BOROUGH OF GETTYSBURG
TROXELL COUNCIL CHAMBERS
59 EAST HIGH STREET, GETTYSBURG, PA 17325
COUNCIL BUSINESS MEETING MINUTES
OCTOBER 10, 2023

President Wesley 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, Ms. Patricia Lawson and Mr. John Lawver. Mr. Chad Carr was absent. **Staff present included:** Mayor Rita Frealing; Borough Manager Charles Gable; Assistant Borough Manager/Secretary Sara Stull; Borough Solicitor Harold Eastman, Barley Snyder; Police Chief Robert Glenny; Planning Director Carly Marshall; Director of Historic and Environmental Preservation Debra English; Parking Manager Rebecca Fissel; and Public Works Director Robert Harbaugh. Borough Engineer Clabaugh, C.S. Davidson, Inc. was absent.

Others present included: Jill Sellers, President of Main Street Gettysburg; Bonnie Grady, Main Street Gettysburg; Scott English, owner of The Gettysburg Academy, 66-68 W. High Street; Nancie Gudmestad, owner of the Shriver House, 309 Baltimore Street; Brian Hodges, 137 Ridge Avenue and owner of The Brafferton Inn, 44 York Street; and Nancy Smith Taylor, 219 South Washington Street. Representing the press was Jim Hale with the *Gettysburg Times;* and filming by *Community Media-ACCTV.*

President Wesley Heyser announced the notable upcoming meetings as follows:
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 Budget 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 announced an executive session of the Borough Council of the Borough of Gettysburg was conducted immediately following the adjournment of the September 25, 2023 monthly work session of the Borough Council consistent with section 708(a)(1) and section 708(a)(5) of the Sunshine Act.

President Wesley Heyser announced an executive session will be conducted immediately following the adjournment of this evening's monthly general business meeting consistent with section 708(a)(1) and section 708(a)(5) of the Sunshine Act for the following purposes: (1) to provide information and to discuss matters involving the employment and the terms and conditions of employment of current and prospective Borough employees; and (2) 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.

Approval of Agenda and Minutes

After adding a motion to accept Kierstan Demps's resignation from the Planning Commission, Ms. Lawson moved seconded Mr. Moon to approve the October 10, 2023 agenda as presented. Motion carried unanimously as amended.

Moved Mr. Moon, seconded Mr. Burger motion to approve minutes of the Borough Council Meeting of September 11, 2023; and the Borough Council Work Session of September 25, 2023, as presented. Motion carried unanimously.

Special Presentation

Mayor Frealing announced that Trick-or-Treat for Gettysburg Borough residents will be held on Tuesday, October 31st from 6:00 PM to 8:00 PM.

Public Comment (Restricted to Items on the Agenda)

Nancy Smith Taylor, 219 South Washington Street expressed her concerns regarding the neighboring property that was purchased by the Adams County Historical Society. She asked when house renovation construction activity begins to renovate the house that the contractors take into consideration the close proximity to her house.

President Wesley Heyser said that Ms. Taylor should contact PA Municipal Code Alliance who will be handling the permitting for this property.

Current and Old Business

Department of Planning /Zoning/Code /Code Enforcement

Planning Director Marshall gave the following report: the Planning Commission Meeting has been cancelled for October 16th; the subdivision submissions for the Adams County Library at the United Lutheran Seminary was deemed accepted since the time frame is beyond the thirty-day requirement; the next meeting of the Planning Commission will be on November 20th at 7:00 PM; the Planning Commission and Rezoning Committee will hold a Town Hall/Open House at the Gettysburg Area Recreation Authority on Wednesday, October 18th at 7:00 PM, which will include a presentation and taking questions from the audience.

Councilman Lawver asked about the banners that have been around the fence at the old Colten Motel, which is now owned by the Gettysburg College, and whether the revisions in the draft Sign Ordinance would be addressing banners.

Planning Director Marshall said that she would review the ordinance revisions.

Moved Mr. Moon, seconded Mr. Burger to authorize the Director of Planning and the solicitor to prepare and finalize, for intended enactment by the Borough Council, a proposed revised sign ordinance in order to supersede, supplant and replace Chapter 19, Part 1, Subpart A. of the Code of Ordinances of the Borough of Gettysburg. Motion carried unanimously.

Moved Mr. Moon, seconded Ms. Lawson to authorize the setting of a public hearing of the Borough Council to be held on November 28, 2023 at 6:30 p.m. and to authorize the provision of public notice of the hearing consistent with the provisions of the Pennsylvania Municipalities Planning Code relative to the proposed amendments and revisions to the sign ordinance in order to supersede, supplant and replace Chapter 19, Part 1, Subpart A. of the Code of Ordinances of the Borough of Gettysburg. Motion carried unanimously.

Moved Mr. Moon, seconded Mr. Lawver to accept the resignation of Kierstan Demps as an alternate member of the Gettysburg Borough Planning Commission. Motion carried unanimously.

Department of Historic & Environmental Preservation

Director of Historic and Environmental Preservation English gave the following report: Architect Charles Alexander representing Alexander Design Studio attended the HARB meeting to present the concept design for the Gettysburg Station (REDDI) Project and will attend the November HARB meeting to address any concerns; Gettysburg Storm Water Authority (GBSWA) received grant money to be used towards the Rain Barrel Program; another successful Rain Barrel Workshop was held on September 28th; she will be a speaker at the upcoming Pennsylvania Municipal League Sustainability Conference on November 1 to 3 to explain GBSWA's public outreach initiatives and the importance of rain barrels.

Parking Department

Parking Manager Fissel gave the following report: provided the ticket and permit comparisons from last year to this year; 43 Local Privilege Parking (LPP) Permits were issued for the month of September; 18 reserved parking spaces in the parking garage were issued for the month of September; the September total revenue is $10,000 above last year's revenue; the oversized vehicle parking pilot program was approved at the July 10, 2023 Council meeting and the oversized parking vehicle signs were placed on July 26th, noting that the first transaction was on July 27th and the total revenue collected was $412.90; and she attended the National Parking Association Conference in New Orleans.

Councilwoman Lawson said that she has been reviewing the oversized vehicle pilot parking program and noted that she and Councilwoman Butterfield recently met with a few business owners along with President of Gettysburg Tours Max Felty, and President of Destination Gettysburg Karl Pietrzak to discuss the bus parking, and feels that this conversation needs to continue. She said that we need to consider the safety of everyone and noted that Gettysburg is a pedestrian-friendly town. She suggested that the oversized vehicle Parking Pilot Program continue and it should be analyzed and monitored daily.

President Wesley Heyser said that Council could revisit the program at the November 28th Work Session due to the upcoming budget meetings scheduled in October.

Moved Mr. Moon, seconded Mr. Burger consistent with the Memorandum of Understanding (MOU) with the Gettysburg Area Retail Merchants Association, Inc. (GARMA) to approve free holiday parking for the 2023 holiday season from Thanksgiving Day through New Year's Day. Free parking is designated every day from 8:00 AM to 8:00 PM during the holiday season with the exception of Fridays, Saturdays and Sundays, on

which days of the week parking will be paid as usual during normal metered hours. The designated parking areas, as requested by GARMA, are as follows: Lincoln Square, the first blocks of Baltimore Street, York Street, Carlisle Street and Chambersburg Street, and the first block of Steinwehr Avenue. Motion carried unanimously.

Public Works Department

Public Works Director Harbaugh gave the following report: fall brush pickup is scheduled from Monday, October 30th through Friday, November 3rd; a notice to proceed for the bridge maintenance contract was received on September 25th with the following three bridges to have work done: Constitution Avenue, East Water Street and Court Alley.

Moved Mr. Burger, seconded Mr. Moon to authorize a budget modification for the transfer of the amount of $50,000.00 from the Borough's General Fund Account # 01 to the Capital Projects Fund Account # 18. Motion carried unanimously.

Borough Engineer

There was nothing to report for the Borough Engineer.

Police Department

Chief Glenny gave the following report: the detectives did an incredible job with tracking down and arresting the suspects involved in the laundromat burglary; all officers are doing a good job for the department; both police cadets are doing well in the academy and noted that Cadet Lardarello will complete his final exam in November and should be working in the police department by late November.

Councilman Burger asked for an update on the assault involving a juvenile on Lincoln Square.

Chief Glenny responded that juvenile incidents are handled by other entities such as juvenile probation, and said that to his knowledge the suspect has been identified and charges have been filed.

Office of the Manager/Treasurer/Secretary

Manager Gable gave the following report: there is approximately $294,000 surplus in the year-to-date revenue over expenses; and 2.6 million dollars in the General Fund with an additional million dollars in the Capital Reserve Fund.

Manager Gable gave the 2024 Budget Proposal Presentation and explained the budget proposals for each of the departments (see attached).

Moved Mr. Berger, seconded Mr. Moon to approve all bills and payrolls for the month as presented. Motion carried unanimously.

Moved Mr. Moon, seconded Mr. Burger to authorize a COLA increase for retired police pensioner Larry Runk, to be paid from the Police Pension Plan effective September 1, 2023. Motion carried unanimously.

Moved Ms. Lawson, seconded Mr. Moon to adopt a resolution authorizing the Board of Commissioners of Adams County to submit an application for 2023 Community Development Block Grant funds to the Pennsylvania Department of Community and Economic Development on behalf of the Borough of Gettysburg. Motion carried unanimously.

Moved Mr. Moon, seconded Ms. Lawson to authorize the solicitor to prepare a resolution for adoption by the Borough Council at its November 13, 2023 monthly general business meeting in order to appoint Maher Duessel, a firm of certified public accountants registered in the Commonwealth of Pennsylvania, as the independent auditor of the Borough of Gettysburg during fiscal year 2024 in order to perform the examination and audit of the accounting records of the Borough for fiscal year 2023. Motion carried unanimously.

Moved Ms. Lawson, seconded Mr. Moon to appoint Susan Naugle as a member of the Shade Tree Commission for a five (5) year term expiring in October 2028. Motion carried unanimously.

Liaison Reports

Main Street Gettysburg

Jill Sellers, President of Main Street Gettysburg gave the following report: **Christmas Festival** – Introduced Bonnie Grady, Christmas Festival Event Coordinator. Plans continue to develop for road closures, sponsors, entertainment, activities, games, contests, and volunteers. My thanks to the Borough staff for their help with pre-coordination efforts: **Historic Pathway Brick Program** – On September 8, 2023, we installed 175 bricks on Lincoln Square: **30th Movie Anniversary** – The event begins this Friday, October 13th. Saturday is sold out; A few tickets remain for the Friday screening of "Gettysburg" and tickets for the Sunday screening of "Copperhead" are available. We are thankful for our partners in this event: Journey Through Hallowed Ground, American Battlefield Trust, Adams County Historical Society, and Seminary Ridge Museum: **Façade Improvement Program** – Reimbursement grant funds were issued for façade projects at Rosie's Collection and the Lincoln Building. Funds are available for a few more projects; **Giving Spree** – All are invited to join us on November 9, 2023 from 3:00-7:00 PM at the Gettysburg Area Middle School for an in-person event to celebrate and support over 100 nonprofit organizations in Adams County. All donations to Main Street Gettysburg #65 will benefit the Gettysburg Welcome Center Project: **Challenge Grant** – We are getting closer to meeting the Adams County Community Foundation Challenge Grant of $20,000. Donations to help us meet this challenge must be received by the end of October. This is a great opportunity to make a difference!

Gettysburg Area Recreation Authority (GARA)

Councilman Carr was not in attendance to give a report.

Gettysburg Municipal Authority (GMA)

Councilman Berger gave the following report: they are waiting on estimates and designs from the surveyors for the Herrs Ridge High Pressure Zone Project; approved the proposal for engineering services for the Cemetery Hill Water Line Replacement Project; the designs for the Andrews Well will be sent to the Department of Environmental Protection for approval in the near future; and they are reviewing the plans for the proposed Interceptor Phase II and will submit to the Borough in the near future.

Steinwehr Avenue Heart of Gettysburg Battlefield (SAHGB)

Councilwoman Butterfield gave the following report: they continue to work on plans for the Gettysburg Christmas Festival; and she noted that October is a busy month in town with tourist, and several events planned.

Adams County Boroughs Association (ACBA)

Mayor Frealing gave the following report: they continue to discuss the need for the county-wide Broadband Project to provide better and reliable service; the next meeting of ACBA will be held at the Adams County Department of Emergency Services on Monday, November 20th at 6:30 PM.

Adams County Transportation Planning Association (ACTPO)

Councilwoman Butterfield announced that the next meeting of ACTPO will be held on October 25th from 1:00 PM to 3:00 PM.

Adams County Council of Governments (ACCOG)

Councilwoman Butterfield said that they reviewed the Gettysburg Borough's Website.

Health Adams Bicycle Pedestrian, Inc. (HABPI)

Councilwoman Lawson reported that the 8th Annual Ride for Trails was very successful that was held on Saturday, September 23rd at the Gettysburg Recreation Park.

Overdose Awareness and Recovery

Councilman Moon announced that the Adams County Medicine Take Back will be held on Saturday, October 28th from 10:00 AM to 2:00 PM. The collection site is at the Adams County Housing Authority, 40 East High Street.

Trail Feasibility Study

Councilman Berger had nothing to report.

Other Reports

Recycling

Councilwoman Butterfield reported that the Electronic Device Recycling held on September 16th went well. She thanked Borough staff members Robbie Harbaugh, Tammy Murdorf , Karen Mesher, along with Councilman Chris Berger and former Councilman John Butterfield for their help. The next event will be held on Saturday, April 20, 2024.

Councilwoman Lawson asked about the glass recycling program.

Councilwoman Butterfield responded that the glass recycling program is through Adams County and will be run by Gettysburg Green Gathering. They plan to have a soft opening on Saturday, October 14th at 230 Greenamyer Lane for anyone to drop off glass. She noted that the Gettysburg Borough's current waste hauler contract includes glass collection for Borough residents.

Elected Officials' Comments

Mayor Frealing gave the following report: said that she attended the Pennsylvania Municipal League Conference from October 4th to 7th; and the Halloween Parade will be held on Tuesday, October 24th.

Councilwoman Butterfield thanked Manager Charles Gable and Parking Manager Becka Fissel for meeting with her today to discuss the Oversized Vehicle Program.

Councilman Lawver expressed his concern that there are no building permits posted for work being done at 30 Mummasburg Street; and 28 South Howard Avenue; and asked that the Planning Department review these properties.

Councilman Lawver said that he has received calls from citizens about the news articles regarding Kierstan Demps who is running for Borough Council. He pointed out to the public that the Borough Council has nothing to do with the council candidates and said that it is handled through Adams County Voter Registration.

President Wesley Heyser noted that it is not the responsibility of voter registration to review these applicants but for someone in the community to contest them.

Public Comment

Scott English, owner of The Gettysburg Academy, 66-68 W. High Street expressed his concerns about the proposed Gettysburg Station development stating that parking will be an issue in the downtown area. He suggested working with Jackie White, owner of the Dobbin House, to develop a parking garage on her vacant lot on Washington Street. He also expressed concerns about the departure of the planning director and suggested that Borough Council hold off on making any zoning changes until a new director is hired and citizens have a chance to review the proposed zoning plans.

Nancie Gudmestad, owner of the Shriver House, 309 Baltimore Street expressed her concerns about the bus parking and does not believe that it has been an ongoing problem. She said that there are not many businesses in the downtown area that require bus parking and feels that this oversized vehicle parking program is only to benefit one business on York Street. She feels that since she has been providing bus parking for twenty-seven years, that she should be grandfathered in if there are any ordinance changes. Ms. Gudmestad said that she only uses the parking bags when buses are at her business and then removes them so that other people can use the parking spaces. She said that she has not abused the use of the parking bags at her business and asked Council to consider issuing her a permit for the use of the meter bags. Ms. Gudmestad said that she has been removing the bags when the buses are gone and keeps them in her office. She said feel free for anyone to pick up the meter bags if you choose.

Moved Mr. Berger, seconded Mr. Moon to adjourn the meeting at 8:50 PM to an executive session. Motion carried unanimously.

Respectfully submitted,

Sara L. Stull

Sara L. Stull
Borough Secretary

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

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

Gettysburg
HISTORIC CROSSROADS

BOROUGH OF GETTYSBURG

2024 Budget Proposal Presentation

October 10, 2023

Presented by:
Charles R. Gable, *MPA*
Borough Manager

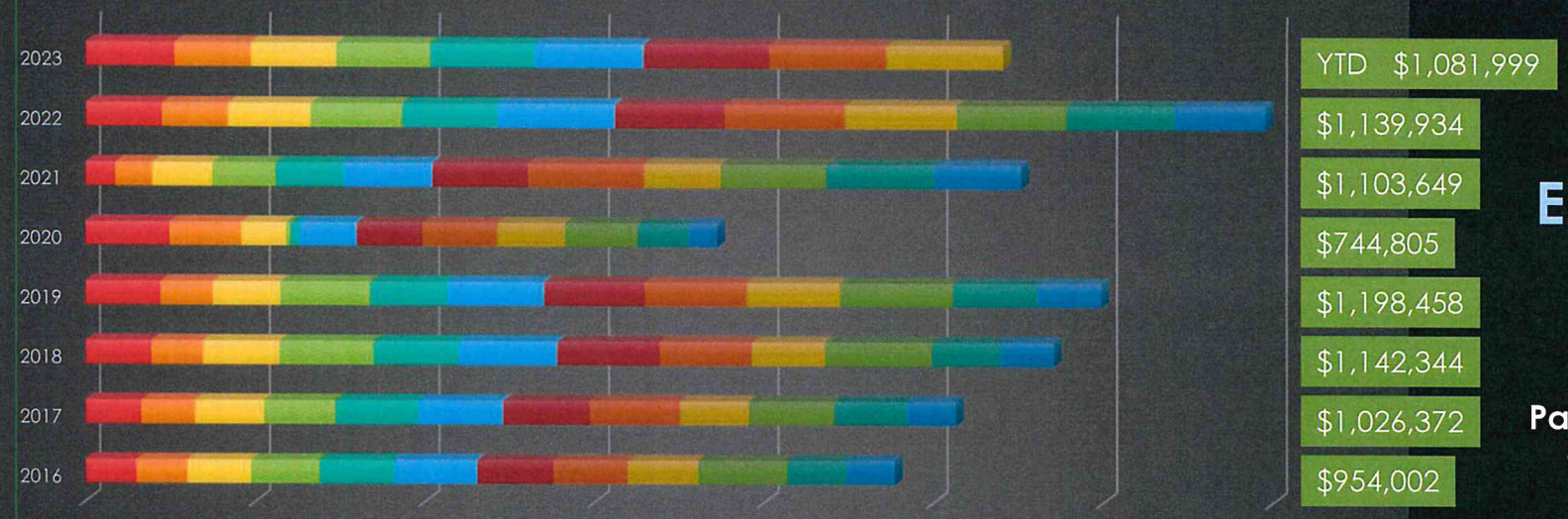
Economic Trends

8-Year Pillow Tax Comparison

	2016	2017	2018	2019	2020	2021	2022	2023
January	$5,413.51	$4,650.16	$10,682.87	$4,838.22	$5,709.16	$3,603.09	$6,177.35	$7,865.74
February	$5,742.45	$5,740.05	$6,113.35	$5,685.71	$7,063.50	$4,733.99	$8,082.80	$8,968.16
March	$7,922.23	$6,029.05	$7,911.35	$8,185.44	$2,739.55	$6,966.28	$9,360.15	$10,912.46
April	$13,484.22	$13,106.86	$14,011.29	$12,792.98	$2,592.65	$9,814.59	$16,832.59	$15,114.26
May	$15,666.91	$17,081.19	$15,796.33	$13,696.82	$1,825.10	$12,436.04	$18,681.94	$20,149.26
June	$18,731.96	$19,317.10	$21,302.52	$23,029.48	$5,425.48	$15,138.85	$19,689.07	$22,915.12
July	$19,587.01	$20,682.16	$20,286.52	$20,284.31	$10,848.85	$22,079.26	$21,026.74	$23,537.28
August	$15,710.29	$16,097.65	$15,984.97	$16,637.12	$9,610.64	$18,060.20	$18,222.47	$18,758.03
September	$17,745.87	$17,187.17	$18,398.02	$17,322.61	$8,557.83	$17,579.44	$18,084.43	
October	$18,895.08	$27,852.40	$18,464.58	$19,490.35	$10,106.52	$22,836.83	$25,216.02	
November	$10,777.37	$10,775.69	$10,950.54	$11,443.66	$5,606.20	$11,466.24	$12,297.80	
December	$5,183.03	$6,101.95	$6,699.84	$6,246.28	$5,159.84	$8,888.49	$8,626.36	

Economic Trends

8-Year Parking Revenue Comparison



	2016	2017	2018	2019	2020	2021	2022	2023
January	$59,441	$65,382	$77,139	$87,897	$98,907	$34,700	$89,505	$104,283
February	$60,007	$63,235	$60,929	$61,799	$84,454	$43,729	$78,096	$90,306
March	$75,094	$80,839	$89,848	$79,082	$52,361	$70,503	$96,835	$100,246
April	$81,637	$85,610	$112,027	$107,018	$6,457	$75,689	$109,328	$111,592
May	$87,507	$97,698	$100,630	$91,093	$10,672	$79,946	$112,830	$123,206
June	$97,748	$99,315	$115,298	$113,554	$66,727	$104,024	$137,525	$127,942
July	$89,173	$101,356	$119,947	$117,909	$76,682	$112,391	$128,666	$147,724
August	$88,113	$107,370	$109,333	$121,159	$89,031	$136,961	$142,658	$139,113
September	$82,904	$80,796	$86,486	$109,954	$79,799	$90,598	$132,123	$137,587
October	$106,528	$102,142	$127,503	$134,682	$86,806	$125,907	$130,677	
November	$70,665	$86,416	$81,685	$99,305	$59,924	$128,132	$127,210	
December	$55,184	$56,213	$61,519	$75,006	$32,988	$101,069	$106,480	

Economic Trends

7-Year General Fund Budget History

Year	Budget
2016	$4,681,497
2017	$4,689,852
2018	$4,807,878
2019	$4,900,564
2020	$5,317,566
2020*	$5,084,918*
2021	$4,634,984
2022	$6,577,697
2023	$6,076,390

*Amended Budget – COVID Pandemic

Surplus (Deficit)

2016	$321,573
2017	$139,707
2018	$135,716
2019	$269,833
2020	($194,119)
2021	$1,096,758
2022	$281,239

How Budget Was Drafted

- ✓ Designed around programs/services
  - ❖ Cost to fund those programs/services
  - ❖ Analyzes the needs within each department
  - ❖ Considers ARPA Funding
  - ❖ Incorporates 2022-2026 CIP
  - ❖ Acknowledges Historic Inflationary Pressures
- ✓ Creates Funding Mechanisms to Fully Fund Programs/Services

Zero Based Budget Model

Services/Programs Considered While Preparing this Budget Proposal

Debt Service
Special Events
Street Cleaning
MS4 Mandates
Traffic Signal Timing
Bus/Transit Services

Police – Crime Prevention
Parking Enforcement
Street Repair/Construction
Street Lighting
Snow Removal
Refuse/Recycling Services
Yard Waste Pick-Up
Storm Drainage
Recreation Services
Land Use Planning

Water/Sewer Services
Code Enforcement
Economic Development
Emergency Preparedness
Cable Television
Fire Services
Ambulance/EMS Services
Traffic Enforcement/Calming
Sidewalk Maintenance
Capital Investments (CIP)

Revenue
(301) Real Property Tax

- ✓ Millage:
  - (Fund 01) 4.1770 mils
  - (Fund 03) 0.5000 mils
    - Increase from 0.2500 to 0.5000
- ✓ Assessments at:
  - (2%) Discount
  - (Par) Face Value
  - (10%) Penalty

Revenue
(305) Occupational Tax

- ✓ Assessments at:
  - (2%) Discount
  - (Par) Face Value
  - (10%) Penalty
  - Delinquent (TCB)

Revenue
(310) Local Enabling Tax
(Act 511)

- ✓ Real Estate Transfer
- ✓ Local Services Tax
- ✓ Amusement/Admission Tax
- ✓ Mechanical Device Tax

- ✓ Par Capital Taxes:
  - (2%) Discount
  - (Par) Face Value
  - (10%) Penalty
  - Delinquent (TCB)

- ✓ Par Capital Taxes:
  - (2%) Discount
  - (Par) Face Value
  - (10%) Penalty
  - Delinquent (TCB)

Revenue

(321) Business Licenses/Permits

- ✓ Towing Licenses
- ✓ RRUO Licenses
- ✓ Yard Sale Permits
- ✓ Transient Retail Permit
- ✓ Outdoor Dining Permit
- ✓ Amusement Licenses
- ✓ Special Event Permit
- ✓ Guided Walking Tours Licenses
- ✓ Carriage Ride Licenses
- ✓ Cable Television Franchise

Revenue

(322) Non-Business Licenses/Permits

- ✓ Land Use Permits
- ✓ Building Permits (Non-UCC)
- ✓ Recycling Permit
- ✓ Building Permits (UCC)
- ✓ Sign Permits
- ✓ Highway Occupancy Permit
- ✓ Solicitation License

Revenue
(331) Fines & Forfeits

- ✓ Court – District Magistrate
- ✓ Clerk of Courts
- ✓ Code Violation Fines
- ✓ Code Fines – Magistrate
- ✓ State Police Fines
- ✓ Police Fines – Magistrate
- ✓ Parking Violation Fines
- ✓ Parking Fines – Magistrate
- ✓ Restitution
- ✓ Court Fees Reimbursed
- ✓ Postage Reimbursed
- ✓ Bank Fees Reimbursed

Revenue
(341) Interest Earnings

- ✓ Interest on Checking Account
- ✓ Interest on CDs

Revenue
(342) Rents & Royalties

- ✓ Royalties from Cell Tower Rent

Revenue
(351) Federal Grants

- ✓ Federal Grants - Public Safety

Revenue
(354) State Operating Grants

- ✓ ACT 101 Recycling Grant

Revenue
(355) State Shared Revenue

- ✓ PURTA – Public Utility Tax
- ✓ State Grants – Public Safety
- ✓ Alcoholic Beverages Licenses
- ✓ Foreign Fire Insurance Premiums
- ✓ Motor Vehicle Fuel Taxes

Revenue
(357) Local Government Units

- ✓ Pillow Tax – County of Adams

Revenue
(361) Charges for Services

- ✓ Subdivision & Land Development
- ✓ Rezoning Requests
- ✓ Zoning Certification Letter
- ✓ Zoning Hearing Board Fees
- ✓ RRUO Inspection Fees
- ✓ Sales (Merchandise/Flags/Pins)
- ✓ Records Reproduction (RTK)
- ✓ Accident Reports
- ✓ Civil Service Testing Fees
- ✓ Reimbursements
  - ➢ Public Works
  - ➢ Police
  - ➢ Parking
  - ➢ GBSWA
  - ➢ MSG
  - ➢ Engineer Fees
  - ➢ GFD
  - ➢ Insurance Claims
  - ➢ CDBG

Revenue
(363) Highways & Streets (Parking)

- ✓ PennDOT Winter Maintenance Contract
- ✓ Parking Permits
  - ➢ RPP
  - ➢ LPP
- ✓ Parking Facilities
  - ➢ RHA Garage (KIOSK/APP)
  - ➢ RHA Garage (Passes)
- ✓ Surface Parking Lots
  - ➢ County Lot
  - ➢ Borough Lot
- ✓ Parking Meters
  - ➢ Short Term Street
  - ➢ Long Term Street
  - ➢ Rented

Revenue
(367) Culture & Recreation

- ✓ Donations
  - ➢ Corporate
  - ➢ Private
  - ➢ Police

Revenue
(389) Miscellaneous

- ✓ COVID Loan Payments

Revenue
(390) Other Financing Sources

- ✓ Fuel Sales – Facility Fees

What Does this Department Fund?

(400) Legislative

- ✓ Seven (7) Council Salaries and associated payroll taxes
- ✓ Provides Mayor funds for keys to the city, coins, declarations, various gifts, etc.
- ✓ Laptop comuters, phones, software, etc.
- ✓ Provides for professional development training

What Does this Department Fund?

(401) Office of the Manager

- ✓ Mayor Salary
- ✓ Manager, Borough Secretary, Accountant, HR Coordinator Salaries
  - ➢ Associated payroll taxes, benefits, and insurances

- ✓ Manager Salary
  - ➢ 4% GBSWA; 96% Borough
- ✓ Accountant Salary
  - ➢ 20% GBSWA; 80% Borough

What Does this Department Fund?
(403) Tax Collection

- ✓ Salary for PT Tax Collector
  - ➢ Associated payroll taxes
- ✓ Tax Collection Fees
- ✓ Operating Supplies
- ✓ Bond Insurance

What Does this Department Fund?
(409) General Government Administration

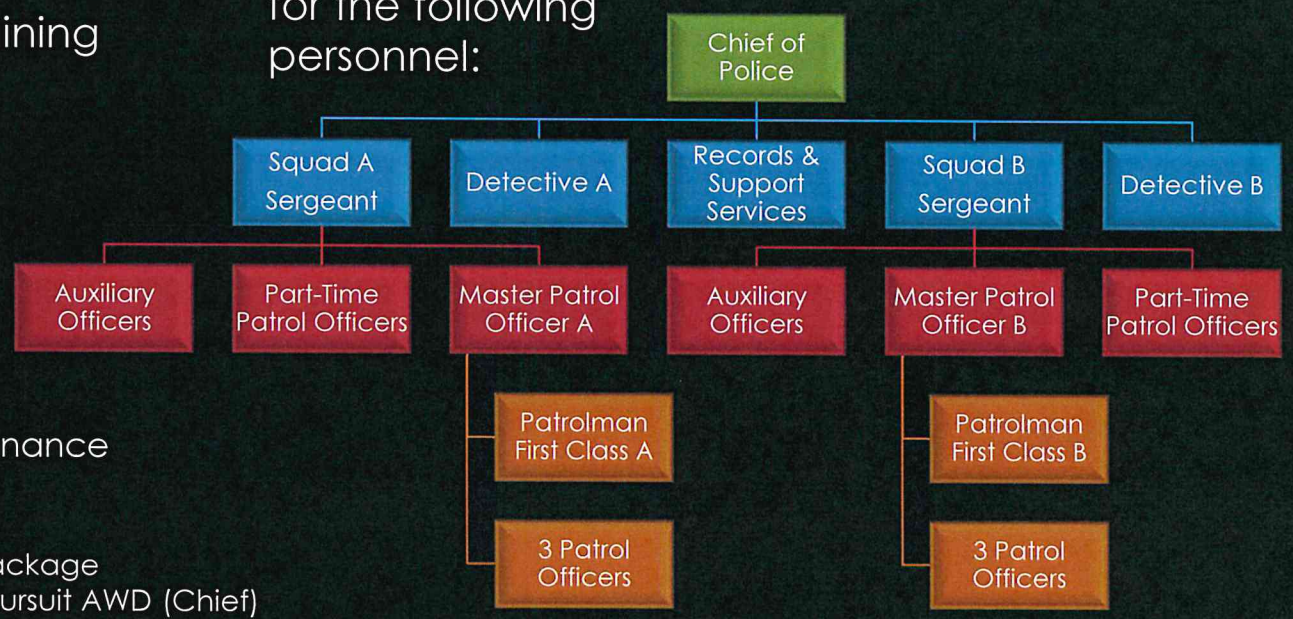
- ✓ Operating Supplies
- ✓ Merchandise Purchases
  - ➢ flags, pins, etc.
- ✓ Broadcasts on Community TV
- ✓ 2 Newsletters
- ✓ Postage
- ✓ Computer/Copier/Video Parts
- ✓ Professional Services
  - ➢ **CIP 465-01** Gettysburg Welcome Center
  - ➢ Michael Baker, Int. – Grant Writing
    - ❖ **CIP 439-04** Raise Grant Resubmission
    - ❖ **CIP 439-04** SS4A Grant Submission)
    - ❖ **CIP 454-05/06** TA Set Aside Grant Submission
- ✓ Borough Engineer (outsourced)
- ✓ Phone/Internet Fees
- ✓ Computer Software Fees:
  - ➢ Finance/Payroll
  - ➢ IT Services
- ✓ Utility Bills and Building Maintenance
- ✓ Insurances, Bank Fees and Commissions
- ✓ Borough Solicitor/Labor Attorney
- ✓ Audit
- ✓ Legal Advertising Fees
- ✓ Professional Development
- ✓ Insurances

What Does this Department Fund?

(410) Police

- ✓ Computer Software Fees/IT Management/Internet
- ✓ Radio Maintenance/Phone Systems
- ✓ Insurances
- ✓ Contracted Services
  - ➢ LEXIPOL
  - ➢ Background Investigations
- ✓ Professional Development/Training
- ✓ Operating Supplies
- ✓ Legal Services
- ✓ Professional Services
  - ➢ CBY; YIS; NMS Labs; CODY
- ✓ Equipment:
  - ➢ Camera Systems (body/dash)
  - ➢ Investigative Equipment
  - ➢ Vests/Uniforms
  - ➢ Guns/Ammunition/TAZER Maintenance
  - ➢ Vehicle Maintenance & Fuel
  - ➢ Fleet Management Program
    - ❖ 2021 Dodge Durango Police Package
    - ❖ One (1)2024 Dodge Durango Pursuit AWD (Chief)
    - ❖ Three (3) 2024 Dodge Durango Pursuit AWD
    - ❖ One (1) 2022 Ford F-150 Pursuit
    - ❖ One (1) 2022 Ford Interceptor SUV
    - ❖ One (1) 2022 Dodge Durango (unmarked)

✓ Salary, OT, and associated payroll taxes, benefits and insurances for the following personnel:



✓ Multiple Security Upgrades

What Does this Department Fund?

(413) Code Enforcement

- ✓ Contracted Services with PMCA
- ✓ Operating Supplies/Postage
- ✓ Phone, internet, software fees
- ✓ IT Services
- ✓ Fleet Management (2021 Traverse)
- ✓ Professional Development

What Does this Department Fund?

(411) Fire

- ✓ Required Insurances
- ✓ Utility Bills
- ✓ Fire Tax Transfer

What Does this Department Fund?

(414) Planning

- ✓ Salaries, associated payroll taxes, insurances and benefits for the following employees:
  - ➢ Director of Planning, Zoning, & Code Enforcement
  - ➢ Historic & Environmental Preservation Coordinator
    - ❖ **60% GBSWA; 40% Borough**
  - ➢ Management Assistant
  - ➢ Code Compliance Officer
- ✓ Operating Supplies
- ✓ Postage
- ✓ Engineering Fees
- ✓ Telephone/Internet
- ✓ Computer Software/IT Management Services
- ✓ Professional Development
  - ➢ Staff
  - ➢ Planning Commission / HARB
- ✓ Legal Services
  - ➢ Legal Advertising
  - ➢ Ordinance Review

What Does this Department Fund?
(430) Public Works

- ✓ Salary, plus associated payroll taxes, insurances, and benefits for the following personnel:
  - ➢ Public Works Director
  - ➢ Foreman
  - ➢ Four (4) Laborers (FT)
  - ➢ One (1) Mechanic (FT)
  - ➢ Part-Time Employee(s)
- ✓ Utility Bills
- ✓ Building Repairs and Maintenance
  - ✓ Boom Mower
- ✓ Operating Supplies
- ✓ Vehicle Maintenance/Fuel
- ✓ Insurances & Certifications
- ✓ Telephone/Internet/IT Management Services and Software Packages

What Does this Department Fund?
(415) Emergency Management

- ✓ Civil Service Testing Supplies
- ✓ EMA Coordinator Stipend

What Does this Department Fund?
(421) Health

- ✓ ACT 101 Recycling Initiatives
- ✓ Trap, Neuter, Release (TNR) Program

- ✓ Capital Purchases
  - ➢ Fleet Management Program
    - Two (2) Ford F250 Ongoing Lease
    - Three (3) Ford F550 Ongoing Lease
    - Two (2) Ford F150 Ongoing Lease

- ✓ Capital Projects
  - ❖ CIP 430-01
    - Public Works Equipment Upgrades
      - ➢ Leaf Vacuum Truck

What Does this Department Fund?
(433) Traffic Control Devices

- ✓ Replace/Repair road signs & Markings
  - ➢ Lighted Crosswalks
- ✓ Utility Bills

What Does this Department Fund?
(432) Winter Maintenance Services

- ✓ Rental of Machinery & Equipment
- ✓ Snow/Ice Removal Materials

What Does this Department Fund?
(434) Street Lighting

- ✓ Utility Bills
- ✓ Repairs and Maintenance

What Does this Department Fund?
(435) Sidewalks & Crosswalks

- ✓ Engineering
- ✓ Repairs & Maintenance
- ✓ Capital Projects
  - ❖ **CIP 435-02**
    - ▪ Sidewalk Replacement Program
  - ❖ **CIP 454-06**
    - ▪ Gettysburg Inner Loop Phase B2

What Does this Department Fund?

(438) Bridges

- ✓ Bridge Inspections and Maintenance
- ✓ Capital Projects
  - ❖ **CIP 438-02** Bridge Construction

What Does this Department Fund?

(436) Storm Sewers & Drains

Fund 09 Gettysburg Borough Storm Water Authority (GBSWA)

Not Budgeted by Borough Council

What Does this Department Fund?

(439) Roads & Alleys

- ✓ General Roadway Resurfacing and Treatments for Alleys
- ✓ Engineering
- ✓ Capital Projects
  - ❖ **CIP 439-04** Gettysburg Gateway Connectivity Project a.k.a. Baltimore Street Revitalization
  - ❖ **CIP 454-05 & CIP 454-06** Gettysburg Inner Loop Phase B1/B2
  - ❖ **CIP 439-07** Highland & Johns Avenue

What Does this Department Fund?
(445) Parking

- ✓ Salary, plus associated payroll taxes, insurances, and benefits for the following personnel:
  - ➢ Parking Manager
  - ➢ Two (2) PEO (FT)
  - ➢ Part-Time Employee(s)
- ✓ Repaint meter bases and traffic light poles
- ✓ Vehicle Maintenance/Fuel
- ✓ Fleet Management Program
  - 2021 Chevy Traverse Payments
  - 2019 Chevy Colorado Payments
- ✓ Software & IT Management Services
- ✓ Required Insurances
- ✓ Bank Fees
- ✓ Operating Supplies
- ✓ Utility/Phone/Internet Bills
- ✓ Insurance
- ✓ Building Repairs & Maintenance
- ✓ Capital Projects
  - ❖ **CIP 445-01** RHA Garage KIOSK Upgrades
  - ❖ **CIP 445-01** RHA Garage Car Counter System

What Does this Department Fund?
(454) Parks & Recreation

- ✓ GARA Appropriation
- ✓ Insurance
- ✓ Utilities
- ✓ Special Events Appropriations

What Does this Department Fund?
(455) Shade Tree

- ✓ Pruning/Clean-Up Services
- ✓ Tree Purchases
- ✓ Other Operating Supplies

What Does this Department Fund?
(492) InterFund Transfers Out

- ✓ Fund Transfers to Service Debt
- ✓ Fund Transfers to CDBG
- ✓ Fund Transfers to Revolving Loan
- ✓ Fund Transfers to General Fund

What Does this Department Fund?
(465) Community Development

- ✓ Non-Govt. Appropriations:
  - Main Street Gettysburg
  - Rabbit Transit
  - Adams County Arts Council

What Does this Department Fund?
(471) Debt Principal
(472) Debt Interest

- ~~✓ 2010 General Obligation Bond~~
- ✓ 2016 General Obligation Bond
- ✓ PIB Loan – East Middle Street

Revenue Projections

Fund 01 – General Fund
$5,900,534

Fund 03 – Fire Protection
$249,500

Fund 04 – CDBG
$261,599

Fund 18 – Capital Projects
$1,490,638

Fund 23 – Debt Service
$641,559

Fund 30 – Capital Reserve
$550

Fund 35 – Liquid Fuels
$177,730

Fund 40 – Revolving Loan
$116,730

Fund 96 – ARPA
$1560

Expense Projections

Fund 01 – General Fund
$6,612,023

Fund 03 – Fire Protection
$249,500

Fund 04 – CDBG
$261,584

Fund 18 – Capital Projects
$1,554,638

Fund 23 – Debt Service
$641,559

Fund 30 – Capital Reserve
$1,288,693

Fund 35 – Liquid Fuels
$90,550

Fund 40 – Revolving Loan
$0

Fund 96 – ARPA
$686,528

Surplus / (Deficit) Projections

Fund 01 – General Fund
($711,489)

Fund 03 – Fire Protection
$0

Fund 04 – CDBG
$0

Fund 18 – Capital Projects
$0

Fund 23 – Debt Service
$0

Fund 30 – Capital Reserve
($1,288,143)

Fund 35 – Liquid Fuels
$87,180

Fund 40 – Revolving Loan
$116,730

Fund 96 – ARPA
($686,528)

Capital Improvement Plan
2022 – 2026

TOTAL = $26,771,757

436-01A	Culps Run Stream Restoration	$775,000
436-01B	Chambersburg Street Storm Sewer	$143,000
439-14	South Street Streetscape	$390,000
439-04	Gateway Connectivity Project	$10,728,896
435-01	Sidewalk Master Plan	$25,000
454-05	GIL Phase B1	$750,000
454-06	GIL Phase B2	$1,327,000
436-05	Bream Alley	$10,000
436-03	Stevens Run Wall Construction	$412,245
439-05	Street Preservation Contract #1	$205,000
439-09	Long Lane Storm Sewer/Resurfacing	$572,000
436-01	SCCAP Storm Sewer Pipe Plan	$20,000
439-01	Lincoln Highway Master Plan	$100,000
435-02	Sidewalk Replacement Program	$300,000
439-06	Street Preservation Contract #2	$284,000
465-01	Gettysburg Welcome Center	$1,500,000
438-02	Bridge Maintenance/Construction	$198,280
439-02	Hanover Street Master Plan	$50,000
465-02	Gateways at Borough Limits Plan	$50,000
430-01	Public Works Equipment	$756,752
439-07	Highland & Johns Avenues (N.)	$608,000
439-08	Highland & Johns Avenues (S.)	$425,000
439-13	Breckenridge Streetscape	$271,604
445-01	RHA Garage Maintenance	$130,000
430-02	Public Works Facilities Plan	$1,783,980
436-06	Mayor Alley Stream Stabilization	$20,000
454-07	GIL Phase C	$800,000
439-10	East Railroad Street	$100,000
454-02	GARA Upgrades – Parking Lot	$30,000
454-03	GARA Upgrades – Facilities	$1,680,000
445-02	Public Parking Structure	$1,350,000
415-03	Area Segregation – Traffic Signals	$175,000
415-04	Area Segregation – Barricades	$147,000
439-11	Wolf Alley	$20,000
415-02	Area Segregation – Boards	$124,000
439-12	Sheely Alley	$10,000
454-04	GARA Upgrades – Rest Rooms	$100,000
445-03	Parking Structure (Steinwehr)	$400,000

Capital Improvement Plan
2022 – 2026

TOTAL = $26,771,757

~~436-01A~~	~~Culps Run Stream Restoration~~	~~$775,000~~
436-01B	Chambersburg Street Storm Sewer	$143,000
~~439-14~~	~~South Street Streetscape~~	~~$390,000~~
439-04	**Gateway Connectivity Project**	**$10,728,896**
435-01	**Sidewalk Master Plan**	**$25,000**
454-05	**GIL Phase B1**	**$750,000**
454-06	**GIL Phase B2**	**$1,327,000**
~~436-05~~	~~Bream Alley~~	~~$10,000~~
436-03	Stevens Run Wall Construction	$412,245
~~439-05~~	~~Street Preservation Contract #1~~	~~$205,000~~
439-09	Long Lane Storm Sewer/Resurfacing	$572,000
436-01	SCCAP Storm Sewer Pipe Plan	$20,000
439-01	Lincoln Highway Master Plan	$100,000
435-02	**Sidewalk Replacement Program**	**$300,000**
439-06	Street Preservation Contract #2	$284,000
465-01	**Gettysburg Welcome Center**	**$1,500,000**
438-02	**Bridge Maintenance/Construction**	**$198,280**
439-02	Hanover Street Master Plan	$50,000
465-02	Gateways at Borough Limits Plan	$50,000

430-01	**Public Works Equipment**	**$756,752**
439-07	Highland & Johns Avenues (N.)	$608,000
439-08	Highland & Johns Avenues (S.)	$425,000
439-13	Breckenridge Streetscape	$271,604
~~445-01~~	~~RHA Garage Maintenance~~	~~$130,000~~
430-02	Public Works Facilities Plan	$1,783,980
436-06	**Mayor Alley Stream Stabilization**	**$20,000**
454-07	GIL Phase C	$800,000
439-10	East Railroad Street	$100,000
454-02	GARA Upgrades – Parking Lot	$30,000
454-03	GARA Upgrades – Facilities	$1,680,000
445-02	Public Parking Structure	$1,350,000
~~415-03~~	~~Area Segregation – Traffic Signals~~	~~$175,000~~
415-04	Area Segregation – Barricades	$147,000
~~439-11~~	~~Wolf Alley~~	~~$20,000~~
415-02	Area Segregation – Boards	$124,000
~~439-12~~	~~Sheely Alley~~	~~$10,000~~
~~454-04~~	~~GARA Upgrades – Rest Rooms~~	~~$100,000~~
445-03	Parking Structure (Steinwehr)	$400,000

Other Capital Improvements:

- Security Upgrades
- Repainting Meter Bases and Traffic Poles
- Borough Building Maintenance
- RHA Garage KIOSK Upgrades
- RHA Garage Car Counting System
- Police Drone

2022 – 2026 Capital Improvement Projects In This Budget:

- CIP 439-04 Gettysburg Gateway Connectivity Project
- CIP 465-01 Gettysburg Welcome Center
- CIP 454-05 Gettysburg Inner Loop – Phase B1
- CIP 454-06 Gettysburg Inner Loop – Phase B2
- CIP 430-01 Public Works Equipment
- CIP 435-02 Sidewalk Replacement Program
- CIP 436-05 Bream Alley
- CIP 439-07 Highland & Johns Avenues
- CIP 438-02 Bridge Maintenance

FUND 01
General Fund

2024
TOTAL
Revenues

$5,900,534

301	Real Property Tax	$2,070,634
305	Occupation Tax	$17,519
310	Local Enabling Tax (Act 511)	$1,101,702
321	Business Licenses/Permits	$137,573
322	Non-Business Licenses/Permits	$33,322
331	Fines & Forfeits	$367,407
341	Interest Earnings	$17,185
342	Rents & Royalties	$42,600
351	Federal Grants	$1,250
354	State Operating Grants	$8,575
355	State Shared Revenue	$261,052
357	Local Government Units	$175,500
361	Charges for Services	$490,490
363	Highways & Streets (Parking)	$1,155,390
367	Culture & Recreation	$2,875
390	Other Financing Sources	$1,710
395	Refund of Prior Year Expenses	$15,750

400	Legislative	$32,592
401	Office of the Manager	$424,015
403	Tax Collection	$44,393
409	General Govt. Administration	$388,737
410	Police	$2,564,596
411	Fire	$106,592
413	Code Enforcement	$24,830
414	Planning	$444,947
415	Emergency Management	$3,600
421	Health	$1,355
430	Public Works	$904,442
434	Street Lighting	$85,750
435	Sidewalks & Crosswalks	$75,000
438	Bridges	$4,500
439	Roads & Alleys	$62,225
445	Parking Facilities	$373,213
454	Parks, Recreation & Grounds	$95,243
455	Shade Tree	$20,000
465	Community Development	$53,880
492	InterFund Transfers Out	$902,113

FUND 01
General Fund

2023
TOTAL
Expenditures

$6,612,023

CURRENT MILLAGE IN 2023

General Fund Millage	= 2.9099
Fire Fund Millage	= 0.2500
Debt Service Millage	= 1.2671
TOTAL Millage	**= 4.4270**

PROPOSED MILLAGE IN 2024

General Fund Millage	= 2.9099
Fire Fund Millage	= 0.5000
Debt Service Millage	= 1.2671
TOTAL Millage	**= 4.6770**

2024 BUDGET IS NOT BALANCED

EXPENDITURES EXCEED REVENUE BY

$711,489

NOTE:
ARPA Funds are NOT Included as Revenue Replacement in this Scenario

Reasons for Imbalance:

- ✓ Two Additional Police Officers:
  - Labor Burden ~ $107,000
  - Labor Burden ~ $107,000
- ✓ Health Insurance Up 7.2%
- ✓ ~$72,000 Additional MMO
- ✓ Debt Service

Removing ALL Except Debt Service, Structural Deficit Remains:

~$390,000

Deadline to Solve Structural Deficit: December 31, 2026

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.gGettysburgPA.gov

July 26, 2021

What Does It Mean for Gettysburg

The American Rescue Plan Act of 2021

Presented By:
Charles R. Gable, *MPA*
Borough Manager

~~$76,656~~

U.S. Treasury Issued Additional Guidance in Mid-May:

1) **May 10, 2021 ARPA Fact Sheet**
2) **May 17, 2021 Interim Final Rule … Federal Register/Vol. 86, No. 93 / Rules and Regulations**

$2,007,880

2-Year Funding Certainty:

- Grants will be released in two increments
  - ½ following enactment
  - ½ 12-months following receipt of first payment

Cash Management:

NOT Subject to Cash Management Improvement Act

30% of funds, or $19.5 Billion, is obligated to cities with less than 50,000 residents

- *Grant calculations based on population size only*

Gettysburg was included in with Non-Entitlement Units of Local Government

HOWEVER

Gettysburg is a DIRECT ENTITLEMENT COMMUNITY for CDBG purposes
(i.e., classified as low-to-moderate income)

Type	Amount ($ Billions)
States & District of Columbia	$195.3
Counties	$65.1
Metropolitan Cities	**$45.6**
Tribal Governments	$20.0
Territories	$4.5
Non-Entitlement Units of Local Government	$19.5

PROPOSED MILLAGE IN 2024

General Fund Millage	= 2.9099
Fire Fund Millage	= 0.5000
Debt Service Millage	= 1.2671
TOTAL Millage	**= 4.6770**

Reminder:

ARPA Revenue Will Expire in 2026. The Structural Deficit Will Once Again Emerge as a Challenge to the Budget in 2027.

In Order to Balance Council Should Consider Various Options:

1. Keep pace with inflation
   - Raise $79,632 with a 0.1573 mil increase each year for the next 3 years
     - Softens the blow in 2027 by preparing now
2. Raise $107,000 to support (1) additional Police Officer
   - This equals a ~0.2001 mil increase
3. Increase Overnight Parking Rates in RHA Garage = $18/night
   = $0.75 per hour
   = Increases Parking Revenue by ~$100,000 annually
4. Increase Selected Fees
   - RPP Permit
   - RRUO Licenses / Inspections
   - Land Use Permits
   - Fuel Facilities Fees / HOP Permit Fees
5. Utilize ARPA Funds to support the 'provision of government services'

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Gettysburg
HISTORIC CROSSROADS

BOROUGH OF GETTYSBURG

2024 Budget Proposal Presentation

Questions and Discussion

October 10, 2023

Presented by:
Charles R. Gable, *MPA*
Borough Manager