

**BOROUGH OF GETTYSBURG
TROXELL COUNCIL CHAMBERS
59 EAST HIGH STREET, GETTYSBURG, PA 17325
COUNCIL WORK SESSION MEETING MINUTES
OCTOBER 24, 2022**

President Wesley Heyser called the meeting to order at 7:00 PM with the following **Councilors present:** Vice President Matthew Moon, Mrs. Judith Butterfield, Mr. Christopher Berger and Ms. Patricia Lawson. Mr. John Lawver and Mr. Chad Carr were absent. **Staff present included:** Borough Solicitor Harold Eastman, Barley Snyder; Borough Manager Charles Gable; Assistant Borough Manager/Secretary Sara Stull; HR Coordinator Kara Riethmaier; Police Chief Robert Glenney; Director of Historic & Environmental Preservation Debra English; Planning Director Carly Marshall; Planning Management Assistant Karen Mesher; Code Compliance Officer Peter Griffioen; Parking Manager Rebecca Fissel; Public Works Director Rob Harbaugh and Chad Clabaugh, Borough Engineer, C. S. Davidson, Inc. Mayor Rita Frealing was absent.

Others present included: Jill Sellers, President of Main Street Gettysburg and filming by *Community Media-ACCTV*.

Announcements

President Heyser announced an executive session of the Borough Council of the Borough of Gettysburg was conducted immediately following the adjournment of the October 17, 2022 Borough Council 2023 Budget Work Session meeting consistent with section 708(a)(1) and section 708(a)(5) of the Sunshine Act.

President Heyser announced an executive session of the Borough Council will be conducted immediately following the adjournment of this evening's work session of the Council consistent with section 708(a)(1) and section 708(a)(5) of the Sunshine Act for the following purposes: (1) to discuss matters involving the employment, and the terms and conditions of employment relating to current Borough administrative 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.

President Heyser announced the upcoming meetings:

Monday, October 31, 2022	Budget Work Session Cancelled
Monday, November 7, 2022	7:00 PM 2023 Budget Work Session
Monday, November 14, 2022	7:00 PM Council Business Meeting <i>(Vote to Advertise 2023 Budget)</i>
Monday, November 28, 2022	2023 DRAFT Budget Issued for Public Review
Monday, December 12, 2022	7:00 PM Council Business Meeting <i>(2023 Budget Adoption)</i>

Public Comment – Restricted to Old Business and New Agenda Items (not tabled items).

There was no public in attendance.

Special Presentation

Erin Pedigree, Executive Director of Gettysburg Area Recreation Authority was unable to attend tonight and will plan to attend the November 7th meeting.

Old Business

Personnel Complaint Policy

Council President Heyser reviewed the changes and corrections that were made to the proposed draft Employee Transparency and Accountability Policy that were discussed at the previous meeting. The failure of any department to comply with the policy would result in disciplinary action. He noted that if a department head had a complaint filed against them, the investigation would be provided by the Human Resource Director, and any employee that had a complaint filed against them would be notified by their supervisor at the time of the receipt and a statement from the employee will be included. A copy of the complaint would be provided to the Mayor, Borough Council President and Vice President, and the employee would be notified in writing of the final result of any investigation.

Council President Heyser pointed out that before Borough Council approves the Employee Transparency and Accountability Policy it would be reviewed by legal counsel.

Councilman Berger asked Chief Glennly if he has any issues with the reporting as required in the policy.

Chief Glennly said that he did not review the policy for tonight's meeting, but said that he does have concerns regarding some of the policy changes. He said that some of the language including the Garrity Rights regarding criminal investigations may pose problems; and said that after legal counsel reviews the policy, it may clear up some of his concerns.

Council President Heyser said after some discussion that the draft policy would be given to legal counsel for review and placed on the Council Work Session agenda in November if it is ready.

Holiday Parking

Parking Manager Fissel reported that the Gettysburg Area Retail Merchants Association's (GARMA) Memorandum of Understanding (MOU) states that Council review it each year for the free holiday parking from Thanksgiving day to New Year's Day. She pointed out that the Borough receives many complaints about people getting parking tickets

because they don't read the signs or misinterpret them. The Parking Enforcement Officers get yelled at more during this time of year than any other due to people not understanding the signs.

Council President Heyser asked if GARMA was happy with the MOU and said that he would like to hear what the merchants want.

Parking Manager Fissel said that GARMA is fine with the MOU, but a suggestion would be to change the language on the signs to read better. She said that free holiday parking is designated every day from 8:00 AM to 8:00 PM during the holiday season except on Fridays, Saturdays and Sundays where parking will be paid as usual during the metered hours. The designated parking areas, as requested by GARMA, are as follows: Lincoln Square and the first blocks of Baltimore Street, York Street, Carlisle Street and Chambersburg Street and the first block of Steinwehr Avenue.

Councilman Moon said that it is a source of confusion for people and asked if the signage could be changed, but noted some people still will not read it.

Councilors agreed that the free parking program benefits the local merchants and would like to keep it, but asked that the signage be reviewed and changed.

Jill Sellers, President of Main Street Gettysburg said that they support the merchants and that it is important to have a vibrant downtown. The free parking program was implemented to help benefit the merchants during this slow time.

2023 Budget

Manager Gable asked if Council had any questions regarding the line items discussed at the October 17th Budget Work Session. Clarification was made for the following: the Borough provides payroll service to the Gettysburg Fire Department (GFD) for their Business Manager and custodian, and GFD reimburses the Borough in full; after transferring Code Enforcement in-house, PA Municipal Code Alliance sent funds that they collected for inspection fees, so this is a one-time revenue; and the Verizon phone numbers were reviewed for accountability.

Manager Gable reported that in reviewing the Comcast Cable Franchise payments, it was determined that it had increased, so we will change the revenue from \$45,000 to \$78,870.

Council President Heyser said to begin tonight's budget review with line item **409:373 (building maintenance and repairs)** on page 21 where Council left off at the meeting on October 17th, and then proceed with **410 (police department)**. He noted that the 2023 budget includes two new patrol officers. Council discussed hiring officers that are not certified and sending them through the academy because the hiring efforts have not been good with recruiting officers. An agreement could be developed for repayment plans of

these expenses with a period of working for the police department. This will be placed on the November Council agenda to instruct the Civil Service Commission to begin the process to make these changes.

Chief Glenny said that he would still like to add two corporal positions to the police structure. They would be separated from the squads and used as mid-shift supervisors working ten-hour days. **Council President Heyser** said that during the recent contract negotiations the officers were very clear that they needed officers to fill the shifts and adding corporals would not provide that. He also noted that adding corporals would need to be added to the Civil Service Regulations which would take time to do; therefore, at this time it is best to get the officers in place and then later make a decision if changes are needed.

Council discussed the police overtime expenses and said that it needs to be reduced. The Chief said that he will review those expenses and provide new budget figures to the Manager for the next budget meeting. This would be further discussed at the next budget meeting on November 7th.

Chief Glenny responded that due to community events and other activities, he needs to use the part-time officers but will do his best to lower the overtime expenses.

Council President Heyser pointed out that the overtime amount requested for 2023 is \$196,351 which must be reduced because adding two officers at an estimated cost of \$200,000 would place them on the shift schedules. By adding officers, it should reduce the overtime for part-time officers. The 2022 budgeted amount for overtime was \$127,000 but Council needed to provide a special allocation to increase the amount to \$168,425 to account for the budget being exhausted of overtime funds.

Councilman Moon said that there is a lot of support for the department to get these two new officers, but there needs to be a substantial decrease in overtime usage. Council members agreed that the overtime category needs to be reduced.

Chief Glenny said that line item **410:242 (police protection)** was increased significantly to \$44,000 which includes duty and practice ammunition and the purchase of additional firearms and magazines to outfit the new officers. He pointed out that it also includes active shooter wear which includes ballistic helmets and ballistic plates and carriers to wear them, and vehicle ballistic shields.

Manager Gable said that line item **410:314 (legal services)** for police will be lowered from \$40,000 to \$35,000 due to the settlements of lawsuits.

Councilwoman Lawson said that line item **410:329 (computer software fees)** has the Informant Program and CODY Program which are both record keeping systems, and asked when the Informant Program will end and when the CODY Program would be completely up and running.

Chief Glenny responded that the transition from Informant to the Cody Program should be completed by mid-year but definitely by the end of 2023, so they need to keep Informant until the new system is up and running.

Council President Heyser asked Chief Glenny to see if the Informant Program would be prorated for the timeframe needed until the transition of the CODY Program is completed.

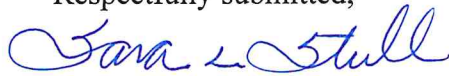
Council President Heyser ended tonight's meeting with the completion of the police budget items.

Public Comment (open to items not on the agenda)

There was no public in attendance.

President Heyser adjourned the meeting to an executive session at 9:35 PM.

Respectfully submitted,



Sara L. Stull
Borough Secretary