTHER RESOLVED, that the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania does hereby authorize the Borough's designated collector, York Adams Tax Bureau, to accept, without penalty, employer's quarterly returns and remittance of employer-withheld Gettysburg Borough Local Services Tax payments of their employees filed, remitted and received on or before June 30, 2020 for the first quarter of 2020 and of quarterly payments of Borough Local Services Tax made by self-employed individuals paid and received on or before June 30, 2020 for the first quarter of 2020 consistent with the extended quarterly filing, remittance and payment deadlines as set forth herein.

THIS RESOLUTION DULY ADOPTED according to law on this 27th day of April, 2020, at a duly advertised special meeting of the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania.

BOROUGH OF GETTYSBURG

A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF GETTYSBURG, ADAMS COUNTY, PENNSYLVANIA, CANCELING THE AMUSEMENT DEVICE TAX IMPOSED BY CHAPTER 24, PART 3 OF THE CODE OF ORDINANCES OF THE BOROUGH OF GETTYSBURG FOR THE TWELVE (12) MONTH PERIOD BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021.

WHEREAS, by Resolution No. 031920 adopted on March 19, 2020, and pursuant to the authority granted by the provisions of section 7501 of the Pennsylvania Emergency Management Services Code (35 Pa. C.S.A. § 7501) and the provisions of section 10A06 of the Borough Code (8 Pa. C.S.A. § 10A06), the Borough Council of the Borough of Gettysburg ratified, continued and extended the COVID-19 Declaration of Disaster Emergency issued and proclaimed by Mayor Theodore H. Streeter on March 16, 2020, and continuing through April 27, 2020; and

WHEREAS, by Resolution No. 042720-2 adopted on April 27, 2020, the Borough Council of the Borough of Gettysburg continued and extended the Declaration of Disaster Emergency until further action of the Borough Council; and

WHEREAS, federal, state and county governments are operating under a Declaration of Emergency due to the COVID-19 disaster emergency, such that federal, state and county taxing authorities have extended the various deadlines for filing federal, state and county taxes due to the economic impact of the virus and the disaster emergency; and

WHEREAS, by Ordinance No. 1005-83, and pursuant to the authority of The Local Tax Enabling Act (subsequently amended and recodified at 53 P.S. § 6924.101 et seq.), the Borough Council of the Borough of Gettysburg enacted on April 11, 1983 an Amusement Device Tax ordinance; and

WHEREAS, pursuant to the Amusement Device Tax ordinance, beginning on July 1, 1983, a tax was levied and imposed upon the privilege of using any amusement device for profit, within the Borough of Gettysburg, which tax is payable by the person owning and/or operating the establishment in which the device is installed at the rate of fifty (\$50.00) dollars for each twelve (12) month period beginning July 1st of each year and ending June 30th of each succeeding year; and

WHEREAS, the Borough of Gettysburg desires to mitigate the economic impacts of the COVID-19 disaster emergency on Borough taxpayers and Borough businesses that are either not operating or operating with limited hours due to the disaster emergency; and

WHEREAS, the Borough of Gettysburg desires to cancel the imposition of the tax imposed upon the privilege of using any amusement device for profit, within the Borough of Gettysburg, for the twelve (12) month period beginning July 1, 2020 and ending June 30, 2021, pursuant to the provisions of the Amusement Device Tax ordinance, as codified in Chapter 24, Part 3 of the Code of Ordinances of the Borough of Gettysburg.

WHEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania, does hereby cancel the imposition of the tax imposed upon the privilege of using any amusement device for profit within the Borough of Gettysburg for the twelve (12) month period beginning July 1, 2020 and ending June 30, 2021, pursuant to the provisions of the Amusement Device Tax ordinance, as codified in Chapter 24, Part 3 of the Code of Ordinances of the Borough of Gettysburg.

WHEREFORE, BE IT FURTHER RESOLVED, that the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania, does hereby authorize the issuance of a refund, to any person already having previously paid such amusement device tax to the Borough, of any tax paid pursuant to the Amusement Device Tax ordinance for the twelve (12) month period beginning July 1, 2020 and ending June 30, 2021.

THIS RESOLUTION DULY ADOPTED according to law on this 10th day of August, 2020, at a duly advertised monthly general business meeting of the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania.

BOROUGH OF GETTYSBURG



Gettysburg
HISTORIC CROSSROADS

Theodore Streeter - Mayor
Jacob W. Schindel – Council President
Wesley K. Heyser – Council Vice President

Charles R. Gable, MPA – Borough Manager
Sara L. Stull – Borough Secretary
Harold A. Eastman, Jr. – Borough Solicitor

Borough of Gettysburg
Adams County, Pennsylvania
59 East High Street
Gettysburg, PA 17325

Telephone: (717) 334-1160
FAX: (717) 334-7258
www.GettysburgPA.gov

FOR IMMEDIATE RELEASE

Primary Contact: Charles R. Gable, MPA
Borough Manager
(717) 334-1160 ext. 222
CGable@GettysburgPA.gov

Wednesday, April 1, 2020
4:00 PM

Gettysburg Borough Launches COVID-19 Pandemic Emergency Taskforce

Gettysburg, PA – Gettysburg Borough has launched an aggressive effort to manage current challenges posed by the COVID-19 pandemic. The taskforce will also work to anticipate and plan for future threats of the pandemic.

"In this time of uncertainty, Gettysburg Borough has assembled local and county leaders to address the needs and concerns of the Borough's residents", said Borough Manager Charles Gable. Gable continued, "People are understandably nervous and scared. These weekly briefings are designed to provide information, provide direction, and provide reassurance that your government is still working and functioning, and is doing everything possible to shepherd the Gettysburg community through this unprecedented disaster".

The Gettysburg Borough COVID-19 Pandemic Emergency Task Force will hold its first press briefing on Thursday, April 2, 2020 on the front steps of the Gettysburg Municipal Building at 2:30 pm. See the attached press briefing agenda for details.

The task force may evolve over time with additional members as conditions warrant. The task force is comprised of leaders in the delivery of human services, economic development, and government. Not all members of the task force may be present each week. Attendance will be driven by the information needing to be delivered to the community. Each press briefing will be streamed live on both the Borough's and Borough's Police Department Facebook pages. Community Media will also stream live and also record the press briefings for rebroadcasting on Community Media TV.

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Gettysburg
HISTORIC CROSSROADS

Theodore Streeter - Mayor
Jacob W. Schindel – Council President
Wesley K. Heyser – Council Vice President

Charles R. Gable, MPA – Borough Manager
Sara L. Stull – Borough Secretary
Harold A. Eastman, Jr. – Borough Solicitor

Borough of Gettysburg
Adams County, Pennsylvania
59 East High Street
Gettysburg, PA 17325

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FAX: (717) 334-7258
www.GettysburgPA.gov

Gettysburg Borough COVID-19 Pandemic Emergency Task Force

Press Conference

Thursday, April 2, 2020 – 2:30 PM

Main Entrance Steps, Gettysburg Municipal Building

- | | | |
|-----|-------------------------------------|--|
| I. | Introduction | Jacob Schindel, President of Borough Council |
| | a. Moment of Silence | |
| | b. Pledge of Allegiance | |
| II. | Gettysburg Borough | Charles Gable, Borough Manager |
| | a. Introduce Organizations Speaking | |

Human Services

- | | | |
|-------|--|--|
| III. | WellSpan Gettysburg Hospital | Jane Hyde, President |
| IV. | EMS | Eric Zaney, Director of Operations |
| V. | South Central Community Action Program (SCCAP) | Megan Shreve, Chief Executive Officer |
| VI. | Communities of Faith | Mark Chester, Lead Pastor, Foursquare Church |
| VII. | Adams County Housing Authority/PICPI | Stephanie McIlwee, Director |
| VIII. | Rabbit Transit | Rich Farr, Director |

Economic Development

- | | | |
|-----|-----------------------------------|----------------------------|
| IX. | Gettysburg National Military Park | Steve Sims, Superintendent |
| X. | Main Street Gettysburg | Deb Adamik, President |

Government

- | | | |
|------|--------------------------------------|-----------------------------------|
| XI. | Gettysburg Borough | |
| | a. General Government | Charles Gable, Borough Manager |
| | b. Gettysburg Recreation Park (GARA) | Jacob Schindel, GARA Board Member |
| | c. Gettysburg Municipal Authority | Mark Guise, Facilities Manager |
| | d. Police | Robert Glenny, Chief of Police |
| XII. | Questions – Moderator | Charles Gable, Borough Manager |



Theodore Streeter - Mayor
Jacob W. Schindel - Council President
Wesley K. Heyser - Council Vice President

Charles R. Gable, MPA - Borough Manager
Sara L. Stull - Borough Secretary
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www.GettysburgPA.gov

FOR IMMEDIATE RELEASE

Primary Contact: Charles R. Gable, MPA
Borough Manager
(717) 334-1160 ext. 222
CGable@GettysburgPA.gov

Wednesday, April 8, 2020
4:30 PM

Gettysburg Borough COVID-19 Pandemic Emergency Taskforce Weekly Press Briefing

Gettysburg, PA – In the week since Gettysburg's COVID-19 Pandemic Emergency Task Force, the Borough and its partners have been busy responding to the COVID-19 pandemic and preparing for possible eventualities yet to come.

"There has been a significant increase in people seeking food assistance over the past week. The Task Force has mobilized efforts to meet this emerging need in the community, said Borough Manager Charles Gable. Gable continued, "The Task Force remains in a proactive posture to anticipate and plan for future needs of the community during this unprecedented time".

The Gettysburg Borough COVID-19 Pandemic Emergency Task Force will hold its weekly press briefing on Thursday, April 9, 2020 on the front steps of the Gettysburg Municipal Building at 2:30 pm. See the attached press briefing agenda for details.

The task force will evolve over time with additional members as conditions warrant. The task force is comprised of leaders in the delivery of human services, economic development, and government. Since last week, the Salvation Army has been added to the Borough's Task Force.

The press briefing will be streamed live on both the Borough's and Borough's Police Department Facebook pages. Community Media will also stream live and record the press briefings for rebroadcasting on Community Media TV. All media is invited to attend.

###



Gettysburg
HISTORIC CROSSROADS

Theodore Streeter - Mayor
Jacob W. Schindel - Council President
Wesley K. Heyser - Council Vice President

Charles R. Gable, MPA - Borough Manager
Sara L. Stull - Borough Secretary
Harold A. Eastman, Jr. - Borough Solicitor

Borough of Gettysburg
Adams County, Pennsylvania
59 East High Street
Gettysburg, PA 17325

Telephone: (717) 334-1160
FAX: (717) 334-7258
www.GettysburgPA.gov

Gettysburg Borough COVID-19 Pandemic Emergency Task Force
Press Conference
Thursday, April 9, 2020 -- 2:30 PM
Main Entrance Steps, Gettysburg Municipal Building

- | | | |
|-------------|---|--|
| I. | Introduction | Charles Gable, Borough Manager |
| | a. Pledge of Allegiance | |
| II. | South Central Community Action Program (SCCAP) | Megan Shreve, Chief Executive Officer |
| III. | Salvation Army | Mary Smith, Executive Director |
| IV. | Main Street Gettysburg | Deb Adamik, President |
| V. | Gettysburg Borough Government | Charles Gable, Borough Manager |
| VI. | Gettysburg Borough Police | Robert Glenny, Chief of Police |
| VII. | Questions | Charles Gable, Moderator |



Theodore Streeter - Mayor
Jacob W. Schindel – Council President
Wesley K. Heyser – Council Vice President

Charles R. Gable, MPA – Borough Manager
Sara L. Stull – Borough Secretary
Harold A. Eastman, Jr. – Borough Solicitor

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FOR IMMEDIATE RELEASE

Primary Contact: Charles R. Gable, MPA
Borough Manager
(717) 334-1160 ext. 222
CGable@GettysburgPA.gov

Wednesday, April 15, 2020
4:45 PM

Gettysburg Borough COVID-19 Pandemic Emergency Taskforce Weekly Press Briefing

Gettysburg, PA – In the past week the Gettysburg's COVID-19 Pandemic Emergency Task Force, the Borough and its partners have been busy responding to the COVID-19 pandemic and preparing for possible eventualities yet to come.

"The Borough thanks the Salvation Army for providing an emergency allotment of food for SCCAP this past week. We want to ensure that no member of our community goes hungry during this difficult time. Our partners at SCCAP and the Salvation Army are working very hard to make sure everyone is fed", said Borough Manager Charles Gable. Gable continued, "While businesses are hurting right now, so are local governments across the country. Financial threats continue to emerge for Gettysburg Borough. The Borough is asking the community to join its lobbying efforts for the passage of the 4th Phase Stimulus Bill in Washington, D.C."

The Gettysburg Borough COVID-19 Pandemic Emergency Task Force will hold its weekly press briefing on Thursday, April 16, 2020 in the Council Chambers of the Gettysburg Municipal Building at 2:30 pm. See the attached press briefing agenda for details. The public will be able to view the press conference via Community Media 'live Stream' as well as 'live stream' on both Facebook pages of Gettysburg Borough and the Gettysburg Borough Police Department. The media is invited to attend.

The task force is comprised of leaders in the delivery of human services, economic development, and government. Since last week, the American Red Cross has been added to the Borough's Task Force.

###



Gettysburg
HISTORIC CROSSROADS

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Charles R. Gable, MPA - Borough Manager
Sara L. Stull - Borough Secretary
Harold A. Eastman, Jr. - Borough Solicitor

Gettysburg Borough COVID-19 Pandemic Emergency Task Force
Press Conference
Thursday, April 16, 2020 -- 2:30 PM
Main Entrance Steps, Gettysburg Municipal Building

- | | | |
|------|--|--------------------------------|
| I. | Introduction | Charles Gable, Borough Manager |
| II. | Gettysburg WellSpan Hospital | Jane Hyde, President |
| | a. COVID-19 Response Update | |
| III. | Gettysburg Borough Government | Charles Gable, Borough Manager |
| | a. The Economy and Cities: | |
| | i. What America's Local Leaders Are Seeing | |
| | b. Borough Council Business Meeting Set | |
| | i. Date: Monday, April 27, 2020 | |
| | ii. Time: 7:00 PM | |
| | iii. Method: Electronic/Remote | |
| | iv. Agenda: Posted to Borough Website on April 22, 2020 | |
| | 1. www.GettysburgPA.gov | |
| | v. Public Participation in Public Comment Period: Pre-Registered | |
| | 1. Register by: | |
| | a. Email CGable@GettysburgPA.gov or | |
| | b. Call (717) 334-1160 ext.222 | |
| | 2. Deadline to Register for public Comment: Noon, April 27, 2020 | |
| | 3. Access Code will be sent after registration | |
| | vi. Meeting will be Live Streamed: | |
| | 1. Community Media | |
| | 2. Borough Facebook Page | |
| | 3. Borough Police Department Facebook Page | |
| IV. | Questions | Charles Gable, Moderator |

**FOR IMMEDIATE RELEASE**

Primary Contact: Charles R. Gable, MPA
Borough Manager
(717) 334-1160 ext. 222
CGable@GettysburgPA.gov

Wednesday, April 22, 2020
10:30 PM

Gettysburg Borough COVID-19 Pandemic Emergency Task Force
Main Street Gettysburg Cares Program Launch
Weekly Press Briefing

Gettysburg, PA – Over the past month, the Gettysburg Borough COVID-19 Pandemic Emergency Task Force has diligently worked to prepare for and mitigate the Coronavirus pandemic in the Gettysburg community. Fortunately, there are some signs that the day is approaching where Gettysburg may begin to reopen its economy, with caution. To that end, the Task Force has been working on a reopening plan. It is called the Main Street Gettysburg Cares Program.

"The MSG Cares Program is bold and comprehensive. It is a partnership with Main Street Gettysburg and the Borough of Gettysburg that is laser focused on jumpstarting Gettysburg's economy, getting our people back to work, and welcoming our visitors back to this National and Historic Treasure", said Borough Manager Charles Gable. Gable continued, "The MSG Cares Program will officially be rolled out once final details are established within the next week. We want the community to be aware that there are people working to relaunch our economy and that day is coming".

The MSG Cares program will be rolled out in three phases: (1) Announcement, (2) Sign up for the Toolkit, and (3) Distribution. Details on each phase will be announced at a press briefing to be held on Thursday, April 23, 2020 at 2:30 PM in the Council Chambers of the Gettysburg Municipal Building. See the attached press briefing agenda for details. The public will be able to view the press conference via Community Media 'live Stream' as well as 'live stream' on both Facebook pages of Gettysburg Borough and the Gettysburg Borough Police Department. The media is invited to attend in person.

"Main Street Gettysburg's mission is to support the economic vitality of our community and historic assets through programs that unite our community for a common good. As a result of the COVID-19 crisis, MSG has been connecting with individual businesses and listening to better understand their needs", said Main

Street Gettysburg President Deb Adamik. Adamik continued, *"MSG Cares is a comprehensive program launched to respond to the downtown business community's urgent needs during this COVID-19 crisis and encourage our community to join together to help our businesses as they seek to stabilize, reopen, and return to a healthy business environment".*

Other items to be discussed at the weekly press conference will include remarks from both the Salvation Army and Rabbit Transit.

The Gettysburg Borough COVID-19 Pandemic Emergency Task Force is comprised of leaders in the delivery of human services, economic development, and government.

###



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Jacob W. Schindel - Council President
Wesley K. Heyzer - Council Vice President

Charles R. Gable, MPA - Borough Manager
Sara L. Stull - Borough Secretary
Harold A. Eastman, Jr. - Borough Solicitor

Gettysburg Borough COVID-19 Pandemic Emergency Task Force Press Conference

Thursday, April 23, 2020 -- 2:30 PM
Troxell Council Chamber, Gettysburg Municipal Building

- | | |
|--|--|
| <p>I. Introduction</p> <p>II. Moderator</p> <p>III. Salvation Army</p> <p>IV. Rabbit Transit</p> <p>V. Question Asked of WellSpan Gettysburg Hospital</p> <p>VI. Main Street Gettysburg Cares Program</p> <p>VII. Borough Zero Interest Loan Program</p> <p>VIII. Gettysburg Borough Government</p> <p style="padding-left: 20px;">a. Borough Council Business Meeting Set</p> <p style="padding-left: 40px;">i. Date: Monday, April 27, 2020</p> <p style="padding-left: 40px;">ii. Time: 7:00 PM</p> <p style="padding-left: 40px;">iii. Method: Electronic/Remote</p> <p style="padding-left: 40px;">iv. Agenda: Posted to Borough Website</p> <p style="padding-left: 60px;">1. www.GettysburgPA.gov</p> <p style="padding-left: 40px;">v. Public Participation in Public Comment Period: Pre-Registered</p> <p style="padding-left: 60px;">1. Register by:</p> <p style="padding-left: 80px;">a. Email CGable@GettysburgPA.gov or</p> <p style="padding-left: 80px;">b. Call (717) 334-1160 ext.222</p> <p style="padding-left: 60px;">2. Deadline to Register for public Comment: Noon, April 27, 2020</p> <p style="padding-left: 60px;">3. Access Code will be sent after registration</p> <p style="padding-left: 40px;">vi. Meeting will be Live Streamed:</p> <p style="padding-left: 60px;">1. Community Media</p> <p style="padding-left: 60px;">2. Borough Facebook Page</p> <p style="padding-left: 60px;">3. Borough Police Department Facebook Page</p> <p>IX. Questions</p> | <p>Jake Schindel, President Gettysburg Borough Council</p> <p>Charles Gable, Gettysburg Borough Manager</p> <p>Statement Presented by Charles Gable</p> <p>Statement Presented by Charles Gable</p> <p>Statement Presented by Charles Gable</p> <p>Deb Adamik, President Main Street Gettysburg</p> <p>Charles Gable, Gettysburg Borough Manager</p> <p>Charles Gable, Gettysburg Borough Manager</p> <p>Charles Gable, Moderator</p> |
|--|--|





PURPOSE

Main Street Gettysburg's (MSG) mission is to support the economic vitality of our community and historic assets through programs that unite our community for a common good. As a result of the COVID 19 Crisis, MSG has been connecting with individual businesses and listening to better understand their needs.

Main Street Gettysburg Cares is a comprehensive program launched to respond to the downtown business community's urgent needs during this COVID 19 crisis and encourage our community to join together to help our businesses as they seek to stabilize, reopen and return to a healthy business environment.



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Jacob W. Schindel - Council President
Wesley K. Heyser - Council Vice President

Charles R. Gable, MPA - Borough Manager
Sara L. Stull - Borough Secretary
Harold A. Eastman, Jr. - Borough Solicitor

FOR IMMEDIATE RELEASE

Primary Contact: Charles R. Gable, MPA
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CGable@GettysburgPA.gov

Wednesday, May 6, 2020
5:30 PM

Gettysburg Borough COVID-19 Pandemic Emergency Task Force Main Street Gettysburg Cares Program – Preparing to Reopen Gettysburg Weekly Press Briefing

Gettysburg, PA – Since early April, the Gettysburg Borough COVID-19 Pandemic Emergency Task Force has diligently worked to prepare for and mitigate the Coronavirus pandemic in the Gettysburg community. Fortunately, there are some signs that the day is approaching where Gettysburg may begin to reopen its economy, with caution. To that end, the Task Force has been working on a reopening plan. It is called the Main Street Gettysburg Cares Program.

“Since the announcement of the Main Street Gettysburg Cares Program two weeks ago, over 64 local businesses have signed up for the program and 23 have asked for information regarding the Borough’s zero-interest business reopening loan program. This is an indication of the level of assistance needed. Main Street and its volunteers are ready to help”, said Main Street Gettysburg President Deb Adamik. Adamik continued, “Businesses are looking forward to reopening as soon as possible. The Gettysburg Borough and Main Street Gettysburg are anxious to share the roll out plans and schedule for the Main Street Gettysburg Cares Program Jumpstart – with distribution to begin on May 14th”.

The Borough will be making additional announcements regarding its parking programs and Code Enforcement plans.

Borough Manager, Charles Gable said, “As other parts of the state begin to open in the ‘Yellow’ phase, it is time for Gettysburg to begin preparations for the day that we, too, can open in the ‘Yellow’ phase. Today’s announcements are meant to encourage everyone to begin thinking about and preparing for Gettysburg’s reopening”.

See the attached press briefing agenda for details. The public will be able to view the press conference via Community Media ‘live stream’ as well as ‘live stream’ on both Facebook pages

of Gettysburg Borough and the Gettysburg Borough Police Department. The media is invited to attend in person.

Other items to be discussed at the weekly press conference will include remarks from Foursquare Church in Gettysburg.

The Gettysburg Borough COVID-19 Pandemic Emergency Task Force is comprised of leaders in the delivery of human services, economic development, and government.

###



Gettysburg
HISTORIC CROSSROADS

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Charles R. Gable, MPA - Borough Manager
Sara L. Stull - Borough Secretary
Harold A. Eastman, Jr. - Borough Solicitor

Gettysburg Borough COVID-19 Pandemic Emergency Task Force

Press Conference

Thursday, May 7, 2020 -- 2:30 PM

Troxell Council Chamber, Gettysburg Municipal Building

- | | | |
|------|--|---|
| I. | Introduction | Jake Schindel, President Gettysburg Borough Council |
| II. | Moderator | Charles Gable, Gettysburg Borough Manager |
| III. | Foursquare Church Announcement | Statement Presented by Charles Gable on behalf of Mark Chester, Lead Pastor |
| IV. | Reopening Gettysburg | Charles Gable, Gettysburg Borough Manager |
| | a. Parking Enforcement | Charles Gable, Gettysburg Borough Manager |
| | i. Restaurant Parking Bags | Charles Gable, Gettysburg Borough Manager |
| | b. Main Street Gettysburg Cares | Deb Adamik, President, Main Street Gettysburg |
| | i. Borough Business Loan | Charles Gable, Gettysburg Borough Manager |
| V. | Gettysburg Borough Government | Charles Gable, Gettysburg Borough Manager |
| | a. Borough Council Business Meeting Set | |
| | i. Date: | Monday, May 11, 2020 |
| | ii. Time: | 7:00 PM |
| | iii. Method: | Electronic/Remote |
| | iv. Agenda: | Posted to Borough Website |
| | | 1. www.GettysburgPA.gov |
| | v. Public Participation in Public Comment Period: Pre-Registered | |
| | 1. Register by: | |
| | a. Email CGable@GettysburgPA.gov or | |
| | b. Call (717) 334-1160 ext.222 | |
| | 2. Deadline to Register for public Comment: Noon, May 11, 2020 | |
| | 3. Access Code will be sent after registration | |
| | vi. Meeting will be Live Streamed: | |
| | 1. Community Media | |
| | 2. Borough Facebook Page | |
| | 3. Borough Police Department Facebook Page | |
| VI. | Questions | Charles Gable, Gettysburg Borough Manager |



Theodore Streeter - Mayor
Jacob W. Schindel - Council President
Wesley K. Heyser - Council Vice President

Charles R. Gable, MPA - Borough Manager
Sara L. Stull - Borough Secretary
Harold A. Eastman, Jr. - Borough Solicitor

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FOR IMMEDIATE RELEASE

Primary Contact: Charles R. Gable, MPA
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(717) 334-1160 ext. 222
CGable@GettysburgPA.gov

Wednesday, May 20, 2020
10:15 PM

Gettysburg Borough COVID-19 Pandemic Emergency Task Force Gettysburg Moving to Phase Yellow - Preparing to Reopen Gettysburg's Economy Weekly Press Briefing

Gettysburg, PA – Since early April, the Gettysburg Borough COVID-19 Pandemic Emergency Task Force has diligently worked to prepare for and mitigate the Coronavirus pandemic in the Gettysburg community. In recent week, Gettysburg has been preparing for the day that visitors can once again be welcomed to the community and get Gettysburg's economy open again.

On, Friday, May 22, 2020 Adams County and Gettysburg move to 'Phase Yellow', which is a reopening of the economy with caution. Last week, Main Street Gettysburg formally launched the Main Street Gettysburg Cares Program, which provides local businesses tools and information to prepare for the 'Yellow Phase'. It is a program that tells all visitors that Gettysburg is prepared to reopen, prevent (to the extent possible) exposure to COVID-19 while visiting Gettysburg, and protect Gettysburg's visitors with multiple mitigation protocols in place.

"The entire slogan of Prepare, Prevent, and Protect of the Main Street Gettysburg Cares Program is to send the message that when you come to Gettysburg our businesses are ready to receive you and help protect you during your visit to Gettysburg", said Main Street Gettysburg President Deb Adamik.

As Gettysburg's businesses begin to reopen, so will access to local government. Following guidance from the White House, Centers for Disease Control and Prevention (CDC), and state and local public health authorities, Gettysburg Borough is increasing access and services using a phased approach. Municipal Building access will be consistent with the 'Yellow Phase' of Governor Wolf's reopening plan.

"Beginning on Tuesday, May 26, 2020 the Borough will begin issuing licenses and permits to applicants in a vast array of areas, like construction permits and guided walking tour licenses", said Borough Manager Charles Gable. Gable continued, *"The Borough Building will be open to those seeking in-person assistance from staff on an appointment basis only. Visitors to the Borough Building will be restricted to the*

lobby only and must wear a face mask during their visit and must adhere to social distancing standards of 6-feet separation from Borough staff”.

This phased approach is consistent with Governor Wolf’s [Process to Reopen Pennsylvania](#) and is summarized below.

Red Phase
Work & Congregate Setting Restrictions <ul style="list-style-type: none"> Life Sustaining Businesses Only Congregate Care and Prison Restrictions in Place Schools (for in-person instruction) and Most Child Care Facilities Closed
Social Restrictions <ul style="list-style-type: none"> Stay at Home Orders in Place Large Gatherings Prohibited Restaurants and Bars Limited to Carry-Out and Delivery Only Only Travel for Life-Sustaining Purposes Encouraged

- Reiterate and reinforce safety guidance for businesses, workers, individuals, facilities, update if necessary
- Monitor public health indicators, adjust orders and restrictions as necessary

As regions or counties move into the yellow phase, some restrictions on work and social interaction will ease while others, such as closures of schools, gyms, and other indoor recreation centers, hair and nail salons, as well as limitations around large gatherings, remain in place. For example, retail locations will be able to open with forthcoming guidance in place that is substantially similar to the worker safety and building safety order. Otherwise retail will be able to allow for curbside pickup. The purpose of this phase is to begin to power back up the economy while keeping a close eye on the public health data to ensure the spread of disease remains contained to the greatest extent possible.

Yellow Phase
Work & Congregate Setting Restrictions <ul style="list-style-type: none"> Telework Must Continue Where Feasible Businesses with In-Person Operations Must <u>Follow Business and Building Safety Orders</u> Child Care Open Complying with Guidance Congregate Care and Prison Restrictions in Place Schools Remain Closed for In-Person Instruction
Social Restrictions <ul style="list-style-type: none"> Stay at Home Order Lifted for Aggressive Mitigation Large Gatherings of More Than 25 Prohibited In-Person Retail Allowable, Curbside and Delivery Preferable Indoor Recreation, Health and Wellness Facilities and Personal Care Services (such as gyms, spas, hair salons, nail salons and other entities that provide massage therapy), and all Entertainment (such as casinos, theaters) Remain Closed Restaurants and Bars Limited to Carry-Out and Delivery Only

- All businesses must follow CDC and DOH guidance for social distancing and cleaning
- Monitor public health indicators, adjust orders and restrictions as necessary

The green phase eases most restrictions by lifting the stay at home and business closure orders to allow the economy to strategically reopen while continuing to prioritize public health. While this phase will facilitate a return to a ‘new normal,’ it will be equally important to continue to monitor public health indicators and adjust orders and restrictions as necessary to ensure the spread of disease remains at a minimum.

Green Phase
Work & Congregate Setting Restrictions <ul style="list-style-type: none"> All Businesses Must Follow CDC and PA Department of Health Guidelines
Social Restrictions <ul style="list-style-type: none"> Aggressive Mitigation Lifted All Individuals Must Follow CDC and PA Department of Health Guidelines

The Borough will be making additional announcements regarding its move into the 'Yellow Phase' of reopening at its press briefing at 2:30 PM on Thursday, May 21, 2020. See the attached press briefing agenda for details. The public will be able to view the press conference via Community Media 'live stream' as well as 'live stream' on both Facebook pages of Gettysburg Borough and the Gettysburg Borough Police Department. The media is invited to attend in person.

The Gettysburg Borough COVID-19 Pandemic Emergency Task Force is comprised of leaders in the delivery of human services, economic development, and government.

###



Gettysburg
HISTORIC CROSSROADS

Theodore Streeter - Mayor
Jacob W. Schindel – Council President
Wesley K. Heyser – Council Vice President

Charles R. Gable, MPA – Borough Manager
Sara L. Stull – Borough Secretary
Harold A. Eastman, Jr. – Borough Solicitor

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Gettysburg, PA 17325

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www.GettysburgPA.gov

Gettysburg Borough COVID-19 Pandemic Emergency Task Force
Press Conference

Thursday, May 21, 2020 -- 2:30 PM

Troxell Council Chamber, Gettysburg Municipal Building

- | | | |
|------|---|---|
| I. | Introduction | Charles Gable, Gettysburg Borough Manager |
| II. | Reopening Gettysburg | Charles Gable, Gettysburg Borough Manager |
| | a. Move to Phase Yellow | Charles Gable, Gettysburg Borough Manager |
| | i. Restaurant Parking Bags | |
| | ii. Parking Enforcement | |
| | iii. Code Enforcement | |
| | iv. Permits/Licenses Issued | |
| | v. Access to Municipal Building | |
| | vi. Borough Council/ABC Meetings | |
| | b. Public Safety/Enforcement | Chief Robert Glenn |
| | c. Main Street Gettysburg (MSG) | Deb Adamik, President, Main Street Gettysburg |
| | i. MSG Cares Program | |
| | 1. MSG Business Advocate | |
| | ii. Borough Business Loan | Charles Gable, Gettysburg Borough Manager |
| | iii. Main Street Gettysburg Cares Video
– Gettysburg's Reopening | |
| III. | Gettysburg National Military Park (GNMP) | Steve Sims, GNMP Superintendent |
| IV. | Questions | Charles Gable, Gettysburg Borough Manager |

Borough Council Meetings Set

- i. Date: Tuesday, May 26, 2020
- ii. Time: 6:30 PM CDBG Public Hearing
- Time: 7:00 PM Special Council Meeting
- Time: 7:30 PM Council Workshop
- iii. Method: Electronic/Remote – ZOOM Platform
- iv. Agenda: Posted to Borough Website
1. www.GettysburgPA.gov
- v. Public Participation in Public Comment Period: Pre-Registered
1. Register by:
 - a. Email CGable@GettysburgPA.gov or
 - b. Call (717) 334-1160 ext.222
2. Deadline to Register for public Comment: Noon, May 26, 2020
3. Access Code will be sent after registration
- vi. Meetings will be Live Streamed:
 1. Community Media
 2. Borough Facebook Page
 3. Borough Police Department Facebook Page



Gettysburg
HISTORIC CROSSROADS

Theodore Streeter - Mayor
Susan Naugle - Council President
Jacob Schindel - Council Vice President

Charles R. Gable, MPA - Borough Manager
Sara L. Stull - Borough Secretary
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FOR IMMEDIATE RELEASE

Primary Contact: Charles R. Gable, MPA
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(717) 334-1160 ext. 222
CGable@GettysburgPA.gov

Thursday, March 12, 2020
8:00 PM

Gettysburg Borough Implements Alternate Operations Plan in Response to COVID-19 **Public Meetings Cancelled until April 27, 2020** **Public Access to Borough Facilities Prohibited until April 27, 2020**

Participating in the national effort to mitigate and contain the Coronavirus (COVID-19) worldwide pandemic, Gettysburg's Senior Officials have developed a plan that protects the public, municipal employees, and provides for the continuity of government during this difficult time.

"This extraordinary worldwide event requires an extraordinary response to meet the challenges and threats posed by COVID-19", said Borough Manager Charles Gable. Gable continued, "It is government's primary duty to protect the health, safety, and welfare of its citizens. Albeit disruptive and inconvenient to our daily lives and routines, all these actions are an effort to meet that governmental obligation".

The objective of this plan, developed by the Borough Emergency Management Coordinator (Dave Sanders), Borough Police Chief (Robert Glenny), Borough Solicitor (Harold A. Eastman, Jr.), Borough Manager (Charles R. Gable), Gettysburg Mayor (Theodore Streeter) and Borough Council President (Jacob Schindel), is to establish a contingency plan to maintain delivery of services during times of natural disaster and to maintain delivery of services during times of significant and/or sustained worker absenteeism. To meet these objectives, effective immediately, the Borough of Gettysburg has implemented the following:

Essential Business Functions

In the event of a pandemic, Borough staff must remain healthy in order to continue to provide public services. Should a pandemic preclude staff from keeping all services open, the Borough would prioritize efforts to meet the essential business functions of the government. In this regard wherever possible, staff have been cross-trained; so that when unplanned emergencies occur, staff can complete the jobs for their co-workers as needed.

Governmental Meetings and Public Access to Government Buildings Prohibited

In a maximum effort to ensure the health and safety of government service providers and the general public, the following actions are effective immediately:

1. Gettysburg Municipal Building will be closed to public access until April 27, 2020.
2. All meetings of the Borough Council have been cancelled through April 27, 2020.

- a. Borough Council has a previously advertised Work Session on April 27, 2020. This meeting will be re-advertised as a Council Business Meeting, to meet the statutory mandate that Council meet monthly in order to conduct Business.
 - i. It is the intention to resume normal and previously advertised Council meetings after April 27, 2020.
 3. All meetings of Borough Authorities, Boards, and Commissions (ABCs) are cancelled through April 27, 2020.
 - a. Re-advertised meetings for all ABCs will be forthcoming.
 - i. Should a member of the public have pending business before any ABC prior to April 27, 2020, please contact the appropriate staff member to facilitate a resolution to the matter they have before the Authority, Board or Commission.
 - ii. The Borough will make every effort to keep a project on schedule as planned.
 4. The public is encouraged to and has the ability to conduct business with any staff member electronically. Every department head can be reached via phone. Phone extensions are listed under 'Borough Management' on the Borough's website. Additionally, all Department Heads can be reached via email through the Borough's website at www.GettysburgPA.gov. Documents can be electronically attached to this online, website email service.
 - a. In the rare case where business cannot be conducted electronically, a one-on-one meeting with the appropriate staff member may be scheduled.
 - b. The Borough's main phone line is (717) 334-1160
 - i. The attendant message will direct you to the appropriate staff member so that you can speak in person or leave a message.

Police Department

Police Officer's jobs are most critical and require significant public contact to accomplish their mission. The Gettysburg Police Department is implementing the following precautionary procedures to minimize the possibility of disease transmission. These procedures remain in effect until rescinded:

1. Initial contact for ALL routine or non-emergency calls shall be made by way of phone rather than in person whenever possible and not contrary to the successful outcome of the incident.
 - a. Police Non-Emergency Number (717) 334-1168
 - b. Police Non-Emergency Number (after hours) (717) 334-8101
 - c. Police FAX Number (717) 334-3554
 - d. Emergency 911
2. When in-person contact is required, a recommended six (6) foot social/reactionary gap should be maintained.
3. When contacting a member of the public exhibiting respiratory symptoms (sneezing and coughing), thought should be given to the necessity of making contact versus risk of possible exposure.
4. Police department access to Public Buildings will be limited to essential personnel only.

Receive Urgent/Emergency Alerts from the Borough's website. Sign up for 'E-Alerts' on the homepage at www.GettysburgPA.gov.

###



Gettysburg
HISTORIC CROSSROADS

Borough of Gettysburg
Adams County, Pennsylvania
59 East High Street
Gettysburg, PA 17325

Telephone: (717) 334-1160

FAX: (717) 334-7258

www.GettysburgPA.gov

Theodore Streeter - Mayor
Jacob W. Schindel - Council President
Wesley K. Heyser - Council Vice President

Charles R. Gable, MPA - Borough Manager
Sara L. Stull - Borough Secretary
Harold A. Eastman, Jr. - Borough Solicitor

FOR IMMEDIATE RELEASE

Primary Contact: Charles R. Gable, MPA
Borough Manager
(717) 334-1160 ext. 222
CGable@GettysburgPA.gov

Monday, March 16, 2020
2:30 PM

State of Emergency Declaration for Gettysburg Borough

Gettysburg Borough Implements Alternate Public Gatherings Plan in Response to COVID-19

Public Meetings Remain Cancelled or on Alternate Schedule until April 27, 2020

Public Access to Borough Facilities Remain Prohibited until April 27, 2020

DECLARATION OF DISASTER EMERGENCY

Coronavirus (COVID-19)

Monday, March 16, 2020

WHEREAS, a novel coronavirus (now known as "COVID-19") emerged in Wuhan, China, began infecting humans

WHEREAS, the World Health Organization and the Centers for Disease Control and Prevention ("CDC") have declared COVID-19 a "public health emergency of international concern," and the U.S. Department of Health and Human Services ("HHS") Secretary has declared that COVID-19 creates a public health emergency; and

WHEREAS, the Commonwealth of Pennsylvania ("Commonwealth") has been working in collaboration with the CDC, HHS, and local health agencies since December 2019 to monitor and plan for the containment and subsequent mitigation of COVID-19; and

WHEREAS, on February 1, 2020, the Commonwealth's Department of Health activated its Department Operations Center at the Pennsylvania Emergency Management Agency's headquarters to conduct public health and medical coordination for COVID-19 throughout the Commonwealth; and

WHEREAS, on March 4, 2020, the Director of the Pennsylvania Emergency Management Agency ordered the activation of its Commonwealth Response Coordination Center in

support of the Department of Health's Department Operations Center, to maintain situational awareness and coordinate the response to any potential COVID-19 impacts across the Commonwealth; and

WHEREAS, as of March 16, 2020, there are 3774 confirmed and/or presumed positive cases of COVID-19 in the United States, including 63 positive cases in the Commonwealth; and

WHEREAS, while it is anticipated that a high percentage of those affected by COVID-19 will experience mild influenza-like symptoms, COVID-19 is a disease capable of causing severe symptoms or loss of life, particularly to older populations and those individuals with pre-existing conditions; and

WHEREAS, it is critical to prepare for and respond to suspected or confirmed cases in the Commonwealth and to implement measures to mitigate the spread of COVID-19; and

WHEREAS, with 63 presumed positive cases in the Commonwealth as of March 16, 2020, the possible increased threat from COVID-19 constitutes a threat of imminent disaster to the health of the citizens of the Commonwealth; and

WHEREAS, this threat of imminent disaster and emergency has the potential to cause significant adverse impacts upon the population throughout the Commonwealth; and

WHEREAS, this threat of imminent disaster and emergency has already caused schools to close, and will likely prompt additional local measures, including affected county and municipal governments to declare local disaster emergencies because of COVID-19; and

WHEREAS, this threat of imminent disaster and emergency situation throughout the Commonwealth is of such magnitude and severity as to render essential the Commonwealth's supplementation of emergency resources and mutual aid to the county and municipal governments of this Commonwealth and to require the activation of all applicable state, county, and municipal emergency response plans, and

WHEREAS, the COVID-19 virus threatens to cause injury, damage, and suffering to the citizens of Gettysburg Borough, Adams County, Pennsylvania, and

WHEREAS, the COVID-19 virus has the potential to endanger the health, safety, and welfare of a substantial number of persons residing in the Borough, and threatens to create challenges greater in scope that Gettysburg Borough may be able to resolve through traditional measures, and

WHEREAS, emergency management measures are required to reduce the severity of this disaster and to protect the health, safety, and welfare of affected residents and the community at large in the Borough.

NOW THEREFORE, I Theodore Streeter, Gettysburg Borough Mayor, declare, and hereby join the undersigned Borough Council Members of the Borough of Gettysburg, Pennsylvania, pursuant to the provisions of Section 7501 of the Pennsylvania Emergency

Management Services Code, (35 PA C.S., Section 7501), as amended, proclaim the existence of a disaster emergency in the Borough of Gettysburg, Pennsylvania:

FURTHER, We direct the Borough of Gettysburg, Pennsylvania Emergency Management Coordinator to coordinate the activities of the emergency response, to take all appropriate action needed to alleviate the effects of this disaster, to aid in the restoration of essential public services, and to take any other emergency response action deemed necessary to respond to this emergency.

FURTHER, We authorize officials of the Borough of Gettysburg, Pennsylvania to act as necessary to meet the current demands of this emergency, namely: by the employment of temporary workers, by the rental of equipment, by the purchase of supplies and materials, and by entering into such contracts and agreements for the performance of public work as may be required to meet the emergency, all without regard to those time-consuming procedures and formalities normally prescribed by law, mandatory constitutional requirements excepted,

FURTHER, We hereby suspend the provisions of any regulatory ordinance including, but not limited to, Chapters one (1), eleven (11) and seventeen (17) of the Gettysburg Borough Code of Ordinances prescribing procedures for the conduct of municipal business, or the orders, rules, and regulations of any municipal department, if strict compliance therewith would in any way prevent, hinder, or delay necessary action in coping with this emergency.

NOW THEREFORE, BE IT RESOLVED, this Declaration shall take effect immediately and shall be continued until April 27, 2020 unless rescinded earlier by me, with the consent of the Borough Council.

By **SEAL** of **GETTYSBURG BOROUGH, ADAMS COUNTY, PENNSYLVANIA**, as authorized this 16th day of March 2020.

**Gettysburg Borough Implements Alternate Public Gatherings
Plan in Response to COVID-19**

Gettysburg Mayor, Theodore Streeter, along with the Gettysburg Borough Council, and the Borough's Emergency Management Team announce the following in order to support the state and national effort to combat the spread of the COVID-19 virus. Effective immediately and continuing through April 27, 2020 (unless otherwise rescinded beforehand):

1. All restaurants, bars and clubs in Gettysburg are strongly encouraged to limit capacity to fifty percent (50%) their establishment's fire code occupancy.
Example: a restaurant with a maximum occupancy of 100 should not seat more than 50 at a time.
 - a. This is to enable business management the flexibility to practice social distancing with patrons.
 - b. Current federal guidance is 6 feet separation between persons.
 - c. Restaurants are encouraged to promote take-out and delivery dining options.

2. All Borough Special Event Permits issued through April 27, 2020 – with events planned to occur prior to April 27, 2020 are rescinded.
 - a. Applicant refunds will be issued.
3. All other large public gathering spaces (i.e. churches, theatres, museums, etc.) are strongly encouraged to limit capacity to no more than fifty (50) persons at a time.
 - a. This is to enable business management the flexibility to practice social distancing with patrons.
 - b. Current federal guidance is 6 feet separation between persons.

“The goal of the above-mentioned public gathering protocols is to acknowledge the severity of the pandemic while practicing social distancing to prevent the virus’ spread, all the while trying to mitigate the economic damage inflicted by these new procedures”, said Borough Manager Charles Gable. Gable continued, “We want everyone to know that Gettysburg is still open for business. We want and need people to continue living their lives and visit. We just need to do it a bit differently for a while”.

Food Trucks

In an effort to keep vibrancy in Gettysburg’s Historic District, and in an effort to provide locals and visitors with more and alternate dining options as space in restaurants will become limited, Gettysburg Borough will be reserving the Southwest Quad (ACNB Bank Quad) of Lincoln Square for food trucks. Food trucks will be available from 11 AM through 9 PM 7-days a week during this emergency declaration. Food truck availability will be determined by the individual vendor’s schedules. This added downtown amenity will provide residents and visitors with more dining options, while practicing social distancing protocols. Food truck vendors should contact the Borough’s parking department at (717) 334-1160 ext. 241 for more details on the program if they are interested.

Public Meetings Remain Cancelled or on Alternate Schedule until April 27, 2020

Consistent with the action taken by the Borough on March 12, 2020, the Borough’s Authorities, Boards and Commissions (ABCs) will not meet, unless a special meeting is advertised. The emergency declaration provides for alternate provisions for conducting business before these ABC’s; Most notably where a matter is time-sensitive, Borough staff are authorized to administratively approve/disapprove projects during the time the emergency declaration is in place. Any person needing to conduct business before one of the Boroughs ABC’s should contact the appropriate staff member for details.

Borough Council to Meet in Emergency Session

State law stipulates that the Borough Council must ratify an emergency declaration issued by the Mayor in greater length than 7 days; And that Council shall meet within seven days to ratify that declaration. In compliance with this statutory requirement, Gettysburg Borough Council will meet in emergency session at 11:00 AM on Thursday, March 19, 2020. In keeping with social distancing

protocols, this public meeting will occur at the Amphitheatre at Gettysburg Recreation Park located at 545 Long Lane, Gettysburg, Pennsylvania.

State legislation stipulates that Borough Council must meet monthly. To that end, the next regularly scheduled business meeting of the Borough Council is to be held on Monday, April 27, 2020 in Gettysburg's Municipal Building located at 59 East High Street. Any public limitations to participate in that meeting will be determined later as events warrant.

Public Access to Borough Facilities Remain Prohibited until April 27, 2020

Access to public facilities remains the same as noted in the media advisory on Thursday, March 12, 2020 and is repeated here...

In a maximum effort to ensure the health and safety of government service providers and the general public, the following actions remain in effect through April 27, 2020:

1. Gettysburg Municipal Building will be closed to public access until April 27, 2020.
2. All meetings of the Borough Council have been cancelled through April 27, 2020, unless otherwise advertised.
 - a. Borough Council has a previously advertised Work Session on April 27, 2020. This meeting will be re-advertised as a Council Business Meeting, to meet the statutory mandate that Council meet monthly in order to conduct Business.
 - i. It is the intention to resume normal and previously advertised Council meetings after April 27, 2020.
3. All meetings of Borough Authorities, Boards, and Commissions (ABCs) are cancelled through April 27, 2020, unless otherwise advertised as a new meeting.
 - a. Should a member of the public have pending business before any ABC prior to April 27, 2020, please contact the appropriate staff member to facilitate a resolution to the matter they have before the Authority, Board or Commission.
 - b. The Borough will make every effort to keep a project on schedule as planned.
4. The public is encouraged to and has the ability to conduct business with any staff member electronically. Every department head can be reached via phone. Phone extensions are listed under 'Borough Management' on the Borough's website. Additionally, all Department Heads can be reached via email through the Borough's website at www.GettysburgPA.gov. Documents can be electronically attached to this online, website email service.
 - a. In the rare case where business cannot be conducted electronically, a one-on-one meeting with the appropriate staff member may be scheduled.
 - b. The Borough's main phone line is (717) 334-1160
 - i. The attendant message will direct you to the appropriate staff member so that you can speak in person or leave a message.



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FOR IMMEDIATE RELEASE

Primary Contact: Charles R. Gable, MPA
Borough Manager
(717) 334-1160 ext. 222
CGable@GettysburgPA.gov

Wednesday, March 16, 2020
6:30 PM

State of Emergency Declaration for Gettysburg to be Ratified by the Full Borough Council

Gettysburg Borough Adjusts Alternate Public Gatherings Plan in Response to COVID-19

Public Meetings Remain Cancelled or on Alternate Schedule until April 27th

Public Access to Borough Facilities Remain Prohibited until April 27th

State of Emergency Declaration for Gettysburg to be Ratified by the Full Borough Council

The Declaration of a Disaster Emergency for the Borough of Gettysburg remains in effect. The full Borough Council will meet in a public setting to ratify and extend the Disaster Declaration through Monday, April 27th.

"To be clear, an emergency disaster declaration is put in place to allow federal and state funds to flow into the Borough and assist the municipality recover from the disaster after the disaster has passed", said Charles Gable, Gettysburg Borough Manager. Gable continued, "Additionally, a disaster declaration allows for the temporary suspension of certain Borough Ordinances, which otherwise would inhibit the Borough and its operation if forced to undergo the normal processes of public meetings. In a fast-paced and fluid emergency, the Borough needs the flexibility to adapt to quickly changing conditions. In this case, the provision of lifting parking fees for food trucks and brick and mortar restaurant take-out dining options is an example of the parking policy that is temporarily rescinded to provide some relief during this emergency".

The public meeting of the Council will take place in an open-air environment to allow for the maximum space possible to adhere to CDC guidelines of '6-foot social distancing'. The meeting will begin at 11 a.m. on Thursday, March 19th at the Amphitheatre at the Gettysburg Area Recreation Authority, located at 545 Long Lane, Gettysburg, PA 17325.

Gettysburg Borough Adjusts Alternate Public Gatherings Plan in Response to COVID-19

Gettysburg Borough has assessed Governor Wolf's directives that were issued after the Borough's media advisory was released on Monday, March 16th. Current guidance from the Governor and healthcare professionals at the CDC continue to strongly encourage social distancing to 6-feet and to not congregate in groups greater than 10 persons. Further, the governor has directed all restaurants and bars, and other non-essential businesses to suspend operations, except for delivery and take-out food service. In consideration of these directives, the following apply for Gettysburg:

Food Trucks

It is important to note that food trucks were not banned as part of the Borough's food service initiative. Rather, it was and is intended to provide more food options in a difficult time. Any food truck business could still operate anywhere in the Borough. The only difference with the initiative announced on Monday, March 16th was an invitation to utilize Lincoln Square. Parking fees for any food truck take-out service has been waived, regardless of where the food truck is conducting business.

"In an effort to support local businesses, only local food truck vendors are being invited to participate in this service", said Jake Schindel, President of Borough Council. Schindel continued, "Several local restaurants in the downtown have closed their doors at the Governor's behest. Food trucks help fill that void. We value our brick and mortar restaurants, but also want to provide additional food options for our citizens, and local-owned food trucks can provide take-out food without anyone using doorknobs or coming in close contact with others indoors. There was no malice intended with the invitation of food truck to operate on Lincoln Square".

In considering the health guidance from the Governor (who has not limited food trucks which is a take-out dining option) and the CDC, an open air environment poses less potential risk of virus transmission as there are no surfaces to touch as a patron approaches a food truck. Conversely, a patron must touch multiple surfaces to enter and exit a lobby of a restaurant to get take-out food.

In keeping with the guidance of limiting gatherings to ten or fewer people:

- Only two food trucks will be permitted to operate at a time, and
- They will be situated on different quads of Lincoln Square,
 - If a food truck wishes to operate in another location, that is permissible and needs to be coordinated with the Borough's Parking Department,
- Food truck operators have agreed to honor the 6-foot social distancing rule while patrons are waiting for their food.

Food trucks conducting business are being restricted to those who operate in the local area.

Brick and Mortar Restaurants

To encourage take-out food service from the Borough's brick and mortar restaurants, portions of the Borough's Chapter 15 Parking Ordinance have been waived. Effectively immediately, any restaurant who operates take-out food service may have placed in front of their store, Two (2)

meter bags, at no cost. If a restaurant operating take-out service is interested in having two reserved parking spaces in front of their store, please contact the Borough's Parking Department at (717) 334-1160 ext. 241 for details. These free spaces must be monitored and regulated by store management during the time of the disaster emergency.

It is the responsibility of all persons to utilize these services listed above judiciously. Please honor the 6-foot distancing and 10-person limit protocol as defined by the Governor and CDC.

Public Meetings Remain Cancelled or on Alternate Schedule until April 27th

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Public Access to Borough Facilities Remain Prohibited until April 27th

Access to public facilities remains the same as noted in the media advisory on Thursday, March 12th and is repeated here with an added provision for certain Borough employees...

In a maximum effort to ensure the health and safety of government service providers and the general public, the following actions remain in effect through April 27th:

1. Gettysburg Municipal Building will be closed to public access until April 27th.
2. All meetings of the Borough Council have been cancelled through April 27th, unless otherwise advertised.
 - a. Borough Council has a previously advertised Work Session on April 27th. This meeting will be re-advertised as a Council Business Meeting, to meet the statutory mandate that Council meet monthly in order to conduct Business.
 - i. It is the intention to resume normal and previously advertised Council meetings after April 27th.
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 - a. Should a member of the public have pending business before any ABC prior to April 27th, please contact the appropriate staff member to facilitate a resolution to the matter they have before the Authority, Board or Commission.
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- a. In the rare case where business cannot be conducted electronically, a one-on-one meeting with the appropriate staff member may be scheduled.
 - b. The Borough's main phone line is (717) 334-1160
 - i. The attendant message will direct you to the appropriate staff member so that you can speak in person or leave a message.
5. New Provision for Certain Borough Employees
- a. Members of the Public Works Department will be divided into two working teams: Team A and Team B.
 - b. Teams A and B will have different reporting times and work schedules.
 - c. Both Teams will be assigned different tasks.
 - d. Neither Team shall comingle unless circumstances demand it.

###



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FOR IMMEDIATE RELEASE

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Monday, March 23, 2020
4:00 PM

Governor Wolf's COVID-19 Order to Enforce Closures Clarified

Note to Life Sustaining Retail Food Establishments

Gettysburg Borough Suspends Permitting until April 27th

Governor Wolf's Order to Enforce Closures Clarified

On Thursday, March 19, Governor Tom Wolf ordered all non-life-sustaining businesses in Pennsylvania to close their physical locations as of 8 p.m. March 19, to slow the spread of COVID-19. Enforcement actions against non-life-sustaining businesses that do not close physical locations was to begin at 12:01 a.m. Saturday, March 21; However, that enforcement date and time was extended by the Governor to Monday, March 23 at 8:00 a.m. More details about the Governor's actions can be found on his [website at www.governor.pa.gov](http://www.governor.pa.gov). The full list of non-life-sustaining businesses is viewable at the end of this media advisory.

The Borough of Gettysburg's Police Department has obtained details, including the delegation of enforcement of the Governor's Order to local officials, and has provided additional resources and information for local food establishment owners and managers as well as non-food establishments. Borough enforcement officials will make the enforcement of the Governor's Order a high priority to curb the spread of COVID-19.

Note to Life Sustaining Retail Food Establishments

In an effort to clarify any lingering confusion as to which businesses are permitted to continue operations, Governor Tom Wolf has declared that all non-life sustaining businesses are to close for business. This does not pertain to Retail Food Establishments. Retail food establishments are still permitted to serve food via take-out, delivery, and curbside pickup. Gettysburg Borough urges retail food establishments to follow the Governor's order to not allow customers to engage in dining rooms inside your business. Retail food establishments must also take precaution in not

allowing persons to congregate closer than six feet apart and no more than ten in line while waiting for take-out. The Borough of Gettysburg's Code Enforcement Officers are prepared to immediately suspend the retail food facility license of any retail food facility that fails to comply with this temporary emergency requirement. The Borough would also note that any establishments that refuse to cooperate with the order may be in jeopardy of losing any government issued COVID-19 coronavirus relief assistance that may be offered in the future. To those retail food establishments still in operation, the Borough thanks you for your dedication in providing the residents of the Gettysburg Area with your food service during the COVID-19 Pandemic that our state and country are experiencing.

Gettysburg Borough Suspends Permitting until April 27th

To avoid any confusion on what activities can or cannot occur, Gettysburg Borough will not be issuing permits for any activities considered nonessential per the governor's list as amended (see below). The Borough is happy to process applications, but the actual permits will not be issued until the Governor's directives are altered or rescinded.

- For **building permits**, this would mean only emergency repairs or construction of health care facilities are permitted.
- The only thing permitted for restaurants is takeout, so the Borough is not issuing **outdoor seating permits** at this time.
- There is no amusement use that would be able to operate, so **amusement licenses** will not be issued at this time.

Again, the Borough is happy to process the applications to get the permits ready to go for when businesses can operate again, the actual permit to conduct business will not be issued at this time.

###

Industry	Sector	Subsector	Industry Group	May Continue Physical Operations	Notes
Natural Resources and Mining	Agriculture, Forestry, Fishing, and Hunting	Crop Production	Oilseed and Grain Farming	Yes	
			Vegetable and Melon Farming	Yes	
			Fruit and Tree Nut Farming	Yes	
			Greenhouse, Nursery, and Floriculture Production	Yes	
			Other Crop Farming	Yes	
		Animal Production	Cattle Ranching and Farming	Yes	
			Hog and Pig Farming	Yes	
			Poultry and Egg Production	Yes	
			Sheep and Goat Farming	Yes	
			Animal Aquaculture	Yes	
		Forestry and Logging	Other Animal Production	Yes	
			Timber Tract Operations	Yes	
			Forest Nurseries and Local Gathering of Forest Products	Yes	
		Fishing, Hunting, and Trapping	Logging	Yes	
			Fishing	Yes	
	Mining, Quarrying, and Oil and Gas Extraction	Support Activities for Agriculture & Forestry	Hunting and Trapping	Yes	
			Support Activities for Crop Production	Yes	
		Oil and Gas Extraction	Support Activities for Animal Production	Yes	
			Support Activities for Forestry	Yes	
		Mining	Coal Mining	Yes	
			Metal Ore Mining	Yes	
		Support Activities for Mining	Nonmetallic Mineral Mining and Quarrying	Yes	
				Yes	
Construction	Construction	Construction of Buildings	Residential Building Construction	No	Except emergency repairs permitted
			Nonresidential Building Construction	No	Except emergency repairs and construction of health care facilities permitted
		Heavy and Civil Engineering Construction	Utility Subsystem Construction	No	Except emergency repairs permitted
			Land Subdivision	No	
			Highway, Street, and Bridge Construction	No	Except emergency repairs permitted
			Other Heavy and Civil Engineering Construction	No	Except emergency repairs permitted
		Specialty Trade Contractors	Foundation, Structure, and Building Exterior Contractors	No	Except emergency repairs permitted
			Building Equipment Contractors	No	Except emergency repairs permitted
			Building Finishing Contractors	No	Except emergency repairs permitted
			Other Specialty Trade Contractors	No	Except emergency repairs permitted
Manufacturing	Manufacturing	Food Manufacturing	Animal Food Manufacturing	Yes	
			Grain and Oilseed Milling	Yes	
			Sugar and Confectionary Product Manufacturing	Yes	
			Fruit and Vegetable Preserving and Specialty Food Manufacturing	Yes	
			Dairy Product Manufacturing	Yes	
			Animal Slaughtering and Processing	Yes	
			Seafood Product Preparation and Packaging	Yes	
			Bakeries and Tortilla Manufacturing	Yes	
			Other Food Manufacturing	Yes	
		Beverage and Tobacco Product Manufacturing	Beverage Manufacturing	Yes	
			Tobacco Manufacturing	No	
		Textile Mills	Fiber, Yarn, and Thread Mills	No	
			Fabric Mills	No	
		Textile Product Mills	Textile and Fabric Finishing and Fabric Coating Mills	No	
			Textile Furnishing Mills	No	
		Apparel Manufacturing	Other Textile Product Mills	No	
			Apparel Knitting Mills	No	
		Leather & Allied Product Manufacturing	Cut and Sew Apparel Manufacturing	No	
			Apparel Accessories and Other Apparel Manufacturing	No	
			Leather and Hide Tanning and Finishing	No	
			Footwear Manufacturing	No	
		Wood Product Manufacturing	Other Leather and Allied Product Manufacturing	No	
			Sawmills and Wood Preservation	Yes	
			Veneer, Plywood, and Engineered Wood Product Manufacturing	No	
		Paper Manufacturing	Other Wood Product Manufacturing	No	
			Pulp, Paper, and Paperboard Mills	Yes	
		Printing & Related Support Activities	Converted Paper Product Manufacturing	Yes	
				Yes	
		Chemical Manufacturing	Petroleum & Coal Products Manufacturing	Yes	
			Basic Chemical Manufacturing	Yes	
			Resin, Synthetic Rubber, and Artificial Synthetic Fibers and Filaments Manufacturing	Yes	
			Pesticide, Fertilizer, and Other Agricultural Chemical Manufacturing	Yes	
			Pharmaceutical and Medicine Manufacturing	Yes	
			Paint, Coating, and Adhesive Manufacturing	No	
			Soap, Cleaning Compound, and Toilet Preparation Manufacturing	Yes	
			Other Chemical Product and Preparation Manufacturing	Yes	

Industry	Sector	Subsector	Industry Group	May Continue Physical Operations	Notes
Manufacturing (continued)	Manufacturing (continued)	Plastics & Rubber Products Manufacturing	Plastics Product Manufacturing	Yes	
			Rubber Product Manufacturing	Yes	
		Nonmetallic Mineral Product Manufacturing	Clay Product and Refractory Manufacturing	No	
			Glass and Glass Product Manufacturing	Yes	
			Cement and Concrete Product Manufacturing	Yes	
			Lime and Gypsum Product Manufacturing	Yes	
			Other Nonmetallic Mineral Product Manufacturing	No	
		Primary Metal Manufacturing	Iron and Steel Mills and Ferroalloy Manufacturing	Yes	
			Steel Product Manufacturing from Purchased Steel	Yes	
			Alumina and Aluminum Production and Processing	Yes	
			Nonferrous Metal (except Aluminum) Production and Processing	No	
			Foundries	No	
		Fabricated Metal Product Manufacturing	Forging and Stamping	No	
			Cutlery and Handtool Manufacturing	No	
			Boiler, Tank, and Shipping Container Manufacturing	No	
			Hardware Manufacturing	No	
			Spring and Wire Product Manufacturing	No	
			Machine Shops, Turned Product, and Screw, Nut, and Bolt Manufacturing	No	
			Coating, Engraving, Heat Treating, and Allied Activities	No	
			Other Fabricated Metal Product Manufacturing	No	
		Machine Manufacturing	Agriculture, Construction, and Mining Machinery Manufacturing	Yes	
			Industrial Machinery Manufacturing	No	
			Commercial and Service Industry Machinery Manufacturing	Yes	
			Ventilation, Heating, Air-Conditioning, and Commercial Refrigeration Equipment Manufacturing	Yes	
			Metalworking Machinery Manufacturing	No	
			Engine, Turbine, and Power Transmission Equipment Manufacturing	Yes	
			Other General Purpose Machinery Manufacturing	No	
			Computer and Peripheral Equipment Manufacturing	No	
		Computer & Electronic Product Manufacturing	Communications Equipment Manufacturing	No	
			Audio and Video Equipment Manufacturing	No	
			Semiconductor and Other Electrical Component Manufacturing	Yes	
			Navigational, Measuring, Electromedical, and Control Instruments Manufacturing	Yes	
		Electrical Equipment, Appliance, & Component Manufacturing	Manufacturing and Reproducing Magnetic and Optical Media	No	
			Electric Lighting Equipment Manufacturing	No	
			Household Appliance Manufacturing	No	
			Other Electrical Equipment and Component Manufacturing	No	
		Transportation Equipment Manufacturing	Motor Vehicle Manufacturing	No	
			Motor Vehicle Body and Trailer Manufacturing	No	
			Motor Vehicle Parts Manufacturing	No	
			Aerospace Product and Parts Manufacturing	No	Except defense industrial base manufacturing under CISA advisory is permitted
			Railroad Rolling Stock Manufacturing	No	
		Furniture & Related Product Manufacturing	Ship and Boat Building	No	
			Other Transportation Equipment Manufacturing	No	
			Household and Institutional Furniture and Kitchen Cabinet Manufacturing	No	
			Office Furniture (including Fixtures) Manufacturing	No	
		Miscellaneous Manufacturing	Other Furniture Related Product Manufacturing	No	
			Medical Equipment and Supplies Manufacturing	Yes	
			Other Miscellaneous Manufacturing	No	Except defense industrial base manufacturing under CISA advisory is permitted

Industry	Sector	Subsector	Industry Group	May Continue Physical Operations	Notes
Trade, Transportation, & Utilities	Wholesale Trade	Merchant Wholesalers, Durable Goods	Motor Vehicle and Motor Vehicle Parts and Supplies Merchant Wholesalers	Yes	
			Furniture and Home Furnishing Merchant Wholesalers	No	
			Lumber and Other Construction Materials Merchant Wholesalers	No	
			Professional and Commercial Equipment and Supplies Merchant Wholesalers	Yes	
			Metal and Mineral (except Petroleum) Merchant Wholesalers	Yes	
			Electrical and Electronic Goods Merchant Wholesalers	Yes	
			Hardware, and Plumbing and Heating Equipment and Supplies Merchant Wholesalers	Yes	
			Machinery, Equipment, and Supplies Merchant Wholesalers	Yes	
			Miscellaneous Durable Goods Merchant Wholesalers	Yes	
			Paper and Product Merchant Wholesalers	Yes	
		Merchant Wholesalers, Nondurable Goods	Drugs and Druggists' Sundries Merchant Wholesalers	Yes	
			Apparel, Piece Goods, and Notions Merchant Wholesalers	No	
			Grocery and Related Product Wholesalers	Yes	
			Farm Product Raw Material Merchant Wholesalers	Yes	
			Chemical and Allied Products Merchant Wholesalers	Yes	
			Petroleum and Petroleum Products Merchant Wholesalers	Yes	
			Beer, Wine, and Distilled Alcoholic Beverage Merchant Wholesalers	Yes	
			Miscellaneous Nondurable Goods Merchant Wholesalers	No	
			Wholesale Electronic Markets and Agents & Brokers	No	
			Automobile Dealers	No	
		Motor Vehicle & Parts Dealers	Other Motor Vehicle Dealers	No	
			Automotive Parts, Accessories, and Tire Stores	Yes	
		Furniture & Home Furnishing Stores	Furniture Stores	No	
			Home Furnishings Stores	No	
		Electronics & Appliance Stores	Building Material and Supplies Dealers	Yes	
			Lawn and Garden Equipment and Supplies Stores	No	
		Food & Beverage Stores	Grocery Stores	Yes	
			Specialty Food Stores	Yes	
		Health & Personal Care Stores	Beer, Wine, and Liquor Stores	No	Except beer distributors permitted
			Gasoline Stations	Yes	
	Retail Trade	Clothing & Clothing Accessories Stores	Clothing Stores	No	Except uniforms and accessories/supplies for public safety and health care professionals
			Shoe Stores	No	
		Sporting Goods, Hobby, Book, & Music Stores	Jewelry, Luggage, and Leather Goods Stores	No	
			Sporting Goods, Hobby, and Musical Instrument Stores	No	
		General Merchandise Stores	Book, Periodical, and Music Stores	No	
			Department Stores	No	
		Miscellaneous Store Retailers	Other General Merchandise Stores	Yes	
			Florists	No	
		Nonstore Retailers	Office Supplies, Stationery, and Gift Stores	No	
			Used Merchandise Stores	No	
		Pipeline Transportation	Other Miscellaneous Store Retailers	No	Except pet supplies stores permitted
			Electronic Shopping and Mail-Order Houses	Yes	
		Support Activities for Transportation	Vending Machine Operators	No	
			Direct Selling Establishments	No	
	Transportation and Warehousing	Air Transportation	Scheduled Air Transportation	Yes	
			Nonscheduled Air Transportation	Yes	
		Water Transportation	Deep Sea, Coastal, and Great Lakes Water Transportation	Yes	
			Inland Water Transportation	Yes	
		Truck Transportation	General Freight Trucking	Yes	
			Specialized Freight Trucking	Yes	
		Transit and Ground Passenger Transportation	Urban Transit Systems	Yes	
			Interurban and Rural Bus Transportation	Yes	
		Pipeline Transportation	Taxi and Limousine Service	Yes	
			School and Employee Bus Transportation	Yes	
		Scenic and Sightseeing Transportation	Charter Bus Industry	No	
			Other Transit and Ground Passenger Transportation	Yes	
		Support Activities for Transportation	Pipeline Transportation of Crude Oil	Yes	
			Pipeline Transportation of Natural Gas	Yes	
		Postal Service	Other Pipeline Transportation	Yes	
			Scenic and Sightseeing Transportation, Land	No	
		Couriers and Messengers	Scenic and Sightseeing Transportation, Water	No	
			Scenic and Sightseeing Transportation, Other	No	
		Warehousing and Storage	Support Activities for Air Transportation	Yes	
			Support Activities for Rail Transportation	Yes	
	Utilities	Utilities	Support Activities for Water Transportation	Yes	
			Support Activities for Road Transportation	Yes	
		Electric Power Generation, Transmission, and Distribution	Freight Transportation Arrangement	Yes	
			Other Support Activities for Transportation	Yes	
		Natural Gas Distribution	Postal Service	Yes	
			Couriers and Messengers	Yes	
		Water, Sewage and Other Systems	Local Messengers and Local Delivery	Yes	
			Warehousing and Storage	Yes	

Industry	Sector	Subsector	Industry Group	May Continue Physical Operations	Notes	
Information	Information	Publishing Industries (except Internet)	Newspaper, Periodical, Book, and Directory Publishers	Yes		
			Software Publishers	No		
		Motion Picture and Sound Recording Industries	Motion Picture and Video Industries	No		
			Sound Recording Industries	No		
		Broadcasting (except Internet)	Radio and Television Broadcasting	Yes		
			Cable and Other Subscription Programming	Yes		
			Wired Telecommunications Carriers	Yes		
			Wireless Telecommunications Carriers (except Satellite)	Yes		
		Telecommunications	Telecommunications Resellers	No		
			Satellite Telecommunications	Yes		
	Cable and Other Program Distribution	Yes				
	Other Telecommunications	Yes				
	Data Processing, Hosting, and Related Services		Yes			
	Other Information Services		Yes			
Financial Activities	Finance and Insurance	Monetary Authorities • Central Bank		Yes		
		Credit Intermediation and Related Activities	Depository Credit Intermediation	Yes	This category includes consumer banks and credit unions using drive-through, ATM, and limited lobby services.	
			Nondepository Credit Intermediation	Yes		
			Activities Related to Credit Intermediation	Yes		
		Securities, Commodity Contracts, and Other Financial Investments and Related Activities	Securities and Commodity Contracts Intermediation and Brokerage	No	Except for financial services under CISA advisory is permitted	
			Securities and Commodity Exchanges	No	Except for financial services under CISA advisory is permitted	
			Other Financial Investment Activities	No	Except for financial services under CISA advisory is permitted	
		Insurance Carriers and Related Activities	Insurance Carriers	Yes		
			Agencies, Brokerages, and Other Insurance Related Activities	Yes	In-person sales/brokerage are prohibited.	
		Funds, Trusts, and Other Financial Activities	Insurance and Employee Benefit Funds	Yes		
			Other Investment Pools and Funds	No		
		Real Estate and Rental and Leasing	Real Estate	Lessors of Real Estate	No	
				Offices of Real Estate Agents and Brokers	No	
				Activities Related to Real Estate	No	
				Automotive Equipment Rental and Leasing	Yes	
	Rental and Leasing Services		Consumer Goods Rental	Yes		
			General Rental Centers	Yes		
			Commercial and Industrial Machinery and Equipment Rental and Leasing	Yes		
			Lessors of Nonfinancial Intangible Assets (except Copyrighted Works)	No		
			Professional and Business Services	Professional, Scientific, and Technical Services	Legal Services	No
	Accounting, Tax Preparation, Bookkeeping, and Payroll Services	Yes				
	Architectural, Engineering, and Related Services	No				
	Specialized Design Services	No				
	Computer Systems Design and Related Services	No				
Management, Scientific, and Technical Consulting Services	No					
Scientific Research and Development Services	Yes					
Advertising and Related Services	No					
Other Professional, Scientific, and Technical Services	No	Except veterinary services and translation/interpreter services permitted.				
Administration and Support and Waste Management and Remediation Services	Administrative and Support Services	Office Administrative Services			No	
		Facilities Support Services		Yes		
		Employment Services		No		
		Business Support Services		No		
		Travel Arrangement and Reservation Services		No		
		Investigation and Security Services		Yes		
	Waste Management and Remediation Services	Services to Building and Dwellings		Yes	This category includes janitorial, pest control, and landscaping services.	
		Other Support Services		No		
		Waste Collection		Yes		
		Waste Treatment and Disposal		Yes		
	Remediation and Other Waste Management Services	Yes				
Education and Health Services	Educational Services	Elementary and Secondary Schools		No	Except for essential employees in the preparation and distribution of meals for children	
		Junior Colleges		No		
		Colleges, Universities, and Professional Schools		No	Except for staff to support residence halls where students must remain	
		Business Schools and Computer and Management Training		No		
		Technical and Trade Schools		No		
		Other Schools and Instruction		No		
		Education Support Services		No		
	Health Care and Social Assistance	Ambulatory Health Care Services		Offices of Physicians	Yes	Elective procedures prohibited
			Offices of Dentists	Yes	Elective procedures prohibited	
			Offices of Other Health Practitioners	Yes	Elective procedures prohibited	
			Outpatient Care Centers	Yes	Elective procedures prohibited	
			Medical and Diagnostic Laboratories	Yes	Elective procedures prohibited	
			Home Health Care Services	Yes	Elective procedures prohibited	
			Other Ambulatory Health Care Services	Yes	Elective procedures prohibited	
		Hospitals	General Medical and Surgical Hospitals	Yes	Elective procedures prohibited	
			Psychiatric and Substance Abuse Hospitals	Yes	Elective procedures prohibited	
			Specialty (except Psychiatric and Substance Abuse) Hospitals	Yes	Elective procedures prohibited	
		Nursing and Residential Care Facilities	Nursing Care Facilities	Yes		
			Residential Mental Retardation, Mental Health and Substance Abuse Facilities	Yes		
			Community Care Facilities for the Elderly	Yes		
Other Residential Care Facilities	Yes					
Individual and Family Services	Yes					
Social Assistance	Community Food and Housing, and Emergency and Other Relief Services	Yes				
	Vocational Rehabilitation Services	Yes				
	Child Day Care Services	No	Except where permitted by waiver			

Industry	Sector	Subsector	Industry Group	May Continue Physical Operations	Notes
Leisure and Hospitality	Arts, Entertainment, and Recreation	Performing Arts, Spectator Sports, and Related Industries	Performing Arts Companies	No	
			Spectator Sports	No	
			Promoters of Performing Arts, Sports, and Similar Events	No	
			Agents and Managers for Artists, Athletes, Entertainers, and Other Public Figures	No	
			Independent Artists, Writers, and Performers	No	
			Museums, Historical Sites, and Similar Institutions	No	
		Amusement, Gambling, and Recreation Industries	Amusement Parks and Arcades	No	
			Gambling Industries	No	
			Other Amusement and Recreation Industries	No	
	Accommodation and Food Services	Accommodation	Traveler Accommodation	Yes	This category includes hotels and motels.
			RV (Recreational Vehicle) Parks and Recreational Camps	Yes	Residential only permitted
			Rooming and Boarding Houses	Yes	
		Food Services and Drinking Places	Full-Service Restaurants	Yes	Takeout only permitted
			Limited-Service Eating Places	Yes	Takeout only permitted
			Special Food Services	No	
			Drinking Places (Alcoholic Beverages)	No	
Other Services (Except Public Administration)	Other Services (except Public Administration)	Repair and Maintenance	Automotive Repair and Maintenance	Yes	
			Electronic and Precision Equipment Repair and Maintenance	Yes	
			Commercial and Industrial Machinery and Equipment (except Automotive and Electronic) Repair and Maintenance	Yes	
			Personal and Household Goods Repair and Maintenance	Yes	Including motorcycle and bicycle repair (but sales not permitted).
		Personal and Laundry Services	Personal Care Services	No	This category includes barbershops, nail salons, beauty salons, gyms (including yoga, barre and spin facilities).
			Death Care Services	Yes	
			Drycleaning and Laundry Services	Yes	
			Other Personal Services	No	
			Religious Organizations	Yes	
		Religious, Grantmaking, Civic, Professional, and Similar Organizations	Grantmaking and Giving Services	Yes	
			Social Advocacy Organizations	Yes	
			Civic and Social Organizations	No	
			Business, Professional, Labor, Political, and Similar Organizations	No	
		Private Households		Yes	



Theodore Streeter - Mayor
Jacob W. Schindel – Council President
Wesley K. Heyser – Council Vice President

Charles R. Gable, MPA – Borough Manager
Sara L. Stull – Borough Secretary
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Wednesday, June 3, 2020
2:00 AM

Declaration of Mandatory Curfew Rescinded **Gettysburg Borough Opens Public Restrooms** **Outdoor Dining to Resume – Outdoor Dining Permits Issued** **ALL Parking and Code Enforcement Ordinances in Full Effect**

Gettysburg, PA – Gettysburg Borough is taking steps toward normalcy as the County and Borough continue to operate in the 'Yellow Phase' of Governor Wolf's reopening plan. The phased approach of Governor Wolf's *Process to Reopen Pennsylvania* is included at the end of this media advisory for reference. Gettysburg Borough makes the following announcements:

1. Declaration of Mandatory Curfew Rescinded

Enacted on April 2, 2020 by Mayor Streeter to assist the mandatory stay-at-home orders issued by Governor Wolf, the need for a mandatory curfew has waned as restrictions across Adams County have eased with the region moving to the 'Yellow Phase' of Governor Wolf's *Process to Reopen Pennsylvania*. As such, effective June 3, 2020, Mayor Streeter has rescinded the curfew for Gettysburg Borough. However, the Declaration of a Disaster Emergency issued by Mayor Streeter on March 16, 2020 remains in full effect.

2. Gettysburg Borough Opens Public Restrooms

To alleviate the increasing demand for public restrooms as businesses begin to resume operations, effective on Monday, June 8, 2020, Gettysburg Borough will resume operation of its four public restrooms in the Racehorse Alley Parking Garage. Staffing is limited to service the restrooms. Restrooms will be serviced once daily Monday through Friday and will be open to the public from 6 AM to 8 PM.

3. Outdoor Dining to Resume – Outdoor Dining Permits Issued

Per Governor Wolf's guidance with respect to the *Process to Reopen Pennsylvania*, outdoor dining will resume in Gettysburg Borough on Friday, June 5, 2020. The Borough continues to process and issue outdoor dining permits for any restaurant wishing to utilize outdoor seating to assist with their operations. To obtain an outdoor dining permit, contact the Borough's Planning Department at (717) 334-1160 ext. 247.

The Borough continues to develop a pilot program for the addition of parklets along selected streets which could be used for additional outdoor use to assist businesses with social distancing protocols. This concept will be further discussed at the Borough Council meeting on Monday, June 8, 2020.

The Department of Community and Economic Development's (DCED) 'Guidance for businesses in the restaurant industry permitted to operate during the COVID-19 disaster emergency to ensure the safety and health of employees and the public' guide is included at the end of this media advisory for reference.

4. ALL Parking and Code Enforcement Ordinances in Full Effect

Gettysburg Borough has resumed full-service code enforcement in response to increased complaints. All Borough property owners are expected to comply with all Borough ordinances. Notices of violation will be issued first to obtain voluntary compliance. Failure to address any identified violation will escalate into fines and the issuance of citations.

Similarly, all Borough parking regulations remain in full effect. Parking enforcement has resumed routine patrol and will continue with 7-day a week enforcement. This includes the resumption of normal permitting processes for food trucks and transient retail businesses. Brick and mortar restaurants may retain their meter bag reservations until the Borough moves into the 'Green Phase' of the Governor's Process to Reopen Pennsylvania.

###

Red Phase
Work & Congregate Setting Restrictions
<ul style="list-style-type: none"> Life Sustaining Businesses Only Congregate Care and Prison Restrictions in Place Schools (for in-person instruction) and Most Child Care Facilities Closed
Social Restrictions
<ul style="list-style-type: none"> Stay at Home Orders in Place Large Gatherings Prohibited Restaurants and Bars Limited to Carry-Out and Delivery Only Only Travel for Life-Sustaining Purposes Encouraged

- Reiterate and reinforce safety guidance for businesses, workers, individuals, facilities, update if necessary
- Monitor public health indicators, adjust orders and restrictions as necessary

As regions or counties move into the yellow phase, some restrictions on work and social interaction will ease while others, such as closures of schools, gyms, and other indoor recreation centers, hair and nail salons, as well as limitations around large gatherings, remain in place. For example, retail locations will be able to open with forthcoming guidance in place that is substantially similar to the worker safety and building safety order. Otherwise retail will be able to allow for curbside pickup. The purpose of this phase is to begin to power back up the economy while keeping a close eye on the public health data to ensure the spread of disease remains contained to the greatest extent possible.

Yellow Phase
Work & Congregate Setting Restrictions
<ul style="list-style-type: none"> Telework Must Continue Where Feasible Businesses with In-Person Operations Must Follow Business and Building Safety Orders Child Care Open Complying with Guidance Congregate Care and Prison Restrictions in Place Schools Remain Closed for In-Person Instruction
Social Restrictions
<ul style="list-style-type: none"> Stay at Home Order Lifted for Aggressive Mitigation Large Gatherings of More Than 25 Prohibited In-Person Retail Allowable, Curbside and Delivery Preferable Indoor Recreation, Health and Wellness Facilities and Personal Care Services (such as gyms, spas, hair salons, nail salons and other entities that provide massage therapy), and all Entertainment (such as casinos, theaters) Remain Closed Restaurants and Bars Limited to Carry-Out and Delivery Only

- All businesses must follow CDC and DOH guidance for social distancing and cleaning
- Monitor public health indicators, adjust orders and restrictions as necessary

The green phase eases most restrictions by lifting the stay at home and business closure orders to allow the economy to strategically reopen while continuing to prioritize public health. While this phase will facilitate a return to a "new normal," it will be equally important to continue to monitor public health indicators and adjust orders and restrictions as necessary to ensure the spread of disease remains at a minimum.

Green Phase
Work & Congregate Setting Restrictions
<ul style="list-style-type: none"> All Businesses Must Follow CDC and PA Department of Health Guidelines
Social Restrictions
<ul style="list-style-type: none"> Aggressive Mitigation Lifted All Individuals Must Follow CDC and PA Department of Health Guidelines

GUIDANCE FOR BUSINESSES IN THE RESTAURANT INDUSTRY PERMITTED TO OPERATE DURING THE COVID-19 DISASTER EMERGENCY TO ENSURE THE SAFETY AND HEALTH OF EMPLOYEES AND THE PUBLIC

PURPOSE

The virus that causes the Coronavirus 2019 Disease ("COVID-19") is easily transmitted, especially in group settings, and it is essential that the spread of the virus be slowed to safeguard public health and safety.

COVID-19 can be transmitted from infected individuals even if they are asymptomatic or their symptoms are mild, such as a cough. It can also be spread by touching a surface or object that has the virus on it and then touching your mouth, nose or eyes. This guidance document addresses the procedures businesses in the restaurant industry must follow to limit the spread of COVID-19 to the extent they are permitted to conduct in-person operations.

BUSINESSES SUBJECT TO THIS GUIDANCE

The Commonwealth is employing a regional and industry-specific approach to reopening non-life-sustaining businesses. All business owners should refer to the Commonwealth's [Phased Reopening](#) website for the most current county designations.

SIGNIFICANCE OF RED-YELLOW-GREEN PHASES FOR RESTAURANT AND RETAIL FOOD SERVICE BUSINESSES

Restaurants and retail food service businesses located in counties designated as being in the Red phase are permitted to provide take-out and delivery sales only and may not allow the service or consumption of food or beverages on the premises.

Beginning June 5, 2020, restaurants and retail food service businesses located in counties designated as being in the Yellow phase are permitted to provide take-out and delivery sales, as well as dine-in service in outdoor seating areas so long as they strictly adhere to the requirements of this guidance including maximum occupancy limits.

- Method 1. Indoor areas, including bar areas, of restaurants and retail food service businesses must be closed to customers except for through-traffic. Non-bar seating in outdoor areas (i.e., tables or counter seats that do not line up to a bar or food service area) may be used for customer seating.
- Method 2. Customers being served must be seated at a table.

All retail food service businesses, including restaurants, and bars located in counties designated as being in the Green phase are permitted to provide take-out and delivery sales, as well as dine-in service in both indoor and outdoor seating areas, so long as they strictly adhere to the requirements of this guidance including maximum occupancy limits.

- Bar seating may be utilized provided that customers are seated and comply with physical distancing guideline of at least 6 feet or physical barriers between customers. Standing in a bar area will not be permitted.
- A maximum of four customers that have a common relationship may sit together at the bar, while adhering to the physical distancing guidelines or barriers between other customers.

No business is required to conduct in-person operations, and should not do so if the business is unable to do so in accordance with all applicable guidance.

POLICY

It is the policy of the Administration to ensure that all businesses subject to this guidance conduct their operations in the manner best designed to prevent or mitigate the spread of COVID-19 and ensure the safety of their employees and the communities in which the businesses reside or serve. All businesses, even those that are authorized to maintain in-person operations, must minimize opportunities for personal interaction because such interactions provide greater opportunities for the transmission of COVID-19.

PROTECTING EMPLOYEES AND THE PUBLIC

All businesses and employees in the restaurant and retail food service industry authorized to conduct in-person activities pursuant to this guidance must do the following:

- Follow all applicable provisions of the Guidance for Businesses Permitted to Operate During the COVID-19 Disaster Emergency to Ensure the Safety and Health of Employees and the Public, available [here](#), including provisions requiring the establishment of protocols for execution upon discovery that the business has been exposed to a person who is a probable or confirmed case of COVID-19.
- Require all customers to wear masks while entering, exiting, or otherwise traveling throughout the restaurant or retail food service business. Face coverings may be removed while seated.
 - Individuals who cannot wear a mask due to a medical condition (including children under the age of two years per CDC guidance) are not required to wear masks and are not required to provide documentation of such medical condition.
- Provide at least six feet between parties at tables, (i.e., the six feet cannot include the space taken up by the seated guest). If tables or other seating are not movable, seat parties at least six feet apart.
- Spacing must also allow for physical distancing from areas outside of the facility's control (i.e. such that pedestrians on a sidewalk can pass with at least six feet of distance to customer).
- Ensure maximum occupancy limits for indoor and outdoor areas are posted and strictly enforced. Maximum occupancy is calculated using the following two methods. The more restrictive number must be used.
 - Limit to 50% of stated fire capacity or 12 people per 1,000 square feet if there is not a fire code number available. When no fire code number is available for outdoor dining, the 12 people per 1,000 square feet number should be applied.

- Arrange the restaurant or retail food service business so that customers sitting at a table are not within six feet of any customers sitting at another table in any direction and calculate the maximum number of customers that can be accommodated.
- Don't use shared tables among multiple parties unless the seats can be arranged to maintain six feet of distance between parties.
- Close or remove amenities and congregate areas non-essential to the preparation and service of food or beverages such as dance floors, child play areas, interactive games, and video arcades.
- Train all employees on the importance and expectation of increased frequency of handwashing, the use of hand sanitizer with at least 60% alcohol, and provide clear instructions to avoid touching hands to face.
- Assign employee(s) to monitor and clean high touch areas frequently while in operation including entrance doors, bathroom surfaces, host stands etc., and continue to regularly clean all other areas of the restaurant or retail food service businesses. Clean and disinfect any shared items with which customers will come in contact such as tabletops, digital menus, check presenters, and digital payment devices after each customer use.
- Implement procedures to increase cleaning and sanitizing frequency in the back of house. Avoid all food contact surfaces when using disinfectants.
- Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in lines or waiting for seating or in line for the restroom. Encourage customers ordering take-out to wait in their vehicles after ordering.
- Close or remove amenities and congregate areas non-essential to the preparation and service of food or beverages such as dance floors, game areas, playgrounds, etc.
- Provide non-medical masks for employees to wear at all times and make it mandatory to wear masks while at the restaurant or retail food service business. An employee does not need to wear a mask if it impedes their vision, if they have a medical condition, or if it would create an unsafe condition in which to operate equipment or execute a task. Employers may approve masks obtained or made by employees according to Department of Health policies.
- Where possible, stagger work stations to avoid employees standing adjacent or next to each other. Where six feet of separation is not possible, consider spacing options that include other mitigation efforts with increased frequency of cleaning and sanitizing surfaces.
- Establish a limit for the number of employees in shared spaces, including break rooms, and offices to maintain at least a six-foot distance.
- Ensure employees do not share equipment to the extent possible (e.g., cooking equipment, trays, etc.).
- Verify that dishwashing machines are operating at the required wash, rinse and sanitize temperatures and with appropriate detergents and sanitizers.
- Follow all requirements of the Department of Agriculture's [Food Code regulations](#), even when altering from normal types of food delivery.

All businesses and employees in the restaurant and retail food service industry authorized to conduct in-person activities pursuant to this guidance are encouraged to do the following:

- Establish a written, worksite-specific COVID-19 prevention plan at every location, perform a comprehensive risk assessment of all work areas, and designate a person to implement the plan.
- Prior to each shift, ask that the employees self-measure their temperature and assess symptoms.
- Utilize reservations for dining on premises to maintain records of all appointments, including contact information for all customers.
- Use staff-facilitated seating where appropriate. If seating is not staff facilitated and tables cannot be moved to meet the physical distancing requirements outlined above, tables that should not be used must be clearly marked as out of service.
- Allow no more than 10 people at a table, unless they are a family from the same household.
- Use single-use disposable menus (e.g., paper) and discard after each customer, or utilize a written posting such as a chalkboard or whiteboard to relay menu information.
- Use technology solutions where possible to reduce person-to-person interaction, including mobile ordering; text or phone app technology to alert customers when their table is ready to avoid use of “buzzers;” and contactless payment options.
- Install physical barriers, such as sneeze guards and partitions at point of sale terminals, cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.
- Consider methods to make point of sale terminals safer, including use of no contact applications, placement of a glass or clear plastic barrier between the employee and the customer, and providing a hand sanitizer station for customer and employee use after handling credit/debit cards, PIN terminals, or exchange of cash.
- Consider installing touchless door and sink systems or providing single-use barriers (e.g., deli tissues, paper towels) for use when touching door and sink handles.
- Schedule closure periods throughout the day to allow for cleaning and disinfecting, including bathrooms (i.e., after lunch service).
- Servers should avoid touching items on tables while customers are seated to the extent possible. Dedicated staff should remove all items from the table when customers leave.
- Use separate doors to enter and exit the establishment when possible.
- When protective equipment such as face coverings are used, launder daily and wash hands after touching/adjusting face covering while working.

All businesses and employees in the restaurant and retail food service industry authorized to conduct in-person activities in Yellow phase counties pursuant to this guidance are prohibited from doing the following:

- Using self-service food or drink options, such as buffets, salad bars, and condiments.
- Condiments must be removed from tables and dispensed by employees upon the request of a customer.
- Using reusable menus, other than digital menus sanitized after each use.
- Refilling food and beverage containers or implements brought in by customers.

This guidance does not authorize any specific external area near or adjacent to a business in the restaurant industry for outdoor dining. Businesses must obtain any permits or other authorization, as required, to serve food and beverages outside of physical indoor service areas.

FURTHER GUIDANCE AND SUPPORT

Answers to frequently asked questions (FAQs) involving application of the business safety order are available [here](#).

In addition to this guidance restaurants and retail food service businesses may wish to review the CDC's Considerations for Restaurants and Bars, available [here](#).

Help is available for people who are struggling with their mental or emotional health or feeling anxious or overly stressed. Contact the Crisis Text Line by texting PA to 741-741.

The Administration recognizes the difficulty of procuring materials businesses need to safely resume operations. If assistance is needed to locate masks and other supplies to carry out these required safety procedures, please visit DCED's [Business2Business Interchange](#).

ENFORCEMENT

Failure to strictly adhere to the requirements of this guidance may result in disciplinary actions up to and including suspension of licensure, including liquor licenses.

Law enforcement officers should refer to Enforcement Guidance available online [here](#).

If employees or customers want to report possible health and safety violations in the workplace related to COVID-19:

1. File a complaint with a local health department or a law enforcement agency.
2. Submit this [webform](#) to the PA Department of Health at www.health.pa.gov.
3. Review OSHA guidance and, if appropriate, [file a complaint](#) at OSHA.gov.

REMINDERS TO CONTAIN THE SPREAD OF COVID-19: SOCIAL DISTANCING AND OTHER REQUIREMENTS

When people need to leave their places of residence in connection with allowable individual activities, allowable essential travel, or by virtue of exemption from this policy, the Department of Health strongly encourages individuals to abide by the following social distancing requirements to:

- Maintain a distance of at least six feet from other individuals;

- Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer if soap and water are not available;
- Cover coughs or sneezes with a sleeve or elbow, not hands; Do not shake hands;
- Regularly clean high-contact surface areas;
- When sick, stay at home;
- Follow all guidance on gathering sizes applicable in Yellow and Green counties.

ADDITIONAL INFORMATION

For the most up-to-date, reliable information, please continue to refer to the Commonwealth of Pennsylvania's website for Responding to COVID-19 in Pennsylvania: <https://www.pa.gov/guides/responding-to-covid-19/>.

Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission

Background

When a novel virus with pandemic potential emerges, nonpharmaceutical interventions, which will be called community mitigation strategies in this document, often are the most readily available interventions to help slow transmission of the virus in communities. Community mitigation is a set of actions that persons and communities can take to help slow the spread of respiratory virus infections. Community mitigation is especially important before a vaccine or drug becomes widely available.

The following is a framework for actions which local and state health departments can recommend in their community to both prepare for and mitigate community transmission of COVID-19 in the United States. Selection and implementation of these actions should be guided by the local characteristics of disease transmission, demographics, and public health and healthcare system capacity.

Goals

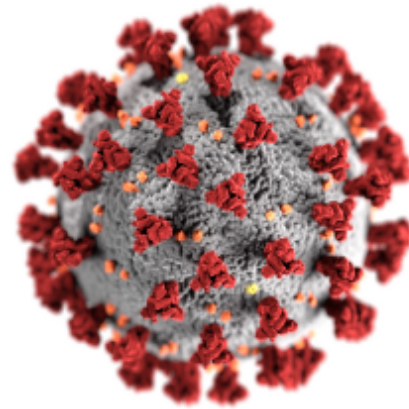
The goals for using mitigation strategies in communities with local COVID-19 transmission are to slow the transmission of disease and in particular to protect:

- Individuals at increased risk for severe illness, including older adults and persons of any age with underlying health conditions (See Appendix A)
- The healthcare and critical infrastructure workforces

These approaches are used to minimize morbidity and mortality and the social and economic impacts of COVID-19. Individuals, communities, businesses, and healthcare organizations are all part of a community mitigation strategy. These strategies should be implemented to prepare for and when there is evidence of community transmission. Signals of ongoing community transmission may include detection of confirmed cases of COVID-19 with no epidemiologic link to travelers or known cases, or more than three generations of transmission.

Implementation is based on:

- Emphasizing individual responsibility for implementing recommended personal-level actions
- Empowering businesses, schools, and community organizations to implement recommended actions, particularly in ways that protect persons at increased risk of severe illness
- Focusing on settings that provide critical infrastructure or services to individuals at increased risk of severe illness
- Minimizing disruptions to daily life to the extent possible



Guiding principles

- Each community is unique, and appropriate mitigation strategies will vary based on the level of community transmission, characteristics of the community and their populations, and the local capacity to implement strategies (Table 1).
- Consider all aspects of a community that might be impacted, including populations most vulnerable to severe illness and those that may be more impacted socially or economically, and select appropriate actions.
- Mitigation strategies can be scaled up or down depending on the evolving local situation.
- When developing mitigation plans, communities should identify ways to ensure the safety and social well-being of groups that may be especially impacted by mitigation strategies, including individuals at increased risk for severe illness.
- Activation of community emergency plans is critical for the implementation of mitigation strategies. These plans may provide additional authorities and coordination needed for interventions to be implemented (Table 2).
- Activities in Table 2 may be implemented at any time regardless of the level of community transmission based on guidance from local and state health officials.
- The level of activities implemented may vary across the settings described in Table 2 (e.g., they may be at a minimal/moderate level for one setting and at a substantial level for another setting in order to meet community response needs).
- Depending on the level of community spread, local and state public health departments may need to implement mitigation strategies for public health functions to identify cases and conduct contact tracing (Table 3). When applied, community mitigation efforts may help facilitate public health activities like contact tracing



CS 315926-A 03/12/2020

For more information: www.cdc.gov/COVID19

Table 1. Local Factors to Consider for Determining Mitigation Strategies

Factor	Characteristics
Epidemiology	<ul style="list-style-type: none"> • Level of community transmission (see Table 3) • Number and type of outbreaks (e.g., nursing homes, schools, etc.) • Impact of the outbreaks on delivery of healthcare or other critical infrastructure or services • Epidemiology in surrounding jurisdictions
Community Characteristics	<ul style="list-style-type: none"> • Size of community and population density • Level of community engagement/support • Size and characteristics of vulnerable populations • Access to healthcare • Transportation (e.g., public, walking) • Planned large events • Relationship of community to other communities (e.g., transportation hub, tourist destination, etc.)
Healthcare capacity	<ul style="list-style-type: none"> • Healthcare workforce • Number of healthcare facilities (including ancillary healthcare facilities) • Testing capacity • Intensive care capacity • Availability of personal protective equipment (PPE)
Public health capacity	<ul style="list-style-type: none"> • Public health workforce and availability of resources to implement strategies • Available support from other state/local government agencies and partner organizations

Table 2. Community mitigation strategies by setting and by level of community transmission or impact of COVID-19

Factor	Potential mitigation activities according to level of community transmission or impact of COVID-19 by setting		
	None to Minimal	Minimal to moderate	Substantial
Individuals and Families at Home “What you can do to prepare, if you or a family member gets ill, or if your community experiences spread of COVID-19”	<ul style="list-style-type: none"> • Know where to find local information on COVID-19 and local trends of COVID-19 cases. • Know the signs and symptoms of COVID-19 and what to do if symptomatic: <ul style="list-style-type: none"> » Stay home when you are sick » Call your health care provider’s office in advance of a visit » Limit movement in the community » Limit visitors • Know what additional measures those at high-risk and who are vulnerable should take. • Implement personal protective measures (e.g., stay home when sick, handwashing, respiratory etiquette, clean frequently touched surfaces daily). • Create a household plan of action in case of illness in the household or disruption of daily activities due to COVID-19 in the community. <ul style="list-style-type: none"> » Consider 2-week supply of prescription and over the counter medications, food and other essentials. Know how to get food delivered if possible. » Establish ways to communicate with others (e.g., family, friends, co-workers). » Establish plans to telework, what to do about childcare needs, how to adapt to cancellation of events. • Know about emergency operations plans for schools/workplaces of household members. 	<ul style="list-style-type: none"> • Continue to monitor local information about COVID-19 in your community. • Continue to practice personal protective measures. • Continue to put household plan into action. • Individuals at increased risk of severe illness should consider staying at home and avoiding gatherings or other situations of potential exposures, including travel. 	<ul style="list-style-type: none"> • Continue to monitor local information. • Continue to practice personal protective measures. • Continue to put household plan into place. • All individuals should limit community movement and adapt to disruptions in routine activities (e.g., school and/or work closures) according to guidance from local officials.

Factor	Potential mitigation activities according to level of community transmission or impact of COVID-19 by setting		
	None to Minimal	Minimal to moderate	Substantial
Schools/childcare “What childcare facilities, K-12 schools, and colleges and universities can do to prepare for COVID-19, if the school or facility has cases of COVID-19, or if the community is experiencing spread of COVID-19)”	<ul style="list-style-type: none"> • Know where to find local information on COVID-19 and local trends of COVID-19 cases. • Know the signs and symptoms of COVID-19 and what to do if students or staff become symptomatic at school/childcare site. • Review and update emergency operations plan (including implementation of social distancing measures, distance learning if feasible) or develop plan if one is not available. • Evaluate whether there are students or staff who are at increased risk of severe illness and develop plans for them to continue to work or receive educational services if there is moderate levels of COVID-19 transmission or impact. <ul style="list-style-type: none"> » Parents of children at increased risk for severe illness should discuss with their health care provider whether those students should stay home in case of school or community spread. » Staff at increased risk for severe illness should have a plan to stay home if there are school-based cases or community spread. • Encourage staff and students to stay home when sick and notify school administrators of illness (schools should provide non-punitive sick leave options to allow staff to stay home when ill). • Encourage personal protective measures among staff/students (e.g., stay home when sick, handwashing, respiratory etiquette). • Clean and disinfect frequently touched surfaces daily. • Ensure hand hygiene supplies are readily available in buildings. 	<ul style="list-style-type: none"> • Implement social distancing measures: <ul style="list-style-type: none"> » Reduce the frequency of large gatherings (e.g., assemblies), and limit the number of attendees per gathering. » Alter schedules to reduce mixing (e.g., stagger recess, entry/dismissal times) » Limit inter-school interactions » Consider distance or e-learning in some settings • Consider regular health checks (e.g., temperature and respiratory symptom screening) of students, staff, and visitors (if feasible). • Short-term dismissals for school and extracurricular activities as needed (e.g., if cases in staff/students) for cleaning and contact tracing. • Students at increased risk of severe illness should consider implementing individual plans for distance learning, e-learning. 	<ul style="list-style-type: none"> • Broader and/or longer-term school dismissals, either as a preventive measure or because of staff and/or student absenteeism. • Cancellation of school-associated congregations, particularly those with participation of high-risk individuals. • Implement distance learning if feasible.

Factor	Potential mitigation activities according to level of community transmission or impact of COVID-19 by setting		
	None to Minimal	Minimal to moderate	Substantial
Assisted living facilities, senior living facilities and adult day programs "What facilities can do to prepare for COVID-19, if the facility has cases of COVID-19, or if the community is experiencing spread of COVID-19"	<ul style="list-style-type: none"> • Know where to find local information on COVID-19. • Know the signs and symptoms of COVID-19 and what to do if clients/residents or staff become symptomatic. • Review and update emergency operations plan (including implementation of social distancing measures) or develop a plan if one is not available. • Encourage personal protective measures among staff, residents and clients who live elsewhere (e.g., stay home or in residences when sick, handwashing, respiratory etiquette). • Clean frequently touched surfaces daily. • Ensure hand hygiene supplies are readily available in all buildings. 	<ul style="list-style-type: none"> • Implement social distancing measures: <ul style="list-style-type: none"> » Reduce large gatherings (e.g., group social events) » Alter schedules to reduce mixing (e.g., stagger meal, activity, arrival/departure times) » Limit programs with external staff » Consider having residents stay in facility and limit exposure to the general community » Limit visitors, implement screening • Temperature and respiratory symptom screening of attendees, staff, and visitors. • Short-term closures as needed (e.g., if cases in staff, residents or clients who live elsewhere) for cleaning and contact tracing. 	<ul style="list-style-type: none"> • Longer-term closure or quarantine of facility. • Restrict or limit visitor access (e.g., maximum of 1 per day).

Factor	Potential mitigation activities according to level of community transmission or impact of COVID-19 by setting		
	None to Minimal	Minimal to moderate	Substantial
Workplace "What workplaces can do to prepare for COVID-19, if the workplace has cases of COVID-19, or if the community is experiencing spread of COVID-19)"	<ul style="list-style-type: none"> • Know where to find local information on COVID-19 and local trends of COVID-19 cases. • Know the signs and symptoms of COVID-19 and what to do if staff become symptomatic at the worksite. • Review, update, or develop workplace plans to include: <ul style="list-style-type: none"> » Liberal leave and telework policies » Consider 7-day leave policies for people with COVID-19 symptoms » Consider alternate team approaches for work schedules. • Encourage employees to stay home and notify workplace administrators when sick (workplaces should provide non-punitive sick leave options to allow staff to stay home when ill). • Encourage personal protective measures among staff (e.g., stay home when sick, handwashing, respiratory etiquette). • Clean and disinfect frequently touched surfaces daily. • Ensure hand hygiene supplies are readily available in building. 	<ul style="list-style-type: none"> • Encourage staff to telework (when feasible), particularly individuals at increased risk of severe illness. • Implement social distancing measures: <ul style="list-style-type: none"> » Increasing physical space between workers at the worksite » Staggering work schedules » Decreasing social contacts in the workplace (e.g., limit in-person meetings, meeting for lunch in a break room, etc.) • Limit large work-related gatherings (e.g., staff meetings, after-work functions). • Limit non-essential work travel. • Consider regular health checks (e.g., temperature and respiratory symptom screening) of staff and visitors entering buildings (if feasible). 	<ul style="list-style-type: none"> • Implement extended telework arrangements (when feasible). • Ensure flexible leave policies for staff who need to stay home due to school/childcare dismissals. • Cancel non-essential work travel. • Cancel work-sponsored conferences, tradeshow, etc.

Factor	Potential mitigation activities according to level of community transmission or impact of COVID-19 by setting		
	None to Minimal	Minimal to moderate	Substantial
Community and faith-based organizations "What organizations can do to prepare for COVID-19, if the organizations has cases of COVID-19, or if the community is experiencing spread of COVID-19"	<ul style="list-style-type: none"> • Know where to find local information on COVID-19 and local trends of COVID-19 cases. • Know the signs and symptoms of COVID-19 and what to do if organization members/staff become symptomatic. • Identify safe ways to serve those that are at high risk or vulnerable (outreach, assistance, etc.). • Review, update, or develop emergency plans for the organization, especially consideration for individuals at increased risk of severe illness. • Encourage staff and members to stay home and notify organization administrators of illness when sick. • Encourage personal protective measures among organization/members and staff (e.g., stay home when sick, handwashing, respiratory etiquette). • Clean frequently touched surfaces at organization gathering points daily. • Ensure hand hygiene supplies are readily available in building. 	<ul style="list-style-type: none"> • Implement social distancing measures: <ul style="list-style-type: none"> » Reduce activities (e.g., group congregation, religious services), especially for organizations with individuals at increased risk of severe illness. » Consider offering video/audio of events. • Determine ways to continue providing support services to individuals at increased risk of severe disease (services, meals, checking in) while limiting group settings and exposures. • Cancel large gatherings (e.g., >250 people, though threshold is at the discretion of the community) or move to smaller groupings. • For organizations that serve high-risk populations, cancel gatherings of more than 10 people. 	<ul style="list-style-type: none"> • Cancel community and faith-based gatherings of any size.

Factor	Potential mitigation activities according to level of community transmission or impact of COVID-19 by setting		
	None to Minimal	Minimal to moderate	Substantial
Healthcare settings and healthcare provider (Includes outpatient, nursing homes/long-term care facilities, inpatient, telehealth) "What healthcare settings including nursing homes/long-term care facilities, can do to prepare for COVID-19, if the facilities has cases of COVID-19, or if the community is experiencing spread of COVID-19"	<ul style="list-style-type: none"> • Provide healthcare personnel (HCP), including staff at nursing homes and long-term care facilities) and systems with tools and guidance needed to support their decisions to care for patients at home (or in nursing homes/long-term care facilities). • Develop systems for phone triage and telemedicine to reduce unnecessary healthcare visits. • Assess facility infection control programs; assess personal protective equipment (PPE) supplies and optimize PPE use. • Assess plans for monitoring of HCP and plans for increasing numbers of HCP if needed. • Assess visitor policies. • Assess HCP sick leave policies (healthcare facilities should provide non-punitive sick leave options to allow HCP to stay home when ill). • Encourage HCP to stay home and notify healthcare facility administrators when sick. • In conjunction with local health department, identify exposed HCP, and implement recommended monitoring and work restrictions. • Implement triage prior to entering facilities to rapidly identify and isolate patients with respiratory illness (e.g., phone triage before patient arrival, triage upon arrival). 	<ul style="list-style-type: none"> • Implement changes to visitor policies to further limit exposures to HCP, residents, and patients. Changes could include temperature/symptom checks for visitors, limiting visitor movement in the facility, etc. • Implement triage before entering facilities (e.g., parking lot triage, front door), phone triage, and telemedicine to limit unnecessary healthcare visits. • Actively monitor absenteeism and respiratory illness among HCP and patients. • Actively monitor PPE supplies. • Establish processes to evaluate and test large numbers of patients and HCP with respiratory symptoms (e.g., designated clinic, surge tent). • Consider allowing asymptomatic exposed HCP to work while wearing a facemask. • Begin to cross train HCP for working in other units in anticipation of staffing shortages. 	<ul style="list-style-type: none"> • Restrict or limit visitors (e.g., maximum of 1 per day) to reduce facility-based transmission. • Identify areas of operations that may be subject to alternative standards of care and implement necessary changes (e.g., allowing mildly symptomatic HCP to work while wearing a facemask). • Cancel elective and non-urgent procedures • Establish cohort units or facilities for large numbers of patients. • Consider requiring all HCP to wear a facemask when in the facility depending on supply.

Table 3. Potential mitigation strategies for public health functions

Public health control activities by level of COVID-19 community transmission		
None to Minimal	Minimal to Moderate	Substantial
Evidence of isolated cases or limited community transmission, case investigations underway, no evidence of exposure in large communal setting, e.g., healthcare facility, school, mass gathering.	Widespread and/or sustained transmission with high likelihood or confirmed exposure within communal settings with potential for rapid increase in suspected cases.	Large scale community transmission, healthcare staffing significantly impacted, multiple cases within communal settings like healthcare facilities, schools, mass gatherings etc.
<ul style="list-style-type: none"> • Continue contact tracing, monitor and observe contacts as advised in guidance to maximize containment around cases. • Isolation of confirmed COVID-19 cases until no longer considered infectious according to guidance. • For asymptomatic close contacts exposed to a confirmed COVID-19 case, consideration of movement restrictions based on risk level, social distancing. • Monitoring close contacts should be done by jurisdictions to the extent feasible based on local priorities and resources. • Encourage HCP to develop phone triage and telemedicine practices. • Test individuals with signs and symptoms compatible with COVID-19. • Determine methods to streamline contact tracing through simplified data collection and surge if needed (resources including staffing through colleges and other first responders, technology etc.). 	<ul style="list-style-type: none"> • May reduce contact tracing if resources dictate, prioritizing to those in high-risk settings (e.g., healthcare professionals or high-risk settings based on vulnerable populations or critical infrastructure). • Encourage HCP to more strictly implement phone triage and telemedicine practices. • Continue COVID-19 testing of symptomatic persons; however, if testing capacity limited, prioritize testing of high-risk individuals. 	<ul style="list-style-type: none"> • May reduce contact tracing if resources dictate, prioritizing to those in high-risk settings (e.g., healthcare professionals or high-risk settings based on vulnerable populations or critical infrastructure). • Encourage HCP to more strictly implement phone triage and telemedicine practices. • Continue COVID-19 testing of symptomatic persons; however, if testing capacity limited, prioritize testing of high-risk individuals.

Appendix A: Underlying medical conditions that may increase the risk of serious COVID-19 for individuals of any age.

- **Blood disorders** (e.g., sickle cell disease or on blood thinners)
- **Chronic kidney disease** as defined by your doctor. Patient has been told to avoid or reduce the dose of medications because kidney disease, or is under treatment for kidney disease, including receiving dialysis
- **Chronic liver disease** as defined by your doctor. (e.g., cirrhosis, chronic hepatitis) Patient has been told to avoid or reduce the dose of medications because liver disease or is under treatment for liver disease.
- **Compromised immune system (immunosuppression)** (e.g., seeing a doctor for cancer and treatment such as chemotherapy or radiation, received an organ or bone marrow transplant, taking high doses of corticosteroids or other immunosuppressant medications, HIV or AIDS)
- **Current or recent pregnancy** in the last two weeks
- **Endocrine disorders** (e.g., diabetes mellitus)
- **Metabolic disorders** (such as inherited metabolic disorders and mitochondrial disorders)
- **Heart disease** (such as congenital heart disease, congestive heart failure and coronary artery disease)
- **Lung disease** including asthma or chronic obstructive pulmonary disease (chronic bronchitis or emphysema) or other chronic conditions associated with impaired lung function or that require home oxygen
- **Neurological and neurologic and neurodevelopment conditions** [including disorders of the brain, spinal cord, peripheral nerve, and muscle such as cerebral palsy, epilepsy (seizure disorders), stroke, intellectual disability, moderate to severe developmental delay, muscular dystrophy, or spinal cord injury].

FEMA FACT SHEET

Disaster Financial Management Guide and COVID-19 Response

Background

On March 13, 2020, President Trump declared that the ongoing Coronavirus Disease 2019 (COVID-19) pandemic was of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, territories and the District of Columbia pursuant to Section 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the "Stafford Act").

Many government and private sector/nonprofit resources and programs are available to help jurisdictions respond and recover. Navigating various eligibility requirements and application processes can pose administrative challenges. Disaster funding or cost reimbursements are often delayed or not approved because of incomplete paperwork, missed steps in the process or a lack of understanding of the eligibility criteria.

The recently released Disaster Financial Management Guide can help a jurisdiction successfully use all available Federal resources for disaster recovery, to include the COVID-19 Supplemental Funding.

The Disaster Financial Management guide identifies the capabilities and activities necessary to prepare and successfully implement disaster financial management while maintaining fiscal responsibility throughout response and recovery operations. It includes guidance for recipients and sub-recipients on:

- Considerations and practices for tracking, calculating and justifying the cost of an emergency.
- Supporting local reimbursement reconciliation.
- Avoiding deobligation of grant funding.
- Effectively funding and implementing recovery projects and priorities.

COVID-19 SUPPLEMENTAL FUNDING

To support COVID-19 response and recovery, supplemental funding is available under recently enacted laws, to include:

- Coronavirus Aid, Relief and Economic Security (CARES) Act
- Coronavirus Preparedness and Response Supplemental Act
- Families First Response Act

Although the Disaster Financial Management Guide takes an all-hazards approach and addresses a broad range of issues that jurisdictions face, the concepts, principles and resources it outlines directly apply to the current operational environment and ongoing COVID-19 response and recovery efforts.

On the following page, this Fact Sheet briefly summarizes relevant financial management concepts and principles discussed in the Disaster Financial Management Guide.



FEMA

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Disaster Financial Management Guide and COVID-19 Response

Financial Management Practices to Use During the COVID-19 Response

The following concepts and principles are found in the Disaster Financial Management Guide. Jurisdictions should consider implementing these activities during the ongoing response to, and recovery from, COVID-19.

Portfolio and Project Management

Project management entails accurately managing the complex disaster budget to pay all bills, release funding according to schedule and maintain accurate financial records and documents. Portfolio management are the prioritizes and authorizes the group of related projects or programs to achieve a strategic objective.

Knowledge of Procurement and Contract Practices

Jurisdictions must follow Federal procurement under grants and subawarding regulations, as well as applicable state, local, tribal or territorial (SLTT) requirements. Follow the rule that will comply with all applicable layers of rules—sometimes Federal rules are more restrictive; sometimes SLTT rules are.

Document All Expenditures Related to the COVID-19 Response

Jurisdictions should document every expenditure related to response and recovery, including equipment and materials used, and differentiate them from general operational costs. Using cost eligibility requirements helps jurisdictions justify each expenditure and directly relate it to the COVID-19 response and recovery.

Log and Track Time and Expenses

Disaster cost reimbursement requires accurate and detailed records of the time and cost associated with the response actions. Initiating a disaster accounting general ledger is good way to track time and cost.

Compile Cost and Expense Data

To achieve certain thresholds for disaster cost reimbursements, jurisdictions must show proof of cost and impact.

Document Use of Mutual Aid and Volunteer Programs

Jurisdictions must document and track their mutual aid agreements and the cost associated with those response functions.

Continue Documentation Processes

Detailed documentation and accounting requirements should continue throughout response and recovery efforts.

Increase or Adjust Legal Authorities

If applicable, and in consultation with legal counsel, obtain governing body resolution or approval for increased emergency spending authority, contracting or access to a disaster reserve fund.

Manage Positive Cash Flow

Jurisdictions need adequate cash reserves and receivables available that do not exceed expenses.

For More Information

- Visit [fema.gov/plan](https://www.fema.gov/plan) for more information on the Disaster Financial Management Guide
- Visit [coronavirus.gov](https://www.coronavirus.gov) for information and specific resources for healthcare professionals, health departments and laboratories
- Visit [fema.gov](https://www.fema.gov) for more information on the COVID-19 Emergency Declaration
- Visit the [FFMA Public Assistance Program and Policy Guide](#) (pages 21–42) for more eligibility requirements

Learn more at [fema.gov](https://www.fema.gov)

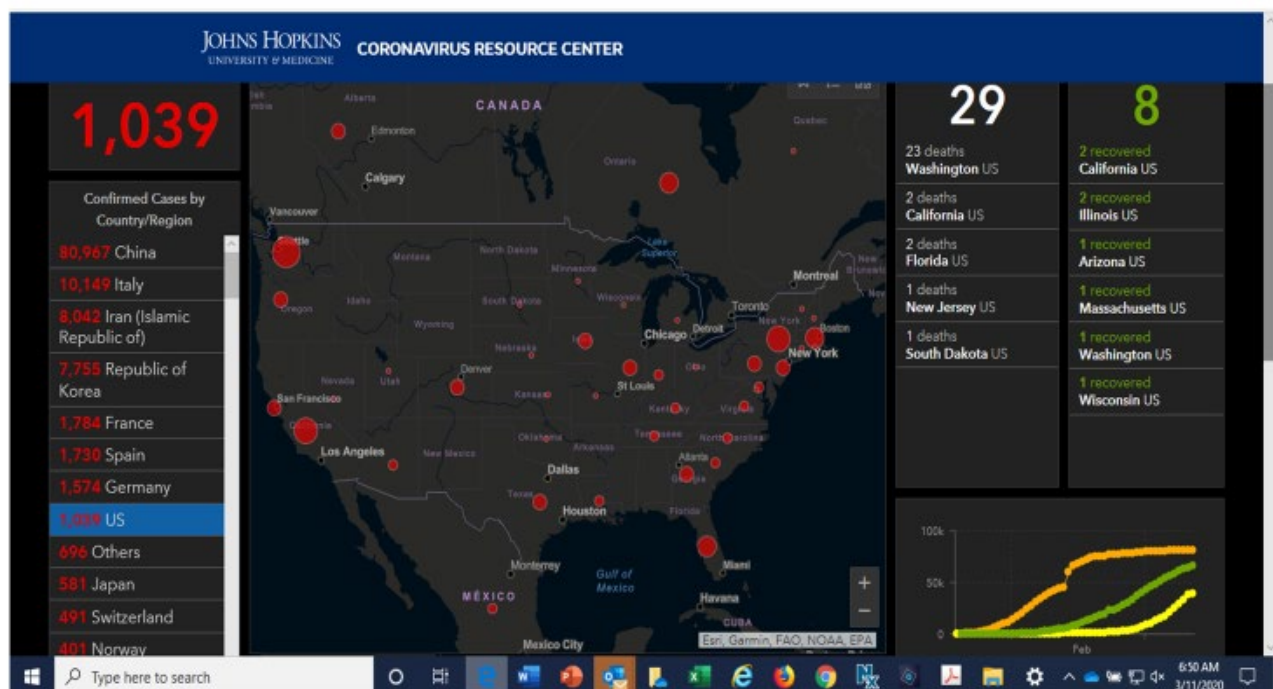
April 14, 2020 2 of 2

SCCAP Response for the Novel Coronavirus (COVID19)

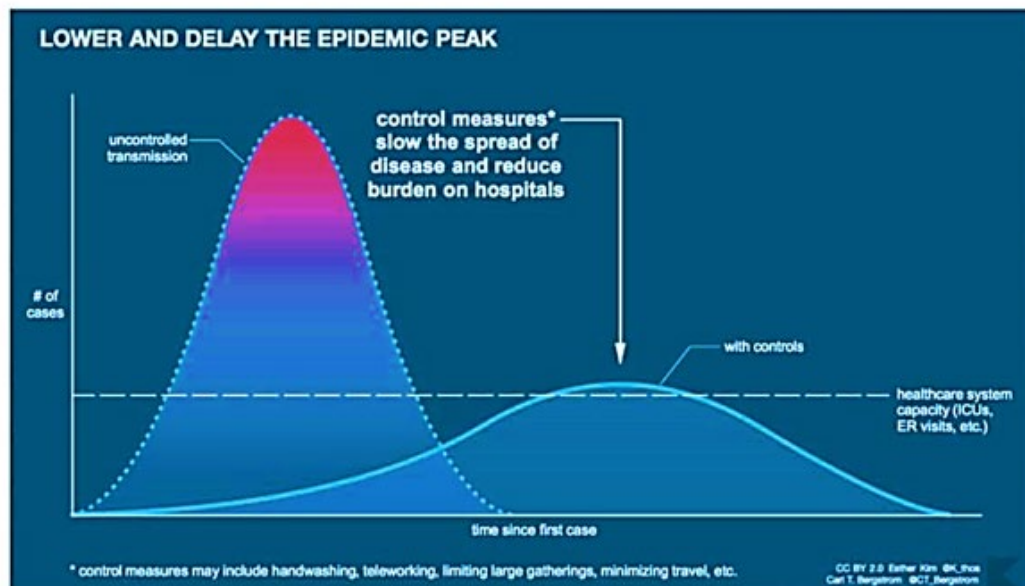


Like the Flu but...
Not Like the Flu

<https://coronavirus.jhu.edu/map.html>



Flatten the Curve



The flattened curve shows how a reduced rate of coronavirus infection could reduce the impact on hospitals and the wider healthcare system

Image: Ester Kim, Carl T. Bergstrom

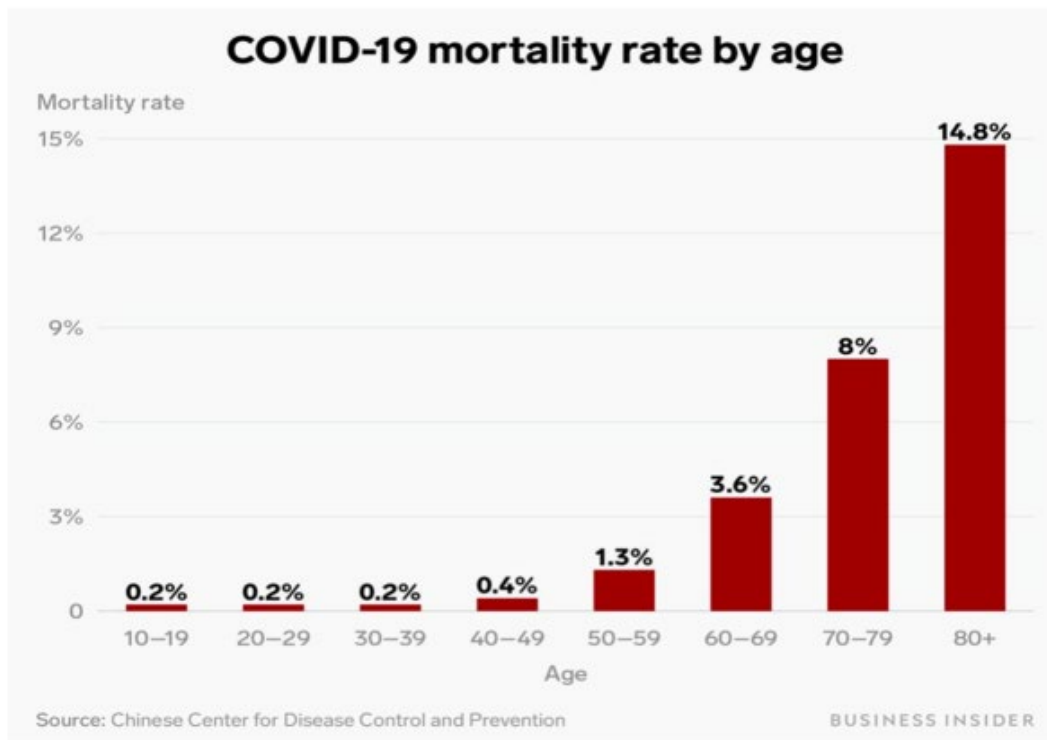
Dr Anthony Fauci, March 10, 2020

“We would like the country to realize that as a nation, **we can’t be doing the kinds of things we were doing a few months ago.** It doesn’t matter if you’re in a state that has no cases or one case,” Fauci said, referring Americans to the website [coronavirus.gov](https://www.covid19.gov) for precautionary methods for the workplace, home, and commercial establishments.

“If and when the infections will come — and they will come, sorry to say, sad to say — when you’re dealing with an infectious disease... we want to be where the infection is going to be, as well as where it is,” Fauci said.

Everyone should be taking those precautions, he said, “whether you live in the zone that has community spread or not.”

“Everybody should say, ‘all hands on deck,’” he said.



Symptoms	Coronavirus <small>Symptoms range from mild to severe</small>	Cold <small>Gradual onset of symptoms</small>	Flu <small>Abrupt onset of symptoms</small>
Fever	Common	Rare	Common
Fatigue	Sometimes	Sometimes	Common
Cough	Common* (usually dry)	Mild	Common* (usually dry)
Sneezing	No	Common	No
Aches and pains	Sometimes	Common	Common
Runny or stuffy nose	Rare	Common	Sometimes
Sore throat	Sometimes	Common	Sometimes
Diarrhea	Rare	No	Sometimes for children
Headaches	Sometimes	Rare	Common
Shortness of breath	Sometimes	No	No

Sources: World Health Organization, Centers for Disease Control and Prevention

- Containment
- Mitigation
- Community Spread
- Wide Spread
- Clean Up
- Back to Normal

What's your risk of inadvertently allowing the death of someone in your community from COVID-19?

- A local school district shifting to online learning will save **10** lives every week.
- A 100,000 person conference canceled saves **200** lives.
- If you and 20 coworkers work from home for 4 days, that action on average will **save one life** over the next two months.
- Staying home when sick with #COVID19 prevents you from transmitting to **2-3** other people and causing **100** others to get it, of whom **15-20** are likely to be hospitalized and **1** is likely to die.

by @ScottLeibbrand and @DanaMLewis, see <http://bit.ly/COVID19communityimpact>

When should I go to the doctors?

Of course use your best judgement but if you are feeling ill like a normal cold or flu stay home but no need to go to the doctor.

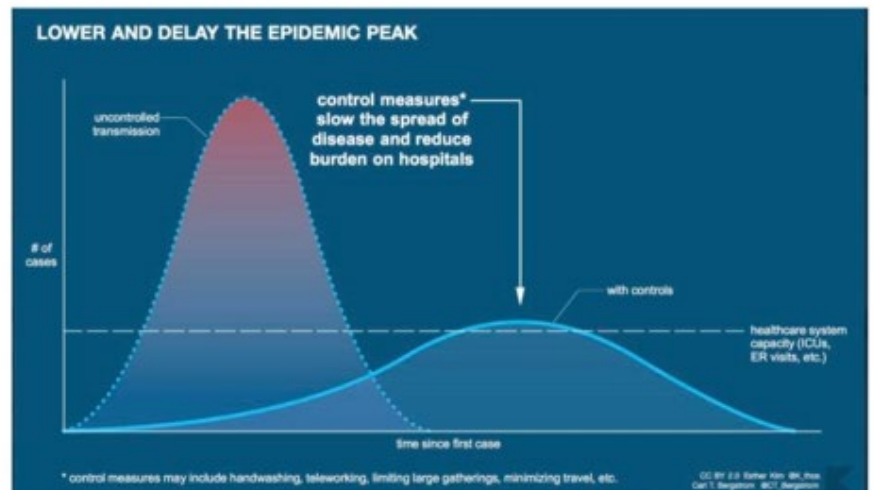
If you are having trouble breathing or have other concerns, call your doctors office.

Blue Cross and Blue Shield has a cost effective virtual care option

- Telehealth access - \$10.00 copay download the app
<https://www.capbluecross.com/wps/myportal/cap/home/explore/resource/virtual-care>

Q and A

- Should we panic – it seems a little crazy right now? It is hard to find accurate information which is why we are sharing information with you now. No, there is no reason to panic. Most people will experience few or flu/cold-like symptoms. We are implementing mitigation strategies now so that the spread that happens at SCCAP or in our communities will be slower. We want to control the curve of illness.



The flattened curve shows how a reduced rate of coronavirus infection could reduce the impact on hospitals and the wider healthcare system

Image: Ester Kim, Carl T. Bergstrom

Q & A continued

- Should we wear masks? No staff do not need to wear masks. Use appropriate social distancing.
- Should clients wear masks? Programs can ask clients who are ill to wear masks.
- What is a child won't wear a mask? Do not try and make children wear masks. Sick children should not be at programs (such as Circles). Programs should remove all toys from offices or waiting rooms and shelter playrooms should be closed. Sick children (and adults) in shelters should remain in rooms and eat when others are not in the room. Staff should wipe down chairs if after a sick child was in their office.
- What if I think I have COVID19? If you are sick with anything stay home. Don't return until you are fever free. If you think you have COVID19, do not come to work, call your doctor or Blue Cross Virtual Care. If you are diagnosed follow the doctor's orders on time needed away from work. If you were in close contact with someone diagnosed with or presumed to have COVID19, quarantine for 14 days unless quarantine periods are lifted by local health officials.

Q & A continued

- Will I get paid while I am off? Staff may use sick bank or PTO for their time off due to quarantine or sickness or needing to care for a sick family member. If an individual is sick and hospitalized or a doctor says they are too ill to work, they may qualify for short term disability, but this is for individuals who are so sick they would not be able to work if not quarantined.
- What do we do if a staff person has been exposed. Has the Dept of Health given guidance for this scenario-staff exposing other staff? Or a client exposing all staff? SCCAP staff will be expected to follow all quarantine guidelines. If staff find out they have been exposed they should notify their supervisor and Megan immediately. If SCCAP finds out (from the Department of Health) about potential exposure we will immediately notify all staff and follow all quarantine guidelines.
- Why are some staff working from home or offsite and why are we not having in person meetings? SCCAP is following mitigation strategies to reduce exposure and community spread wherever possible as requested by the CDC. Guidance from the CDC asks businesses (whether a case has been identified or not) to use social distancing, good health hygiene and any other precautionary steps possible. Having staff work from home reduces the opportunity for agency spread, reducing in person meetings reduces community spread. We would also ask that staff use appropriate social distancing whenever possible. No potlucks, lunch or learns, etc...

Q & A continued

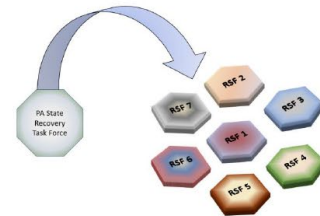
- This is just like the flu why are we doing this? It is true that COVID19 is similar to the flu. For folks above 10 and under 60 the outcomes are very similar to the flu. And some good news, no children under the age of 10 have died from COVID19 (unlike the flu). But because this is a novel (new) coronavirus – no one has immunity. Larger numbers will get sick and that can overwhelm doctors offices and hospitals. Reducing the curve of illness, in essence spreading it out over a longer period, allows for people to get immunity and those that need care to receive it. If it happens quickly and 1% of your counties population needs health care (doctors care up to hospitalization) that is an additional 1,100 in Adams County and 1,510 in Franklin county. If that happens over a few month's it is better for everyone than if it happens in a few weeks – where it would be difficult for health care to manage all the additional cases appropriately. **There is no need to panic** just a need to be thoughtful in trying to reduce community spread.
- Who is most at risk? There seems to be an increase in complications for individuals over 60 (with the highest risk for those in their 80s) and those with complex health issues. We should keep on eye on and show extra care around our seniors.
- Megan, do you think you will get sick? Yes, just like a cold or flu spreads, I anticipate I will get sick. I have allergies and often cough in the morning when I wake up (I am allergic to my dog ☺) so every morning I take my temperature. If I get sick, I will stay home. If I get sick, but have no breathing issues, I will stay home and rest and come back when I am symptom free.



State Long-Term Recovery Task Force

Recovery from COVID-19 & PA RSF engagement

June 16 2020
DCED Community Partners Webinar



Provide citizens and businesses relief, allow for a safe and expedient reopening, and lay a road to recovery.

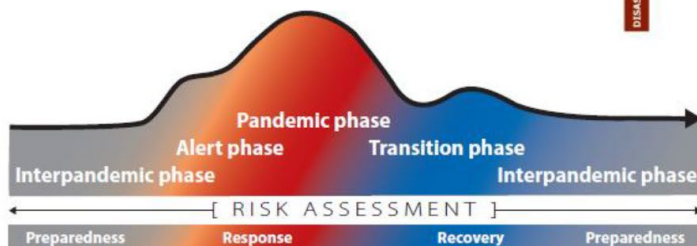


Introductions

 Welcome

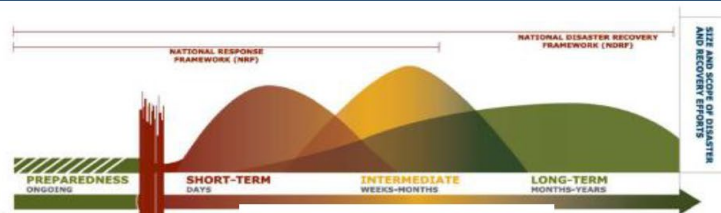
 Roll Call

Figure 1. The continuum of pandemic phases^a



^a This continuum is according to a "global average" of cases, over time, based on continued risk assessment and consistent with the broader emergency risk management continuum.

From 2016 CDC Continuum of Pandemic Phases



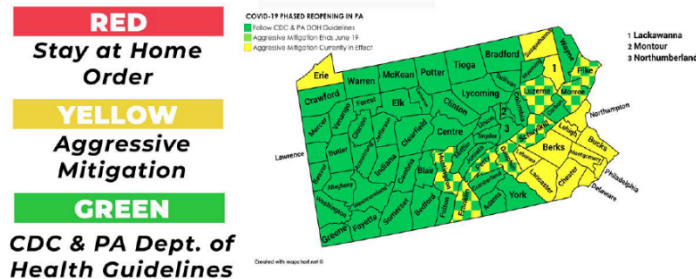
Guiding Principles

1. Individual and Family Empowerment
2. Leadership and Local Primacy
3. Pre-Disaster Recovery Planning
4. Engaged Partnerships and Inclusiveness
5. Unity of Effort
6. Timeliness and Flexibility
7. Resilience and Sustainability
8. Psychological and Emotional Recovery



COVID-19 Phased Reopening

COVID-19 PHASED REOPENING IN PA



The Governor announced the next round of counties moving to green on June 19: Dauphin, Franklin, Huntingdon, Luzerne, Monroe, Perry, Pike, and Schuylkill.



Phased Reopening of Commonwealth

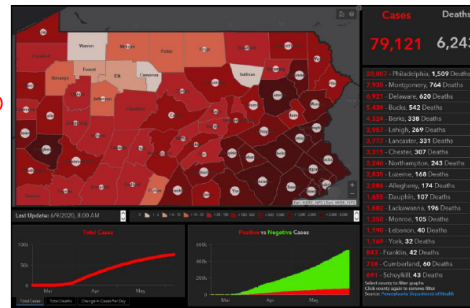
COVID-19 REOPENING PHASES

	WORK & CONGREGATE SETTINGS	SOCIAL SETTINGS
RED PHASE	<ul style="list-style-type: none"> LIFE-SUSTAINING BUSINESSES ONLY RESTRICTIONS IN PLACE FOR PRISON + CONGREGATE CARE SCHOOLS CLOSED FOR IN-PERSON INSTRUCTION MOST CHILD CARE CLOSED 	<ul style="list-style-type: none"> STAY AT HOME ORDERED LARGE GATHERINGS PROHIBITED RESTAURANTS/BARS LIMITED TO CARRY-OUT + DELIVERY ONLY TRAVEL FOR LIFE-SUSTAINING PURPOSES
YELLOW PHASE	<ul style="list-style-type: none"> TELEWORK MUST CONTINUE WHERE FEASIBLE BUSINESSES WITH IN-PERSON OPERATIONS MUST FOLLOW SAFETY ORDERS CHILD CARE OPEN COMPLYING WITH GUIDANCE RESTRICTIONS IN PLACE FOR PRISON + CONGREGATE CARE SCHOOLS CLOSED FOR IN-PERSON INSTRUCTION 	<ul style="list-style-type: none"> STAY AT HOME ORDER LIFTED FOR AGGRESSIVE MITIGATION LARGE GATHERINGS OF MORE THAN 25 PROHIBITED IN-PERSON RETAIL ALLOWED CURBSIDE/DELIVERY PREFERRED INDOOR RECREATION, HEALTH AND WELLNESS FACILITIES REMAIN CLOSED RESTAURANTS/BARS LIMITED TO CARRY-OUT + DELIVERY
GREEN PHASE	<ul style="list-style-type: none"> ALL BUSINESSES OPERATING IN THE YELLOW PHASE UNDER THE 50% LIMITATION MAY INCREASE TO 75% OCCUPANCY ALL BUSINESSES NOT PERMITTED TO OPERATE PHYSICAL LOCATIONS IN THE YELLOW PHASE MAY MOVE TO 50% OCCUPANCY, SUBJECT TO SOCIAL DISTANCING GUIDELINES ALL BUSINESSES MUST FOLLOW CDC AND PA DEPARTMENT OF HEALTH GUIDELINES TELEWORK WHERE FEASIBLE CONSIDER ACCOMMODATIONS FOR VULNERABLE PERSONNEL CONSTRUCTION BACK TO FULL CAPACITY WITH SAFETY MEASURES IN PLACE 	<ul style="list-style-type: none"> NOT A RETURN TO THE WAY THINGS WERE, BUT CHANGING BEHAVIOR FOR A NEW NORMAL PERSONAL RESPONSIBILITY: USE GOOD JUDGMENT, WEAR MASKS AROUND OTHERS, CONTINUE SOCIAL DISTANCING + USE GOOD HEALTH HABITS LARGE RECREATIONAL GATHERINGS REMAIN RESTRICTED VISITS TO PRISONS + HOSPITALS MAY RESUME NURSING HOME VISITATION RESTRICTIONS REMAIN FOR NOW INDIVIDUALS MUST FOLLOW CDC AND PA DEPARTMENT OF HEALTH GUIDELINES



COVID-19 Situation Update

Philadelphia – 20,007 (+74) (1,509)	Mercer – 115 (+1) (6)
Montgomery – 7,930 (+32) (764)	Juniata – 108 (+0) (5)
Delaware – 6,921 (+33) (620)	Fayette – 95 (+0) (4)
Bucks – 5,439 (+11) (542)	Indiana – 93 (+0) (5)
Berks – 4,324 (+5) (338)	Union – 88 (+5) (2)
Lehigh – 3,957 (+4) (269)	Lawrence – 87 (+0) (8)
Lancaster – 3,777 (+25) (331)	Perry – 72 (+0) (5)
Chester – 3,315 (+20) (307)	Armstrong – 66 (+0) (5)
Northampton – 3,246 (+6) (243)	Montour – 65 (+1)
Luzerne – 2,835 (+5) (168)	Clinton – 64 (+1) (3)
Allegheny – 2,086 (+7) (174)	Cambria – 61 (+0) (3)
Dauphin – 1,655 (+21) (107)	Snyder – 60 (+1) (1)
Lackawanna – 1,602 (+1) (196)	Mifflin – 59 (+0) (1)
Monroe – 1,350 (+3) (105)	Blair – 55 (+0) (1)
Lebanon – 1,190 (+8) (40)	Clearfield – 55 (+0)
York – 1,169 (+7) (32)	Bedford – 52 (+4) (2)
Franklin – 843 (+1) (42)	Bradford – 47 (+0) (3)
Cumberland – 738 (+10) (60)	Somerset – 41 (+1) (1)
Schuylkill – 691 (+6) (43)	Crawford – 36 (+0)
Beaver – 613 (+2) (77)	Wyoming – 36 (+0) (7)
Westmoreland – 492 (+2) (38)	Clarion – 31 (+0) (2)
Pike – 482 (+0) (20)	Greene – 30 (+0)
Erie – 468 (+8) (8)	Tioga – 20 (+0) (2)
Columbia – 380 (+2) (33)	Jefferson – 19 (+1) (1)
Adams – 296 (+6) (9)	Venango – 17 (+0)
Carbon – 259 (+0) (24)	Fulton – 16 (+0) (1)
Butler – 257 (+0) (12)	Potter – 13 (+0)
Huntingdon – 239 (+0) (4)	McKean – 13 (+0) (1)
Northumberland – 228 (+4) (4)	Forest – 7 (+0)
Centre – 171 (+2) (6)	Elk – 6 (+0)
Lycoming – 171 (+0) (17)	Warren – 5 (+0)
Susquehanna – 171 (+1) (17)	Sullivan – 3 (+0)
Washington – 156 (+1) (6)	Cameron – 2 (+0)
Wayne – 126 (+0) (9)	

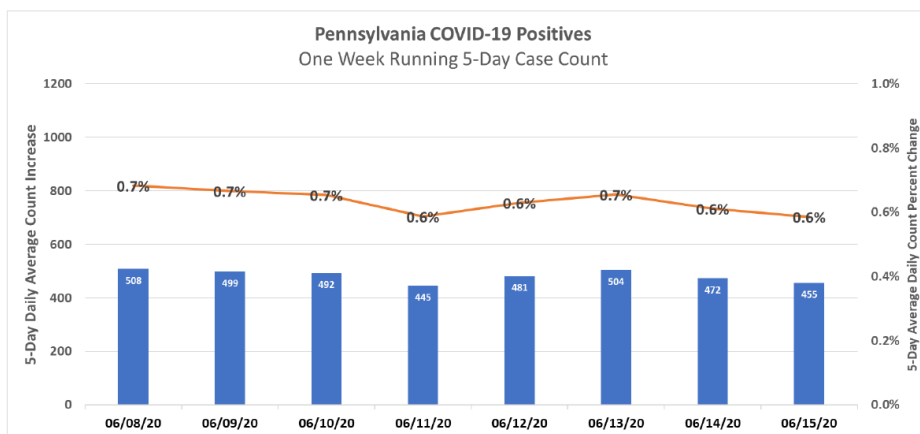


Total Cases: **79,121 (+323)**

Total Deaths: **6,243 (+28)**
(Per PADOH Website 6/15/20)



COVID-19 Situation Update



Display of the daily five-day running average over a seven-day period to show trend.



COVID-19 Situation Update

Action	Date
DOH DOC Activation	February 2, 2020
CRCC Activation	March 4, 2020
Governor's Proclamation	March 6, 2020
School Shut Down Order	March 16, 2020
FEMA Disaster Declaration (FEMA 4506-DRPA)	March 30, 2020
Statewide Stay-at-Home Order (April 30)	April 1, 2020
Statewide Stay-at-Home Order (May 8)	April 20, 2020
Individual Assistance (Crisis Counseling only) approved	April 30, 2020
Stay-at-Home Order Extended for Red Counties (June 4)	May 7, 2020
Phased Reopening Begins for Round 1 Yellow Counties	May 8, 2020
Phased Reopening Begins for Round 2 Yellow Counties	May 15, 2020
Partial Deactivation of 9 State Agencies from CRCC	May 15, 2020
Phased Reopening Begins for Round 3 Yellow Counties	May 22, 2020
Phased Reopening Begins for Round 4 Yellow Counties and Initial Round of Green Counties	May 29, 2020
Stay-at-Home Order Expired (11:59 PM)	June 4, 2020
Phased Reopening Begins for Round 5 Yellow Counties and Second Round of Green Counties	June 5, 2020
Phased Reopening Begins for Round 3 Green Counties	June 12, 2020
Phased Reopening Begins for Round 4 Green Counties	June 19, 2020



Leader's Intent

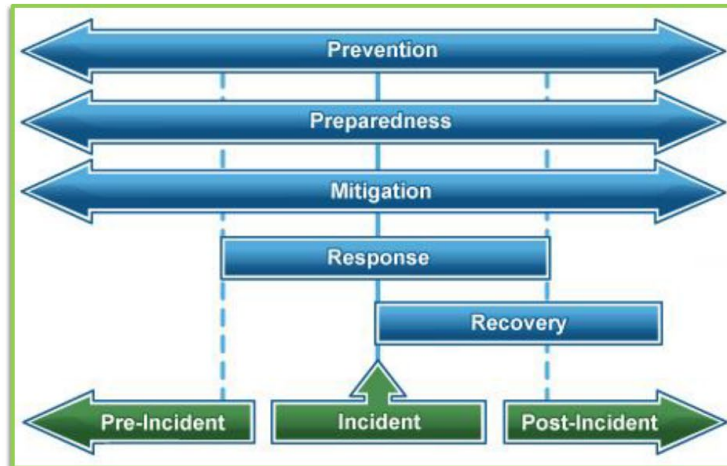
"I asked for you to close schools and businesses, cancel large events, stay at home, all in an effort to simply keep our friends, our neighbors, our families, our coworkers, alive, I will be forever grateful for your courage, compassion, and speed. Despite uncertainty, Pennsylvanians acted collectively, not because of any order, but because we care deeply for each other. Now I am asking again for you to believe in our Commonwealth."

Governor Tom Wolf, April 17, 2020

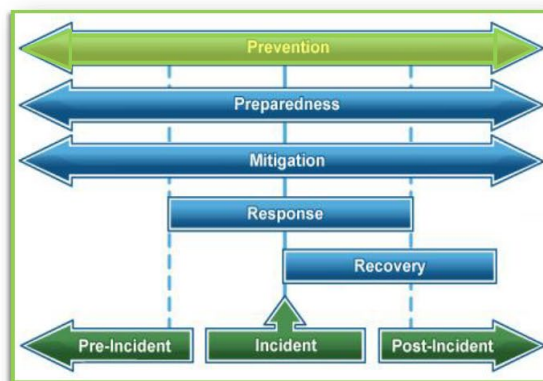
The [Plan for Pennsylvania](#) was announced that it will provide citizens and businesses relief, allow for a safe and expedient reopening, and lay a road to recovery from the challenges and hardships created by the 2019 novel coronavirus.



The Emergency Management Cycle



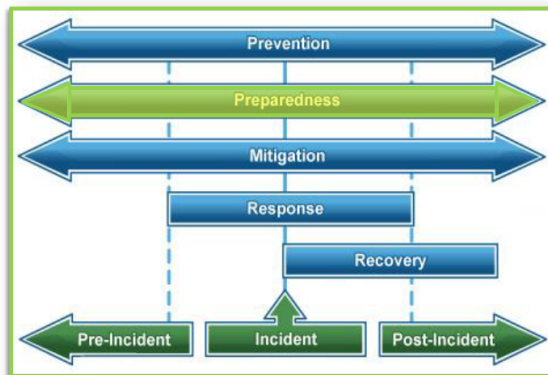
Prevention



Actions taken to avoid an incident or intervene to stop an incident from occurring



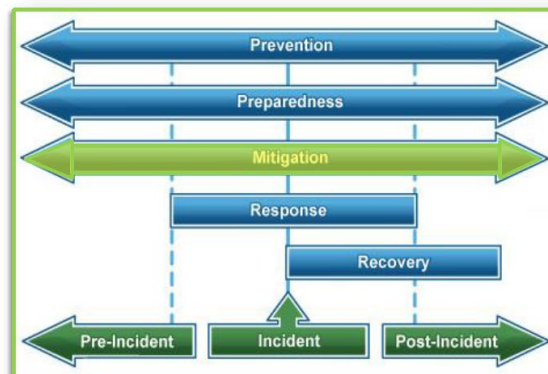
Preparedness



Activities designed to strengthen a community's ability to respond effectively to an event



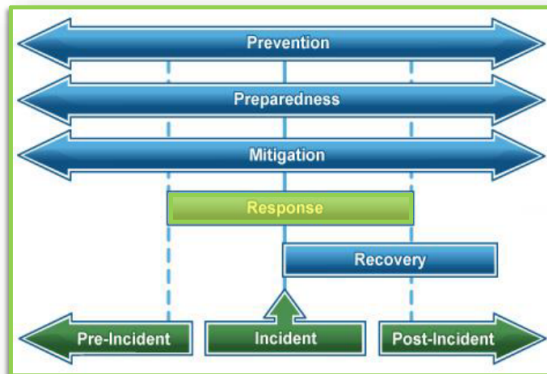
Mitigation



Activities that prevent the occurrence of an event or lessen its impact



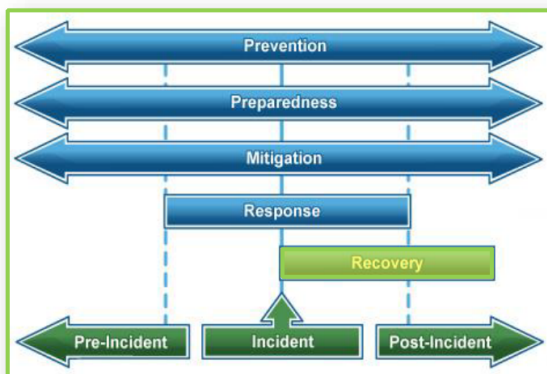
Response



Actions taken immediately before, during, and after an event to save lives, reduce injuries, and prevent damage to property and the environment



Recovery



The process of returning the community to as near the pre-event condition as possible

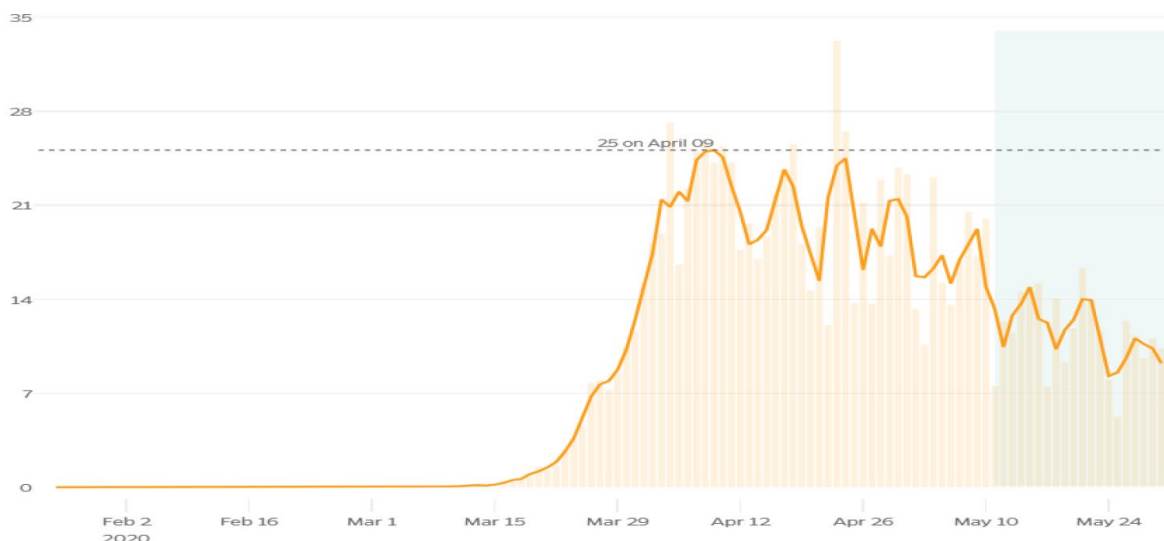


STEPPING BACK TO GAIN PERSPECTIVE

- The virus has spread to nearly every country across the globe (225 nation states)
- More than 6.3 million cases confirmed globally, and of this 1.8 million cases reported in the U.S.
- Of 375,526 deaths confirmed globally, 105,165 have occurred in the U.S. (28% of deaths in 225 countries)
- As per the New York Times:
 - -- cases are increasing in 80 countries
 - -- cases are in the same range in 45 countries, and the U.S. is finally among them
 - -- cases are decreasing in 43 countries
- In the last week, between 87,806 and 134,064 new cases are being reported every day globally
- In the last week, the death toll globally ranged between 2,921 and 5,167 every day in the U.S.
- Many of the world's wealthiest countries have slowed their outbreaks, if only marginally in some instances. In the United States, experts believe that its cases are still being undercounted and fear that premature re-openings in some states could lead to new outbreaks.
- The New York Times has found that official [tallies in the United States](#) and [in more than a dozen other countries](#) have undercounted deaths during the coronavirus outbreak because of limited testing availability.



PA Daily Confirmed New Cases (5-DAY Moving Avg.)



Understanding The COVID-19 Crisis

- **Public health crisis with economic, social & unemployment consequences** that exceed our ability to understand the implications & accurately project future scenarios
- Age, gender and racial dimensions are enormous, so is the **impact on essential workers**, the poor (or newly poor) and migrant laborers (undocumented population)
- **Huge number of people pushed into dire poverty** & digital divide has become sharper
- **Distinction** between prevention, preparedness, response and recovery has collapsed
- **Multiple waves of crisis** call for a prolonged period of **government intervention in all the previous four phases**



What Does Recovery look Like?

- **Compressed timeframes** for action and accelerated demands on the public sector from politicians, officials and citizens
- **Assumptions about standard practice** and how to effectively plan for large-scale, new projects will be tested
- **Reality** will show us what is required, we must flex and adapt to meet the challenge of **swiftness**
- **Recovery is multi-sector**, involves all our communities and the whole of society.
- **Government often tries to go it alone**, but there is a **vast array of stakeholders** with expertise to engage.



What Does Recovery look Like?

- This **includes communities and people** – recovery must be bottom-up at the same time as it is top-down.
- **Different skill sets are required** -- diplomacy, politics, public messaging, public administration, & community organizing.
- The **phases of the event** will not occur in sequential order, they **will occur simultaneously**.
- **Objectives** will shift and change continually, and approaches and interventions will also need to continually change
- **Social and economic factors** that added to the impact represent major challenges for planners as recovery is considered.

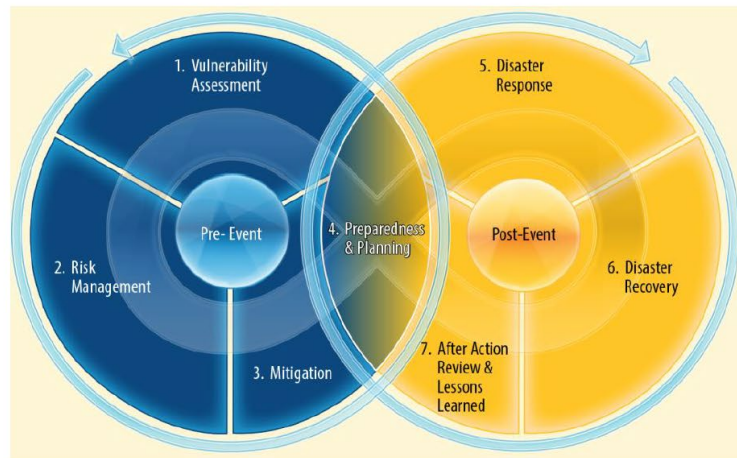


What Does Recovery look Like?

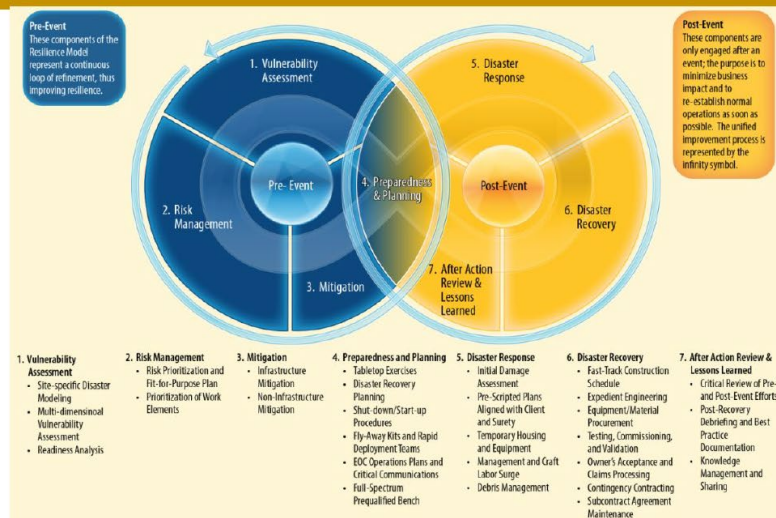
- **Large learning curve** to understand recovery allocations, recovery management structures, processes, and policies.
- **Disaster recovery funding mechanisms** in use in the United States **may be a greater problem than any of the plans designed to access them**. The viability of these mechanisms must be judged on their ability to deliver urgently needed resources in a *timely* fashion, something their overly bureaucratic design and counterproductive regulations often prevent from occurring. They are often ill-suited to meeting the pressing needs of devastated communities.
- **Planning is about seizing opportunities** to improve socioeconomic conditions and quality of life, undertaking reforms, and reducing vulnerability to future extreme events.
- The **speed and pressure** under which planning must occur means that decisions will be based on incomplete information.



Resilience Model

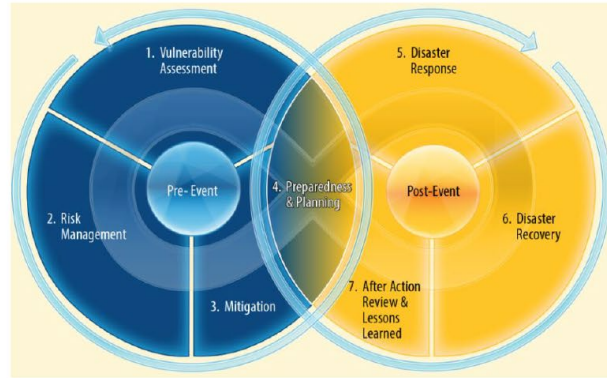


Resilience Model In Detail



Dimensions of Resilience

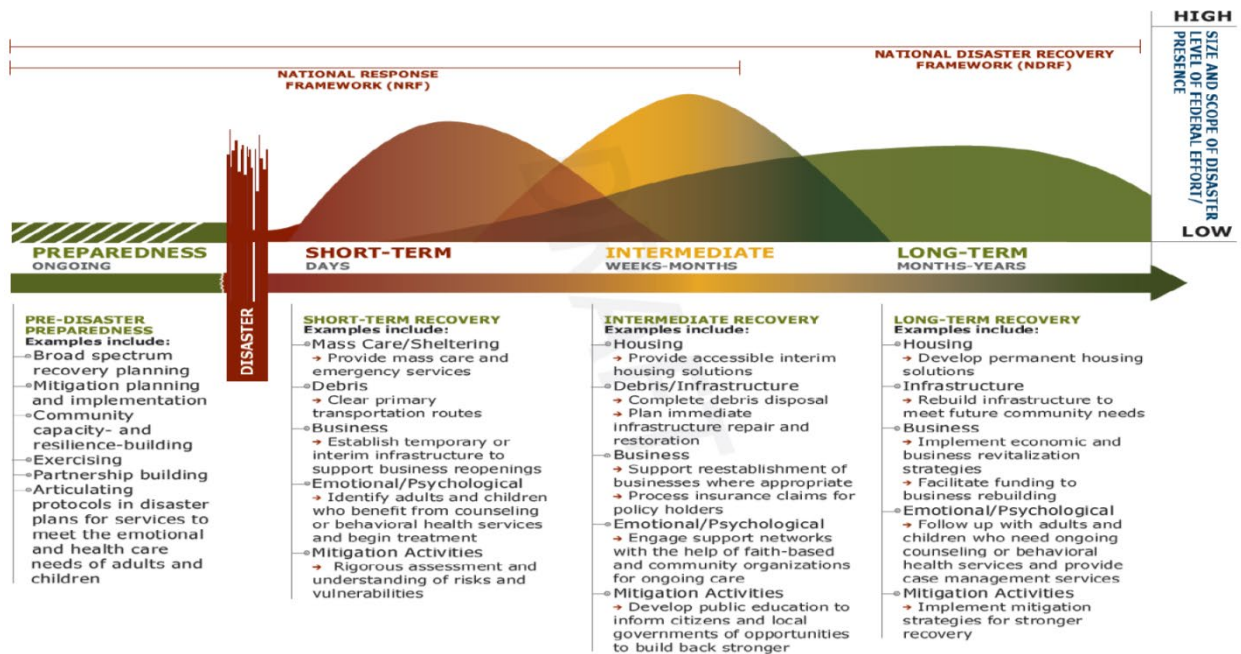
- Governance
- Financial
- Facilities
- Security
- Logistics
- Equipment
- Employees
- Infrastructure
- Critical Utilities
- Communications
- Information Technology
- Supply Chain Management



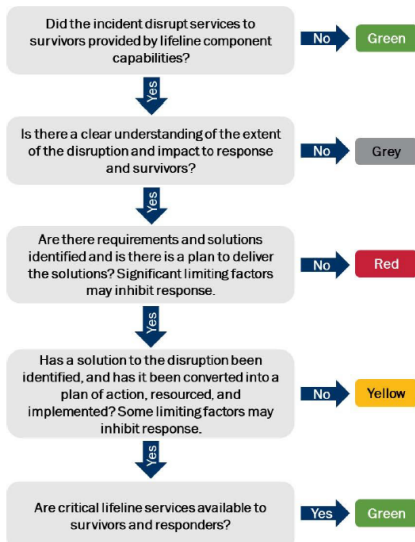
RSF Recap/RSF Lifelines Use/Lines of Effort

- Initial Development Steps
- Resources and Information Distributed
- Where we want to go / Expectations





Colors Indicate Lifeline or Component Condition



Red is the most unstable or completely inadequate level of service

Yellow is functional but inadequate for stability of a consistent level of service

Green is stable

Grey indicates the status is unknown




Determining the Community Lifelines Status


Lifeline and component Status

Integrating


Situational awareness reports

Impact assessments


 State Government

 private sector

 Local Government

 Non-profit or
community partners

 PA Health System
Region

 Individuals



Sectors of the Economy

A. Service Sector – Medical, Human, Child Care, Businesses, Financial
Hospitality/Leisure, Real Estate, Transportation

B. Manufacturing Sector – Manufacturing, Construction, Utilities

C. Raw Materials Sector – Farming/Agriculture, Fishing, Lumber, Mining

D. Knowledge Sector – Education, Certification Training, Public Sector,
Research & Development

E. Executive Sector – Public Taxing Authorities – State,
County, Municipal, Public Schools

F. Digital vs Traditional Economy – Bricks vs Mortar, On-line sales



Socio-Economics

- A. Income
- B. Education
- C. Employment
- D. Community Safety
- E. Social Supports
- F. Social & Economic Opportunities – Good Schools, Stable Jobs, Strong Social Networks, Employment provides income that shapes choices about housing, education, child care, food, medical care, etc.
- G. Social & Economic Factors – Underserved Population, Employment Status, Education Level, Income Level, Gender, Age, Cultural & Religious Beliefs

What is the impact regarding consumer behavior & public buying trends? What is the general public's perception on the availability of goods/products on store shelves?



FEMA REGION III COVID-19 INTERAGENCY RECOVERY COORDINATION TASK FORCE

MAY 5, 2020

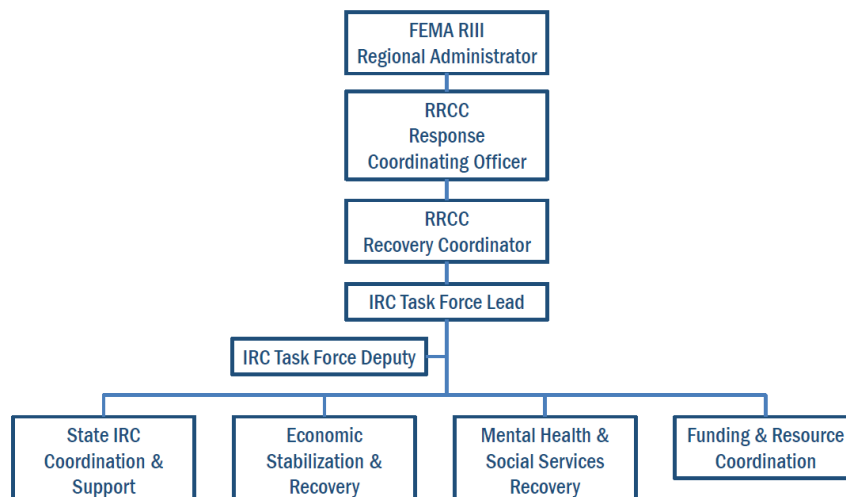


Purpose

- To establish a FEMA Region III led, federal interagency COVID-19 recovery task force for the purposes of:
 - Assisting States with setting up and maintaining **State recovery structures**;
 - Supporting States with their **economic recovery**;
 - Supporting States with the resource needs of the **mental health and social services sectors**, and;
 - **Coordinating recovery funding** and other resources with State and Federal partners.



Initial Task Force Structure



IRC TF Contact Information

IRC Task Force Lead:

Kevin Snyder, kevin.snyder@fema.dhs.gov

IRC Task Force Deputy Lead:

Wynne Kwan, wynne.kwan@fema.dhs.gov

IRC Task Force Coordinator for Pennsylvania:

Thom Rounds, thomas.rounds@fema.dhs.gov

Economic Recovery Coordinator:

Alessandra Jerolleman, alessandra.jerolleman@fema.dhs.gov

Mental Health & Social Services Coordinator:

Laura Olsen, laura.olson@fema.dhs.gov



COVID-19 Recovery Support Functions

Recovery Function	Primary Agency /Task Lead
RSF 1: Community Planning and Capacity Building (Zoom Rm OSFC Board Rm)	DCED – Jessica Trimble PEMA – Ernie Szabo
RSF 2: Economic Recovery (Zoom Rm #206)	DCED Jared Grissinger Labor & Industry – Ed Hammond
RSF 3: Health, Human/Social Services and Education (Zoom Room #208)	DOH - Jeff Backer, Amy Wasko DHS – Devon Heberlig PDE – Pam Smith
RSF 4: Housing [Sheltering] Thursday WEBEX	DCED – Kathy Possinger PHFA – Bryce Maretzki/Clay Lambert
RSF 5: Infrastructure Systems - Thursday	PENNVEST – Robert Boos PennDOT – Vince M PUC – Dan Searfoorce/Derek Ruhl
RSF 6: Natural & Environmental Resources Recovery (Combined Room 230)	PADEP – Brian Moore DCNR – Nicole Faraguna
RSF 7: Cultural and Historical Resources Recovery (Combined Room 230)	PHMC – John Gardoski DCNR – Nicole Faraguna



Emergency Support Functions to RSFs

The Connection Between National ESFs and RSFs			
<p>This diagram illustrates connections that may exist between national ESFs and national RSFs to make the following point: The connection between ESFs and RSFs is not a "hand off," there are interdependencies, and so there is a need for both pre- and post-disaster coordination between ESFs and RSFs. Depending on the circumstances, it may be possible to draw more connections between ESFs and RSFs than shown on this diagram. Note that the responsibilities and activities shown are not all-inclusive. For more information about ESFs and RSFs, review the National Response Framework and the National Disaster Recovery Framework.</p>			
<p>RSF Legend</p> <ul style="list-style-type: none"> CPCB Community Planning and Capacity Building RSF ECON Economic Recovery RSF HSS Health and Social Services RSF H Housing RSF IS Infrastructure Systems RSF NCR Natural and Cultural Resources RSF 			
ESF	General Responsibilities	Response Activities	Corresponding RSF(s)
1	Transportation	<ul style="list-style-type: none"> Monitoring and reporting damage to the transportation system Identifying temporary alternative transportation solutions Coordinating the restoration of transportation systems and infrastructure 	IS
2	Communications	<ul style="list-style-type: none"> Supporting the restoration of communications infrastructure Coordinating federal communications Providing communications support to impacted governments 	IS
3	Public Works & Engineering	<ul style="list-style-type: none"> Infrastructure Repair & Restoration Construction Management Emergency Contracting 	IS, ECON
4	Firefighting	<ul style="list-style-type: none"> Coordination of Federal Fire Fighting Support to Firefighting Operations 	NONE
5	Emergency Management	<ul style="list-style-type: none"> Coordination of Response Efforts Issuance of Mission Assignments Incident Action Planning 	All RSFs
6	Mass Care, Housing & Human Services	<ul style="list-style-type: none"> Mass Care Emergency Assistance Disaster Housing & Human Services 	H, HSS
7	Logistics Mgmt. & Support	<ul style="list-style-type: none"> Logistics Planning and Management Resource Support (including facilities, supplies & contracting services) 	All RSFs
8	Public Health & Medical Services	<ul style="list-style-type: none"> Public Health Assessing and Mental Health Services Mass Fatality Management 	HSS
9	Search & Rescue	<ul style="list-style-type: none"> Life-saving Assistance Search and Rescue Operations 	NONE
10	Oil & Hazardous Materials Resp.	<ul style="list-style-type: none"> Oil and Hazardous Materials Response Environmental Cleanup 	NCR, CPCB
11	Agriculture & Natural Resources	<ul style="list-style-type: none"> Nutrition Assistance Food Safety and Security Protecting natural and cultural resources, including historic properties 	HSS, NCR
12	Energy	<ul style="list-style-type: none"> Energy Infrastructure Restoration Energy Utilities Coordination Energy Forecast 	IS, ECON
13	Public Safety & Security	<ul style="list-style-type: none"> Facility and Resource Security Public Safety and Security Support Support to Access, Traffic, Crowd Ctrl. 	NONE
14	Long-Term Community Recovery	<ul style="list-style-type: none"> ESF-14 no longer exists at the national level. It was replaced by the national Recovery Support Functions when the National Disaster Recovery Framework was adopted in September 2011. 	
15	External Affairs	<ul style="list-style-type: none"> Emergency Public Information Media and Community Relations Tribal and Insular Affairs 	All RSFs

Governor's Recovery Direction

Recovery for Pennsylvanians

Developing a recovery framework and programs that make a difference for the people of Pennsylvania is paramount.





Recovery for Businesses

While the plan for long-term recovery still lies ahead, there are already lessons learned from this disaster that allow us to put markers down for where we need to go once the disaster subsides.

Recovery for Health Care Systems & Providers








Governor's Funding Direction

-  Governor's Plan for PA regarding where the funding is going
 -  Pennsylvania innovation - evidence-based, statewide innovation strategy attract the best and brightest people and companies
 -  Vigorous financial support for small businesses through a grant program
 -  Investments in our diverse agriculture industry, robust food processing sector, farmers markets, and the many industries that support a safe food supply



Governor's Funding Direction (continued)

-  Investments in our diverse agriculture industry, robust food processing sector, farmers markets, and the many industries that support a safe food supply
 -  Fund a state match for double up SNAP bucks
 -  Pennsylvania Fresh Food Financing Initiative to provide grants and low-interest loans
-  Investment, upgrade, and extension of Pennsylvania's broadband network to ensure all Pennsylvanians have access to the internet
-  Improve and expand the health care system that is affordable and transparent, and a system that allows for choice in coverage

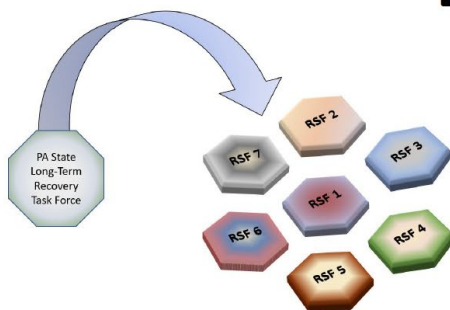


FEMA/State Agency Grants (75/25%)




- 🏠 State Grant Funding – HELP Loans
- 🏠 Public Assistance – COVID-19 Eligible Activities
- 🏠 Individual Assistance - Crisis Counseling – PA DHS
- 🏠 HM (pending)



LTRTF RSF Workgroup Report Outs










RSF 1 Community Planning and Capacity Work Group Report-Out

-  Loss of Revenue Concerns
-  Primary Education - ensuring new schedules and process is locally lead by the schools and accounts for parent's needs, especially if several age kids are involved
-  Connectivity and Communication Needs



RSF 2 Economic Recovery Workgroup Report-Out

-  Non-traditional Funding streams – **cash flow, loss of Revenue by Utilities and Hospitals**, Alignment / Data metrics -> 3 phases of the Governor's Plan (Relief, Reopen, Recovery), and capturing so we can deal with impacts – this has been evident in PBEOC cross section calls
-  **Not Businesses and communities were affected Equally** due to essential business/major employers still operating through COVID and those that had waivers and some had better funding access
-  **Next Engagement of workers-** There is a need for Business Recovery Planning (**BRP**)/Continuity of Operations (**COOP**) Planning but even those that had this still had concern for safety equipment and supplies – replenishment and issue
-  **Marketing Communications** – Need to build Confidence for Consumers and Workers – How Safe is Safe, how to assist folks to return to work
-  **Availability of work force** – It was noted by a food processor that it was easier to bring on 4 Registered Nurses then production line workers
-  **Micro Enterprise and Retooling of production line/products and liability protection**
-  **Pennsylvania is Open for Business** for consumers and new/potential businesses starting up or coming in from outside the state and country



RSF 3 Health, Human Services, Education Workgroup Report-Out

- 📋 PA Department of Health: 1) Concentrating on reducing the spread of COVID-19 Congregate Care Facilities and Need for Testing – Statewide, 2) Quick/Rapid accurate testing for others, 3) Vaccine detailed Planning with DOH Office of Immunization, MOU program with pharmacies to initiate populace vaccinations 4) Push out new treatments and medicine
- 📋 PA Department of Education: Guidance of release K12 and Higher Education – contact tracing/don't have resources yet, but working on – will need cooperation and coordination with parents/guardians, Guidance to go out this week or next to school districts on reopening of schools, Cares Dollars first round - School District funding was predetermined and the period of March 1 through 2021 will be eligible – awaiting details on other funding that may become available from state funding
- 📋 Higher Education: Discretionary funding of \$30 Million was passed through PASSHE, some funds have or will be disbursed from the Governor's budget
- 📋 PA Health and Human Services: Waiting on their update report



RSF 4 Housing Workgroup Report-Out

- 📋 **Unexpected Job Loss** will affect housing
- 📋 DCED is working with PADHS - **workers with sheltering/non-congregate care sheltering**; concern with the Rental and Mortgage Moratorium being lifted will result in more homeless people being added to that group.
- 📋 Working on Emergency Support for Medium and Long-Term phases of recovery – **trying to keep people in their homes versus losing their homes**
- 📋 Positive note is that the PA Apartment Association is reporting that rental payments are showing a positive collection rate of about 80% and want to see that number higher than 75% once the moratorium is lifted
- 📋 **There will be \$175 million** that will be released for Rental and Mortgage assistance



RSF 5 Infrastructure Workgroup Report-Out

- 🗑️ **May not realize impacts to various infrastructures for weeks or months down the road.**, Looking at Grants opportunities and deferrals of payments on loans to provide some intermediate reliefs..
- 🗑️ **Most of this RSF is in evaluation and observance mode**; there may be hardships yet to be realized by the Water and Waste Water Treatment facilities – without revenues they may not be able to cover their capital improvement, maintenance/repair, and/or debt service.
- 🗑️ Already noted that **most lifeline (water/wastewater, electric, natural gas, telephone, cable) utility companies are either voluntarily suspending service terminations for non-payment, or have been ordered to suspend terminations** (those regulated by the PUC) and asked to restore those already terminated. The issue is that arrearages on bills will continue to accrue and may not be collected if/when the termination moratoriums are ended. This puts a strain on smaller and municipal utilities that may not have access to capital to fund expense and debt obligations,
- 🗑️ **PUC and PADEP relooking at the structure and frequency of this work groups** – representation of Non-regulated partners but also engagement of some to maybe be placed on other RSFs but be cognizant of stakeholders' time of those not in state government as not to duplicate effort and provide them a useful forum where they get something out of it via their contribution of time and effort to assist the state in recovery (*Internal RSF Restructuring*)
- 🗑️ PADEP regulations of most utilities and does engage in other forums as well as some may be asked to be represented on the PA Business EOC.








RSF 6 Natural and Environmental Reources Workgroup Report-Out

- 🗑️ **The Open Space contributes to mental wellness** and at times the agency has to remind folks about its relevance. During COVID-19 stay-at-home orders, they experienced staff limited capacities; saw Abuse to lands by people dumping materials and it was hard to respond to 100% increase of park use. PPE for staff /proper cleanings work space environment was a challenge
- 🗑️ For the past few months, it was found that users **would rather recreate locally outdoors and use their facilities versus a hotel/** funding backlog for dams and bridge repair/maintenance.
- 🗑️ **State Parks assist local economies** but revenues from timber and natural gas revenues; events and revenues for local economies surrounding parks are down as evident by hotels and restaurant tables; Opens space assist with flood mitigation / green space and they do have a resource available for recovery via their Conservation Corps
- 🗑️ **DCNR is working on an internal Plan working** for a reoccurrence/or full-blown pandemic event should that be needed in the future
- 🗑️ **PADEP is planning for an uptick in permitting** and working on an expedited plan for reopening and will look at completeness of plans, project review and implementation phases










RSF 7 Cultural & Historical Workgroup Report-Out

-  **PHMC has funding concerns for state facilities** – some have an open component that will be maximized while many are indoor sites - Archives (non- digital) can't be accessed now (microfilm) however digital use has not stopped, good news is the new archive facility in Harrisburg is proceeding
-  PHMC Project reviews are moving quickly
-  **Relationships with private and historic structures** will need innovative approaches as there will be incentives and **funding for restoration needs**
-  **PA Library Association** pre-COVID-19 had staffing issues but now experiencing staffing shortage. Homeless use occurred prior to COVID-19 and may see that again but that will need material quarantine measures. Some local libraries are working with other local libraries to have odd and even day coverage so both are not open at the same time; mobile libraries are invoking 3 day quarantine periods
-  **PA Preservation** has a concern for future funding support



Main Issues by RSF & Cross Sectors

-  Funding and Coordination thereof (duplication of funding, effort, programs)
-  Broadband – Statewide
-  Business Reopening – Small Businesses Closed - Jobs
-  Health - Testing, Tracing, Vaccine – Congregate & Non-Congregate Care, Public
-  Workers safety – PPE and Supplies Needed
-  Confidence of Consumers, workspace and associated messaging
-  Tax Incentive Programs



Next Steps

- 📁 Each RSF task force continue to meet to fully develop recovery initiatives
 - 📁 Within the next 3 weeks
 - 📁 RSF 1 1JUL 1330-1430
 - 📁 RSF 4 29JUN 1000-1100
 - 📁 RSF 5 24JUN 1300-1400
- 📁 Next Meeting: July 8th 1000 – 1200

Resources

- [PA DOH Coronavirus Page](#)
- [CDC Coronavirus Page](#)
- [WHO Coronavirus Page](#)
- [Johns Hopkins Dashboard](#)
- [PEMA WebEOC](#)
- [PEMA Resource Request Documents](#)
- [PA DCED Page](#)
- [FEMA Rumor Control Page COVID-19](#)
- [PA Business EOC Dashboard](#)
- [COVID-19 County Support Hub](#)

Contacts

Pennsylvania Emergency Management Agency (PEMA)

State Hazard Mitigation Officer - Thomas Hughes

thughes@pa.gov // 717-651-2726

State Hazard Mitigation Planner – Ernie Szabo

erszabo@pa.gov // 717-651-2159

PA Department of Community and Economic Development (DCED)

Rick Vilello, Deputy Secretary Community Affairs

rvilello@pa.gov // 717-214-7707

Recovery Website: www

Recovery Resource Account: RA-



Zero Interest Revolving Loan Program for Disaster Relief



A financial program to assist small businesses in the Borough of Gettysburg to reopen after the Covid19 emergency declaration and shutdown.

About This Program

The Revolving Loan Program is a commercial revitalization program funded from the Pennsylvania Department of Community and Economic Development (DCED). Through the program, the Borough of Gettysburg offers zero percent interest loans to small businesses in the amount of \$3,000 to aid with costs associated with reopening the business after a period of being required to shut down due to the Covid19 emergency declaration, and who were unable to procure any relief from the Federal and State Covid19 disaster loan programs.

Criteria

- Must be a small business that was fully shut down during the pandemic.
- Business offices must be physically located within the boundaries of the Borough of Gettysburg.
- If the business is a property owner, Real Estate Taxes must not be delinquent.
- Borrower must provide 2 trade references to demonstrate ability to repay the loan. Applications will be approved on a first-come, first served basis. If the borrower is an entity such as a corporation or partnership, a personal guaranty is required of all owners of the entity.
- The Council of the Borough of Gettysburg reserves the right to change the terms of this program at any time.
- The program will run until September 30th, 2020 or until all available funds have been exhausted.

Intended Uses

- Overhead costs – rent, utilities, etc.
- Payroll expenses
- Inventory or other goods for sale

Please note, this program is not intended for capital purchases, building repairs, signage, or other items of this nature.

Terms

- The loan amount is \$3,000 per business. Two or more businesses operating within one property may apply for up to \$3,000 each.
- Maximum loan repayment term is 3 years. There will be a zero percent interest rate for the entire 36-month term. No payments will be required during the initial 12-month period. A monthly payment of \$125 per month will be made for the final 24 months of the term of the loan. A statement showing the balance due and any payments made will be issued at the end of month 12 and at the end of month 24.
- There will be no penalty for pre-payment.

Zero Interest Revolving Loan Program for Disaster Relief



A financial program to assist small businesses in the Borough of Gettysburg to reopen after the Covid19 emergency declaration and shutdown.

Program Application & Approval Process

STEP 1- Initial Meeting to Discuss Project

Provide the following information to Borough of Gettysburg for review of your loan request:

- What will the funds be used for?
- Most recent tax return for the business.
- Most recent personal tax returns for all 20% owners of the business if personally guaranteeing for an entity.
- If applying for an entity, a letter on business letterhead authorizing applicant to transact business and enter into binding agreements on behalf of the entity.
- Completed application. Please note there will be no application fees or origination fees charged for the Disaster Relief loan program.

STEP 2- Loan Request Review and Approval

- Loan request will be reviewed by the Borough Finance Department.
- Applicant will be notified within 7 business days of approval status.

STEP 3- Loan Closing

- Proof of insurance for business – liability, property and worker's compensation as applicable.
- All meetings and signatures will be done remotely via phone and email.

Complete Revolving Loan Program Application Package:

- A completed application form
- Required attachments - tax return(s), authorizing letter (if entity) and copy of insurance certificate must be emailed to njames@gettysburgpa.gov
- A signed Certification and Release form
- Applicant must deliver one copy of the complete application package via email to the Borough of Gettysburg.

The Borough of Gettysburg
59 E. High St
Gettysburg, PA 17325
PHONE (717) 337-1160 x248
www.gettysburgpa.gov
njames@gettysburgpa.gov



Borough of Gettysburg – Revolving Loan Application

Company Information:

Applicant (business name in full):

Structure of company: ☐ Sole Proprietorship ☐ LLC ☒ LLP ☐ S Corp ☐ C Corp

Business Address:

Date Company was established:

State of incorporation (if incorporated):

Federal Tax Identification #:

Full-time employees: # part time employees:

Average monthly gross payroll \$

Monthly rent or mortgage \$

Other monthly overhead \$

Ownership Information:

Owner #1

Name: Social Security #:

% of ownership:

Mailing address:

Phone: Fax: Email:

Bankruptcy? ☐ YES ☒ NO

Legal judgments? ☐ YES ☒ NO

Delinquent taxes? ☐ YES ☒ NO

Owner #2

Name: Social Security #:

% of ownership:

Mailing address:

Phone: Fax: Email:

Owner #3

Name: Social Security #:

% of ownership:

Mailing address:

Phone: Fax: Email:

(Optional) Is this a woman-owned business? Select Minority owned business? Select

****If there are more than 3 owners for your business, please provide the same information for each additional owner****

Trade References:

Reference #1:

Vendor/Company:
Phone: Fax:
Contact name: email:

Reference #2:

Vendor/Company:
Phone: Fax:
Contact name: email:

Is the real property owned by the same individuals/entity as the operating company/applicant?

Provide a brief description of the expenses you will use this funding for:

Loan Amount Requested: \$ 3,000.00

I/We authorize the Borough of Gettysburg to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. The inquiries may include but are not limited to, a copy of the most recent Federal Income Tax return, credit report and personal financial statement. I/We certify the above and the statements are true and accurate as of the stated date. These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I/we understand FALSE statements may result in forfeiture of benefits and possible criminal prosecution.

Signature: Date Signed:
Name: _____
Title: _____

Borough of Gettysburg
717-334-1160 x248
njames@gettysburgpa.gov



Borough of Gettysburg Revolving Loan Program Application's Certification and Release

Each of the undersigned certifies that the Application Checklist and this Certification have been read and understood by me, and further certifies that the following are understood as well:

1. That the Borough of Gettysburg is a political subdivision of the Commonwealth of Pennsylvania.
2. That the Borough of Gettysburg is administering the program to the extent necessary (a) to determine whether a particular application falls within and will further the purpose of the program, and (b) to rank submitted applications on the basis of the degree to which the purpose of the program will be furthered.
3. Participation in the program is based on a first-come first-served basis and funding availability.

In order to induce the Borough of Gettysburg to accept an application for processing, each of the undersigned, for himself/herself, his/her heirs, executors, administrators or assigns (or if a corporation for itself, its successors and assigns) hereby release and agrees to hold harmless the Borough of Gettysburg and its directors, officers, and employees from all rights, claims, and actions which the undersigned now has or may hereafter have against the Borough of Gettysburg arising out of the receipt and processing of the application presented herewith.

I/We authorize Borough of Gettysburg to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date. These statements are made for the purpose of obtaining a loan, guaranteeing a loan, or continuing credit. I/we understand FALSE statements may result in forfeiture of benefits and possible prosecution.

Signature: Date Signed:

Name:

Title:

Borough of Gettysburg 717-334-1160 www.gettysburgpa.gov



**Gettysburg Borough
Emergency Restaurant
Zero Interest Loan
Program (ERZILP)**

A financial program to assist local Gettysburg Borough Restaurants respond to the ongoing mandated closures and capacity restrictions necessitated by the Coronavirus Pandemic.

About This Program and Intent:

The COVID-19 Pandemic has brought unique challenges to communities that operate tourism-based economies. Restaurants have been heavily impacted by COVID-related restrictions put in place by other levels of government. The local industry is in obvious danger of collapse. Gettysburg Borough seeks to respond to restrictions recently enacted by the state that again limit indoor dining operations. The Borough hold funds restricted for use as an economic development tool in Fund 40, more commonly known as the Revolving Loan Fund. These monies will be loaned to Borough restaurants to assist them in bridging the gap between the current date and the time where indoor dining operations can resume. These loans are intended to aid struggling restaurants who have seen significant revenue loss and meet the criteria listed below. The Borough of Gettysburg reserves the right to alter the terms of this program.

ERZILP Open Enrollment Period:

The enrollment period will expire on February 28, 2021. The Borough Council may call for a second round of applicants if funds remain available. Loans will be provided on a first come first serve basis until funds have been exhausted.

Applicant Expectations:

1. Applicant must submit the following:
 - a. Completed application
 - b. Required documentation
 - c. Signatures on all loan documents
2. Applicant must allow for monitoring of the loan's intended use
3. Applicant must provide at least two (2) trade references to demonstrate the ability to repay the loan
4. Applicant must provide a Personal Guarantee once loan is approved
5. Applicant must use the loan in accordance with the program's intended uses

Applicant Criteria:

1. Applicant must have provided dine-in services during the second quarter (Q2) of 2019
2. Applicant must demonstrate at least a 50% loss in food/beverage revenue when comparing the second quarter (Q2) of 2020 to the second quarter (Q2) of 2019
3. Applicant business must be a non-franchise restaurant
 - a. Restaurant has been in operation for four (4) or more years
 - b. Restaurant brick and mortar location AND over 75% of said business' operations must be physically located within the geographic boundaries of Gettysburg Borough
4. Applicant must have employed no less than ten (10) individuals throughout 2019
 - a. The business' owner(s) must be excluded from the calculation above
5. Applicant must be current on all local, state, and federal taxes

Intended Uses:

1. Overhead costs (i.e., rent, utilities, etc.)
2. Payroll expenses
3. Inventory or other goods/products for sale

NOTE: This program is not intended for capital purchases, building repairs, signage, or other items of this nature

Loan Terms:

1. Loan amount:
 - a. Minimum \$3000
 - b. Maximum \$50,000
2. Repayment term
 - a. Maximum loan repayment term is sixty (60) months (five years)
 - i. No payments due in first twenty-four (24) months (two years)
 - b. A monthly invoice indicating amount due and due date will be issued in the 24th month of the loan and each month thereafter until loan is repaid.
3. A one-time application and processing fee of \$95 (ninety-five dollars) will be added to the loan amount and incorporated into the loan repayment schedule.
4. No penalties for early repayment
5. In the event the property for which the loan was made is sold by the Borrower or the Borrower's estate, any remaining balance on the loan must be repaid in full within 60 days of the settlement of the sale
6. In the event the business for which the loan was made relocates outside of Gettysburg Borough, any remaining balance on the loan must be repaid within 60 days of the business' relocation
7. Collateral: Each loan will be secured with a Personal Guarantee signed by the Borrower
8. Insurance: Proof of personal or business insurance must be provided prior to approval of the loan.

Program Management:

1. Oversight: The application for the ERZILP Loan Program and all supporting documentation will be completed and submitted online via ADOBE Sign or other platform/method as designated by the lender.
 - a. The Borough Manager, Borough Accountant, and a member of Borough Council will determine if the applicant meets the program's criteria and is eligible for the loan.
 - i. If rejected, the applicant will be notified via email
 - ii. If accepted, the terms of the loan will be emailed to the applicant and the loan will be disbursed within 7 business days of notification of acceptance.
2. Upon completion of each year of the loan's term, the restaurant must file a report with the Borough outlining their use of the funds and any applicable repayment progress. The Borough will send the borrower the necessary forms for this report on or about the anniversary date of the loan's disbursement.
3. Funding: Funding for this program comes from Fund 40, the Revolving Loan Fund. Monies

in this fund have been designated for use in the Historic District Revitalization Revolving Loan Program, however, the Borough Council has expanded its use Borough-wide for this specific purpose. The ERZILP takes precedence in this emergency scenario and will have the option to access all existing funds in Fund 40.

Penalties and the Default Process:

1. In the event of a returned check marked insufficient funds, the Borough will charge the Borrower a fee equal to its incurred bank charges, plus a \$40 processing fee for each occurrence
2. After a loan payment is late by 90-days, the Borough of Gettysburg will provide a written notice that they intend to seek action to recoup the full amount of the loan's remaining payments:
 - a. The Borough Accountant will report the default to major credit reporting agencies
 - b. Assets listed under the Personal Guarantee will be seized by the Borough until the value of the assets matches the value of the remaining loan payments and the value of legal fees incurred by the Borough Solicitor



**Gettysburg Borough
Emergency Restaurant
Zero Interest Loan
Program (ERZILP)**

A financial program to assist local Gettysburg Borough Restaurants respond to the ongoing mandated closures and capacity restrictions necessitated by the Coronavirus Pandemic.

Emergency Restaurant Zero Interest Loan Program (ERZILP)

Program Application and Approval Process

STEP 1 – Provide Initial Information and Documentation

Please complete the application attached and save a copy. Send this application and all required documentation listed below to CGable@GettysburgPA.gov under the subject “**ERZILP Application**”. Please complete the checklist below to ensure all necessary documentation and the completion of the application packet.

- ☐ Copy of Completed Application (see below)
- ☐ Cash Flow Statements for 2019 and 2020 to prove revenue loss from previous year
- ☐ Tax Return for 2019 to prove number of employees
- ☐ Proof of insurance
- ☐ Proof of worker’s compensation
- ☐ Personal Guarantee form (see application description on website for link)

STEP 2 – Loan Request and Approval

- The loan request will be reviewed by a committee comprised of Borough Council and staff members.
- If the business meets all criteria and is deemed eligible, the applicant will be notified of approval, and conversely of a denial.

STEP 3 – Loan Closing

- The loan will be disbursed within 7 business days of approval.
- All signatures will be completed remotely via ADOBE Sign. Other options will be considered on a case-by-case basis if online methods are too onerous.

ERZILP Application

Restaurant Information

Section I

Applicant (Business Name in Full): _____

Business Address: _____

Business Structure:

☐ Sole Proprietorship ☐ LLC ☐ LLP ☐ S Corp ☐ C Corp

Date Business was Established: _____

Employment Identification Number (EIN): _____

Total Full-Time (FT) Employees in 2019 (excluding owners): _____

Total Part-Time (PT) Employees in 2019: _____

Average Gross Monthly Payroll: \$ _____

Monthly Rent or Mortgage: \$ _____

Other Monthly Overhead: \$ _____

Please list other overhead expense types:

Net Revenue Generated in 2019 Q2: \$ _____

Net Revenue Generated in 2020 Q2: \$ _____

Is the applicant business current on all local, state, and federal taxes? ☐ Yes ☐ No

Did the applicant restaurant provide dine-in services in Q2 of 2019? ☐ Yes ☐ No

Is the applicant restaurant a franchise? ☐ Yes ☐ No

Is this a female or minority-owned business (Optional) ☐ Yes ☐ No

Owner Information (must own at least 20% of the business)

Section II

Owner 1 Information:

Name: _____ Social Security #: _____

Percent of Ownership: _____

Mailing Address: _____

Phone: _____ Email: _____

Have you ever filed for bankruptcy? ☐ Yes ☐ No

If YES, what year(s)? _____

Have you ever had any legal judgements filed against you? ☐ Yes ☐ No

If YES, what year(s)? _____

Are you delinquent on any local, state, or federal taxes?

☐ Yes ☐ No

If YES, what year(s)? _____

Owner 2 Information:

Name: _____ Social Security #: _____

Percent of Ownership: _____

Mailing Address: _____

Phone: _____ Email: _____

Have you ever filed for bankruptcy?

☐ Yes ☐ No

If YES, what year(s)? _____

Have you ever had any legal judgements filed against you?

☐ Yes ☐ No

If YES, what year(s)? _____

Are you delinquent on any local, state, or federal taxes?

☐ Yes ☐ No

If YES, what year(s)? _____

Owner 3 Information:

Name: _____ Social Security #: _____

Percent of Ownership: _____

Mailing Address: _____

Phone: _____ Email: _____

Have you ever filed for bankruptcy?

☐ Yes ☐ No

If YES, what year(s)? _____

Have you ever had any legal judgements filed against you?

☐ Yes ☐ No

If YES, what year(s)? _____

Are you delinquent on any local, state, or federal taxes?

☐ Yes ☐ No

If YES, what year(s)? _____

NOTE: If more than 3 owners, please provide the same information for each additional owner.*

Section III**Loan Information**

Loan Amount Requested (cannot exceed \$50,000): \$ _____

Loan Term Requested (cannot exceed 5 years): _____

Please provide a brief description of how the restaurant will use these funds:

Section IV**Trade References:****Reference 1:**

Vendor/Company: _____ Contact Name: _____

Phone: _____ Email: _____

Reference 2:

Vendor/Company: _____ Contact Name: _____

Phone: _____ Email: _____

Section V**Application Certification:**

I/We authorize the Borough of Gettysburg to make inquiries as necessary to verify the accuracy of the statements made and to determine my/our creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date. These statements are for the purpose of obtaining a loan, guaranteeing a loan, or continuing credit. I/we understand FALSE statements may result in forfeiture of benefits and possible prosecution.

Owner 1:

Name: _____

Signature: _____ Date: _____

Job Title: _____

Owner 2:

Name: _____

Signature: _____ Date: _____

Job Title: _____

Owner 3:

Name: _____

Signature: _____ Date: _____

Job Title: _____

A Small Business Toolkit: Fighting the Economic War of COVID-19



Borough of
Gettysburg
COVID-19
Updates

LEARN
MORE

Main Street Gettysburg Cares

ABOUT

SIGN UP

COVID-19 RESOURCES

FEDERAL STIMULUS PROGRAMS

The economic impact of the Coronavirus on our world is unprecedented. The federal government is passing legislation to help support our country's economy after our businesses were blindsided by this pandemic.

- **March 6 - COVID 1 – Coronavirus Preparedness and Response Supplemental Appropriations Act**
 - Included: Small Business Administration Economic Injury Disaster Loans (EIDL)
 - Visit the Small Business Administration website here
- **March 18 - COVID 2 - Families First Coronavirus Response Act (FFCRA)**
 - Included: Paid sick leave and family and medical leave mandates, payroll tax credits, and unemployment insurance assistance
 - Visit the Department of Labor website here
- **March 27 - COVID 3 - Coronavirus Aid, Relief, and Economic Security (CARES)**
 - Included: Helping Small businesses with Paycheck Protection Programs, forgivable loans, tax relief, unemployment expansion
 - Visit the Small Business Administration website here

SMALL BUSINESS FUNDING, LOAN SOURCES, GENERAL INFORMATION & RESOURCES

- **CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)**
 - *Interim Guidance for Businesses and Employers* - Click here
- **U.S. CHAMBER OF COMMERCE**
 - *Combating the Coronavirus* - Click here
- **PENNSYLVANIA DOWNTOWN CENTER**
- **GETTYSBURG ADAMS CHAMBER OF COMMERCE**
- **DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT (DCED)**
- **U.S. SMALL BUSINESS ADMINISTRATION (SBA)**
 - *Coronavirus Relief Options* - Click here
 - *SBA Disaster Assistance* - Click here
 - *Small Business Guidance & Loan Resources* - Click here
 - *Beware of Scams and Fraud Schemes* - Click here
- **THE PENNSYLVANIA CHAMBER OF BUSINESS & INDUSTRY**
- **NATIONAL FEDERATION OF INDEPENDENT BUSINESS**
- **ADAMS ECONOMIC ALLIANCE**

RESOLUTION NO. 101315**A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF GETTYSBURG ADOPTED FOR THE PURPOSE OF ESTABLISHING CERTAIN FINANCIAL POLICIES OF THE BOROUGH OF GETTYSBURG, ADAMS COUNTY, PENNSYLVANIA.**

WHEREAS, by Ordinance No. 1422-14, enacted on December 8, 2014, the Borough Council of the Borough of Gettysburg amended Chapter 1, Part 8, section 802 of the Code of Ordinances of the Borough of Gettysburg to authorize, by resolution, the establishment of financial policies for the management of the fiscal affairs of the Borough of Gettysburg, Adams County, Pennsylvania; and

WHEREAS, the Borough Council of the Borough of Gettysburg desires to adopt a resolution providing guidelines for the management of certain fiscal affairs of the Borough of Gettysburg to include, but not limited to, financial policies relative to the establishment and maintenance of fund balances to include a general fund balance consistent with Governmental Accounting Standards Board Statement No. 54, the use of nonrecurring revenues, the funding of capital expenditures and the annual budget process.

WHEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania, does hereby adopt the following financial policies (and definitions related thereto) for the management of certain fiscal affairs of the Borough of Gettysburg:

1. Definitions.

ANNUAL BUDGET - a comprehensive financial document of the Borough which sets forth the annual estimates of revenues and expenditures of the Borough for the ensuing fiscal year and is prepared in a manner designated by the Borough Council and is annually adopted by the Borough Council pursuant to Article XIII, section 1301 et seq. of the Borough Code.

ASSIGNED FUND BALANCE - includes spendable fund balance amounts established and assigned by the Borough Manager and the Finance Director, subject to the approval of the Borough Council, that are intended to be used for specific purposes that are neither considered restricted nor committed. The assignment of a fund balance cannot result in a negative unassigned fund balance.

ASSIGNED FUNDS - funds that are intended to be used for specific purposes that are neither designated as restricted funds nor designated as committed funds.

BOROUGH – the Borough of Gettysburg, Adams County, Pennsylvania.

BOROUGH COUNCIL – the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania.

BOROUGH MANAGER – the Borough Manager of the Borough of Gettysburg, Adams County, Pennsylvania.

CAPITAL PROJECTS FUND - a restricted fund used to account for monies for the acquisition or construction of capital items, including those projects funded by grant money.

CAPITAL RESERVE FUND - an unrestricted fund used to set aside and account for operating fund monies previously approved for specific future capital expenditures, including projects that will receive grant funding reimbursement.

COMMITTED FUND BALANCE - amounts that can be used only for the specific purposes determined by formal action (the enactment of an ordinance or the adoption of a resolution) of the Borough Council. Commitments may be changed or lifted only by the Borough Council taking the same type of formal action (the enactment of an ordinance or the adoption of a resolution) that imposed the constraint originally.

COMMITTED FUNDS - funds that can be used only for the specific purposes determined by formal action (the enactment of an ordinance or the adoption of a resolution) of the Borough Council.

FINANCE DIRECTOR - the Finance Director of the Borough of Gettysburg, Adams County, Pennsylvania.

FISCAL YEAR - coincides with the calendar year, beginning on January 1st and ending on December 31st.

FUND BALANCE - the difference between assets and liabilities reported in a governmental fund.

GENERAL FUND - the primary operating fund to account for the ongoing revenues and expenditures for Borough services.

NONSPENDABLE FUND BALANCE - amounts that are: (1) not in spendable form; or (2) legally or contractually required to be maintained intact. Not in spendable form includes

items that are not expected to be converted to cash (such as inventories and prepaid amounts) and items such as long-term amount of loans and notes receivable.

RESERVATIONS OF FUND BALANCE - reserves authorized and established by the Borough Council (committed fund balances) or established by the Borough Manager and the Finance Director (assigned fund balances) as authorized and approved by the Borough Council.

RESTRICTED FUND BALANCE - amounts that can be spent only for specific purposes: (1) stipulated by external resource providers such as creditors, grantors, contributors or as required pursuant to applicable laws or regulations; or (2) imposed by law through federal or state constitutional requirements or enabling legislation.

UNASSIGNED FUND BALANCE - the residual classification for the general fund. This classification represents a fund balance that has not been assigned to other funds and that has not been restricted, committed or assigned to specific purposes within the fund. The unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed or assigned for those specific purposes.

UNASSIGNED FUNDS - funds that have not been assigned to other funds and that have not been restricted, committed or assigned to specific purposes within the general fund.

UNRESTRICTED FUND BALANCE - the total of the committed fund balance, the assigned fund balance and the unassigned fund balance.

2. Fund Balance Policy.

It is the policy of the Borough that the authority to create funds and to assign a fund balance to any fund so created rests with the Borough Council. Once a fund is created and the fund balance is set for such fund, then formal action taken by Borough Council is required in order to make any amendment, revision or modification of a fund or of its fund balance. Compliance with the provisions of a fund, its fund balance and any properly authorized and adopted policy shall be reviewed and considered as a part of the annual budget adoption process by the Borough Council.

3. General Fund Balance Policy - Fund 01.

A. The annual budget of the Borough shall include a current fiscal year ending (as of December 31st) general fund balance which is equivalent to a minimum of eighteen (18%)

percent of budgeted general fund revenues for that fiscal year, with the target being no less than twenty-five (25%) percent of budgeted general fund revenues (hereinafter referred to herein as the “target”). Unassigned funds of the general fund are to be spent before any assigned funds or committed funds for Borough operating expenditures.

B. The general fund balance may only be budgeted by the Borough Council at an amount lower than eighteen (18%) percent of budgeted general fund revenues under the following circumstances:

- (1) During or immediately following a fiscal year in which there has occurred a federal or state declared natural disaster or state of emergency which has caused a significant negative economic impact on the Borough or an emergency involving a significant impact on the health, safety and welfare of the residents and taxpayers of the Borough; or
- (2) By motion passed by a majority vote of the Borough Council as it may in its sole discretion deem to be in the best interests of the Borough.

C. In any year in which the general fund balance actually falls below eighteen (18%) percent, the general fund balance shall be budgeted to replenish the target no later than the second budget adopted by the Borough Council following said shortfall through any combination of expenditure cuts or decreases and/or through tax increases or any other revenue increases. Therefore, if the general fund balance falls below eighteen (18%) percent at the end of a fiscal year, then the general fund balance must be budgeted in order to replenish the target of eighteen (18%) percent by the end of the second fiscal year immediately following the fiscal year of the general fund balance shortfall.

D. The general fund balance may only be budgeted by the Borough Council at an amount greater than twenty-five (25%) percent of budgeted general fund revenues under the following circumstances:

- (1) When a collective bargaining agreement, entered pursuant to Act 111 or Act 195, is scheduled to expire within the next two (2) annual fiscal year budget cycles; or
- (2) In anticipation of a large capital expense or other significant operating expense occurring within the next two (2) annual fiscal year budget cycles; or
- (3) By motion passed by a majority vote of the Borough Council as it may in its sole discretion deem to be in the best interests of the Borough.

4. Debt Service Fund Balance Policy - Fund 23.

A. The annual budget of the Borough shall include a current fiscal year ending (as of December 31st) debt service fund balance which is equivalent to a minimum of fifty (50%) percent of budgeted debt payments for that fiscal year, with transfers being budgeted during the year from the general fund to cover one hundred (100%) percent of the budgeted payments to be made during the fiscal year plus any additional amounts required in order to maintain the said fifty (50%) percent minimum.

B. The debt service fund balance may only be budgeted by the Borough Council at an amount lower than fifty (50%) percent of budgeted debt payments for that fiscal year under the following circumstances:

(1) When there is no outstanding debt service of the Borough. In the event of total debt retirement, and if there is no anticipation of incurring new debt within the next two (2) fiscal year budget cycles, the debt service fund balance may be either:

a. restored to the general fund as unassigned funds; or

b. reclassified by motion passed by a majority vote of the Borough Council;

(2) During or immediately following a fiscal year in which there has occurred a federal or state declared natural disaster or state of emergency which has caused a significant negative economic impact on the Borough or an emergency involving a significant impact on the health, safety and welfare of the residents and taxpayers of the Borough; or

(3) By motion passed by a majority vote of the Borough Council as it may in its sole discretion deem to be in the best interests of the Borough.

C. In any year in which the debt fund balance actually falls below fifty (50%) percent, the debt fund balance shall be budgeted to replenish the target no later than the second budget adopted by the Borough Council following said shortfall through any combination of expenditure cuts or decreases and/or tax or other Borough revenue budgeted increases. Therefore, if the debt fund balance falls below fifty (50%) percent at the end of a fiscal year, then the debt fund balance must be budgeted in order to replenish the target of fifty (50%) percent by the end of the second fiscal year immediately following the fiscal year of the debt fund balance shortfall.

D. The debt fund balance may only be budgeted by the Borough Council at an amount greater than fifty (50%) percent in anticipation of a large capital or other significant operating expense occurring within the next two (2) annual fiscal budget cycles.

E. The Borough Council, in its sole discretion, may assign a portion of its millage rate of its tax levy on real property within the Borough which amount is dedicated to the debt service fund for this purpose.

5. Order of Spending of Fund Balances Policy. The Borough shall first spend, if appropriate and proper under the law, any federal revenues, then any state revenues, and finally any Borough revenues in order to meet its financial obligations. The Borough is to spend restricted amounts first when both restricted and unrestricted fund balances are available unless there are legally binding documents, contracts or agreements that prohibit such action, for example, a grant agreement which requires dollar-for-dollar spending. Additionally, the Borough shall first spend the committed fund balance, then followed by the expenditure of the assigned fund balance and then finally followed by the expenditure of any unassigned fund balance when such expenditures are incurred for purposes for which funds could be expended from any of the unrestricted fund balance classifications.

6. Other Fund Balances Policy.

All other funds of the Borough are legally restricted for specified purposes, either by law or by legally binding documents, contracts or agreements, by another government or non-government entity, or upon establishment by the Borough Council and, therefore, such funds do not have a minimum fund balance. When projects require spending from both restricted and unrestricted funds, the restricted funds should be spent to the amount budgeted before any unrestricted funds are spent unless prohibited by the rules or regulations governing the restricted funds. Such restricted funds are identified as follows:

A. Fire Protection Services Appropriations Fund – Fund 03. This fund was created as a result of the enactment of a Borough tax ordinance and is restricted for the purpose of funding the operations of the fire company or fire companies which provide fire protection services within the Borough. It is funded by a dedicated tax millage which rate is set annually by ordinance of the Borough Council. Funds are collected and administered through the course of each fiscal year. Expenditures may not exceed available funds collected. Any unused balance at the end of a fiscal year is carried forward for proper use and disbursement in subsequent fiscal years.

B. Community Development Block Grants Fund – Fund 04. This fund is comprised of funds from the United States of America through its Department of Housing and Urban Development and administered as grant funds by and through the Pennsylvania Department of Community and Economic Development. Use of these funds is restricted by federal and state regulations promulgated for the administration of the Community Development Block Grant program.

C. Company K Memorial Fund – Fund 05. This fund is comprised of donated funds set aside and restricted for the perpetual care of the Company K Memorial Monument which is located within the Borough.

D. Capital Projects Fund – Fund 18. This fund was established by Borough ordinance in order to account for financial resources to be used for the acquisition or construction of capital items, improvements or projects including those projects funded partially or entirely by grant funds. Grant monies received are governed by the specific grant agreement and by the regulations promulgated for the administration of such grant program. Other monies are either restricted by ordinance as the same are realized from the sale of a capital asset, or are restricted for a specific capital project by Borough Council upon transfer of funds from another fund into the capital projects fund.

E. Capital Reserve Fund – Fund 30. This fund was created by ordinance for the accumulation and holding of funds for future capital acquisitions of the Borough earmarked and restricted upon transfer by Borough Council from surplus operating funds in the general fund. These monies may be used for the acquisition or construction of capital assets including as a source for local financial match money needed in the application for and use of certain capital grants.

F. Liquid Fuels Fund – Fund 35. This fund is governed by state law and regulation. This fund accounts for the Borough's share of state funds from the gasoline tax in order to pay for the maintenance of Borough streets and bridges.

G. Revolving Loan Fund – Fund 40. This fund is comprised of funds received from the Pennsylvania Department of Community and Economic Development for the purpose of making low cost loans for community development purposes within the Borough.

H. Eichelberger-Stahle Trust Fund – Fund 66. A private purpose trust fund set up by private sources and administered pursuant to a trust agreement. The income from this fund is distributed annually by the Borough pursuant to the provisions of the trust agreement.

6. Nonrecurring Revenues Policy.

A. It is the policy of the Borough that any one-time or limited-term financial resources, such as proceeds from asset sales, debt refinancing, grants, legal settlements, and any similar nonrecurring resources shall not be used for general operating expenditures of the Borough.

B. Appropriate uses of such one-time or limited-term financial resources shall include:

- (1) Growing, maintaining or restoring the fund balances in the general fund or in the capital projects fund;
- (2) The early retirement of Borough debt, especially any long-term debt incurred by the Borough through borrowing secured by the issuance of municipal bonds;
- (3) Borough capital improvements or capital maintenance expenditures; or
- (4) Other nonrecurring Borough expenditures.

7. Pay-As-You-Go Capital Funding Policy.

A. It is the financial policy and goal of the Borough to fund the purchase of any assets with an expected useful life of fewer than ten (10) years, including the purchase of vehicles or equipment or the making of minor improvements (those improvements requiring the expenditure of less than \$25,000.00 of Borough funds) to buildings and grounds of the Borough whenever possible by use of cash on hand and not by borrowing or utilizing borrowed funds for the purchase of such assets or for the making of such minor improvements.

B. It is the policy of the Borough to achieve this goal by and through the following means:

- (1) The annual fund transfer from the general fund to the capital reserve fund to be budgeted to commence in fiscal year 2016 with the transfer of a minimum of \$10,000 from the general fund to the capital reserve fund. Thereafter, the Borough Council shall consider budgeting an increase for each annual fund transfer of a minimum of \$20,000 until the total funds transferred from the general fund to the capital reserve fund meets or exceeds \$100,000.00;

(2) All proceeds from the sale of fixed assets shall be dedicated to the capital reserve fund; and

(3) The Borough Council, in its sole discretion, may assign a portion of its millage rate of its tax levy on real property within the Borough which amount is dedicated to the capital reserve fund for this purpose.

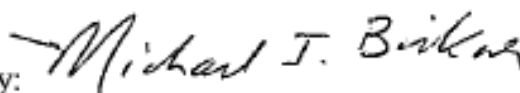
8. Posting of Financial Policies. A copy of this resolution adopting financial policies of the Borough shall be conspicuously posted at the Borough municipal offices at 59 East High Street, Gettysburg, Pennsylvania 17325.

9. Inconsistent Resolutions Amended. All other resolutions or the financial policies contained in such resolutions inconsistent herewith are hereby amended and revised to be consistent with this resolution.

10. Effective Date. The financial policies set forth in this resolution shall take effect upon adoption.

THIS RESOLUTION DULY ADOPTED according to law on this 13th day of October, 2015 at a duly advertised general monthly business meeting of the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania.

BOROUGH OF GETTYSBURG

By: 
Michael J. Birkner
President of Borough Council

Attest:


Sara L. Stull, Secretary

**MEMORANDUM OF UNDERSTANDING
BOROUGH OF GETTYSBURG
AND
TEAMSTERS, LOCAL 776 (Police)**

This is a Memorandum of Understanding ("MOU" or "Memorandum") by and between the Borough of Gettysburg (the "Borough") and the Teamsters, Local 776 ("Union"). The Parties hereby agree to the following terms:

WHEREAS, the Teamsters, Local 776 is the exclusive, recognized bargaining agent for the police officers employed by the Borough; and

WHEREAS, the Borough and Union are parties to a Collective Bargaining Agreement ("CBA"), which expires on December 31, 2022, which memorializes the terms and conditions of employment of Borough police officers; and

WHEREAS, the COVID-19 pandemic has caused significant economic disruption at the global, national and local levels and various Emergency Proclamations have been made enabling the elected officials to take necessary measures to address the crisis; and

WHEREAS, due to the continuing impact of the COVID-19 pandemic and the reduction in Borough revenues, the Borough must take measures to manage its personnel costs while also ensuring that the operational needs of the Borough and essential services to its taxpayers continue during the COVID-19 pandemic; and

WHEREAS, the Borough and Union have met and the mutual understanding of those discussions are memorialized in this MOU;

NOW, THEREFORE, intending to be legally bound, the Parties agree as follows:

1. The conditions created by the COVID-19 pandemic and its impact presents a unique set of facts that mandate cooperation for long-term well-being of the Borough, its residents and taxpayers, and its employees. The Parties enter into this MOU in light of the unique conditions.
2. The Borough has agreed to permit current police officers to take a voluntary furlough ("furlough"), the terms of which are identified below:
 - The Parties understand that this furlough opportunity is voluntary and was not compelled or coerced.
 - The Borough has the right to deny any furlough request based on its operational needs. The Parties acknowledge that the Borough has approved one (1) voluntary furlough as of the date of execution of this MOU.
 - Voluntary furloughs will last for a period of time as determined by the Borough. The Borough's receipt of additional federal or state funding and the availability of

- additional unemployment compensation benefits may impact the length of the furlough.
- Furloughed employees may apply for unemployment compensation benefits from the Commonwealth of Pennsylvania. The Parties recognize that by law the Borough must provide accurate responses to information requests from any governmental agency inquiring about any unemployment compensation application by any furloughed employee. The Borough will not oppose the unemployment application of an approved voluntary furloughed employee.
 - The Parties agree that, as noted above, this is a unique and unprecedented situation and that the voluntary furlough is not akin to a voluntary cessation of employment.
 - During the furlough, the Borough considers the furloughed employee to be on leave without pay. Furloughed employees will continue to be eligible for the Borough's group health care benefits provided that the employee pays his/her monthly employee contribution within the time period designated by the Borough.
 - Furloughed employees will not accrue vacation or sick leave time during their leave of absence.
 - Furloughed employees will not be paid for unworked holidays that occur during their leave of absence and shall not be eligible to take a personal day or bereavement leave.
 - A furloughed employee will not receive credit for the duration of the leave of absence for pension purposes.
 - If a furloughed employee is required to attend a court hearing during the leave of absence, he/she shall submit a time record to the Borough indicating the period of time he/she was in court. The Borough will pay the furloughed employee for the time spent at court using the applicable hourly rate.
 - A furloughed employee will have a right of recall or reinstatement that supersedes employees who are laid off or furloughed pursuant to the Borough Code.
 - When returning to employment (from either furlough or layoff status), the employee will be required to demonstrate that he/she is able to perform the essential duties of his/her position, that he/she has the necessary certifications, qualifications and licenses required of the position.
3. This MOU is in effect from June 1, 2020 through December 31, 2020. Both parties agree to meet in the month of September 2020 to assess the Borough's financial condition and need for either the continuation, possible extension, or termination of the MOU. When the Borough determines that it is safe and financially feasible, employees will be called back to work as determined by the Borough. This does not mean that all employees will be returned at the same time or to full-time status.
4. It is the intention of the Borough to maintain health insurance coverage for furloughed employees throughout the entirety of the furlough period provided the furloughed employees continue to pay the employee contribution. However, there is no guarantee or

promise that the Borough will be able to continue the provision of insurance benefits. The determination of whether insurance benefits will be continued is entirely up to the discretion of the Borough. If it becomes financially necessary for the Borough to end benefits coverage, then the Borough shall notify the Union of its intent with written notice of no less than five (5) days. If such notice is given, this MOU will terminate with that notice and default to the provisions of the CBA.

5. Should the Borough decide to move from a furlough to a layoff, the Borough will comply with the terms of Borough Code.
6. The Union has also agreed to the following modifications to the existing collective bargaining agreement:
 - Article X – Hours of Work, Work Periods and Scheduling, Section 10.01.01 shall be modified to require full time officers to work six (6) eleven and one half (11.5) hour shifts and one (1) eleven (11) hour work shift per work period.
 - Article X – Hours of Work, Work Periods and Scheduling, Section 10.02.01 shall be modified to provide the Borough with the right to change an officer's shift on a workday when he/she is required to attend court. This amendment is specifically being made to reduce overtime paid to officers who are required to appear in court.
 - Article X – Hours of Work, Work Periods and Scheduling, Section 10.07 is understood to permit the Borough to use part-timers to fill any open shift notwithstanding any assertion of any prior practice. The Chief shall continue to have the sole discretion to determine whether a vacant shift shall be filled.
 - Article XIX – Issuance of Uniform Items shall be suspended for the duration of the year (2020). Upon execution of this MOU, officers shall not use or be entitled to any existing uniform or equipment allowance balance and/or replacement fees (as set forth in Sections 19.01.03, 19.01.04, 19.01.07 or 19.04) for the remainder of the calendar year.
7. This is a unique MOU applicable to the pandemic and the economic impact to the Borough. All issues relating to the voluntary furlough described above shall be governed by this MOU and not any other provision of the CBA.
8. Nothing contained in this MOU is intended to and does not create new or alter or amend the existing terms or conditions of employment in the CBA except as specifically noted. This MOU shall not establish a precedent or practice for future cases or situations occurring outside the confines of the pandemic.
9. By signing below, the parties confirm and acknowledge that they agree with the foregoing terms and conditions. By signing this agreement, each person verifies that he or she has the authority to do so and to bind his or her principal for which they are signing this Agreement.

AND NOW, intending to be legally bound the terms of this MOU, the Borough and the Union execute this document below:



Ed Thompson, Teamsters, Local 776

6/10/2020
Date



Charles R. Gable, Borough Manager

9 June 2020
Date

6/8/2020

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 R. Gable, Borough Manager.

Council Vote

Motion Passed 6-0 with one absence



SUSTAINABLE PENNSYLVANIA COMMUNITY CERTIFICATION

The Sustainable Pennsylvania Community Certification is intended to recognize local governments in Pennsylvania for deploying the policy and practice of sustainability for their communities' prosperity. Municipal managers/secretaries are invited to complete the on-line assessment.

There are 5 possible levels of certification achievement each having separate point and validation requirements. After certification has been claimed by the municipality and accepted by the Pennsylvania Municipal League, at the certification website, the public will be able to see all criteria with 'yes' answers.

The following is a summary of the possible certification levels with points and documentation requirements noted. Documentation is to be in a form of a weblink (URL) to material (documents, reports, case studies, statements, articles, other evidence, etc.) found on the municipality's website that demonstrates and evidences 'yes' responses. The weblinks to these materials will be visible to the public. As such, the weblinks facilitating building of a resource library of best practices and serve as a tremendous resource for local government.

Achievement Level and Points	Documentation Requirements
Associate: 1–34 points	Must provide web links to 10% of affirmative responses
Bronze: 35–79 points	Must provide web links to 30% of affirmative responses
Silver: 80–135 points	Must provide web links to 50% of affirmative responses
Gold: 136–202 points	Must provide web links to 70% of affirmative responses
Platinum: 203–300 points	Must provide web links to 90% of affirmative responses

CERTIFICATION CRITERIA

Topic #	<u>131 Policies, Actions and Best Practices</u>	Points
	Governance and Community Engagement	
1	Municipal Operations	13
1 A	Professional staff are employed or retained, in the areas of budgeting and finance.	1
1 B	A revenue-expenditure trend analysis is conducted annually.	1
1 C	Funds for capital-related borrowing are not used for day to day expenses.	1
1 D	Municipality routinely evaluates ability to ensure that revenue is sufficient to maintain public infrastructure, i.e., road, water, sewer, stormwater (community has an asset management based budget system).	1
1 E	Obligations for pensions/other post-employment benefits are funded for the long-term to at least 80%.	3
1 F	5-10 percent of operating funds are carried over year to year.	2
1 G	Taxation takes a balanced approach applicable to all sectors of municipal services provided and fees satisfy cost recovery.	1
1 H	Green vehicle fleet assessment has been initiated toward: using greener fuels and/or vehicles, vehicle right-sizing for the job/trip, retrofit or replace older diesel trucks or equipment with cleaner technology, or driver education about driving techniques for fuel economy.	3
2	Community Engagement	12

2	A	Civic engagement, public participation and transparency are regularly assessed and facilitated.	1
2	B	A Historic Review Commission is active.	2
2	C	An Environmental Advisory Council is active.	2
2	D	Municipality communicates with the public via a regularly scheduled newsletter or regularly updated web based communications.	1
2	E	All municipal-sponsored events have a sustainability-awareness component	3
2	F	A program exists to actively pursue and match residents and local businesses to volunteer opportunities to better the community and assist the local government.	3
3		Local and Regional Cooperation	5
3	A	Municipality is an active participant in a Council of Governments.	1
3	B	The municipality utilizes Intergovernmental Cooperative Agreements (ICA) to engage in multi-municipal endeavors.	2
3	C	Intergovernmental Cooperative Agreements include conflict resolution provisions.	2
4		Sustainability	30
4	A	The municipality is committed to passing a resolution (within six months of enrolling) to affirm participation in the Sustainable Community Essentials Certification Program.	3
4	B	A municipal sustainability program (in name) has been developed and departmental goal setting and budget processes are used to advance it.	4
4	C	Sustainability policies, goals, and principles have been adopted.	3
4	D	A sustainability assessment has been conducted to evaluate municipal facilities, operations, plans and regulations relative to conserving resources, saving money, and implementing policies and procedures that simultaneously advance the environment, economy, and social equity.	4
4	E	There is on-going training for municipal employees and officials and the HR function is closely engaged in advancing objectives of the municipal sustainability program.	4
4	F	Procedures are in place to measure and track the impacts of the sustainability program (and yearly reporting to the public on results is conducted).	4
4	G	An executive/management level municipal staff person has responsibility for management of the municipal sustainability program expressly included in their job description.	3
4	H	Professional development for municipal personnel and officials includes participating (at a minimum, per year) in quarterly Local Government Academy, PA DCED or other professional training association programs.	2
4	I	Newly elected officials participate in Local Government Academy or other orientation training for public officials.	3
5		Public Safety	6
5	A	Municipality maintains updated public safety mutual aid agreements with neighboring municipalities and shares resources.	1
5	B	Municipality maintains an updated Public Safety comprehensive plan to be sure staffing and financial resources keep pace with municipal needs for Police, Fire, and Emergency Medical Services.	2
5	C	Municipality participates in a regional service program or contracts services to or through other municipalities for fire, police, or EMS.	3
		Healthy Communities	
6		Local Food	9
6	A	Incentives exist for establishment of farms and gardens within the municipality.	2
6	B	The municipality supports a program (or cooperates with neighboring communities) to engage residents in strengthening sustainable food systems to link local foods, farms and people (ex. Buy Fresh Buy Local initiative, Good Food Neighborhood, etc.).	3
6	C	Education programs are made available for residents on the benefits of organic, locally-purchased food; farmers' markets and farm stands are facilitated.	2
6	D	A community produce garden(s) is available.	2
7		Healthy People	7

7	A	Programs by local government, or in cooperation with the non-profit and private sector, exist to address community health concerns, i.e. exercise programs, feeding programs for children and the elderly, crime watches, accessible health care, exercise away from areas of air pollution, etc.	1
7	B	Outdoor recreation opportunities, amenities, and lifestyles are promoted.	1
7	C	A program to promote safe walking to school is in place.	3
7	D	The use of pesticides and herbicides is being monitored and reduced by all municipal departments which use them	2

		Diversity, Equity and Inclusion	
8		Human Resources	15
8	A	Measures are taken to ensure a wide range of candidates are interviewed for all municipal job openings i.e., the Rooney Rule.	2
8	B	The municipality has a written municipal policy prohibiting discrimination and valuing diversity and inclusion.	3
8	C	The municipality has provided diversity training for municipal employees.	3
8	D	The municipality annually assesses, and reports to the public, diversity of all boards, employees, volunteers, committees, etc.	3
8	E	The municipality reports annually to the public on progress in creating a more diverse workforce.	4
9		Economy	5
9	A	There is a municipal policy ensuring Minority Business Enterprise and Women Business Enterprise are considered in municipal purchasing, bids and contracts.	2
9	B	The municipality is engaged in programs to communicate that the community is welcoming to persons who represent diversity (sister city relations, diversity sensitivity training, multilingual signage, etc.)	3

		Education	
10		Cooperation	5
10	A	Municipal planning is coordinated with the school district and the two meet together at least once per year.	3
10	B	The municipality and local public schools cooperate to share facilities and other resources. (For example, the municipality assists with the cost of evening lifeguards for community use of a school swimming pool or for provision of crossing guards.)	2
11		Engagement	2
11	A	Municipality works with schools and local nonprofits/community organizations to engage students about community issues such as waste reduction and recycling, public safety, wellness, conservation, nature, etc.	2

		Energy Use, Conservation and Green Building	
12		Municipal Energy Use	24
12	A	The municipality has recently completed an energy audit of all municipal buildings and operations. The audit includes findings and recommendations and establishes a baseline of energy usage.	2
12	B	The municipality has established goals from the energy audit findings and is methodically implementing the energy audit findings.	3
12	C	Municipal energy use has declined overall at least 15% from the baseline year established in the energy audit.	4
12	D	Municipality is reporting yearly to the public on progress and results made in implementing recommendations/findings contained in the municipal energy study.	2
12	E	Municipality has or is in the process of retrofitting street lights and traffic signals to LED bulbs.	3

12	F	As part of the energy audit, a greenhouse gas inventory and mitigation plan has been established for municipal functions.	4
12	G	Positive progress on the greenhouse gas inventory and mitigation plan is reported annually to the public.	3
12	H	Energy performance of key municipal buildings is tracked using ENERGY STAR Portfolio Manager and is reported yearly to the public.	3
13	Community Energy Use		8
13	A	The municipal comprehensive plan contains an energy conservation element.	1
13	B	Municipal support is provided to a public program (throughout the community and for businesses) to conserve energy, promote renewable energy sources, and mitigate carbon emissions.	3
13	C	The greenhouse gas inventory has been expanded to include the entire community (not just the municipality) and a mitigation plan has been developed.	4
14	Green Buildings		17
14	A	There is a written green building policy/standard for new construction/major renovations of municipal buildings such as the International Green Construction Code (IgCC).	3
14	B	New construction and major renovations at municipal facilities incorporate (sufficient to achieve) LEED (Leadership in Energy and Environmental Design) Silver principles.	3
14	C	Municipal building operations could meet LEED O&M Silver principles or better.	4
14	D	The municipality has reviewed ordinances, resolutions, and other policies to remove impediments to the use of alternative energy (wind, solar, geothermal) installations or green buildings.	3
14	E	LEED certification is required for development projects receiving a public incentive (TIF, abatement, etc.).	4
15	Renewable Energy		7
15	A	Municipality purchases energy for municipal facilities from renewable energy sources (or has installed renewable energy sources) such that at least 10% of all municipal energy comes from renewable sources.	3
15	B	Municipality purchases energy for municipal facilities from renewable energy sources (or installed renewable energy sources) such that at least 40% of all municipal energy comes from renewable sources.	4

Environmental Stewardship			
16	Water Use, Conservation and Quality		16
16	A	The municipality utilizes an Integrated Municipal Stormwater and Wastewater Planning Approach (as described by EPA) to identify the municipality's priorities for projects and includes a description of how the proposed priorities reflect the relative importance of adverse impacts on human health and water quality and the municipality's financial capability. See: http://cfpub.epa.gov/npdes/integratedplans.cfm	4
16	B	The municipality actively encourages water conservation and efficiency measures in the community and among businesses.	1
16	C	Low impact development and onsite stormwater infiltration is encouraged.	1
16	D	Water provider(s) prioritize improving service to existing developed areas as opposed to opening up new areas to development.	3
16	E	Drinking water and sanitary sewer rates are based on the real cost of providing service.	3
16	F	Sufficient investments are being made to the water, sewer, and stormwater systems per real costs and keeping pace with maintenance and operations.	2
16	G	Cooperation is occurring with neighboring municipalities to manage water and sewer supply, treatment and distribution, sewage and stormwater, in the most cost-efficient way.	2
17	Air Quality		10
17	A	PA State anti-idling law is enforced and compliance is promoted.	2
17	B	Municipality supports public education regarding reducing air pollution and emissions.	1
17	C	A clean construction emissions policy for all publically subsidized projects has been adopted and is enforced.	3

17	D	A burn ban has been formally adopted and made part of municipal ordinance, and State or County outdoor wood fired boiler construction and operation is in accordance with state law.	2
17	E	The municipality and its municipal waste hauler service are exploring ways to reduce emissions from vehicles and trucks beyond anti-idling.	2
18	Green Infrastructure		11
18	A	Policies, plans and ordinances protect wetlands and waterways and their buffers.	1
18	B	Written policies exist and ordinances and incentives have been enacted to conserve environmentally and ecologically sensitive places (for example, slopes over 25%, slide prone soils and geology, springs and vernal pools, mature woodlands, Natural Heritage Areas, etc.) in order to protect public safety and natural resources while using green infrastructure for stormwater management.	1
18	C	Low impact and green development projects, as well as techniques (pervious pavement, bioswales, cisterns, woodland and steep slope protection) are fostered through incentives, ordinances and design guidelines.	3
18	D	Tree and woodlands protection and management policies are in place (for example, community forestry plan and canopy goal; tree planting programs; tree maintenance programs; tree hazard and health assessment projects; computerized assessment of municipal trees, Tree/woodland replacement criteria in ordinances, etc.).	3
18	E	A natural resource inventory has been developed for the community within the last 7 years as part of the comprehensive plan.	1
18	F	Sustainable landscape maintenance practices are in place for parks and municipal grounds.	2

Housing			
19	Affordability		13
19	A	The zoning ordinance provides for or accommodates a full range of housing opportunities throughout the community.	1
19	B	The comprehensive plan addresses the community benefits of and need for expanding housing choice.	2
19	C	The zoning ordinance has inclusionary housing provisions/incentives	3
19	D	A program exists (perhaps in partnership with an outside agency) to facilitate home ownership: homebuyer incentives, employer-assisted housing, community land trust, etc.	3
19	E	The community is tracking and reporting annually to the public on results toward affordable housing for residents.	4
20	Sustainable Neighborhoods		11
20	A	A current inventory of vacant and blighted/blighting properties is maintained and mapped.	2
20	B	A program is being implemented to put blighted, abandoned properties back into productive use: smart rehab code, conservatorship, demolition, acquisition, green lot strategies, etc.	2
20	C	The municipality has elected to administer and enforce PA's statewide Uniform Construction Code (UCC).	1
20	D	The municipality has adopted the International Property Maintenance Code within the last 6 years per good, safe rental housing.	2
20	E	Staffing is in place sufficient to enforce building and maintenance codes.	2
20	F	The municipality utilizes a system for collection of delinquent taxes and fees in order to mitigate blight and abandonment.	2

Land Use and Transportation			
21	Mobility		13
21	A	Trails for walking and bicycling are being developed or maintained.	1
21	B	Alternate transportation (e.g. transit, inter-modal, multi-modal, bicycle/pedestrian) are accommodated and promoted.	2
21	C	Public transportation and ride sharing are promoted and facilitated, as is transit-oriented development (where applicable).	2

21	D	Bicycle lanes or shared roadways are being developed and a "Share the Road" education campaign is being advanced.	3
21	E	Police are trained on the rights and responsibilities of bicyclists and state law on passing bicycles.	2
21	F	Traffic calming techniques, "complete streets" projects, access management and congestion management programs have been evaluated and are being implemented.	3
22	Community		18
22	A	Professional staff are employed or retained to manage the land use program.	1
22	B	Comprehensive land use/development plan is current, addresses impacts to neighboring communities, and incorporates sustainability principles.	2
22	C	A multi-municipal comprehensive plan has been adopted as has an official map.	3
22	D	Up-to-date ordinances for zoning and subdivision/land development are in place to implement the comprehensive plan.	1
22	E	The comprehensive plan and ordinances promote pedestrian-oriented, dense, walkable, mixed-use development (in existing and proposed development), and redevelopment in the core or town center.	4
22	F	A Transfer Development Rights (TDR) program is in place to incentivize development where infrastructure currently exists and to protect important green space.	4
22	G	Developers are required to submit a comprehensive and detailed fiscal impact analysis including long-term fiscal impacts such as road repair, school infrastructure needs and other public services with their development applications.	2
22	H	Land use and development decisions are assessed to ensure they do not have negative fiscal, stormwater, traffic, infrastructure, or service demands, or quality of life impacts on neighboring municipalities.	1
23	Green Space		9
23	A	The Comprehensive Plan identifies environmentally sensitive, ecologically significant, and civic/historic places.	1
23	B	The Comprehensive Plan and ordinances protect farmland and/or promotes community gardens and infill green space.	2
23	C	The Comprehensive Plan includes a parks/recreation and open space component with proposed passive or active greenways, parks and trails and the zoning and subdivision ordinances support the vision.	1
23	D	The greenspace/open space plan has benchmarks and results are reported annually to the public.	4
23	E	The municipality has a PA Dept of Agriculture Agricultural Security Area (ASA).	1

Local Economy			
24	Thriving Local Green Business		8
24	A	The municipality has assessed Main Street program options and opportunities for possible applicability and implementation.	1
24	B	Owners and tenants in the retail area are engaged with the municipality to provide attractive sidewalks, trees, and street furniture and make the area safe for pedestrians and bicyclists.	1
24	C	The municipality maintains and supports an initiative to encourage residents to buy local.	2
24	D	Municipal action plans for promoting minority and women-owned business are being advanced, including seeking proposals from the same for purchasing, services, etc.	1
24	E	A program is in place to encourage businesses to be aware of innovate sustainable business approaches and to recognize achievement.	3
25	Material Use, Waste, and Recycling		22
25	A	Waste and recycling ordinances and regulations are in compliance and enforced per Act 101, or if not a mandatory-Act 101 municipality, a municipal recycling program is conducted.	2
25	B	There is a curbside and/or drop-off recycling program.	1
25	C	The municipality contracts for solid waste collection as opposed to individual home owners contracting for the same.	2

25	D	There is a written waste reduction and recycling ordinance for residential, commercial and institutional facilities.	2
25	E	There is an active public informational program to encourage citizens to reduce waste and recycle.	1
25	F	All municipal buildings have an active recycling program.	1
25	G	For municipal facilities, a recent waste management assessment has been conducted with municipal employees trained in waste reduction and recycling.	2
25	H	An Environmentally Preferable Purchasing Program has been implemented for municipal operations.	3
25	I	Municipality has an active litter prevention/clean-up program.	2
25	J	An expanded material recycling program is being advanced, i.e., e-waste, composting, pharmaceuticals, and household hazardous waste for community-wide collection.	2
25	K	A community-wide recycling program is maintained at 5% above the state stipulated goal of 35 percent.	4
Other Sustainability Innovation			
26		Additional Initiative	4
26	A	Provide an on-line link to description of a sustainability innovation that the Municipal Manager/Secretary feels strongly is deserving of additional recognition and is not covered by any of the above the criteria options.	2
26	B	Provide an on-line link to description of a second sustainability innovation that the Municipal Manager/Secretary feels strongly is deserving of additional recognition and is not covered by any of the above criteria options.	2

Grand Total Points

300

RESTAURANTS AND COVID-19

Central to the vibrancy and success of the borough's tourism-based economy are the restaurants that serve the countless hungry visitors each year. COVID-19 has struck a blow to these businesses, adversely affecting the livelihoods of so many Gettysburg residents who make a living in the industry. The virus itself, coupled with strict restrictions designed to curtail its spread have led to reduced revenues, job losses, and permanent closures for many restaurants.

While some improvement was seen in the industry during the summer months, recent case numbers have led to the return of restrictions imposed at the federal level. Recognizing many restaurants in the borough cannot survive the entire winter with these restrictions, the borough has implemented a loan program to help restaurants survive the new round of restrictions.



The Emergency Restaurant Zero Interest Loan Program (ERZILP) aids restaurants who have struggled throughout the COVID-19 pandemic.



Emergency Restaurant Zero Interest Loan Program

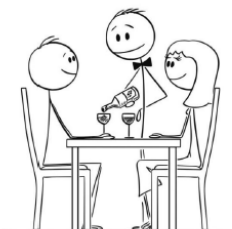
59 EAST HIGH STREET
GETTYSBURG, PA 17325
717-334-1160
WWW.GETTYSBURGPA.GOV
CGABLE@GETTYSBURGPA.GOV

ERZILP

The Emergency Restaurant Zero Interest Loan Program offers a minimum of \$3,000 and a maximum of \$50,000 loans to assist restaurants that have experienced substantial revenue losses as a result of COVID-19 or COVID-19 related restrictions. This loan is intended to assist with overhead costs, payroll expenses, and inventory costs. Regardless of the principal amount loaned, each loan will have a 0% interest rate for the full length of the term. Funding for this loan comes from Fund 40, the Borough's revolving loan fund.

To be eligible, a restaurant must prove revenue losses and meet the criteria listed in this brochure. This loan is not intended to serve as capital for the completion of new projects.

To apply, please visit the Borough's website and submit a complete application as well as attach the necessary documentation listed with the application. Applications for first-round loans will be open until February 28th, 2021, with the possibility of a second round if funds still remain.



TERMS OF THE LOAN AND REPAYMENT

This loan has a maximum term of 5 years and payments must be made monthly starting in the third year. An invoice will be sent by the borough starting in the 24th month and each month thereafter until the loan is repaid. A \$95 processing fee will be included in the repayment schedule. Applications for this loan will be accepted from early January to February 28th. Each loan will have a 0% interest rate.

Loans can only be used for rent, utilities, payroll, and inventory costs. Loan amounts cannot exceed the total amount of short-term costs. Restaurants must have been open for at least four years to be eligible for this loan. Each individual who owns at least 20% of the restaurant must provide their information in the application and sign a Personal Guarantee.



LOAN REQUIREMENTS

- Restaurant must be a non-franchise located in the Borough of Gettysburg.
- Restaurant must have been open for 4 years and employed at least 10 employees in 2019.
- Restaurant must have provided dine-in services in 2019.
- Demonstration of 50% revenue loss from Q2 of 2019 to Q2 of 2020.
- Must be current on all taxes.
- Completion of the appropriate loan application.
- Proof of insurance.
- Proof of worker's compensation.
- Signature of a Personal Guarantee.
- Two trade references (with application)

To see the full list of required paperwork and criteria, please observe the requirements checklist located at the end of each loan application. For information regarding interest rates, review the interest rate tables posted on the website. Please do not hesitate to reach out with questions or to get started on an application today!





**Gettysburg Borough
Emergency Restaurant
Zero Interest Loan
Program (ERZILP)**

A financial program to assist local Gettysburg Borough Restaurants respond to the ongoing mandated closures and capacity restrictions necessitated by the Coronavirus Pandemic.

About This Program and Intent:

The COVID-19 Pandemic has brought unique challenges to communities that operate tourism-based economies. Restaurants have been heavily impacted by COVID-related restrictions put in place by other levels of government. The local industry is in obvious danger of collapse. Gettysburg Borough seeks to respond to restrictions recently enacted by the state that again limit indoor dining operations. The Borough hold funds restricted for use as an economic development tool in Fund 40, more commonly known as the Revolving Loan Fund. These monies will be loaned to Borough restaurants to assist them in bridging the gap between the current date and the time where indoor dining operations can resume. These loans are intended to aid struggling restaurants who have seen significant revenue loss and meet the criteria listed below. The Borough of Gettysburg reserves the right to alter the terms of this program.

ERZILP Open Enrollment Period:

The enrollment period will expire on February 28, 2021. The Borough Council may call for a second round of applicants if funds remain available. Loans will be provided on a first come first serve basis until funds have been exhausted.

Applicant Expectations:

1. Applicant must submit the following:
 - a. Completed application
 - b. Required documentation
 - c. Signatures on all loan documents
2. Applicant must allow for monitoring of the loan's intended use
3. Applicant must provide at least two (2) trade references to demonstrate the ability to repay the loan
4. Applicant must provide a Personal Guarantee once loan is approved
5. Applicant must use the loan in accordance with the program's intended uses

Applicant Criteria:

1. Applicant must have provided dine-in services during the second quarter (Q2) of 2019
2. Applicant must demonstrate at least a 50% loss in food/beverage revenue when comparing the second quarter (Q2) of 2020 to the second quarter (Q2) of 2019
3. Applicant business must be a non-franchise restaurant
 - a. Restaurant has been in operation for four (4) or more years
 - b. Restaurant brick and mortar location AND over 75% of said business' operations must be physically located within the geographic boundaries of Gettysburg Borough
4. Applicant must have employed no less than ten (10) individuals throughout 2019
 - a. The business' owner(s) must be excluded from the calculation above
5. Applicant must be current on all local, state, and federal taxes

Intended Uses:

1. Overhead costs (i.e., rent, utilities, etc.)
2. Payroll expenses
3. Inventory or other goods/products for sale

NOTE: This program is not intended for capital purchases, building repairs, signage, or other items of this nature

Loan Terms:

1. Loan amount:
 - a. Minimum \$3000
 - b. Maximum \$50,000
2. Repayment term
 - a. Maximum loan repayment term is sixty (60) months (five years)
 - i. No payments due in first twenty-four (24) months (two years)
 - b. A monthly invoice indicating amount due and due date will be issued in the 24th month of the loan and each month thereafter until loan is repaid.
3. A one-time application and processing fee of \$95 (ninety-five dollars) will be added to the loan amount and incorporated into the loan repayment schedule.
4. No penalties for early repayment
5. In the event the property for which the loan was made is sold by the Borrower or the Borrower's estate, any remaining balance on the loan must be repaid in full within 60 days of the settlement of the sale
6. In the event the business for which the loan was made relocates outside of Gettysburg Borough, any remaining balance on the loan must be repaid within 60 days of the business' relocation
7. Collateral: Each loan will be secured with a Personal Guarantee signed by the Borrower
8. Insurance: Proof of personal or business insurance must be provided prior to approval of the loan.

Program Management:

1. Oversight: The application for the ERZILP Loan Program and all supporting documentation will be completed and submitted online via ADOBE Sign or other platform/method as designated by the lender.
 - a. The Borough Manager, Borough Accountant, and a member of Borough Council will determine if the applicant meets the program's criteria and is eligible for the loan.
 - i. If rejected, the applicant will be notified via email
 - ii. If accepted, the terms of the loan will be emailed to the applicant and the loan will be disbursed within 7 business days of notification of acceptance.
2. Upon completion of each year of the loan's term, the restaurant must file a report with the Borough outlining their use of the funds and any applicable repayment progress. The Borough will send the borrower the necessary forms for this report on or about the anniversary date of the loan's disbursement.
3. Funding: Funding for this program comes from Fund 40, the Revolving Loan Fund. Monies

in this fund have been designated for use in the Historic District Revitalization Revolving Loan Program, however, the Borough Council has expanded its use Borough-wide for this specific purpose. The ERZILP takes precedence in this emergency scenario and will have the option to access all existing funds in Fund 40.

Penalties and the Default Process:

1. In the event of a returned check marked insufficient funds, the Borough will charge the Borrower a fee equal to its incurred bank charges, plus a \$40 processing fee for each occurrence
2. After a loan payment is late by 90-days, the Borough of Gettysburg will provide a written notice that they intend to seek action to recoup the full amount of the loan's remaining payments:
 - a. The Borough Accountant will report the default to major credit reporting agencies
 - b. Assets listed under the Personal Guarantee will be seized by the Borough until the value of the assets matches the value of the remaining loan payments and the value of legal fees incurred by the Borough Solicitor



**Gettysburg Borough
Emergency Restaurant
Zero Interest Loan
Program (ERZILP)**

A financial program to assist local Gettysburg Borough Restaurants respond to the ongoing mandated closures and capacity restrictions necessitated by the Coronavirus Pandemic.

Emergency Restaurant Zero Interest Loan Program (ERZILP)

Program Application and Approval Process

STEP 1 – Provide Initial Information and Documentation

Please complete the application attached and save a copy. Send this application and all required documentation listed below to CGable@GettysburgPA.gov under the subject “ERZILP Application”. Please complete the checklist below to ensure all necessary documentation and the completion of the application packet.

- ☐ Copy of Completed Application (see below)
- ☐ Cash Flow Statements for 2019 and 2020 to prove revenue loss from previous year
- ☐ Tax Return for 2019 to prove number of employees
- ☐ Proof of insurance
- ☐ Proof of worker’s compensation
- ☐ Personal Guarantee form (see application description on website for link)

STEP 2 – Loan Request and Approval

- The loan request will be reviewed by a committee comprised of Borough Council and staff members.
- If the business meets all criteria and is deemed eligible, the applicant will be notified of approval, and conversely of a denial.

STEP 3 – Loan Closing

- The loan will be disbursed within 7 business days of approval.
- All signatures will be completed remotely via ADOBE Sign. Other options will be considered on a case-by-case basis if online methods are too onerous.

ERZILP Application

Restaurant Information

Section I

Applicant (Business Name in Full):

Business Address:

Business Structure:

☐ Sole Proprietorship ☐ LLC ☐ LLP ☐ S Corp ☐ C Corp

Date Business was Established:

Employment Identification Number (EIN): _____

Total Full-Time (FT) Employees in 2019 (excluding owners): _____

Total Part-Time (PT) Employees in 2019: _____

Average Gross Monthly Payroll: \$ _____

Monthly Rent or Mortgage: \$ _____

Other Monthly Overhead: \$ _____

Please list other overhead expense types:

Net Revenue Generated in 2019 Q2: \$ _____

Net Revenue Generated in 2020 Q2: \$ _____

Is the applicant business current on all local, state, and federal taxes? ☐ Yes ☐ No

Did the applicant restaurant provide dine-in services in Q2 of 2019? ☐ Yes ☐ No

Is the applicant restaurant a franchise? ☐ Yes ☐ No

Is this a female or minority-owned business (Optional) ☐ Yes ☐ No

Section II

Owner Information (must own at least 20% of the business)

Owner 1 Information:

Name: _____ Social Security #: _____

Percent of Ownership: _____

Mailing Address: _____

Phone: _____ Email: _____

Have you ever filed for bankruptcy? ☐ Yes ☐ No

If YES, what year(s)? _____

Have you ever had any legal judgements filed against you? ☐ Yes ☐ No

If YES, what year(s)? _____

Are you delinquent on any local, state, or federal taxes? ☐ Yes ☐ No

If YES, what year(s)?

Owner 2 Information:

Name: Social Security #:

Percent of Ownership:

Mailing Address:

Phone: Email:

Have you ever filed for bankruptcy? ☐ Yes ☐ No

If YES, what year(s)?

Have you ever had any legal judgements filed against you? ☐ Yes ☐ No

If YES, what year(s)?

Are you delinquent on any local, state, or federal taxes? ☐ Yes ☐ No

If YES, what year(s)?

Owner 3 Information:

Name: Social Security #:

Percent of Ownership:

Mailing Address:

Phone: Email:

Have you ever filed for bankruptcy? ☐ Yes ☐ No

If YES, what year(s)?

Have you ever had any legal judgements filed against you? ☐ Yes ☐ No

If YES, what year(s)?

Are you delinquent on any local, state, or federal taxes? ☐ Yes ☐ No

If YES, what year(s)?

NOTE: If more than 3 owners, please provide the same information for each additional owner.*

Loan Information**Section III**

Loan Amount Requested (cannot exceed \$50,000): \$

Loan Term Requested (cannot exceed 5 years):

Please provide a brief description of how the restaurant will use these funds:

Section IV**Trade References:****Reference 1:**

Vendor/Company:

Contact Name:

Phone:

Email:

Reference 2:

Vendor/Company:

Contact Name:

Phone:

Email:

Section V

Application Certification:

I/We authorize the Borough of Gettysburg to make inquiries as necessary to verify the accuracy of the statements made and to determine my/our creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date. These statements are for the purpose of obtaining a loan, guaranteeing a loan, or continuing credit. I/we understand FALSE statements may result in forfeiture of benefits and possible prosecution.

Owner 1:Name: Signature: Date: Job Title: **Owner 2:**Name: Signature: Date: Job Title: **Owner 3:**Name: Signature: Date: Job Title:

PERSONAL GUARANTY AGREEMENT

This Personal Guaranty Agreement is made this _____ day of _____, 2021,
by _____, (the "Guarantors") to The Borough of Gettysburg,
59 E. High Street, Gettysburg, Pennsylvania (the "Lender").

Background of Agreement

_____ has entered into a Note with Lender dated
_____ (the "Note") for a loan from Lender to _____.

NOW, THEREFORE, in order to induce Lender to make the Loan to
_____ and for other good and valuable consideration, the receipt
of which is hereby acknowledged, Guarantors do hereby agree as follows:

1. **Unconditional Guaranty of Payment and Performance.** Guarantors absolutely and unconditionally promise and guaranty to Lender the due and punctual payment and full and faithful performance of all amounts and obligations required to be paid or performed by _____ pursuant to the Note when and as the same shall become due and payable or subject to performance, whether at maturity, by acceleration or otherwise according to the terms of the Note.
2. **Confession of Judgment Against Guarantors.** If any amount due Lender under the Note remains unpaid or if _____ is in default under any of the terms of _____ agreements with Lender, then Guarantors hereby authorize and empower irrevocably the Prothonotary, Clerk of Court or any attorney of any Court of record to appear for Guarantors in such Court at any time and confess judgment in favor of Lender, with or without the filing of an averment or declaration of default, for such amount as may appear to be unpaid, all interest due thereon and all reasonable costs

incurred in connection with the collection of such amount, together with reasonable attorney's fees. The authority herein granted shall not be exhausted by one exercise thereof, but judgment may be confessed as aforesaid from time to time and as often as any default shall occur hereunder.

Guarantors acknowledge that they understand the meaning and effect of the confession contained in the foregoing paragraph. Specifically, Guarantors understand among other things that:

- a. Guarantors are relinquishing the right to have notice except as provided herein, an opportunity to be heard and the right to have the burden of proof of default rest on the judgment creditor prior to the entry of judgment;
 - b. The entry of judgment may result in a lien on Guarantors' property;
 - c. Guarantors will bear the burden and expense of attacking the judgment and challenging execution on the lien and sale of the property covered thereby; and
 - d. Enough of Guarantors' property may be taken to pay the principal amount, interest, cost and attorney's fees.
3. **Cost of Collection and Legal Fees.** In addition to all the sums payable hereunder, Guarantors agree to pay the reasonable costs and expenses incurred by Lender in connection with all action taken to enforce collection under this Guaranty, whether by legal proceedings or otherwise, including reasonable attorney's fees and court costs.
4. **Absolute and Unconditional Nature of Guarantors' Obligation.** The liability of Guarantors under this Guaranty is absolute and unconditional, without regard to the liability of any other person. Guarantors' liability will not in any manner be affected by reason of any action or not taken by Lender, which action or inaction is herein consented and agreed to.

5. Guarantors' Consents and Waivers. Guarantors hereby:

- a. Consent that Lender may without Guarantors' consent and without affecting Guarantors' obligations,
 - i. exchange, release or surrender any collateral now or hereafter held as security or the obligations of _____ guaranteed hereunder;
 - ii. renew, extend or modify the terms of any of the obligations guaranteed hereunder or any instrument or agreement evidencing the same.

6. Successors and Assigns. This Guaranty will inure to the benefit of Lender, its successors and assigns, and will be binding upon Guarantors, their successors and assigns.

7. Term of Guaranty. This Guaranty shall be effective from the date hereof until payment in full of all amounts due under the Note or any of _____ agreements with Lender.

IN WITNESS WHEREOF, Guarantors, intending to be legally bound hereby, have executed this Personal Guaranty Agreement for the purposes herein stated this _____ day of _____, 2021.

ATTEST:



Guarantor's Signature

Guarantor's Printed Name

CABLE FRANCHISE AGREEMENT

BETWEEN

GETTYSBURG BOROUGH

AND

COMCAST OF COLORADO/PENNSYLVANIA/WEST VIRGINIA, LLC

With assistance from:

Cohen Law Group
413 South Main Street - Third Floor
Pittsburgh, PA 15238
Phone: (412) 447-0130
www.cohenlawgroup.org

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CABLE FRANCHISE AGREEMENT

This Cable Franchise Agreement (hereinafter referred to as the "Agreement") is by and between Gettysburg Borough, a municipality located in Adams County, Pennsylvania (hereinafter referred to as the "Borough") and Comcast of Colorado/Pennsylvania/West Virginia, LLC (hereinafter referred to as "Comcast").

WHEREAS, pursuant to Title VI of the Communications Act, the regulations of the Federal Communications Commission (hereinafter referred to as the "FCC") and Pennsylvania law, the Borough is authorized to grant and renew franchises to construct, operate and maintain a Cable System utilizing Public Rights-of-Way and properties within the Borough's jurisdiction; and

WHEREAS, Comcast currently holds a cable franchise from the Borough by virtue of a cable franchise agreement dated April 1, 2008; and

WHEREAS, Comcast has requested that the Borough renew Comcast's franchise to maintain, construct, operate, and maintain its Cable System over, under and along the aforesaid rights-of-ways for use by the Borough's residents; and

WHEREAS, the aforesaid Public Rights-of-Way used by Comcast are public properties acquired and maintained by the Borough on behalf of the citizens of the Borough, and the right to use said rights-of-way is a valuable property right; and

WHEREAS, the Borough desires to protect and manage the aforesaid rights-of-way, establish standards of Subscriber service, maintain a technologically advanced Cable System, receive Franchise Fees for Comcast's use of the Borough's public rights-of-ways as provided by federal law, obtain the use of an educational and governmental channel, establish certain reporting requirements, provide legal protections for the Borough, and meet the current and future cable-related needs of its residents; and

WHEREAS, the Borough held a public hearing on the subject of cable franchise renewal, including reviewing the cable operator's past performance and identifying the Borough's future cable-related community needs; and

WHEREAS, the Borough has determined that Comcast has the financial, legal and technical ability to provide Cable Services to Subscribers located in the Borough;

WHEREAS, the Borough has determined that this Agreement and the process for consideration of this Agreement complies with all applicable federal, state and local laws and regulations; and

WHEREAS, the Borough, after affording the public notice and opportunity for comment, has determined that the public interest would be served by renewing Comcast's franchise according to the terms and conditions contained herein;

NOW THEREFORE, in consideration of the mutual promises contained herein and intending to be legally bound hereby, the Borough and Comcast agree as follows:

SECTION 1 **DEFINITIONS**

The following terms used in this franchise shall have the following meanings:

(a) Affiliated Entity - Any persons(s) or entity(ies) who own or control, are owned or controlled by or are under common ownership or control with Comcast of Colorado/Pennsylvania/West Virginia, LLC, but does not include Affiliated Entities that are not involved with the use, management, operation, construction, repair and/or maintenance of Comcast Corporation's cable systems.

(b) Basic Service - The service tier that includes at least the retransmission of local broadcast television signals.

(c) Cable Act - Title VI of the Communications Act of 1934, as amended by the Cable Communications Policy Act of 1984, the Cable Television Consumer Protection and Competitive Act of 1992 and the Telecommunications Act of 1996, as it may, from time to time, be further amended.

(d) Cable Service or Service - The one-way transmission to Subscribers of video programming or other programming service and Subscriber interaction, if any, which is required for the selection or use of such video programming or other programming service.

(e) Cable System or System - A facility, consisting of a set of closed transmission paths and associated signal generation, reception, and control equipment that is designed to provide Cable Service which includes video programming and which is provided to multiple Subscribers within the Borough but such term does not include (1) a facility that serves only to retransmit the television signals of one or more television broadcast stations; (2) a facility that serves Subscribers without using any public right-of-way; (3) a facility of a common carrier which is subject, in whole or in part, to the provisions of Title II of the Communications Act, except that such facility shall be considered a Cable System (other than for purposes of Section 621 of the Cable Act) to the extent that facility is used in the transmission of video programming directly to Subscribers unless the extent of that use is solely to provide interactive on-demand services; (4) an open video system that complies with Section 653 of the Cable Act; (5) any facilities of any electric utility used solely for operating its electric utility systems;

(f) Channel - A portion of the electromagnetic frequency spectrum which is used in a Cable System and which is capable of delivering a television channel as a television channel is defined by FCC regulation.

(g) Complaint - Any written (including electronic) or oral communication by a Subscriber expressing dissatisfaction with Comcast's operation of its Cable System that is within Comcast's control and requires a corrective measure on the part of Comcast or its contractors or subcontractors.

(h) Communications Act - The federal Communications Act of 1934, as amended, and as it may, from time to time, be further amended.

(i) Drop - The coaxial or fiber optic or other cable that connects a home or building to the Cable System.

(j) Educational and Governmental (EG) Channel - An access channel that consists of local, educational and/or governmental programming.

(k) Emergency - A condition that either (1) constitutes a clear and immediate danger to the health, welfare, or safety of the public; or (2) has caused or is likely to cause the Cable system in the Public Rights-of-Way to be unusable and result in loss of the services provided.

(l) FCC - Federal Communications Commission.

(m) Force Majeure - Acts of God; acts of public enemies, including terrorist attacks; orders of any kind of the government of the United States of America or the Commonwealth of Pennsylvania or any of their departments, agencies, political subdivisions, or officials, or any civil or military authority; insurrections; riots; labor strikes; epidemics; landslides; lightning; earthquakes; fires; hurricanes; volcanic activity; storms; floods; washouts; droughts; explosions; unavailability of materials or equipment; extraordinary make ready costs; partial or entire failure of utilities or other event that is reasonably beyond Comcast's ability to anticipate or control.

(n) Franchise - The authorization granted by the Borough to construct, operate and maintain a Cable System within the corporate limits of the Borough as embodied in the terms and conditions of this Agreement.

(o) Franchise Fee - The fee that Comcast remits to the Borough pursuant to Section 622 of the Cable Act, 47 U.S.C. §542, and Section 6.1 of this Agreement.

(p) Gross Revenues - All revenue received by Comcast or its Affiliated Entities arising from, attributable to, or in any way derived from the operation of Comcast's Cable System in the Borough to provide Cable Services, as calculated in accordance with generally accepted accounting principles ("GAAP"). Gross Revenues shall include, but are not limited to, the following:

- (1) Basic Service fees;
- (2) fees charged to Subscribers for any Cable Service tier other than Basic Service;
- (3) fees charged for premium Cable Services;
- (4) fees for all digital video tiers;

- (5) fees for video-on-demand;
- (6) fees charged to Subscribers for any optional, per-channel or per-program Cable Services;
- (7) revenue from the provision of any other Cable Services;
- (8) charges for installation, additional outlets, relocation, disconnection, reconnection and change-in-service fees for Cable Service.
- (9) fees for changing any level of Cable Service programming;
- (10) fees for service calls pertaining to Cable Services;
- (11) inside wire maintenance fees for Cable Services;
- (12) service plan protection fees for Cable Services;
- (13) convenience fees;
- (14) early termination fees on Cable Services;
- (15) fees for Leased Access Channels;
- (16) charges based on the sale or lease of any portion of the Cable System for Cable Service;
- (17) rental or sales of any and all equipment, including converters and remote control devices;
- (18) advertising revenues attributable to the local Cable System and Cable Services;
- (19) revenues or commissions from locally-derived home shopping channels;
- (20) broadcast retransmission fees;
- (21) regional sports fee;
- (22) late payment fees on Cable Services;
- (23) billing and collection fees on Cable Services;
- (24) NSF check charges; and
- (25) Franchise Fees.

Gross Revenue shall not include refundable deposits, investment income, programming launch support payments, nor any taxes, or other fees or assessments imposed or assessed by any governmental authority. Gross Annual Revenues shall not include actual bad debt that is written off, consistent with generally accepted accounting principles, provided however, that all or any part of any such actual bad debt that is written off, but subsequently collected, shall be included in the Gross Annual Revenues in the period so collected. In the event of any dispute over the classification of revenue, the Borough and Comcast agree that reference should be made to generally accepted accounting principles ("GAAP") as promulgated and defined by the Financial Accounting Standards Board ("FASB").

(q) HD - High definition format.

(r) Leased Access or Commercial Access Channel - Any channel on Comcast's Cable System designated for use by any entity that is unaffiliated with Comcast pursuant to Section 612 of the Cable Act, 47 U.S.C. §532.

(s) Multiple Dwelling Units or MDU's - Any building, buildings or area occupied by dwelling units, appurtenances thereto, grounds and facilities, which dwelling units are intended or

designed to be owned, occupied or leased for occupation, or actually occupied, as individual homes or residences for three (3) or more households.

(t) Normal Business Hours - Those hours during which most similar businesses in the community are open to serve Subscribers. In all cases, "Normal Business Hours" must include some evening hours at least one night per week and/or some weekend hours.

(u) Normal Operating Conditions - Business conditions within Comcast's service department which are within the control of Comcast. Those conditions that are not within the control of Comcast include, but are not limited to, natural disasters, civil disturbances, power outages, telephone network outages and severe or unusual weather conditions or other conditions of Force Majeure.

(v) Outlet - An interior receptacle that connects a television set to the Cable System.

(w) Public Buildings - shall mean the Borough Building, police stations, fire companies, public works buildings, and water and sewer authorities. Public Buildings shall not include buildings owned by the Borough but leased to third parties, or buildings, such as storage facilities, at which government employees are not regularly stationed, or to facilities used by a private service provider, such as a private ambulance company.

(x) Public Rights-of-Way - The surface and the area across, in, over, along, under and upon the public streets, roads, lanes, avenues, alleys, sidewalks, bridges, highways and other rights-of-way, as the same now or may thereafter exist, which are under the jurisdiction or control of the Borough.

(y) Programming - Any video or audio signal carried over the Cable System that is generally considered comparable to programming provided by a television broadcast station.

(z) Service Interruption - The loss of picture or sound on all Cable Service channels.

(aa) Subscriber - A person or entity who contracts with Comcast for, and lawfully receives, the video signals and Cable Services distributed by the Cable System.

SECTION 2

GRANT OF FRANCHISE

2.1 GRANT OF AUTHORITY

Pursuant to the Cable Act, the regulations of the FCC and Pennsylvania law, the Borough hereby grants a non-exclusive and revocable franchise to Comcast. Subject to the terms and conditions contained herein, the Borough hereby grants to Comcast the authority to construct, extend, install, operate, maintain, upgrade and rebuild a Cable System, including such wires, cables, fiber, conductors, ducts, conduits, amplifiers, pedestals, attachments and other equipment as is necessary and appropriate to the operation of the Cable System in the Public Rights-of-Way,

including property over which the Borough has a sufficient easement or right-of-way to provide Cable Services. Nothing herein shall preclude Comcast from offering any other service over the Cable System as may be lawfully allowed.

2.2 TERM OF FRANCHISE

The term of this Agreement shall be for a period of ten (10) years commencing on the date when fully executed by both parties (the "Effective Date"), unless the Franchise is terminated prior to the expiration date in accordance with the terms and conditions of this Agreement.

2.3 REPRESENTATIONS AND WARRANTIES

(a) Comcast represents, warrants and acknowledges that, as of the Effective Date:

(1) Comcast is duly organized, validly existing and in good standing under the laws of the Commonwealth of Pennsylvania;

(2) Comcast has the requisite approval from the applicable federal and state agencies;

(3) There is no action or proceeding pending or threatened against Comcast which would interfere with its performance or its ability to perform the requirements of this Agreement;

(4) Pursuant to Section 625(f) of the Cable Act, as of the Effective Date, the performance of all terms and conditions in this Agreement is commercially practicable.

2.4 NON-EXCLUSIVITY

This Franchise granted to Comcast shall be non-exclusive. Nothing in this Agreement shall affect the right of the Borough to grant other Franchises to construct, operate or maintain a Cable System.

2.5 FRANCHISE SUBJECT TO FEDERAL, STATE AND LOCAL LAWS

This Franchise is subject to and shall be governed by all lawful and applicable provisions of federal, state and generally applicable local laws and regulations. This Franchise is further subject to all generally applicable ordinances and resolution of the Borough. Without waiving any of its rights, the Borough agrees that, to the extent any term of this Agreement is inconsistent with the terms of any Borough cable franchise ordinance existing as of the Effective Date, this Agreement shall control.

2.6 COMPETITIVE EQUITY

(a) Comcast acknowledges and agrees that the Borough reserves the right to grant one or more additional franchises to construct, operate, and maintain a Cable System within the

Borough.

(b) The Franchise granted to Comcast is non-exclusive; however, if the Borough grants a subsequent franchise or other authorization to provide similar wired video services, that, when taken as a whole upon consideration of all of its material obligations, is more favorable or less burdensome to the subsequent provider than this Agreement is to Comcast, then Comcast may request an amendment to this Agreement to provide Comcast with competitive equity. If, when taken as a whole upon consideration of all of its material obligations, the subsequent Franchise is more favorable or less burdensome, then the Borough and Comcast shall enter into good faith negotiations in order to modify this Agreement to the mutual satisfaction of both parties to provide Comcast with such competitive equity.

(c) In the event an application for a new Franchise for Cable Service is submitted to the Borough proposing to serve Subscribers within the Borough, then the Borough shall notify Comcast in writing of the submission of the application.

SECTION 3

SYSTEM CONSTRUCTION, OPERATION AND MAINTENANCE

3.1 TECHNICAL REQUIREMENT

(a) Comcast shall operate, maintain, construct and extend the Cable System so as to offer Cable Services throughout all parts of the Borough where the density requirements of Section 3.2 are met. The Cable Service provided by the Cable System shall be delivered in accordance with applicable FCC standards and the Cable Act. The Cable System shall meet or exceed any and all applicable technical performance standards of the FCC, the National Electrical Safety Code, the National Electric Code and any other applicable federal laws and regulations and the laws, ordinances and construction standards of the Commonwealth of Pennsylvania and the generally applicable laws, ordinances and construction standards of the Borough.

(b) Stand-by power at the headend(s) shall be provided in the event of a service interruption. Stand-by power must activate automatically upon the failure of commercial utility power.

3.2 AREA TO BE SERVED

(a) Comcast shall make Cable Service available to every dwelling occupied by a person requesting Cable Service provided that Comcast is able to obtain from the property owners any necessary easements and/or permits in accordance with Section 621(a)(2) of the Cable Act. Comcast shall extend the Cable System beyond that which exists on the Effective Date into all areas within the Borough, unserved by another wireline video provider, where there is a minimum of twenty-five (25) dwelling units per linear plant mile of aerial cable and fifty (50) dwelling units per underground mile of cable, calculated from the end of the main distribution line from which a usable Cable Service signal can be obtained. For purposes of this section, a home shall only be counted as a "dwelling unit" if such home is within two hundred seventy-five (275) feet of the

nearest distribution pole line within the public right of way. Upon written request from the Borough, Comcast shall conduct a survey to determine the number of dwelling units in the requested area and shall inform the Borough of the survey results and applicable costs to extend Service to the area. In those areas meeting the minimum density standard, Comcast shall commence construction within ninety (90) days after all necessary permits and pole attachment licenses are obtained. Subject to Force Majeure, Comcast will make best efforts to complete the construction of said extension within six (6) months from the issuance of all necessary permits and pole attachment licenses. Comcast's obligation hereunder shall be subject to the timely performance of walk-out, make ready and location of all underground utilities, weather permitting.

(b) Any dwelling unit within one hundred twenty-five (125) feet aerial distance from the main distribution line shall be entitled to a standard installation rate. For any dwelling unit in excess of one hundred twenty-five (125) feet or that requires an underground installation, Comcast shall extend the Cable Service if the Subscriber pays Comcast the actual cost of installation from its main distribution system with such cost being only the incremental portion beyond one hundred twenty-five (125) feet for aerial installations.

(c) The Borough has the authority to require Comcast to place wires and/or equipment underground, provided that the Borough imposes such requirement on all similarly situated entities. All installations of wires and/or equipment by Comcast shall be underground in those areas of the Borough where the wires and/or equipment of similarly situated entities (i.e. telephone and electric utilities) are underground; provided, however, that such underground locations are capable of accommodating Comcast's facilities without technical degradation of the Cable System's signal quality. Comcast shall not be required to construct, operate, or maintain underground any ground-mounted appurtenances such as Subscriber taps, line extenders, system passive devices, amplifiers, power supplies, or pedestals.

(d) In the event that public or private funds are made available to pay for such underground projects, Comcast shall be included by the Township for such funds, if permitted to do so under applicable law. In the event that Comcast is required to place existing aerial plant underground, Comcast reserves its right to pass any remaining costs in excess of any such available public or private funds through to Subscribers if and to the extent allowed by applicable law.

3.3 CABLE SYSTEM SPECIFICATIONS

(a) Comcast has designed, constructed, and shall maintain a Cable System that has been built for digital television standards.

(b) Comcast reserves the right to alter, adjust, modify, rebuild, upgrade, redesign, or otherwise reconfigure the Cable System at any time during the term of the Agreement, provided that no alteration, adjustment, modification, rebuild, upgrade, redesign or other reconfiguration of the Cable System shall have the effect of reducing the technical capabilities of the Cable System as set forth in Section 3.1.

3.4 SYSTEM TESTS

(a) Comcast shall be responsible for ensuring that its Cable System is designed, installed and operated in a manner that fully complies with applicable FCC technical standards. Upon a showing of a pattern of Subscriber Complaints regarding signal quality or a determination of non-compliance related to signal quality through a compliance review under Section 5.2 herein, Comcast, upon written request by the Borough, shall perform applicable tests to determine compliance with FCC technical standards. Comcast shall provide a report to the Borough within thirty (30) days of completion of a Borough-requested test that describes the results of the test. If any test under this Section indicates that the Cable System fails to meet applicable FCC requirements, Comcast shall take such corrective measures as are necessary to correct any failure and to prevent their recurrence as far as is possible.

(b) Upon sixty (60) days' written request to Comcast, the Borough may inspect the Cable System at any time to ensure compliance with this Agreement and applicable law, including to ensure that the Cable System is constructed and maintained in a safe condition. The Borough reserves the right, upon at least sixty (60) days' written notice to Comcast, to conduct a technical audit of the Cable System.

3.5 EMERGENCY ALERT SYSTEM

Comcast shall comply with the Emergency Alert System requirements of the FCC.

3.6 SERVICES FOR SUBSCRIBERS WITH DISABILITIES

Comcast shall comply with all applicable federal regulations, including the Communications Act of 1934, as amended, that ensure the provision of Cable Services and related equipment are accessible to and usable by persons with disabilities.

3.7 SERVICE TO MULTIPLE DWELLING UNITS ("MDU's")

Comcast and the Borough hereto acknowledge and agree that installation and provision of Cable Service to MDU's are subject to a separate negotiation between the landlord, owner or governing body of any such MDU and Comcast, which negotiations shall be conducted in accordance with the procedures set forth in the Cable Act, as amended, applicable FCC regulations and applicable Pennsylvania law.

3.8 REPAIRS AND RESTORATION

(a) Whenever Comcast or any of its agents, including any contractor or subcontractor, takes up or disturbs any pavement, sidewalk or other improvement of any public or private property, the same shall be replaced and the surface restored in as reasonably good condition as before the disturbance within twenty (20) business days of the completion of the disturbance, weather permitting. Upon failure of Comcast to comply within the time specified and the Borough having notified Comcast in writing of the restoration and repairs required, the Borough may cause

proper restoration and repairs to be made and the expense of such work shall be paid by Comcast upon demand by the Borough.

(b) Whenever Comcast or any agent, including any contractor or subcontractor, shall install, operate or maintain equipment, cable, or wires, it shall avoid damage and injury to property, including structures, improvements and trees in and along the routes authorized by the Borough if required for the proper installation, operation and maintenance of such equipment, cable, or wires. Comcast shall promptly repair and restore any public or property that is damaged as a result of construction, installation, repair or maintenance of the Cable System within twenty (20) business days, weather permitting.

(c) Comcast's operation, construction, repair and maintenance personnel, including all contractors and subcontractors, shall be trained in the use of all equipment and the safe operation of vehicles. Such personnel shall follow all safety procedures required by all applicable federal, state and local laws and regulations. All areas of the Cable System shall be inspected in accordance with such applicable federal, state and local laws and regulations so as to prevent hazardous conditions or risks to safety for the public and/or operating and maintenance personnel. Comcast shall install and maintain its wires, cables, fixtures, and other equipment in such a manner as shall not interfere with any installations of the Borough or any public utility serving the Borough.

(d) Should a public safety emergency occur as a result of, incident to, or connected with operation, construction, repair, or maintenance activities by Comcast personnel, including all contractors and subcontractors, then such personnel shall immediately contact the applicable public safety emergency dispatcher (e.g. 9-1-1).

(e) Whenever Comcast or any agent, including any contractor or subcontractor, shall disturb any pavement, sidewalk or other public property in order to perform any underground activity, it shall utilize the Pennsylvania One Call System prior to any such disturbance. Comcast shall adhere to any additional undergrounding requirements which the Commonwealth may establish in the future. Comcast shall adhere to all requirements of the Pennsylvania Underground Utility Line Protection Act.

(f) All structures and all lines, equipment and connections in, over, under, and upon streets, sidewalks, alleys, and public and private ways and places of the Borough, wherever situated or located, shall at all times be kept and maintained in a safe and suitable condition and in good order and repair in accordance with customary industry standards and practices.

3.9 SERVICE AREA MAPS

Upon thirty (30) days written request, Comcast shall permit the Borough to view a complete set of Comcast service area strand maps of the Borough on which shall be shown those areas in which facilities exist and the location of streets. The strand maps shall also designate where the cable wires and other equipment are aerial and where they are underground. Such viewing by Borough officials shall be at a mutually agreed time and location. Should the Borough wish to obtain such strand maps of the Borough for its exclusive use, Comcast shall provide such maps within thirty (30) days of a written request, but no more than once annually and only after

the Borough and Comcast have executed a non-disclosure agreement as such maps are confidential and proprietary pursuant to Section 5.1 of this Agreement.

3.10 DISCONNECTION AND RELOCATION

(a) Comcast shall, at no cost to the Borough, protect, support, temporarily disconnect, relocate in the same street, or other public way and place, or remove from any street or any other public way or place, any of its property as required by the Borough or its designee by reason of traffic conditions, street construction, change or establishment of street grade, site distance visibility, the construction of any public improvement or structure, or any other reason related to public health, safety and welfare.

(b) In requiring Comcast to protect, support, temporarily disconnect, relocate or remove any portion of its property, the Borough shall treat Comcast the same as, and require no more of Comcast than, any other similarly situated entity utilizing the Public Rights of Way, including with respect to potential reimbursement of costs.

3.11 EMERGENCY REMOVAL OF EQUIPMENT

(a) If, at any time, in case of fire or other disaster in the Borough, it shall be necessary, in the reasonable judgment of the Borough or its agent, to cut or move any of the wires, cable or equipment of the Cable System, the Borough shall have the right to do so without cost or liability, provided that, wherever possible, the Borough shall give Comcast notice and the ability to relocate wires, cable or other equipment.

(b) In cutting or moving any of the wires, cable or equipment of the Cable System in the event of fire or other disaster, the Borough shall treat Comcast the same as, and require no more of Comcast than, any other similarly situated entity.

3.12 TREE TRIMMING

(a) Comcast, or its agents, including contractors and subcontractors, shall have the authority to trim trees upon and overhanging the Public Rights-of-Way so as to prevent the branches of such trees from coming in contact with the wires, cables, or other equipment of Comcast. Any such tree trimming shall only be performed in accordance with applicable laws and regulations.

(b) If Comcast or its agents, including contractors and subcontractors, wish to cut down and remove any tree or trees as may be necessary for the installation and/or maintenance of its equipment, it shall apply to the Borough for permission, with the exception of Emergency situations as defined in Section 1(k), and if permission is granted, shall perform such cutting and removal in accordance with the regulations of the Borough.

3.13 CHANNEL CAPACITY

Comcast shall meet or exceed programming and channel capacity requirements set forth in this Agreement and required by applicable federal and state law and regulations.

3.14 BROADCAST CHANNELS

To the extent required by federal law, Comcast shall provide all Subscribers with Basic Service including, but not limited to: a) all broadcast television signals carried in fulfillment of the requirements of Section 614 of the Cable Act; b) the signals of qualified non-commercial educational television signals carried in fulfillment of the requirements of Section 615 of the Cable Act; and c) any Educational and Governmental Channel pursuant to Section 611 of the Cable Act. All such signals shall be delivered to Subscribers in accordance with FCC technical specifications.

3.15 SIGNAL SCRAMBLING

Comcast shall at all times comply with FCC regulations regarding scrambling or other encryption of audio and video signals.

3.16 CONTINUITY OF SERVICE

Subscribers shall continue to receive Cable Service from Comcast provided their financial and other obligations to Comcast are honored. Subject to Force Majeure provisions in Section 9.1, Comcast shall use its best efforts to ensure that all Subscribers receive continuous, uninterrupted service regardless of the circumstances. For the purpose of construction, routine repairing or testing of the Cable System, Comcast shall use its best efforts to interrupt service only during periods of minimum use. When necessary service interruptions of more than twenty-four (24) hours can be anticipated, Comcast shall notify Subscribers in advance of such service interruption along with providing Subscribers with a pro-rata credit for the time of such service interruption.

SECTION 4
SUBSCRIBER SERVICE STANDARDS**4.1 OFFICE HOURS AND TELEPHONE AVAILABILITY**

(a) Comcast shall provide and maintain a toll free telephone access line that will be available to Subscribers twenty-four (24) hours a day, seven (7) days a week. Trained representatives shall respond to Subscriber telephone inquiries during Normal Business Hours. After Normal Business Hours, the access line may be answered by a service or an automated response system. Inquiries received after Normal Business Hours must be responded to by a trained company representative on the next business day.

(b) Under Normal Operating Conditions and during Normal Business Hours, telephone answering time by a Subscriber representative, including wait time, shall not exceed thirty (30) seconds after the connection is made. If the call needs to be transferred, transfer time shall not

exceed thirty (30) seconds. These standards shall be met no less than ninety percent (90%) of the time, measured on a quarterly basis. Under Normal Operating Conditions, the Subscriber shall receive a busy signal less than three percent (3%) of the time.

(c) Comcast will not be required to perform surveys to measure compliance with the telephone answering standards above unless a historical record of Complaints indicates a clear failure to comply. If the Borough determines, after receiving Complaints itself and/or receiving a record of Complaints made to Comcast in accordance with Sections 4.5 and/or 5.7(a), that there is a clear failure to comply with the telephone answering requirements above, the Borough shall notify Comcast in writing that it must measure its compliance with these requirements for the next three months and report to the Borough the results of such monthly average measurements.

4.2 INSTALLATIONS AND SERVICE CALLS

(a) Comcast shall maintain a staff of employees sufficient to provide adequate and prompt service to its Subscribers. Comcast shall require that any employee or agent, including any subcontractor, who personally visits any residential dwelling, shall display a photo identification badge. Any vehicle used for installation, operation or maintenance activities by any Comcast employee or agent, including any subcontractor, shall prominently display the Comcast or Xfinity logo.

(b) Standard installations will be performed within seven (7) business days after an order has been placed. "Standard" installations are those aerial installations that are located up to one hundred twenty-five (125) feet from the existing main distribution line.

(c) Upon scheduling of appointments with the Subscriber for installations, service calls and other activities, Comcast shall provide the Subscriber with either a specific time or an "appointment window" of a maximum of four (4) hours during Normal Business Hours. Comcast may schedule service calls and installation activities outside of Normal Business Hours at a time that is convenient for the Subscriber.

(d) Comcast may not cancel an appointment with a Subscriber after the close of business on the business day prior to the scheduled appointment. If, at any time, an installer or technician is running late, an attempt to contact the Subscriber must be made prior to the time of the appointment. If the appointment must be rescheduled, it must be done so at a time that is convenient for the Subscriber.

4.3 NOTICES

(a) In accordance with applicable federal law, Comcast shall provide written information to each Subscriber upon initial subscription, and at least annually to Subscribers and at any time upon request, regarding each of the following areas:

- (1) Products and services offered;

- (2) Prices and options for programming services and conditions of subscription to programming and other services;
- (3) Channel positions of programming carried on the Cable System;
- (4) Installation and service maintenance policies;
- (5) Instructions on how to use the Cable Service and any converters;
- (6) Billing and Subscriber complaint procedures;
- (7) A notice of Subscriber privacy rights as required by federal law.

(b) In accordance with applicable law, Comcast shall notify Subscribers and the Borough in writing of any changes in rates, programming services or channel positions a minimum of thirty (30) days in advance of such changes provided that such change is within the control of Comcast. Comcast shall not be required to provide prior notice to Subscribers of any rate change that is the result of a regulatory fee, Franchise Fee or any other fee, tax, assessment or charge of any kind imposed by any federal agency, the Commonwealth of Pennsylvania or the Borough on the transaction between Comcast and the Subscriber. Advance notice is not required for the launch of new channels when offered on a subscription basis or added to an existing service tier at no additional cost to the customer.

(c) The written notices required by this section may be provided electronically as permitted by 47 C.F.R. § 76.1600.

4.4 BILLING

(a) Bills shall be clear, concise and understandable. Bills must be fully itemized, and shall include all applicable service tiers, equipment charges and any installation or repair charges. Bills shall state the billing period, including an effective due date, the amount of current billing and any relevant credits or past due balances.

(b) The Borough hereby requests that Comcast omit the Borough's name, address, and telephone number from Subscriber bills as permitted by 47 C.F.R. § 76.952.

4.5 SUBSCRIBER COMPLAINT PROCEDURES

Comcast shall establish clear written procedures for resolving all Subscriber Complaints, which shall include at least the following:

(a) Comcast shall provide the Subscriber with a written response to a written Complaint within thirty (30) days of its receipt at the local business office. Such response shall include the results of its inquiry into the subject matter of the Complaint, its conclusions based on the inquiry, and its decision in response to the Complaint.

(b) If the Borough is contacted directly about a Subscriber Complaint, it shall notify Comcast promptly and in writing. When Comcast receives such notification, Comcast shall respond in writing within the time period specified in Section 4.5(a).

(c) Any Subscriber who, in good faith, disputes all or part of any bill sent by Comcast has the option of withholding the disputed amount, without a late fee or disconnection, until Comcast has investigated the dispute in good faith and has made a determination that the amount is owed provided that:

(1) The Subscriber provides a written Complaint to Comcast in a timely fashion and includes identifying information;

(2) The Subscriber pays all undisputed charges;

(3) The Subscriber cooperates in determining the appropriateness of the charges in dispute; and

(4) It shall be within Comcast's sole discretion to determine when the dispute has been resolved.

(d) In accordance with applicable law, Comcast shall maintain Subscriber Complaint records for inspection by the affected Subscriber, which shall contain the date each Complaint is received, the name and address of the affected Subscriber, a description of the Complaint, the date of resolution of the Complaint, and a description of the resolution.

4.6 DISCONNECTION

Comcast may disconnect or terminate a Subscriber's service for cause:

(a) If at least thirty (30) days have elapsed from the due date of the bill that the Subscriber has failed to pay; and

(b) If Comcast has provided at least ten (10) days' notice to the affected Subscriber prior to disconnection, specifying the effective date after which Cable Services are subject to disconnection; and

(c) If there is no pending written dispute with Comcast regarding the bill; or

(d) If at any time and without notice, Comcast determines in good faith that the Subscriber has tampered with or abused Comcast's equipment or service, is engaged in theft of Cable Service or has exhibited violent or threatening behavior toward its employees.

4.7 SERVICE INTERRUPTIONS

(a) Excluding conditions beyond its control, Comcast shall begin working on a Service Interruption promptly and in no event later than twenty-four (24) hours after the Service

Interruption becomes known and shall pursue to completion. Notice of a Service Interruption of a single Subscriber shall give rise to this obligation on behalf of Comcast. All other service calls not affecting public health, safety or welfare shall occur within a maximum of forty-eight (48) hours after notice to Comcast or scheduled at the convenience of the Subscriber.

(b) In the event that there is a Service Interruption to any Subscriber for six (6) or more consecutive hours and upon receipt of written or credible oral request, Comcast shall grant such Subscriber a pro rata credit or rebate, on a daily basis, of that portion of the service charge during the next consecutive billing cycle, or, at its option, apply such credit to any outstanding balance that is currently due.

4.8 PRIVACY

Comcast shall comply with the privacy provisions of Section 631 of the Cable Act and all other applicable federal and state privacy laws and regulations. Comcast shall at all times maintain adequate physical, technical and administrative security safeguards to ensure that personally-identifiable Subscriber information is handled and protected strictly in accordance with this policy and all applicable laws and regulations.

SECTION 5 **REGULATION BY THE BOROUGH**

5.1 RIGHT TO INSPECT AND PROTECTION OF PROPRIETARY INFORMATION

(a) The Borough shall have the option, upon thirty (30) business days' written notice and during Normal Business Hours, to inspect at the notice location for Comcast specified in Section 9.3, all documents, records and other pertinent information maintained by Comcast which relate to the terms and conditions of this Agreement for the purpose of verifying compliance with the terms and conditions of this Agreement and applicable law.

(b) In addition, Comcast shall maintain for inspection by the public and the Borough all records required by the FCC and as specified in 47 C.F.R. § 76.305 in the manner specified therein.

(c) Notwithstanding anything to the contrary set forth herein, all information specifically marked by Comcast as proprietary or confidential in nature and furnished to the Borough or its designated representatives shall be treated as confidential by the Borough so long as it is permitted to do so under applicable law. Representatives and/or agents of the Borough may be requested to execute a non-disclosure agreement prior to the provision by Comcast of certain confidential information, provided such representatives and/or agents are permitted to do so under applicable law. Information and documentation marked by Comcast as proprietary or confidential shall include a brief written explanation as to its proprietary nature or confidentiality subject to review by the Borough. The Borough and its officially designated representatives agree in advance to treat any such information or records which Comcast reasonably deems would provide an unfair advantage for Comcast's competitors (e.g. system design maps, engineering plans, programming contracts, etc.) as confidential so long as permitted to do so under applicable law.

and only to disclose it to Borough employees, agents, or representatives who have a need to know or in order to enforce the provisions of this Agreement. In the event a request is made by an individual or entity not an employee, agent or representative of the Borough acting in their official capacity for information related to the franchise and marked by Comcast as confidential and/or proprietary, the Borough shall timely notify Comcast of such request and shall cooperate with Comcast in protecting its proprietary and confidential information to the extent permitted by applicable law. Comcast shall not be required to provide Subscriber information in violation of Section 631 of the Cable Act, or information which is not relevant to regulation of the franchise (e.g. employee files, tax returns, etc.).

5.2 RIGHT TO CONDUCT COMPLIANCE REVIEW

Not more than twice during the term of this Agreement, the Borough or its representatives may conduct a full compliance review with respect to whether Comcast has complied with the material terms and conditions of this Agreement so long as it provides Comcast with forty-five (45) days written notice in advance of the commencement of any such review. Such notice shall specifically reference the section(s) or subsection(s) of the Agreement that is (are) under review, so that Comcast may organize the necessary records and documents for appropriate review by the Borough. Within thirty (30) days of a written request, Comcast shall provide the Borough with copies of records and documents related to the cable compliance review. The period for any such review shall be for not more than the sixty (60) months immediately previous to the notice. The Township shall promptly inform Comcast in accordance with Section 8.1 of any alleged non-compliance issues that result from the compliance review.

5.3 RESERVED AUTHORITY

The Borough reserves the regulatory authority arising from the Cable Act and any other applicable federal or state laws or regulations. Nothing in this Agreement shall remove, restrict or reduce the Borough's authority, rights and privileges it now holds, or which hereafter may be conferred upon it, including any right to exercise its police powers in the regulation and control of the use of the Public Rights-of-Way.

5.4 POLICE POWERS

Comcast's rights under this Agreement are subject to the police powers of the Borough to adopt and enforce general laws and regulations necessary for the safety and welfare of the public. Such laws and regulations are separate and distinct from the terms and conditions contained in this Agreement. If the Borough's exercise of the police power results in a material alteration of the terms and conditions of this Agreement, then the parties shall negotiate amendments in good faith to this Agreement to the mutual satisfaction of both parties to ameliorate the negative effects on Comcast of the material alteration.

5.5 NO LIMITATION ON TAXING OR FEE AUTHORITY

Nothing in this section or in this Agreement shall be construed to limit the authority of the Borough to impose any tax, fee or assessment of general applicability. Such taxes, fees or assessments shall be in addition to Franchise Fees.

5.6 PERMITS

Comcast shall apply to the Borough for all generally-applicable required permits and shall not undertake any activities in the Public Rights-of-Way subject to a permit without receipt of such permit, the issuance of which shall not be unreasonably withheld by the Borough. Comcast shall not be required to obtain permits for Cable Service drops for individual Subscribers or for servicing or installation of pedestals or routine maintenance that does not disturb surface grade or impact vehicular traffic. Comcast shall pay any and all required permit fees.

5.7 REPORTING

In addition to the other reporting requirements contained in this Agreement, upon written request, Comcast shall provide the following reports to the Borough:

(a) Subscriber Complaint Reports

Within thirty (30) days of a written request and no more than once per year, Comcast shall submit to the Borough a report showing the number of Complaints, as defined in Section 1(g), that required a service call, originating from the Borough and received during the previous 12-month reporting period, the dates they were received, summary descriptions of the Complaints, the dates the Complaints were resolved and summary descriptions of the resolutions.

In addition, and upon written request, Comcast shall provide a report containing at least the following statistical information for the previous 12-month period:

- (1) Number of repair service requests received;
- (2) Breakdown by type of complaint received (i.e. complete outage, snowy picture, etc.);
- (3) Breakdown by cause of problem (i.e. subscriber equipment, drop/converter, system, etc.);
- (4) Number of known service interruptions in excess of 30 minutes and the approximate length of time of each such interruption

(b) Government Reports

Comcast shall provide to the Borough, upon written request, copies of any and all communications, reports, documents, pleadings and notifications of any kind which Comcast has

submitted to any federal, state or local regulatory agencies if such documents relate specifically to Comcast's Cable System within the Borough. Comcast shall provide copies of such documents no later than thirty (30) days after their request.

SECTION 6

COMPENSATION TO THE BOROUGH

6.1 FRANCHISE FEES

Comcast shall pay to the Borough an amount equal to five percent (5%) of the Gross Revenues derived from the operation of its Cable System to provide Cable Service in the Borough. Comcast shall not deduct or otherwise credit against the Franchise Fee any tax, fee or assessment of general applicability, unless required by law. The Borough may amend the Franchise Fee upon written notice to Comcast provided that the Franchise Fee may not exceed the maximum percentage permitted by law. A copy of the Resolution or Ordinance authorizing the Franchise Fee rate adjustment by the Borough shall accompany such written notice. Any change in Comcast's Franchise Fee obligation contained herein shall commence within ninety (90) days from such written notice.

6.2 QUARTERLY PAYMENTS

Franchise Fee payments to the Borough under this provision shall be computed at the end of each calendar quarter. Such payments shall be made within forty-five (45) days following the end of each of the first three calendar quarters and sixty (60) days after the fourth calendar quarter. Specifically, payments shall be due and payable on or before May 15 (for the first quarter), August 15 (for the second quarter), November 15 (for the third quarter), and March 1 (for the fourth quarter). In the event that any Franchise Fee payment is not made on or before the date by which it is due, then interest calculated at the then-current prime rate, as published by the Wall Street Journal, shall be added to the amount of Franchise Fee revenue due to the Borough. The interest rate shall be applied as described from the date such Franchise Fee payment was originally due. No acceptance of any payment shall be construed as an accord that the amount paid is in fact the correct amount, nor shall acceptance of any payment be construed as a release of any claim the Borough may have for additional sums payable under this Agreement. Upon request and if mutually agreeable, Comcast shall deposit the Franchise Fee payments electronically into an account as designated by the Borough.

6.3 QUARTERLY REPORTS

Within ten (10) days of each Franchise Fee payment described in Section 6.2 above, Comcast shall provide a written report containing an accurate statement of Comcast's Gross Revenues received for Cable Services for each calendar quarter in connection with the operation of Comcast's Cable System and showing the basis for the computation of fees. Specifically, the report shall contain line items for sources of revenue received and the amount of revenue received from each source. The report shall be verified by a financial representative of Comcast.

6.4 FRANCHISE FEE REVIEW

Not more than twice during the franchise term, the Borough shall have the right to conduct a Franchise Fee review or audit of Comcast's records reasonably related to the sources, amounts and computation of Gross Revenues. Any such Franchise Fee review or audit shall occur within sixty (60) months from the date the Borough receives such payment, after which period any such payment shall be considered final. Within thirty (30) days of a written request, Comcast shall provide the Borough with copies of financial records related to the Franchise Fee review or audit.

(a) In the event of an alleged underpayment, the Borough shall provide Comcast with a written statement indicating the basis for the alleged underpayment. If the Franchise Fee review or audit reveals that there have been no underpayments, the Borough shall provide written notice to Comcast indicating that no underpayments were found and that the Franchise Fee review is closed. Comcast shall have thirty (30) days from the receipt of the statement regarding an alleged underpayment to provide the Borough with any written objection to the results of the Franchise Fee review, including any substantiating documentation. Based on this exchange of information, the Borough shall make a final determination of the underpayment(s), if any, within thirty (30) days of Comcast's objection and shall provide Comcast with written notice of the determination. If Comcast disputes the Borough's final determination, it may submit the dispute to mediation or arbitration within thirty (30) days of receiving the Borough's written notice of determination. In the event that Comcast fails to submit the matter to mediation or arbitration within the required time period, the Borough's final determination shall be binding on Comcast.

(b) Any Franchise Fee payment due to the Borough as a result of the Franchise Fee review shall be paid to the Borough by Comcast within forty-five (45) days from the date the Borough notifies Comcast of its final determination, or if the matter is submitted to mediation or litigation, within forty-five (45) days from the final disposition of such action. If the Franchise Fee review shows that Franchise Fees have been underpaid, then Comcast shall pay the underpaid amount plus interest from the due date equal to the then-current prime rate of interest as published in *The Wall Street Journal* on the underpayment amount. If Franchise Fees have been underpaid by five percent (5%) or more, then Comcast shall also pay up to three thousand dollars (\$3,000) of documented out-of-pocket costs of the Franchise Fee review. Any entity employed by the Township that performs an audit or franchise fee review shall not be permitted to be compensated on a success based formula, e.g. payment based upon underpayment of fees, if any.

6.5 BUNDLED SERVICES

All revenue earned from bundled services shall be allocated to Cable Service and non-Cable Service in accordance with generally accepted accounting principles (GAAP). It is understood that in some cases equipment and other non-service charges may be allocated at full retail price due to requirements related to sales taxes or similar tax requirements. To the extent such allocations are discretionary or otherwise not addressed by GAAP, allocations of revenue from such bundles shall not be structured for the purpose of evading franchise fees applicable to Cable Services.

SECTION 7
SERVICES TO THE COMMUNITY

7.1 SERVICES TO COMMUNITY FACILITIES

(a) Comcast shall provide a Cable Service drop and Basic Service with any necessary cable box to one outlet at each Public Building listed in Exhibit A. In accordance with applicable law, Comcast will charge the fair market value for each such account, which fair market value shall match the then-current rate card for the level of service provided. Comcast shall notify the Borough in writing regarding the amount of the monthly service fee for each account based on fair market value. The Borough shall then notify Comcast, within thirty (30) days of receiving the notice from Comcast, whether it wishes the amount due each month to be invoiced for payment or deducted from the next franchise fee payment. The Borough may upgrade the level of Cable Service received at then current rate card prices for the higher level of service. The Borough may also elect in writing not to receive the service, in which case it will not be invoiced and no deduction will be taken from the Franchise Fee.

(b) In the event the FCC's 2019 Third Report and Order In the Matter of Implementation of Section 621 of the Cable Act is reversed on appeal as to the issue of complimentary Cable Services as in-kind contributions in a cable franchise and such result becomes final, within thirty (30) days of the result becoming final, Comcast will discontinue the charge for Basic Service for the Public Building locations listed in Exhibit A and provide such service on a complimentary basis. Any additional levels of Cable Service, outlets, or service locations ordered by the Borough shall continue to be subject to standard rates.

(c) During the term of the Franchise, the Borough may change a Public Building location listed in Exhibit A upon 90-days written notice to Comcast, provided that the new location is within 125 feet of existing Comcast cable distribution plant.

7.2 EDUCATIONAL AND GOVERNMENTAL (EG) CHANNEL

(a) Comcast shall make available to the Borough the use of one (1) Educational and Governmental ("EG") Access Channel(s) in accordance with Section 611 of the Cable Act. Such EG Channel(s) shall be used for community programming related to educational and/or governmental activities. The Borough shall have complete control over the content, scheduling, administration and all other programming aspects of the EG Channel(s), and may delegate such functions, or a portion of such functions, to a designated access provider. Comcast shall not exercise any editorial control over EG Channel programming. Comcast shall cablecast the activated EG Channel so that they may be received by all Comcast Subscribers in the Borough.

(b) To enable the Borough to utilize the EG Channel, Comcast shall continue to maintain direct fiber links, including activation equipment capable of transmitting high quality video and audio between the video origination location and the Comcast headend such that live programming can originate from this selected location and be distributed via the Cable System to Subscribers in the Borough. This fiber link and equipment shall be collectively known as the

“Return Line.” Comcast shall determine the engineering solution necessary to allow distribution of the EG Channel programming, via the Cable System, to Subscribers in the Borough.

(c) Comcast shall be responsible for maintaining the Return Line(s) to the origination site(s) of the EG Channel(s) so long as the Borough provides Comcast with access to such location and access to the EG Channel equipment within such locations. Comcast shall provide, install and maintain in good working order the equipment and the cable necessary for transmitting the signal to the channel aggregation site for further processing and distribution to Subscribers. Comcast shall maintain the EG Channel in accordance with the same FCC technical specifications that are comparable to the specifications used to maintain commercial channels transmitted to Subscribers on the Cable system, except that it shall not be responsible for the technical signal quality of programming produced by any EG channel programmer.

(d) Any expenditure made in connection with the construction of the Return Line shall be at the expense of the Borough. The Borough and Comcast further agree that all costs incurred by Comcast for supporting such EG Channel, including any and all equipment, and EG capital support grants may be designated as “costs of franchise requirements” or “external costs” as defined by the FCC and Comcast reserves its right to pass these costs through to the Subscribers pursuant to federal law.

(e) The Borough or its designee shall be responsible for providing any necessary production or playback equipment and shall be responsible for securing and supervising any trained/qualified personnel who conduct the operation of the EG channel. The Borough and Comcast agree to work cooperatively in implementing the EG channel through such means and in such manner as shall be mutually satisfactory.

(f) Within one hundred eighty (180) days of a written request by the Borough, Comcast shall, at the Borough’s expense, relocate the EG origination site and the associated Return Line as follows: (i) Comcast’s obligation shall be subject to the same terms and conditions that apply to the original EG origination site in this Section; and (ii) the Borough shall provide access to such site at least ninety (90) days prior to anticipated use of the new EG origination site. The timeline for relocation of the EG origination site shall be subject to the timely granting of any and all required permits, walk-out, make ready, and the detection of all underground utilities.

(g) In the event the Borough or its designee does not program any EG Channel, Comcast may request the use of this channel subject to written approval by the Borough. If the Borough approves Comcast’s use of an EG Channel and, subsequent to such approval, the Borough requests the utilization of the EG Channel being programmed by Comcast, Comcast shall relinquish such use no later than sixty (60) days after receipt of written notification from the Borough that it requires such channel for educational and/or governmental use.

(h) Comcast shall use its best efforts to maintain the channel assignments for the current EG Channel(s) as of the Effective Date. Notwithstanding the foregoing, in the event that Comcast deems a change in any EG Channel assignment to be necessary and changes any channel assignment in accordance with this Section, Comcast shall provide the Borough thirty (30) days advance written notice of any change in EG Channel assignments.

7.3 EG CAPITAL GRANT

Comcast shall provide the Borough with a one-time EG capital grant to be used in support of the production of local EG Channel programming. The Borough shall ensure the use of the capital grant is consistent with federal law. The EG grant provided by Comcast shall be in the amount of \$10,500. Such grant is to be paid to the Borough within ninety (90) days of the Effective Date. Pursuant to federal law, such capital grant shall not be offset against Franchise Fees remitted or due to the Borough. Comcast and the Borough agree that the cost of such grant may be designated as a "cost of franchise requirements" or "external cost" as defined by the FCC and Comcast reserves its right to pass these costs through to the Subscribers.

SECTION 8 ENFORCEMENT, INSURANCE AND INDEMINIFICATION

8.1 VIOLATIONS AND OPPORTUNITY TO CURE

(a) If the Borough has reason to believe that Comcast violated any material provision of this Agreement, it shall notify Comcast in writing of the nature of such violation and the section(s) of this Agreement that it believes has been violated and the details relating thereto. The person providing such notice shall do so pursuant to the requisite authority of the Borough.

(b) Comcast shall have forty-five (45) days to cure such violation after written notice is received by taking reasonable steps to comply with the terms of this Agreement. If the nature of the violation is such that it cannot be fully cured within forty-five (45) days, the period of time in which Comcast must cure the violation shall be extended by the Borough in writing for such additional time necessary to complete the cure, provided that Comcast shall have promptly commenced to cure and is taking reasonable steps to complete the cure in the reasonable judgment of the Borough.

(c) If the violation has not been cured within the time period allowed under Section 8.1(b) and, in the Borough's judgment, Comcast has not taken reasonable steps to cure the violation, then the Borough may deem that Comcast is liable for liquidated damages and/or any other right or remedy in accordance with this Section 8.

8.2 LIQUIDATED DAMAGES

(a) Because Comcast's failure to comply with the material terms of this Agreement may result in harm to the Borough and because it will be difficult to measure the extent of such injury, the Borough may assess liquidated damages against Comcast in the amount of Two Hundred Fifty Dollars (\$250.00) per day for each day the violation continues, provided Comcast has had an opportunity to cure in accordance with Section 8.1(b). Such damages shall not be a substitute for specific performance by Comcast, but shall be in addition to such specific performance.

(b) The first day for which liquidated damages may be assessed, if there has been no cure after the end of the applicable cure period, shall be the day after the end of the applicable cure period, including any extension of the cure period granted by the Borough. Liquidated damages may not be assessed for a time period exceeding one hundred and twenty (120) days per violation. The Borough may commence revocation proceedings and/or initiate an action in law or equity in a court of competent jurisdiction after the assessment of liquidated damages or in lieu of liquidated damages. With respect to liquidated damages assessed, all similar violations or failures resulting from the same factual events affecting multiple Subscribers shall be assessed as a single violation.

8.3 REVOCATION

(a) In addition to the other rights, powers and remedies retained by the Borough under this Agreement, the Borough reserves the separate and distinct right to revoke this Franchise if:

(1) It is demonstrated that Comcast practiced any fraud or deceit upon the Borough in the operation of its Cable System or any other activities pursuant to this Agreement;

(2) Comcast repeatedly fails, after notice and opportunity to cure, to maintain signal quality pursuant to the standards provided for by the FCC or the technical requirements set forth in Section 3.1;

(3) Comcast repeatedly violates, after notice and opportunity to cure, one or more of the material terms or conditions of this Agreement;

(b) The foregoing shall not constitute a violation of a material term or condition if the violation occurs without the fault of Comcast or occurs as a result of circumstances beyond its control or by reason of Force Majeure as defined in Section 9.1. Comcast shall not be excused from the performance of any of its obligations under this Franchise by mere economic hardship or by the misfeasance or malfeasance of its directors, officers or employees.

(c) A revocation shall be declared only by a written decision of the Borough Council after an appropriate public hearing that shall afford Comcast due process and full opportunity to be heard. This shall include the ability to introduce evidence, to question witnesses and to respond to any notice of grounds to terminate in accordance with the standards of a fair hearing applicable to administrative hearings in the Commonwealth of Pennsylvania. All notice requirements shall be met by providing Comcast at least thirty (30) days prior written notice (via certified mail-return receipt requested) of any public hearing concerning the proposed revocation of this Franchise. Such notice shall state the grounds for revocation. The Borough, after a public hearing and upon finding the existence of grounds for revocation, may either declare this Franchise terminated or excuse such grounds upon a showing by Comcast of mitigating circumstances or good cause for the existence of such grounds. The Borough shall issue such declaration and finding within thirty (30) days in a written decision which shall be sent via certified or overnight mail to Comcast. If Comcast appeals such determination to an appropriate court, the revocation shall be stayed.

8.4 INSURANCE

(a) Comcast shall obtain and maintain, in full force and effect, at its sole cost and expense, during the Franchise term, the following minimum insurance coverage with an insurance company that is authorized to conduct business in Pennsylvania and which has an A.M. Best rating (or equivalent) no less than A-minus VII, indemnifying the Borough from and against any and all claims for injury or damage to persons or property, both real and personal, caused by the construction, installation, reconstruction, operation, maintenance or removal of the Cable system by Comcast or any of its contractors, subcontractors, agents or employees in the following amounts:

(1) The amount of such insurance against liability for damage to property shall be no less than One Million Dollars (\$1,000,000) as to any one (1) occurrence.

(2) The amount of such insurance against liability for injury or death to any person shall be no less than One Million Dollars (\$1,000,000).

(3) The amount of such insurance for excess liability shall be Three Million Dollars (\$3,000,000) in umbrella form.

(4) The amount of such insurance against all claims arising out of the operation of motor vehicles shall be One Million Dollars (\$1,000,000) combined single limit per occurrence.

(b) The Borough, its officials and employees, shall be designated as additional insureds under each of the insurance policies required in this Section 8.5.

(c) Comcast shall not cancel any required insurance policy without obtaining alternative insurance in conformance with this Section 8.5 and without submitting insurance certificates to the Borough verifying that Comcast has obtained such alternative insurance. Comcast shall provide the Borough with at least thirty (30) days prior written notice in the event the policies are cancelled or not renewed.

(d) Comcast shall deliver to the Borough Certificates of Insurance showing evidence of the required coverage within thirty (30) days of a written request by the Borough.

8.5 INDEMNIFICATION

Comcast shall indemnify, defend, save and hold harmless the Borough, its elected and appointed officials, officers, agents and employees acting in their official capacities, from claims for injury, loss, liability, cost or expense arising in whole or in part from, caused by or connected with any act or omission of Comcast, its officers, agents, contractors, subcontractors or employees, arising out of, but not limited to, the construction, installation, upgrade, reconstruction, operation, maintenance or removal of the Cable System. The Borough shall give Comcast timely written notice of its obligation to indemnify and defend the Borough. The obligation to indemnify, defend, save and hold the Borough harmless shall include, but not be limited to, the obligation to pay judgments, injuries, liabilities, damages, penalties, and reasonable attorneys' fees. If the Borough

determines that it is necessary for it to employ separate counsel, in addition to that provided by Comcast, the cost for such separate counsel shall be the responsibility of the Borough. Comcast shall not indemnify the Borough for any claims resulting from acts of willful misconduct or negligence on the part of the Borough.

SECTION 9

MISCELLANEOUS

9.1 FORCE MAJEURE

If for any reason of Force Majeure, Comcast is unable in whole or in part to carry out its obligations hereunder, Comcast shall not be deemed in violation of this Agreement during the continuance of such inability. Upon written (including electronic) request by the Borough, Comcast shall inform the Borough within thirty (30) days of receipt of the request whether or not Comcast has determined that a condition of Force Majeure exists.

9.2 REMOVAL OF SYSTEM

(a) Upon lawful termination or revocation of this Agreement, Comcast shall remove its supporting structures, poles, transmissions and distribution systems and other appurtenances from the streets, ways, lanes, alleys, parkways, bridges, highways, and other public and private places in, over, under, or along which they are installed and shall reasonably restore the areas to their original condition. If such removal is not completed within six (6) months of such lawful termination or revocation, the Borough or property owner may deem any property not removed as having been abandoned and the Borough may remove it at Comcast's cost.

(b) During the term of the Agreement, if Comcast decides to abandon or no longer use all or part of its Cable System, it shall give the Borough written notice of its intent at least ninety (90) days prior to the announcement of such decision, which notice shall describe the property and its location. Upon Comcast's abandonment of the Cable System, the Borough shall have the right to either require Comcast to remove the property, remove the property itself and charge Comcast with the reasonable costs related thereto.

(c) Notwithstanding the above, Comcast shall not be required to remove its Cable System, or to relocate the Cable System, or to sell the Cable System, or any portion thereof as a result of revocation, denial of renewal, or any other lawful action to forbid or disallow Comcast from providing Cable Services, if the Cable System is actively being used to facilitate any other services not governed by the Cable Act.

9.3 NOTICES

Every notice or payment to be served upon or made to the Borough shall be either by hand delivery or first class mail, registered or certified, return receipt requested, postage prepaid, or by reputable overnight courier service or electronic mail and addressed to:

Gettysburg Borough
59 East High Street
Gettysburg, PA 17325
Attention: Borough Manager

With copies for legal notices to:

Cohen Law Group
413 S. Main Street
Pittsburgh, PA 15215

The Borough may specify any change of address in writing to Comcast. Every notice to be served upon or made to Comcast shall be either by hand delivery or first class mail, registered or certified, return receipt requested, postage prepaid, or by reputable overnight courier service or electronic mail and addressed to:

Comcast of Colorado/Pennsylvania/West Virginia, LLC
15 Summit Park Drive
Pittsburgh, PA 15275
Attention: VP, Government Affairs Department

With copies to:

One Comcast Center
1701 John F. Kennedy Boulevard
Philadelphia, PA 19103-2838
Attention: Legal Department/Franchise

AND

Comcast
Northeast Division
676 Island Pond Road
Manchester, NH 03109
Attention: Government Affairs Department

Comcast may specify any changes of address in writing to the Borough. Each delivery to Comcast or the Borough shall be equivalent to direct personal notice, direction or order, and shall be deemed to have been given at the time of receipt.

9.4 EQUAL EMPLOYMENT OPPORTUNITY

Comcast is an equal opportunity employer and shall comply with all applicable federal and state laws and regulations regarding equal opportunity employment.

9.5 CAPTIONS

The captions for sections throughout this Agreement are intended solely to facilitate reading and reference to the sections and provisions of this Agreement. Such captions shall not affect the meaning or interpretation of this Agreement.

9.6 GOVERNING LAW; VENUE

This Agreement shall be governed and construed by and in accordance with the laws of the Commonwealth of Pennsylvania. If suit is brought by a party to this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of Pennsylvania, County of Adams, or in the United States District Court for the Middle District of Pennsylvania.

9.7 TRANSFER, ASSIGNMENT OR CHANGE IN CONTROL

(a) Neither Comcast nor its parent nor any Affiliated Entity shall transfer, assign or otherwise encumber, through its own action or by operation of law, its right, title or interest in the Cable System or in this Agreement without the prior written consent of the Borough, provided that such consent shall not be unreasonably withheld.

(b) Neither Comcast nor its parent nor any Affiliated Entity shall change, transfer or assign, through its own action or by operation of law, its control of the Cable System or of this Agreement without the prior written consent of the Borough, provided that such consent shall not be unreasonably withheld.

(c) Neither Comcast nor its parent nor any Affiliated Entity shall sell, convey, transfer, exchange or release fifty-one percent (51%) or more of its direct ownership in the Cable System without the prior written consent of the Borough, provided that such consent shall not be unreasonably withheld.

(d) No such consent shall be required for (i) a transfer in trust, by mortgage, hypothecation, or by assignment to a financial institution of any rights, title or interest of Comcast in the Franchise or in the Cable System in order to secure indebtedness; or (ii) a transfer to an entity owned and/or controlled by Comcast.

(e) Comcast shall make written application to the Borough of any transfer, assignment or change in control as described above and shall provide all information required by FCC Form 394 and any other applicable federal, state, and local statutes and regulations regarding transfer or assignment. The Borough shall have thirty (30) days from the receipt of FCC Form 394 to notify Comcast of any additional information it needs to make an informed decision on the transfer or assignment. The Borough shall have one hundred twenty (120) days from the receipt of all required information to take action on the transfer or assignment.

(f) Any consent by the Borough for any transfer or assignment described above shall not be effective until the proposed transferee or assignee shall have executed a legally binding document stating that it shall be bound by all the terms and conditions contained in this Agreement.

9.8 ENTIRE AGREEMENT

This written instrument contains the entire agreement between the parties, supersedes all prior agreements or proposals whether written or oral except as specifically incorporated herein, and cannot be changed without written amendment approved by both the Borough and Comcast. This Agreement supersedes all prior cable franchise agreements or cable ordinances, or parts of cable franchise agreements or cable ordinances, agreements, representations or understandings, whether written or oral, of the parties regarding the subject matter hereof that are in conflict with the provisions herein.

9.9 SEPARABILITY

If any section, provision or clause of this Agreement is held by a court of competent jurisdiction to be illegal, invalid or unenforceable, or is pre-empted by federal or state laws or regulations, such section, provision or clause shall be deemed to be separable from the remaining portions of this Agreement and shall not affect the legality, validity or enforceability of the remaining portions of this Agreement.

9.10 NO WAIVER OF RIGHTS

No course of dealing between the Borough and Comcast, nor any delay on the part of the Borough in exercising any rights hereunder, shall operate as a waiver of any such rights of the Borough or acquiescence in the actions of Comcast in contravention of such rights, except to the extent expressly waived by the Borough.

No course of dealing between Comcast and the Borough, nor any delay on the part of Comcast in exercising any rights hereunder, shall operate as a waiver of any such rights of Comcast or acquiescence in the actions of the Township in contravention of such rights, except to the extent expressly waived by Comcast.

9.11 CHANGE OF LAW

In the event there is a change in a federal or state statute or regulation applicable to the Cable System or to this Agreement, the Borough or Comcast may notify the other party of its desire to amend this Agreement in order to comply with the change in statute or regulation. The Borough and Comcast shall amend this Agreement to comply with such change in statute or regulation provided such amendment is approved by the Borough and Comcast.

9.12 COMPLIANCE WITH LAWS

Comcast shall comply with all federal, state and generally applicable local laws and regulations.

9.13 NO THIRD-PARTY BENEFICIARIES

Nothing in this Agreement is or was intended to confer third-party beneficiary status on any person other than the parties to this Agreement to enforce the terms of this Agreement.

9.14 APPLICABILITY OF AGREEMENT

All of the provisions in this Agreement shall bind Comcast, the Borough and their respective successors and assigns. This Agreement is authorized by Resolution No. 091420-1 dated 14 September, 2020 of the Borough Council.

WITNESS our hands and official seals to this Cable Franchise Agreement.

GETTYSBURG BOROUGH

By: Charles R. Gable
Name: Charles R. Gable, MPA
Title: Borough Manager
Date: 16 September 2020

COMCAST OF COLORADO/PENNSYLVANIA/WEST VIRGINIA, LLC

By: DocuSigned by:
Michael Parker
(345232-4288241-400)
Name: Michael Parker
Title: Senior Vice President – Keystone Region
Date: 10/1/2020

EXHIBIT A
LOCATIONS FOR CABLE TELEVISION SERVICE

Gettysburg Borough Municipal Building
59 East High Street
Gettysburg, PA 17325
(717) 334-1160

Gettysburg Area Recreation Authority (GARA)
545 Long Lane
Gettysburg, PA 17325
(717) 334-3367

Gettysburg Fire Department
35 North Stratton Street
Gettysburg, PA 17325
(717) 334-7548

**AGREEMENT FOR SERVICES RENDERED
BY THE
BOROUGH OF GETTYSBURG
ON BEHALF OF
THE GETTYSBURG BOROUGH STORM WATER AUTHORITY (GBSWA)**

WHEREAS, the Borough of Gettysburg (hereinafter "Borough"), in compliance with federally mandated storm water management requirements, has created the Gettysburg Borough Storm Water Authority (hereinafter "GBSWA") to administer the Borough's Pollution Reduction Plan (hereinafter "PRP") and,

WHEREAS, the Borough has submitted a Municipal Separate Storm Sewer System (MS4) permit with identified storm water management projects that has been approved by all pertinent regulatory agencies, and

WHEREAS, the Borough has a specific interest in coordinating any storm water management projects with its street/alley improvement projects, and

WHEREAS, GBSWA will assess and collect all fees associated with the Borough's PRP, and

WHEREAS, GBSWA has not elected to employ any staff in order to minimize its administrative costs associated with the administration of the Borough's PRP, and

WHEREAS, GBSWA desires to contract all work required by GBSWA to the Borough, which employs a professional staff capable of implementing and administering the Borough's PRP.

NOW THEREFORE, GBSWA enters into this Agreement to contract services of GBSWA to the Borough.

Effective Date and Term

This Agreement for services is made effective as of February 11, 2019, by and between GBSWA, with offices located at 59 East High Street, Gettysburg Pennsylvania, 17325 and the Borough with offices located at 59 East High Street, Gettysburg, Pennsylvania 17325. The term of this Agreement shall be indefinite and remain in effect until such time as altered or terminated by mutually agreed to terms and reduced to writing.

Description of Services

Beginning February 11, 2019, Borough will provide the services described in the attached Exhibit A (collectively, the "Services") to GBSWA.

Payment

Borough shall present to GBSWA an itemized invoice for payment of services rendered. Payment shall be made to Borough in the total amount billed, within 30 calendar days of receipt of invoice.

In addition to any other right or remedy provided by law, if GBSWA fails to pay for the Services when due, Borough has the option to treat such failure to pay as a material breach of this Agreement and may cancel this agreement and/or seek legal remedies.

Work Product Ownership

Any copyrightable works, ideas, discoveries, inventions, patents, products, or other information (collectively the “Work Product”) developed in whole or in part by Borough in connection with the Services will be the exclusive property of Borough. Upon request, GBSWA will execute all documents necessary to confirm or perfect the exclusive ownership of Borough to the Work Product.

Default

The occurrence of any of the following shall constitute a material default under this Agreement:

- a. The failure to make a required payment when due,
- b. The insolvency or bankruptcy of either party,
- c. The subjection of any of either party’s property to any levy, seizure, general assignment for the benefit of creditors, application or sale for or by any creditor or government agency, or
- d. The failure to make available or deliver the Services in the time and manner provided for in this Agreement.

Remedies

In addition to any and all other rights a party may have available according to law, if a party defaults by failing to substantially perform any provision, term or condition of this Agreement (including without limitation the failure to make a monetary payment when due), the other party may terminate the Agreement by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have 90 days from the effective date of such notice to cure the default(s). Unless waived in writing by a party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Agreement.

Force Majeure

If performance of this Agreement or any obligation under this Agreement is prevented, restricted, or interfered with by causes beyond either party’s reasonable control (hereinafter “Force Majeure”), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. Force Majeure shall include, without limitation, acts of God, fire, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, insurrections, riots, or wars, or strikes, lock-outs, work

stoppages or other labor disputes, or supplier failures. The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. An act or omission shall be deemed within the reasonable control of a party if committed, omitted, or caused by such party, or its employees, officers, agents, or affiliates.

Entire Agreement

This Agreement constitutes the entire agreement and understanding of the parties hereto, and there are no other promises or conditions in any other agreement, oral or written, concerning the subject matter of this Agreement. This Agreement supersedes any prior oral or written agreements between the parties.

Severability

If any provision of this Agreement is held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

Amendment

This Agreement may be modified or amended in writing by mutual agreement between the parties.

Governing Law

This Agreement shall be construed in accordance with the laws of the Commonwealth of Pennsylvania.

Notice

Any notice or communication required or permitted under this Agreement shall be sufficiently given if delivered in person or by certified mail, return receipt, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.

Waiver of Contractual Right

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every other provision of this Agreement.

Attorney's Fees to Prevailing Party

In any action arising hereunder or any separate action pertaining to the validity of this Agreement, the prevailing party shall be awarded reasonable attorney's fees and costs, both in the trial court and on appeal.

Construction and Interpretation

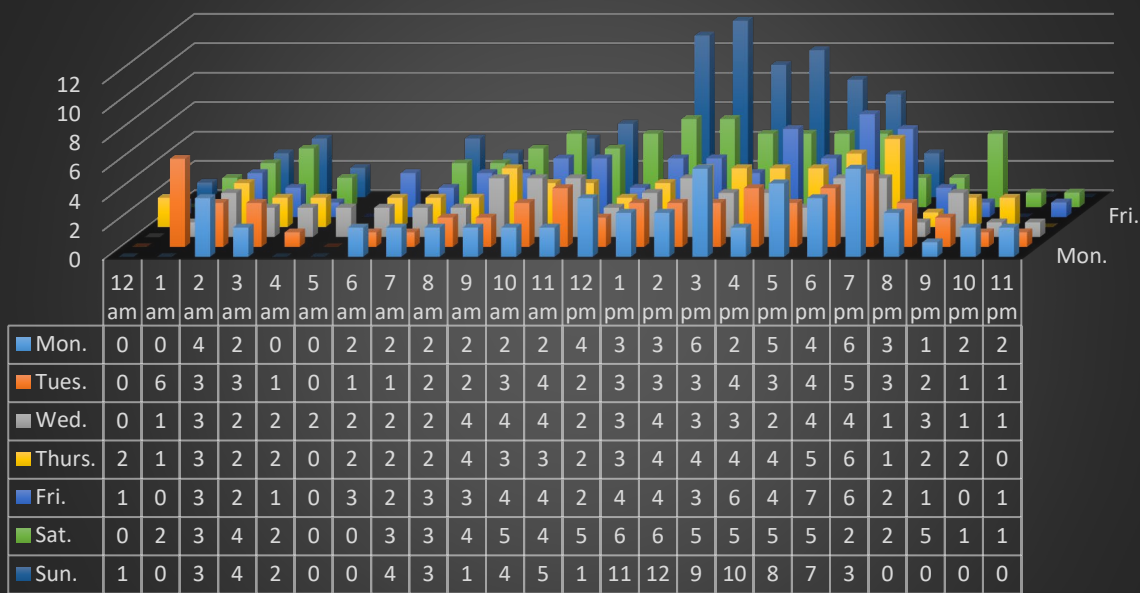
The rule requiring construction or interpretation against the drafter is waived. The document shall be deemed as if it were drafted by both parties in a mutual effort.

Assignment

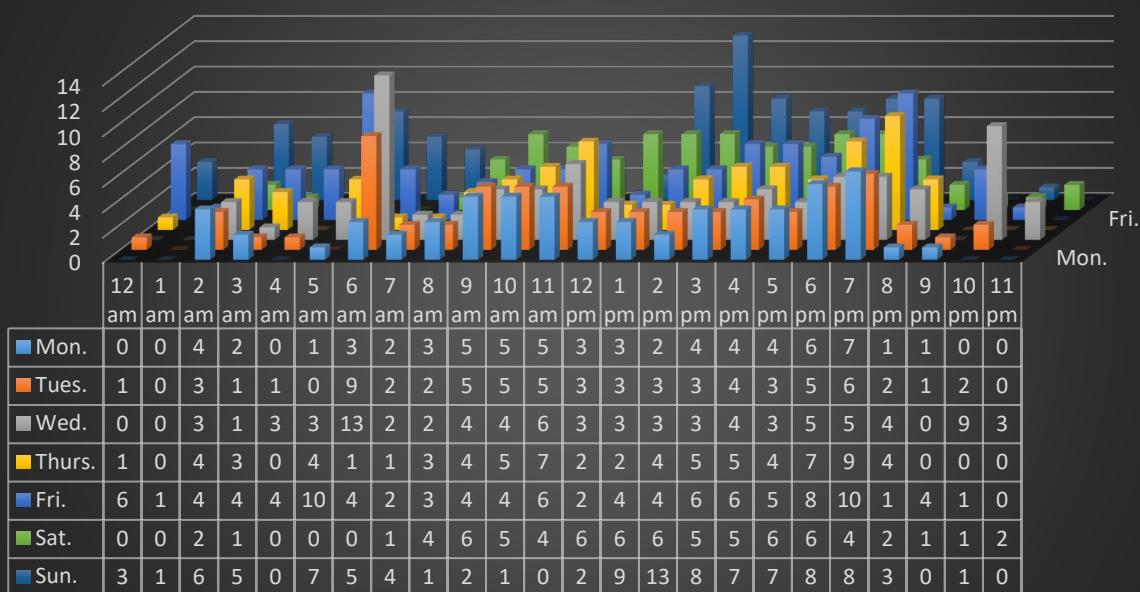
Neither party may assign or transfer this Agreement without the prior written consent of the non-assigning party, which approval shall not be unreasonably withheld.

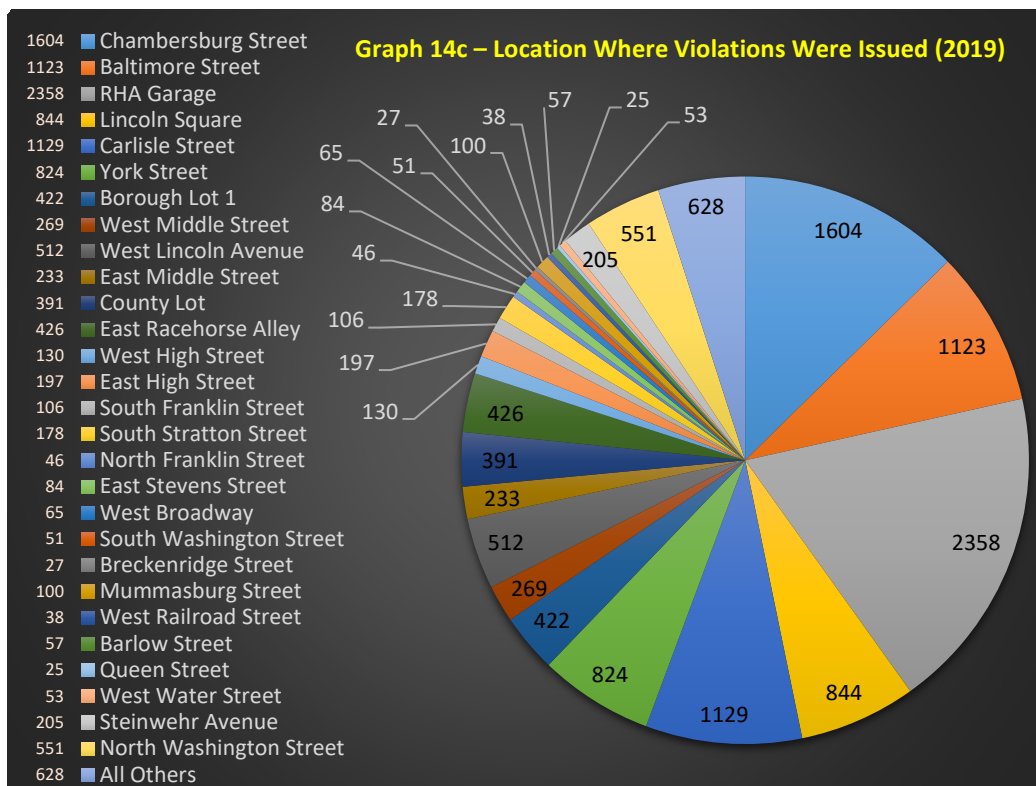
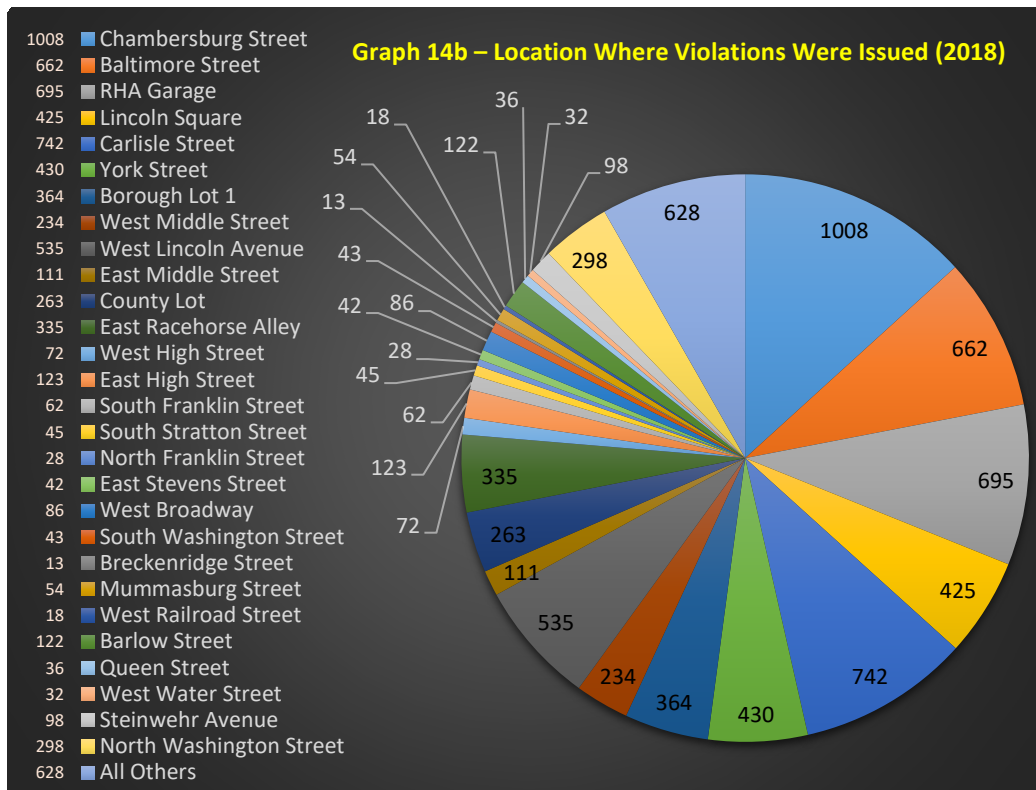
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

Graph 13b – Average Number of Violations Issued Each Hour Per Day (2018)



Graph 13c – Average Number of Violations Issued Each Hour Per Day (2019)







WELCOME

MAIN STREET GETTYSBURG MISSION:

TO WORK WITH COMMUNITY PARTNERS FOR THE PRESERVATION, REVITALIZATION, AND IMPROVEMENT OF THE HISTORIC DISTRICT OF GETTYSBURG.

PURPOSE OF MEETING

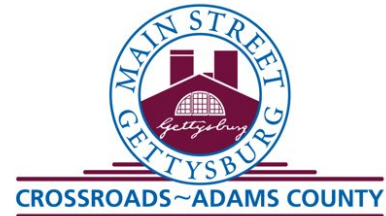
PROVIDE AN EXECUTIVE UPDATE ON THE BALTIMORE STREET REVITALIZATION PROJECT



BALTIMORE STREET
HISTORIC PATHWAY REVITALIZATION PROJECT



BALTIMORE STREET PROJECT VISION



BALTIMORE STREET MASTER PLAN INITIATIVES

Transportation

- Pedestrian Friendly
 - Safer crosswalks & wider sidewalks
 - Additional lighting for safety
 - Additional benches
 - Eliminate blind alleys
 - Wayfinding signage
 - Public restrooms
- Multi-modal expansion
 - Collective parking
 - Bike lanes/sharrows/racks
 - Public transportation

Environmental Initiatives

- Utilities/Infrastructure
- Storm water management (MS4)
- Enhanced landscaping
- Additional recycling & trash receptacles

Economic Development

- Marketing, branding, events and promotion
- Showcasing historical features and enhancements
- Business recruitment





TO DATE, OVER \$127K RAISED

HOW DO WE RAISE 11 MILLION DOLLARS?



	PHASE I	PHASE 2A	PHASE 2B
Total Cost	\$4.3M	\$3.7M	\$3.7M
Design Cost	\$872K	\$736K	\$741K
Construction Cost	\$2.9M	\$2.4M	\$2.4M

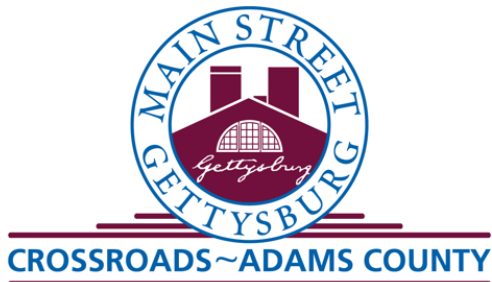
ADDITIONAL BALTIMORE STREET REVITALIZATION PROJECTS

- Gettysburg Community Center/Visitor Center
 - Public Restrooms
- Cultural & Historic Learning Attractions
 - Barricades
 - Augmented reality
 - Lincoln's Gettysburg Address in sidewalk
 - Others



BALTIMORE STREET
HISTORIC PATHWAY REVITALIZATION PROJECT

GUEST SPEAKER



TROY TRUAX, AICP
ASSOCIATE VICE PRESIDENT
MICHAEL BAKER INTERNATIONAL

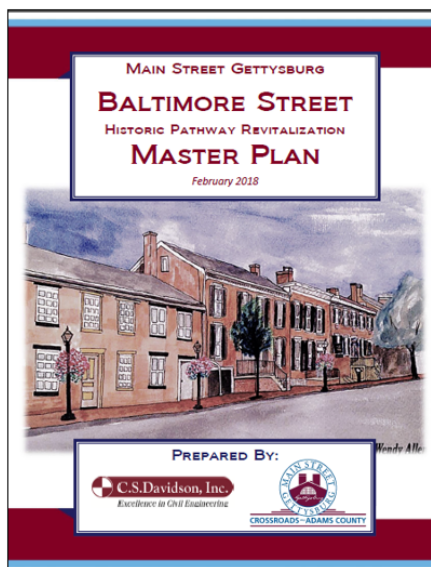
Gettysburg Gateway Connectivity Project – Estimated Project Costs

**Total Estimated
Project Cost =
\$11,786,888**

Phase 1 = \$4,331,263

Phase 2A = \$3,709,922

Phase 2B = \$3,745,703



Gettysburg Gateway Connectivity Project – Phasing Strategy

11

- Community Stakeholders and Steering Committee voted for the Phase 1 section to be completed first.
- Phase 2 priorities were not determined at the time of the Master Plan's completion.


Michael Baker
INTERNATIONAL

We Make a Difference


*"... the strength of the Pack is the Wolf,
and the strength of the Wolf is the Pack..."*

Gettysburg Gateway Connectivity Project – Phasing Strategy

Phase One

Phase 1 = \$4,331,263

Design = \$ 872,992

Const. = \$3,458,271

Federal Match = 80/20

Local Match = \$866,253 (20% Design)

Total Project

Total = \$11,786,888

Design = \$ 2,351,095

Const. = \$ 9,435,793

Federal Match = 80/20

Local Match = \$2,357,378 (20% Design)

Local Cash Match vs. Soft Match

Michael Baker
INTERNATIONAL

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*"... the strength of the Pack is the Wolf,
and the strength of the Wolf is the Pack..."*

Gettysburg Gateway Connectivity Project – Public Funding Strategy

Design Funding Opportunity

- FHWA Federal Lands Assistance Program (FLAP) – “Identified for FY2021 Programming”

Construction Funding Opportunities

- USDOT Better Utilizing Investments to Leverage Development (BUILD)
- PennDOT / CFA Multimodal Transportation Program
- PennDOT Transportation Alternatives Set-Aside (TA Set-Aside)
- DCED Keystone Communities Program

Loan Funding Opportunities

- USDA Community Facilities Loan/Grant Program
- Pennsylvania Infrastructure Bank (PIB)



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and the strength of the Wolf is the Pack...”

Gettysburg Gateway Connectivity Project – Public Funding Strategy

Design Funding

- \$1,567,397 FHWA Federal Land Assistance Program (FLAP) Application
- Application submitted August 30, 2019
- “Identified for FY2021 Programming” (February 2020)
- Pennsylvania is allocated approximately ~\$2 million for projects statewide each year

Local Match:

- Borough committed local match (20%) \$313,480

U.S. Department of Transportation
Federal Highway Administration
21400 Ridgeway Circle
Sterling, VA 20166-6511

SENT VIA ELECTRONIC CORRESPONDENCE
FEB 10 2020
In Reply Refer to: HIFPP-15 FLAP - PA

Subject: Federal Lands Access Program – State of Pennsylvania
Federal Fiscal Year (FY) 2020-2022 FLAP Call for Projects Results

To Whom It May Concern:

The Programming Decisions Committee (PDC) responsible for the Pennsylvania Federal Lands Access Program (FLAP) has concluded the FY 2020-2022 Call for Projects. The projects identified for programming for the Pennsylvania FLAP are listed below by application number.

Application Number	Project / Facility Name	Project Type	Federal Land Accessed	Applicant	Fiscal Year*
PA 31	Crowsdale Bridge	Bridge Replacement	FWS- Cherry Valley National Wildlife Refuge	Stroud Township	2021
PA 32	Gettysburg Gateway Connectivity	Bicycle/Pedestrian Improvements	NPS – Gettysburg National Military Park	PennDOT	2021
PA 34	Cordons Creekside Trail	Multi-Use Trail	USACE- Cordons Creek Project	York County Redevelopment Authority	2022

* Fiscal Year Programmed/Project Schedule is subject to change

All final project approvals will be contingent upon the availability of funds. Funding beyond FY2020 is dependent on reauthorization of the Access Program by Congress. Please note that FLAP funds programmed by the PDC for the projects listed in the above table may not equal the FLAP funds requested in the application. The programmed amounts will be shared in a separate selection letter to be sent to the successful applicants.

Ms. Jacinda Russell, Access Program Manager, or another member of the Eastern Federal Lands Program team will work with the successful applicants on the next steps. To begin this process, please complete the attached FLAP agreement worksheet and submit by email to FLAPAccessProgram@dot.gov within 20 business days following the receipt of this letter.

If you have any questions, please feel free to contact Ms. Jacinda Russell at 571-434-1543 or Jacinda.Russell@dot.gov.



We Make a Difference



“... the strength of the Pack is the Wolf,
and the strength of the Wolf is the Pack...”

Scenario 1: Advance ALL Phases

COST SUMMARY for Phases 1, 2A, and 2B

Project Costs		Design Costs	Construction Costs	TOTALS
Phase	Phase Description	Project Management, Survey, Design, Permitting, Estimates, Technical Specs (20%) NO BIDDING SPECS	Construction	Phase Totals
1, 2A, 2B	Railroad Street to Soldiers' National Cemetery	\$ 1,567,397	\$ 9,161,498	\$ 10,728,895
Subtotal:		\$ 1,567,396.99	\$ 9,161,498.49	\$ 10,728,895.48

FUNDING STRATEGY for Phases 1, 2A, and 2B

FLAP & State

Funding Scenario for: Phases 1, 2A, and 2B

Design Costs	Grant	Match	TOTALS
FLAP at 80%	\$ 1,253,918	\$ 313,480.00	\$ 1,567,397



Gettysburg Gateway Connectivity Project – Public Funding Strategy



Public Funding Strategy

Project Advocacy



Coordinating local funding priorities is key!

Michael Baker
INTERNATIONAL

We Make a Difference



*"... the strength of the Pack is the Wolf,
and the strength of the Wolf is the Pack..."*

OPTIONS TO RAISE THE PUBLIC LOCAL MATCH

LOCAL MATCH NEEDED FOR DESIGN PHASE OF PROJECT - \$313,479.40

- Private donations
- Fundraising events
- National campaign
- Neighborhood Improvement District



BALTIMORE STREET
HISTORIC PATHWAY REVITALIZATION PROJECT

FUNDING STRATEGY

- \$11M – Strategy outlined and update
- \$1.5M – Community center
- TBD – Cultural and Historic Learning Attractions



BALTIMORE STREET
HISTORIC PATHWAY REVITALIZATION PROJECT

MSG BOARD INVOLVEMENT

- Gettysburg, the Town Campaign
- MSG Board Committee



BALTIMORE STREET
HISTORIC PATHWAY REVITALIZATION PROJECT