

**BOROUGH OF GETTYSBURG  
TROXELL COUNCIL CHAMBERS  
59 EAST HIGH STREET, GETTYSBURG, PA 17325  
COUNCIL BUDGET WORK SESSION MINUTES  
OCTOBER 16, 2023**

**President Wesley K. Heyser** called the meeting to order at 7:00 PM with the following **Councilors present:** Vice-President Matthew Moon; Mr. Christopher Berger, Mrs. Judith Butterfield; and Ms. Patricia Lawson. Mr. John Lawver and Mr. Chad-Alan Carr were absent. **Staff present included:** Borough Manager Charles Gable; Assistant Borough Manager/Secretary Sara Stull; HR Coordinator Kara Riethmaier; Police Chief Robert Glenn; Planning Director Carly Marshall; Parking Manager Rebecca Fissel; and Public Works Director Robert Harbaugh. Mayor Rita Frealing and Director of Historic & Environmental Preservation Debra English were absent.

**Others present included:** Alisha Sanders, 812 Sunset Avenue. Representing the press was Jim Hale with the *Gettysburg Times* and Filming by *Community Media-ACCTV*.

**President Wesley Heyser announced the upcoming meetings as follows:**

**Notable Upcoming Meetings**

- ~~Council Meeting (2024 Budget Proposal) – Tuesday, October 10, 2023 at 7:00 PM~~
- Council Meeting (2024 Budget Work Session) – Monday, October 16, 2023 at 7:00 PM
- Council Meeting (2024 Budget Work Session) – Monday, October 23, 2023 at 7:00 PM
- Council Meeting (2024 Budget Work Session) – Monday, October 30, 2023 at 7:00 PM
- Council Meeting (2024 Budget Work Session) – Monday, November 6, 2023 at 7:00 PM
- Council Meeting (Vote to Advertise 2024 Budget) – Monday, November 13, 2023 at 7:00 PM
- Council Meeting (2024 Posted for Public Review) – Monday, November 20, 2023
- Council Meeting (Vote to Adopt 2024 Budget) – Monday, December 11, 2023 at 7:00 PM

President Wesley Heyser an executive session of the Borough Council of the Borough of Gettysburg was conducted immediately following the adjournment of the October 10, 2023 monthly business meeting of the Borough Council consistent with section 708(a)(1) and section 708(a)(5) of the Sunshine Act.

President Wesley Heyser an executive session will be conducted immediately following the adjournment of this evening's 2024 budget work session meeting consistent with section 708(a)(5) of the Sunshine Act for the following purposes: (1) to review and discuss matters of Borough business which, if conducted in public, could lead to the disclosure of information or matters of confidentiality protected by law.

**Public Comment**

There was no public comment at this time.

**Manager Gable** presented the Borough Council with the 2024 Draft Budget Proposal with a recommendation that the property tax rate remain the same at 4.177 mills. He said that the revenue and expense projections indicate a shortfall of \$711,489 for 2024 and noted that some of the causes include adding two police officers, increasing health insurance costs, and maintaining the employee retirement plan to be fully funded. Options for offsetting the shortfall and structural deficit were presented to Council to consider throughout

the budget process. Manager Gable pointed out that the General Fund must be balanced as required by state law and identify all revenues and expenditures.

**Manager Gable** began with the draft budget by reviewing and discussing the revenue sources for the Borough as outlined in his *FY 2024 Budget Line Item Report* as follows: He noted that Borough Council does not need to review the storm water fees because the Gettysburg Storm Water Authority manages those fees.

#### **2024 Budget Revenues**

• Department 301	Real Property Tax
• Department 305	Occupational Tax
• Department 310	Local Enabling Tax (Act 511)
• Department 321	Business Licenses & Permits
• Department 322	NonBusiness Licenses & Permits
• Department 331	Fines & Forfeits
• Department 341	Interest Earnings
• Department 342	Rents & Royalties
• Department 351	Federal Grants
• Department 354	State Operating Grants
• Department 355	State Shared Revenue
• Department 357	Local Governmental Units
• Department 361	Charges for Services
• Department 363	Highways & Streets (Parking)
• Department 367	Culture & Recreation
• <del>Department 383</del>	<del>Storm Water Fees</del>
• Department 389	Miscellaneous Revenue
• Department 390	Other Financing Sources
• Department 392	InterFund Transfers In
• Department 395	Refund of Prior Years Expense

**Manager Gable** pointed out that fee increases are proposed for the following: **363-220-Residential Parking Permits (RPP)** annual fee from \$29 to \$35 noting that the rate has not changed in over five-years; **363-240-Parking Garage** from \$12 to \$18 for twenty-four hours; and **390-901-Fuel Sales** from \$0.17 to \$0.18 per gallon, which is for entities such as the Gettysburg Fire Department to utilize the discounted gas prices at the public works building.

**Manager Gable** continued by reviewing and discussing the General Fund - 01 expenditures by each department as outlined in his *FY 2024 Budget Line Item Report* as follows:

#### **Expenditures**

• Department 400	Legislative
• Department 401	Office of the Manager
• Department 403	Tax Collection
• Department 409	General Government Administration
• Department 410	Police Services
• Department 411	Fire Services
• Department 413	Code Enforcement
• Department 414	Planning, Zoning, Historic Preservation

• Department 415	Emergency Management
• Department 421	Health
• Department 430	Public Works
• Department 432	Winter Maintenance
• Department 433	Traffic Control Devices
• Department 434	Street Lighting
• Department 435	Sidewalks & Crosswalks
• <del>Department 436</del>	<del>Storm Sewers &amp; Drains</del>
• Department 438	Bridges
• Department 439	Roads & Alleys
• Department 445	Parking Facilities
• Department 454	Parks, Recreation & Grounds
• Department 455	Shade Tree
• Department 465	Community Development
• Department 471	Debt Principal
• Department 472	Debt Interest
• Department 475	Fiscal Agent Fees
• Department 492	InterFund Transfers Out

**Manager Gable** reviewed and discussed the following departments expenditures: **400-Legislative** (Council Salaries, Benefits, Telephone costs, Computer Software Fees, Travel Reimbursement, Contracted IT Services, Continuing Education/Training); and **401-Office of the Manager** (Staff Salaries; Personal, Leave, Holiday, Sick, and Vacation Compensation; Life, Disability, Dental and Health Insurance Benefits, Pension Contribution; FICA, PA Unemployment and Workman's Compensation Insurance) and said that both are pretty straight forward.

**403-Tax Collection** – this expenditure is based upon monies collected by the Borough Tax Collector to include salary, benefits, operating supplies, tax collection fees and insurance (Surety and Fidelity, and \$44,393 is requested in 2024 which is an increase of \$11,969 over the 2023 budget.

**409-General Government-Administration** – this expenditure covers the general costs of providing items needed by staff for government administration not specific to any department. Manager Gable said that the amount requested in 2024 to cover General Fund 01 expenditures for General Government is \$388,737.

#### **410-Police Services –**

**Councilman Berger** noted that an article in the *Gettysburg Connection* recently about the hiring of two new police officers presented some concerns and he wanted the citizens to know that Borough Council approved these hirings and are not planning to dismiss any officers. He said that both police cadets are completing their training in the police academy before beginning work in the police department.

**Chief Glenny** said that he was in contact with Chuck Stangor, owner of the *Gettysburg Connection*, and that the article has since been retracted; and he apologized for the mistake. We need to assure the police officers that their jobs are secure.

**Councilman Moon** said that Borough Council supports the police officers and that none of the officers are being eliminated.

#### **410-112 Staff –**

**Chief Glenny** requested to add a master sergeant that would supervise the two sergeants and also focus on the daytime duties. He noted that this would not be a new hire but an officer already on the force. The two sergeants would continue to command the two patrol squads and they would also be available at night when needed.

**Councilman Moon** said that he feels this would be stretching the department thin if a master sergeant is established in 2024, but noted that he is not opposed to the proposal at another time.

**Councilman Heyser** said that the department would be top heavy with three sergeants, two detectives and that there has been an officer not able to patrol due to an injury. He said that the chief is too optimistic about the realities of scheduling his personnel.

**Councilwoman Lawson** asked Chief Glenny to write a ten-year strategy plan on hiring and changes that would match the society for a more diversified police department that would include females.

**Councilman Berger** said that he supports Chief Glenny's proposal for a master sergeant.

#### **410-176 Overtime –**

**Councilman Moon** said that the increase in overtime is unreasonable and should be lowered. He pointed out that the decision the Council made to add two new officers was to reduce the overtime budget.

**Councilman Heyser** noted that overtime should not be increasing and should be reduced from \$50,000 to \$30,000.

**President Heyser** said that we will hold and continue to discuss 410-Police Services at the October 30<sup>th</sup> Council Budget Meeting since Chief Glenny is not available to attend the next meeting on October 23<sup>rd</sup>.

#### **Public Comment**

There was no public comment at this time.

**President Heyser** dismissed the meeting at 9:15 PM to an executive session.

Respectfully submitted,



Sara L. Stull  
Borough Secretary