

BOROUGH OF GETTYSBURG
59 EAST HIGH STREET, GETTYSBURG, PA 17325
DUE TO COVID-19 PANDEMIC, MEETING
CONDUCTED VIA TELECOMMUNICATIONS
DEVICES THROUGH ZOOM PLATFORM
COUNCIL BUDGET WORK SESSION MINUTES
OCTOBER 19, 2020

President Jacob Schindel called the meeting to order at 7:00 PM and asked the Borough Secretary Sara Stull to conduct a roll call of Council members in attendance. The following **Councilors were present:** Vice President Wesley Heyser, Mr. Christopher Berger, Mr. John Lawver, Ms. Patricia Lawson, Mr. Matt Moon, and Mrs. Judith Butterfield. **Staff present included:** Mayor Theodore Streeter; Borough Manager Charles Gable; Assistant Borough Manager/Secretary Sara Stull; Police Chief Robert Glenney, Parking Manager Rebecca Fissel; Planning Director Carly Marshall; Director of Historic & Environmental Preservation Debra English; Public Works Director Robert Harbaugh; and Chad Clabaugh, Borough Engineer, C. S. Davidson, Inc.

Others present included: Jim Hale representing the *Gettysburg Times*; and Mark Wherley, Community Media-ACCTV filming through Zoom platform.

President Jacob Schindel opened the meeting with a few remarks stating that Borough Council has made good financial decisions and have been fiscally responsible. He noted that there have been budget surpluses the past three years. This year the COVID-19 pandemic has caused a tremendous decrease in revenues causing a challenging 2021 Budget. President Schindel pointed out that there has been no PPE funding made available for municipalities.

President Jacob Schindel announced an executive session of the Borough Council was conducted Monday, October 19, 2020 at 4:00 PM consistent with sections 708(a)(1) and 708(a)(5) of the Sunshine Act for the following purposes: (1) to discuss matters involving the employment, the termination or reinstatement of employment, the terms and conditions of employment, and the possible furloughing or laying off of Borough employees, and (2) to review and discuss matters of Borough business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or matters of confidentiality protected by law.

President Jacob Schindel announced the upcoming meetings as follows:

Monday, October 26, 2020	7:00 PM	Council Work Session/2021 Budget
Monday, November 2, 2020	7:00 PM	2021 Budget Workshop
Monday, November 9, 2020	7:00 PM	Council Business Meeting
Monday, November 23, 2020	7:00 PM	Council Work Session
Monday, December 14, 2020	7:00 PM	Council Business Meeting

Anthony M Lien, Account Manager for Enterprise Fleet Management reviewed the Ten-year Vehicle Lease Program that was established for the Borough. He said that there are three vehicles proposed for the Public Works Department in 2021.

Public Comment

There was no public comment at this time.

2021 Budget

Manager Gable gave a brief description and review of the following funds:

Fund 03 – Fire Fund – a .25 mill tax which is a pass through to the Gettysburg Fire Department. Approximately \$250,000 is collected each year.

Fund 04 – CDBG Fund – this is a federal program by Housing Urban and Development (HUD) which Adams County manages for the Borough. The CDBG Funds have been used for ADA ramps, and in 2021 some of the funds will be used for the South Street Construction Project.

Fund 05 – Company K Memorial Fund – these funds are used to clean the monument located on Lincoln Square.

Fund 09 – Storm Water – the Borough has an agreement of services with the Gettysburg Storm Water Authority (GBSWA) to perform administrative and operational duties. The GBSWA is governed by an independent Board of Directors.

Fund 18 – Capital Projects Fund – the Borough used most of these reserves due to the COVID-19 Pandemic this year. Some of these funds will be used for the Gettys Street Project.

Fund 23 – Debt Services Fund – transferred \$562,500 from the General Fund to pay Bond payments for 2021.

Fund 35 – Liquid Fuels Fund – \$178,000 estimated for 2021 can be used for winter maintenance, bridges, street lighting, engineering fees, signs and road markings.

Fund 40 – Revolving Loan Fund – these are restricted funds that must be used for economic development projects. Some of these funds were used for the COVID-19 expenses for the Main Street CARES Program. There is approximately \$270,000 remaining in this fund.

Fund 66 – Eichelberger-Stahle Trust Fund – was established by two families many years ago for the purpose of assisting needy families at Christmastime.

Fund 30 – Capital Reserves Fund – purchase of two vehicles for the public works department in 2021.

Fund 01 – General Fund – this fund must be balanced as required by state law and identify all revenues and expenditures.

Manager Gable said that Council has made good financial decisions over the past three years producing budget surpluses, noting that last year some of the surplus was used to avoid increasing taxes. This year the COVID-19 pandemic has caused a tremendous decrease in revenues causing a challenging 2021 Budget. Manager Gable said that the non-uniformed staff was reduced by five employees while the police remain at their current staffing levels. He noted that due to economic conditions the finance department was eliminated, and that a restructuring of the administrative operations was developed. The draft budget would add a full time police officer increasing the staffing from eight to nine to accommodate a court order to rehire a fired officer, noting that the officer lacks certification and cannot work on the street. Manager Gable reviewed line items and discussed scenarios to help decrease the proposed 1.0699 mills tax increase needed to balance the budget.

Several Council members expressed their concern with a high tax increase stating that the Borough consists of older residents with limited incomes and unemployed people due to the pandemic. Councilman Berger said that he spoke with constituents that indicate they would be in favor of a tax increase to support the police and public safety. Some members expressed their support to leave a margin in the budget for unexpected issues that may occur, and they agreed to a reduction in staff training. Council agreed to reduce the Gettysburg Area Recreation Authority (GARA) to the 2019 funding level of \$66,164. GARA was created as a shared partner between the Borough and Cumberland Township, noting that the Borough has continually increased its donation, but Cumberland Township has not. After further discussion Council asked staff to make adjustments to present at the next budget meeting.

Public Comment

There was no public comment at this time.

President Jacob Schindel dismissed the meeting 8:45 PM.

Respectfully submitted,

Sara L. Stull
Borough Secretary