

2023 Manager's Budget Message

Borough of Gettysburg
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Borough Manager

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Manager's Budget Message

Submitted for your review is the Manager's 2023 budget message for the Borough of Gettysburg. Borough Council adopted this 2023 budget at its December 12th, 2022 regular business meeting. The budget was finalized over the course a several months with both Borough staff and Borough Council input.

A budget is a complete listing of the elected body's policy priorities. This is a comprehensive budget, which includes Borough Council's preferences and priorities, as determined by the multiple budget-specific workshops and regular council workshop sessions held on October 17th, 2022, October 24th, 2022, and November 1st, 2021. Council voted to advertise this budget proposal on November 7th, 2022, where the draft budget was subsequently available for public inspection on the Borough's website and in the Municipal Building Lobby on November 28th, 2022. Council adopted this budget at its regular business meeting on December 12th, 2022, with a unanimous vote. This budget comprises all the Borough's nine (9) fund budgets¹:

- (Fund 01) General Fund,
- (Fund 03) Fire Protection Fund,
- (Fund 04) CDBG² Fund,
- (Fund 18) Capital Projects Fund,
- (Fund 23) Debt Services Fund,

- (Fund 30) Capital Reserve Fund,
- (Fund 35) Liquid Fuels Fund,
- (Fund 40) Revolving Loan Fund, and
- (Fund 96) American Rescue Plan Act (ARPA) Fund.

In the aggregate (not including Fund 09), the Borough has a 2023 budget of \$7,388,262 in projected revenues, with \$8,736,273 in projected expenditures. The planned budgetary deficit of \$1,348,011 is largely due to three factors:

- The use of surplus funds accumulated in 2022
- The use of reserve funds in the Borough's Capital Reserve Fund, and
- A slightly lower drawdown in ARPA funds as compared to 2022.

All revenues and expenses creating the planned 2023 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.

**NOTE REGARDING FUND 05
Company K Monument Fund**

The Company K Monument Fund was transferred in 2021 with the funds being deposited with the Adams County Community Foundation for management of the funds moving forward. Proceeds of this fund are used for maintenance of the Company K Monument located on Lincoln Square.

**NOTE REGARDING FUND 68
Eichelberger-Stahle Trust Fund**

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 in need annually. The amount dispersed is heavily reliant on interest rates in any given year. The Eichelberger-Stahle Fund was transferred in 2021 with the funds being deposited with the Adams County Community Foundation for management of the funds.

Prior to the COVID-19 global pandemic, which began in March 2020, 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

future. The Borough created a new fund (Fund 96) in 2021 to manage the funds granted to the Borough through the American Rescue and Plan Act (ARPA) in March 2021. This fund will cease to exist after all the ARPA money has been expended by December 31, 2026.

² CDBG – Community Development Block Grant.

¹ Previously, the Borough had eleven (11) Funds. Both Fund 05 (Company K Monument Fund) and Fund 68 (Eichelberger-Stahle Charitable Trust Fund) were turned over to the Adams County Community Foundation (ACCF) for management of the money in both funds, providing a better rate of return and the potential to grow the funds' account balances in the

addition of a new revenue stream via the Verizon small cell site leases, the Borough entering the Pennsylvania Municipal Health Insurance Cooperative (PMHIC)³ and a savings in professional services realized through an RFP⁴ process. The Borough also realized significant savings in energy bills related to the deployment of energy efficient LED⁵ lighting fixtures across the Borough and its associated properties. These revenue increases or savings were further augmented by the fifth year of labor contracts that were negotiated in 2017, which yields additional savings for the Borough – or at least helped to control labor cost increases on an annual basis through the end of 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. Much of the Borough's

revenue streams continued to languish through May 2021, until Governor Wolf's Emergency Declaration was lifted in June 2021. Chapter 2 of the 2021 Manager's Budget Message details the pandemic's costly and devastating toll on the Borough. The crippling economic toll of the

COVID-19 pandemic was further exacerbated by the ongoing and persistent structural budgetary challenges of the Borough, most notably limited funding available for road projects and infrastructure maintenance. This challenge, however, has subsequently become much more manageable because of the American Rescue Plan Act (ARPA) of 2021, which is specifically detailed in **Chapter 10** – The American Rescue Plan Act of 2021.

Budget Development

Like with the development of the 2022 budget, the 2023 budget was developed utilizing the concept known as zero-based budgeting⁶. The added complexity and large infusion of cash

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 the Borough's 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. GBSWA also pays a portion of the salaries for three Borough employees, which is noted in subsequent pages. 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 by their respective governing bodies, both budgets are necessarily and intricately interconnected.

³ *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*.

⁴ RFP – Request for Proposal for both Borough auditing services and liability insurance coverages.

⁵ LED - Light-Emitting Diode.

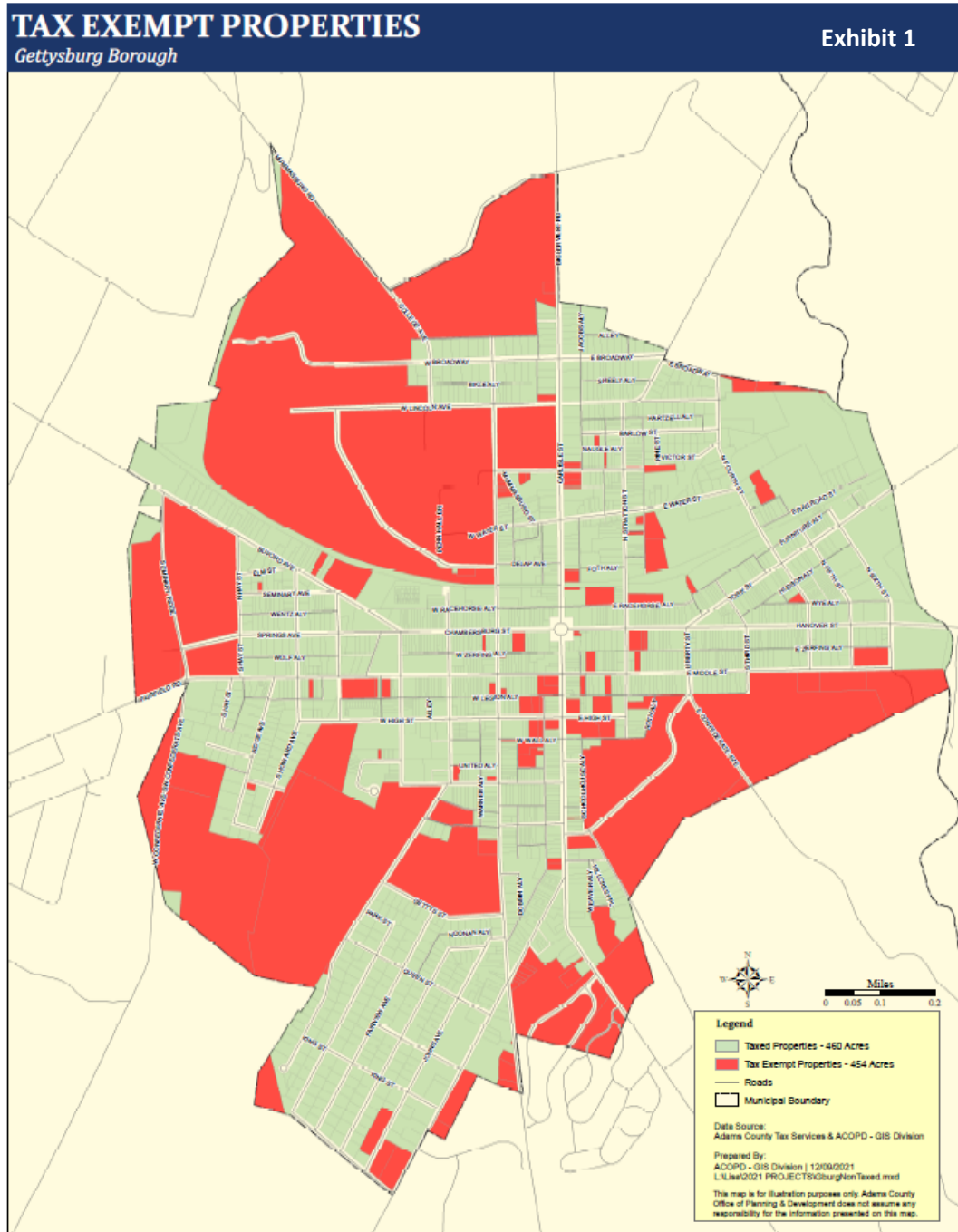
⁶ Zero-based budgeting (ZBB) is budgeting in which all expenses must be justified for each new period. The process of zero-based budgeting starts from a "zero base," and every function within an organization is analyzed for its needs and costs. Budgets are then built around what is needed for the upcoming period, regardless of whether each budget is higher or lower than the previous year.

into the 2023 budget-process necessitates this budget technique, if for no other reason, the very unique and unprecedented Federal Dollars made available for the Borough's use, via ARPA Funds. 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 2023. 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. Like the 2022 budget, an unusual amount of revenue will be available through ARPA funding. Also, like the 2022 budget, there is no tax increase in this budget. In fact, the permitted uses of ARPA funds for both the 'provision of government services' and the 'rehiring of public sector staff' allows flexibility in the 2023 budget, which ultimately sustains the notable millage rate tax decrease of 0.232 mills from the 2021 tax rate. The 2023 General Fund (01) millage tax rate is set at 4.1770 mills. The

millage rate in the Fire Protection Fund (03) remains at 0.2500 mills. Both millage rates remain unchanged from the 2022 budget year.

Structural Deficit

It should be noted that the past eight budget messages reference what is known as the Borough's 'structural deficit'. The robust fund balance surpluses realized in recent budget cycles does not mean the 'structural deficit' has been eliminated. Neither does the notable tax increase needed in 2021 and subsequently lowered in



2022, 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 cost and/or increases in capital expenses. Further, the use of ARPA Funds over the next four-year period will further mask these challenges, as ARPA will provide some temporary relief from these budgetary pressures. It should be anticipated that these budgetary pressures return in the 2026 and 2027 budget cycle. The use of \$749,000 in ARPA Funds in 2023 is essentially equivalent to what would be the ‘structural deficit’ absent the availability of the use of these funds. ARPA funds will no longer be available in 2027, thus creating a large deficit that the Council must manage in another way.

The large number of tax-exempt properties, labor union contract obligations and the national inflation rate are the primary reason for this structural deficit challenges. No relief is anticipated in any of these categories in the foreseeable future. **Exhibit 1** is a map of Borough properties exempt from taxation. Tax-exempt properties continue to grow, most notably, by the efforts of the American Battlefield Trust⁷ – an organization that aggressively pursues the purchase of taxable properties with the goal of turning those properties over to the National Park Service.

The Borough’s Bank Account Balances

There was a point in time in late 2020 and early 2021 where the Borough was dangerously close to falling below its fund reserve policy thresholds⁸. That financial pressure eased mid-year 2021 allowing the Borough to be more comfortable with its financial state. As of this writing in December 2021, the Borough’s General Fund Reserve is well within that 18% - 25% reserve threshold. **Table 1** identifies each fund and the types of bank accounts associated with each.

⁷ <https://www.battlefields.org/give/save-battlefields/unparalleled-preservation-opportunity-gettysburg-battlefield>

Fund 01
General Fund

The General Fund has thirteen (13) bank accounts associated with it. Twelve (12) of the accounts are interest-bearing CDs and remaining account is a general checking account. In the aggregate, the 12 CDs comprise the Borough’s operating reserve money. 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 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 time a property tax check is received from the Tax Collector.

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 18
Capital Projects Fund

The Capital Projects Fund has one (1) interest-bearing checking account associated with it. Funds in this account are restricted for use associated with approved capital projects. For example, funds in this account are designated to

⁸ The Borough’s Fund Balance Policy requires the Borough to have 18% - 25% of General Fund expenses in reserve at any point throughout the year.

Table 1 - Borough Bank Accounts

Fund #	Account Name	Balance	Type of Acct.	Acct. #	Interest Rate	Date of Maturity
Fund 01	General Fund	\$2,271,807.12	Checking	936425		
		\$79,049.27	CD(1) - Reserve	218572	0.050%	Thursday, March 2, 2023
		\$79,046.23	CD(2) - Reserve	003814	0.050%	Wednesday, January 4, 2023
		\$79,042.87	CD(3) - Reserve	013582	0.050%	Friday, February 3, 2023
		\$79,039.52	CD(4) - Reserve	022343	0.050%	Thursday, March 2, 2023
		\$79,036.27	CD(5) - Reserve	034463	0.050%	Tuesday, January 3, 2023
		\$79,032.91	CD(6) - Reserve	044545	0.050%	Friday, February 3, 2023
		\$79,029.79	CD(7) - Reserve	054221	0.050%	Friday, March 3, 2023
		\$79,026.51	CD(8) - Reserve	065658	0.050%	Wednesday, January 4, 2023
		\$79,023.28	CD(9) - Reserve	076233	0.050%	Friday, March 3, 2023
		\$79,019.81	CD(10) - Reserve	085862	0.050%	Thursday, March 2, 2023
		\$79,016.66	CD(11) - Reserve	096695	0.050%	Thursday, January 5, 2023
		\$79,013.32	CD(12) - Reserve	108193	0.050%	Friday, March 3, 2023
Fund 03	Fire Services Fund	\$60,390.97	Checking	335484		
Fund 04	Community Development Block Grant Fund (CDBG)	\$1,073.03	Checking	936514	0.650%	
Fund 18	Capital Projects Fund	\$525,664.24	Checking	997602	0.650%	
Fund 23	Debt Services Fund	\$279,755.47	Checking	587912	0.650%	
		\$157,261.38	CD	213420	0.050%	Thursday, May 4, 2023
Fund 30	Capital Reserve Fund	\$553,508.11	Checking	936476	0.650%	
Fund 35	Liquid Fuels Fund	\$478,279.56	Checking	936484	0.650%	
Fund 40	Revolving Loan Fund	\$280,193.40	Checking	650297	0.650%	
Fund 96	American Rescue Plan Act (ARPA)	\$1,637,196.34	Checking	022366	0.120%	
		\$751,577.57	CD	218416	0.100%	Saturday, June 24, 2023
Mayor William Troxell Memorial Fund		\$5,588.52	ACCF			
Eichelberger-Stahle Charity Fund		\$6,910.67	ACCF		Formerly Fund 68	
Company K Memorial Fund		\$7,417.25	ACCF		Formerly Fund 05	
Payroll Account - Used for quarterly tax filings and issuing paychecks		\$141,611.93	Checking	176451		
Escrow Account - Used to hold financial security on construction		\$137,588.15	Checking	157880		

TOTAL ALL Accounts \$8,244,200.15

Wednesday, November 30, 2022

be used as matching funds for the FLAP⁹ grant that the Borough applied for in 2019 as part of the Baltimore Street Revitalization Project¹⁰. In early 2020, the Borough was awarded the grant with the funds being dispersed once Congress approved its annual budget. Subsequently, in 2022, the Borough entered into a reimbursement cooperation agreement with PennDOT, who will be administering the funds on behalf of the US Department of Transportation.

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 FY2023 when transfers from the General Fund – to cover the Borough's debt payments when they come due throughout the year.

Fund 30

Capital Reserve Fund

The Capital Reserve Fund has one (1) interest-bearing checking account associated with it. Funds in this account are not restricted and can be used at the discretion of the Borough Council at any time.

⁹ 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.

¹⁰ Renamed the Gettysburg Gateway Connectivity Project.

Table 2 – 2022 Budget Summary (December 22, 2022)

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
01 General Fund						
Revenue						
	Real Property Tax	\$1,957,281.00	\$11,227.62	\$2,094,792.44	107.03%	(\$137,511.44)
	Occupation Tax	\$17,970.00	\$1,048.41	\$19,113.52	106.36%	(\$1,143.52)
	Local Enabling Tax (Act 511)	\$1,022,550.00	\$58,656.66	\$1,254,844.94	122.70%	(\$232,094.94)
	Business Licenses/Permits	\$101,207.00	\$3,856.00	\$158,596.73	156.71%	(\$57,389.73)
	Non-Business Licenses/Permits	\$20,308.00	\$267.00	\$42,165.60	207.63%	(\$21,857.60)
	Fines & Forfeits	\$307,156.00	\$30,745.96	\$396,148.17	128.97%	(\$88,992.17)
	Interest Earnings	\$7,800.00	\$0.00	\$12,771.54	163.74%	(\$4,971.54)
	Rents & Royalties	\$39,000.00	\$0.00	\$39,000.00	100.00%	\$0.00
	Federal Grants	\$450.00	\$0.00	\$0.00	0.00%	\$450.00
	State Operating Grants	\$9,575.00	\$0.00	\$9,999.45	104.43%	(\$424.45)
	State Shared Revenue	\$216,200.00	\$0.00	\$245,274.20	113.45%	(\$29,074.20)
	Local Government Units	\$165,000.00	\$25,591.02	\$182,103.29	110.37%	(\$17,103.29)
	Charges for Services	\$75,523.00	\$19,286.55	\$593,532.54	785.90%	(\$518,009.54)
	Highways & Streets (Parking)	\$1,207,375.00	\$15,160.61	\$1,241,667.31	102.84%	(\$34,292.31)
	Culture & Recreation	\$5,350.00	\$30.00	\$71,741.30	1340.96%	(\$66,391.30)
	Other Financing Sources	\$1,500.00	\$108.71	\$1,718.60	114.57%	(\$218.60)
	Sale of Fixed Assets	\$0.00	\$0.00	\$4,289.96	0.00%	(\$4,289.96)
	Interfund Transfers In	\$1,421,452.00	\$0.00	\$737,113.81	51.86%	\$684,338.19
	Refund of Prior Year Expenses	\$2,000.00	\$0.00	\$34,337.54	1716.88%	(\$32,337.54)
	Total General Fund Revenue:	\$8,677,887.00	\$186,878.64	\$7,138,010.84	103.63%	(\$151,313.84)
Expenditure						
	Legislative	\$24,138.00	\$937.81	\$14,431.09	59.79%	\$9,706.91
	Office of the Manager	\$368,143.00	\$12,030.42	\$317,106.33	86.14%	\$51,036.67
	Tax Collection	\$27,950.00	\$1,202.67	\$38,667.37	138.34%	(\$10,717.37)
	General Govt.-Administration	\$448,419.00	\$17,669.04	\$429,565.71	95.80%	\$18,853.29
	Police	\$2,059,379.00	\$63,547.49	\$2,085,750.32	101.28%	(\$26,371.32)
	Fire	\$130,740.00	\$2,387.59	\$131,156.36	100.32%	(\$416.36)
	Code Enforcement	\$27,175.00	\$577.50	\$18,079.40	66.53%	\$9,095.60
	Planning	\$367,971.00	\$10,405.40	\$320,901.93	87.21%	\$47,069.07
	Emergency Management	\$3,000.00	\$0.00	\$2,479.00	82.63%	\$521.00
	Health	\$6,315.00	\$0.00	\$825.00	13.06%	\$5,490.00
	Public Works	\$818,918.00	\$19,437.35	\$786,591.66	96.05%	\$32,326.34
	Street Lighting	\$88,250.00	\$6,417.05	\$82,136.83	93.07%	\$6,113.17
	Sidewalks & Crosswalks	\$50,650.00	\$0.00	\$29,144.54	57.54%	\$21,505.46
	Bridges	\$20,000.00	\$0.00	\$3,182.69	15.91%	\$16,817.31
	Roads & Alleys	\$55,250.00	\$0.00	\$142,710.00	258.30%	(\$87,460.00)
	Parking Facilities	\$356,694.00	\$8,770.29	\$303,378.69	85.05%	\$53,315.31
	Parks, Recreation & Grounds	\$83,417.00	\$0.00	\$83,417.00	100.00%	\$0.00
	Shade Tree	\$17,500.00	\$0.00	\$13,087.96	74.79%	\$4,412.04
	Community Development	\$56,250.00	\$0.00	\$56,250.00	100.00%	\$0.00
	Benefits Fees	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	Interfund Transfers Out	\$1,567,538.00	\$9,705.92	\$1,957,364.54	124.87%	(\$389,826.54)
	Total General Fund Expenditure:	\$8,677,887.00	\$163,088.63	\$8,818,228.42	103.63%	(\$238,628.42)
Total General Fund Revenues:						
		\$8,677,887.00	\$186,878.64	\$7,138,010.84		(\$151,313.84)
Total General Fund Expenditures:						
		\$8,677,887.00	\$163,088.63	\$8,818,228.42		(\$238,628.42)
Total General Fund Fund Balance:						
		\$0.00	\$12,888.01	\$322,784.62		(\$322,784.62)

Fund 35Liquid Fuels Fund

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

Fund 40Revolving Loan Fund

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

Fund 96American Rescue Plan Act (ARPA) Fund

The ARPA Fund has only both an interest-bearing checking account and CD. This fund is used to account for the money granted to the Borough through the ARPA legislation.

2022 Year in Review Highlights

Both the state's COVID-19 vaccination rate¹¹ and the termination of Governor Wolf's disaster declaration in June 2021 allowed the Borough to end FY2021 in good financial condition, allowing for robust and normal municipal operations in FY2022. Gettysburg's financial emergence from the Pandemic is notable with strong economic activity throughout the entirety of FY2022.

With the assistance of ARPA funding, the Borough restored all the positions that were furloughed in 2020 and repurposed the previously vacated Finance Director position to a full-time in-house Human Resources Coordinator position. Like in FY2021, Gettysburg is poised to realize another notable budget surplus in FY2022. See **Table 2 – 2022 Budget Summary** (Page 6).

The Borough ended FY2021 with a sizeable budget surplus. This afforded the Borough the ability to be innovative and flexible moving into FY2022. For this reason, 2022 was a consequential year in several areas:

- The Borough hired a full-time Human Resources Coordinator to better manage its labor force, process payroll, provide ongoing training to staff, rewrite the employee manual, and assist the Borough Manager with the resolution to labor union grievances,

- Two multi-year labor contracts were successfully negotiated without having to spend large sums of money in interest arbitration¹²,
- The Borough applied for an unprecedented amount of money in grant funding (with many grant award decisions still pending at years' end, and
- Significant progress was made on the Borough's 2020 approved Capital Improvement Plan (CIP) projects.

2023 Budget Highlights

Subject to fluid national economic trends (i.e., inflation and/or recession), Gettysburg's positive economic outcomes are expected to continue into FY2023 – augmented with the use of ARPA funds to provide governmental services.

A note of caution, however, pre-pandemic, the Borough had continued to struggle with strong economic headwinds. As noted in FY2022's Manager's Budget Message, these headwinds will be temporarily masked through 2026¹³ with the assistance of the use of ARPA funds. Despite this temporary reprieve, there is little expectation that the Borough's challenges will change much through FY2026. Thus, these challenges will once again, more likely than not, reemerge in FY2027, once the assistance of ARPA funding sunsets.

The Borough's underlying difficult economic realities will persist. These challenges are:

- ✚ Only 7106¹⁴ residents contributing to EIT (2500 of whom are students who pay little, if any, EIT)¹⁵,
- ✚ Taxpayers support services for nearly 4 million visitors annually while not getting much financial support from

¹¹ As of August 2022, 70% of Pennsylvania's population of 12,791,530 have been fully vaccinated against COVID-19. 88% of Pennsylvania's population is partially vaccinated.

¹² Interest arbitration is a process whereby the issues not resolved in contract negotiations between the employer and the union may be presented to an impartial arbitrator for resolution.

¹³ The ARPA legislation stipulates that all ARPA funds must be expended by December 31, 2026.

¹⁴ The Borough population decreased by 514 persons since the 2010 census. Decennial census numbers are April 1, 2010 = 7620 and April 1, 2020 = 7106.

¹⁵ EIT = Earned Income Tax.

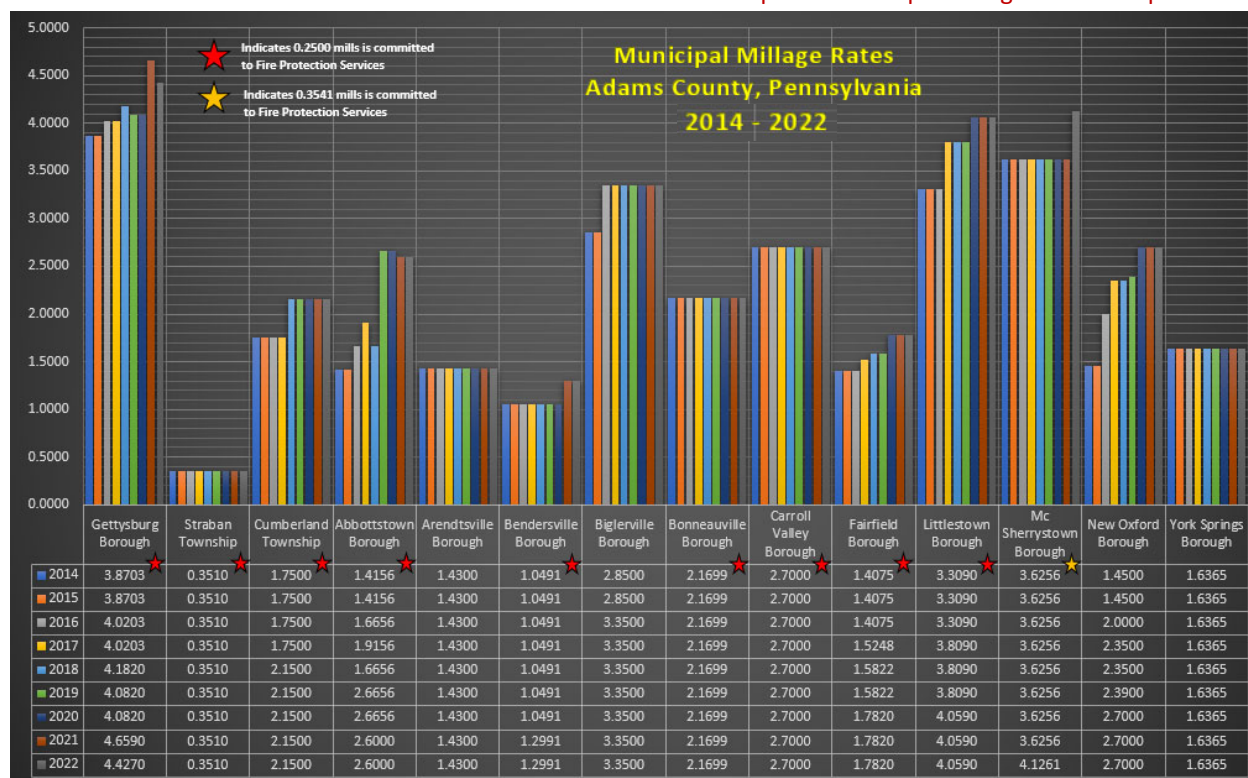
those visitors to deliver the services they use, such as, the:

- Borough receives just a fraction of the Pillow Tax generated county-wide 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,
- ✚ Over 40% of assessed borough property is exempt from property taxes (See **Exhibit 1, Page 3**),
- ✚ The Borough must comply with unfunded mandates such as the ADA¹⁶ and the MS4¹⁷ laws, and
- ✚ 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**¹⁸ and **Graph 2** show a multi-year comparison of property tax rates for various municipalities and school districts, respectively. While higher tax rates than other parts of the County are 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, providing many services that other municipalities do not provide. While the following is not an exhaustive list, it is representative of the number and type of services provided by Gettysburg Borough, either directly or indirectly:

- ✚ Police
- Crime Prevention
 - Traffic Enforcement,

Graph 1 – Municipal Millage Rates Comparisons



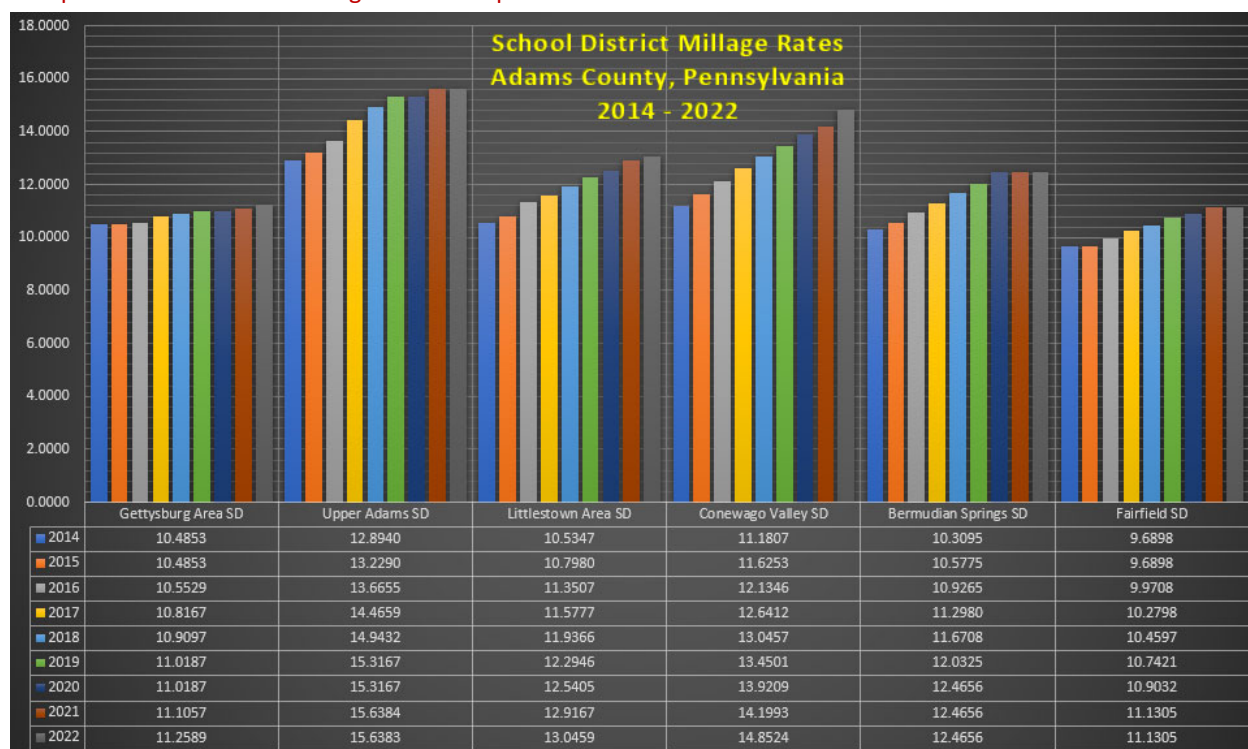
¹⁶ ADA = Americans with Disabilities Act.

¹⁷ MS4 = Municipal Separate Storm Sewer System.

¹⁸ Gettysburg Borough lowered taxes in 2019 to 3.8320 mills and held this rate in place for 2020. The pandemic necessitated a dramatic increase to 4.4090

mills in 2021 to balance the budget. Based on stronger economic numbers post-pandemic, the 2022 tax millage rate decreased to 4.1770 mills and holds unchanged for FY2023.

Graph 2 – School District Millage Rates Comparisons



- ✚ 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.

Just like the 2022 budget, this 2023 budget, bolstered by significant ARPA funding, maintains the Borough's pre-pandemic activity and also continues the progress on the aggressive five-year capital improvement plan (CIP), which will be discussed in detail in **Chapter 9**.

What is funded in each department?

The 2023 budget provides a significant listing of activities. They are:

(400) Legislative

- ✓ Seven (7) Council salaries
- ✓ Payroll taxes
- ✓ Operating supplies
- ✓ Continuing education/training

(401) Office of the Manager¹⁹

- ✓ Salaries plus associated payroll taxes and benefits for the Mayor, Borough Manager/Treasurer²⁰, Assistant Borough

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.

- Manager/Secretary²¹, Accountant I²²,
Human Resources Coordinator²³
- ✓ Revise employee manual

(402) Finance²⁴(403) Tax Collection

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

(405) Borough Secretary/Human Resources²⁵(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)
- ✓ Professional services needed for multiple CIP initiatives
- ✓ Phone/Internet Fees
- ✓ Computer Software Fees
 - Financial/Land Management
 - Website and IT services
 - eCode 360
 - Office 365
 - Civil Plus²⁶ 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) Detectives
 - Two (2) Sergeants
 - Two (2) Master Patrolmen
 - Seven (7) Patrolmen (FT)²⁷
 - At least Four (4) Patrolmen (PT)
 - At least Five (5) Auxiliary Officers
- ✓ Operating supplies and postage
- ✓ Vehicle fleet management program and maintenance²⁸
- ✓ Legal services
- ✓ Computer software and IT management services
- ✓ Utility bills
- ✓ Radio maintenance
- ✓ Required insurances
- ✓ Professional services
- ✓ Contractual obligations
- ✓ Physical plant improvements
- ✓ 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 PMCA²⁹
- ✓ Operating supplies and postage

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 Human Resources Coordinator is a new full-time staff position, which replaces the Finance Director position that was eliminated in 2020 as part of departmental reorganizations and consolidations in response fiscal challenges brought on by the COVID-19 Pandemic.

²⁴ As part of a realignment, the Finance Department was dissolved with its duties being rolled into the newly created Office of the Manager in 2020.

²⁵ The Borough Secretary/Human Resources Department was dissolved with its duties being rolled into the newly created Office of the Manager.

²⁶ Formerly Virtual Towns and Schools (VTS); Civic Plus purchased VTS in 2018.

²⁷ The 2023 Budget approves the addition of 2 new FT police patrol personnel. This brings the department to full staffing with 14 sworn full-time officers.

²⁸ 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.

²⁹ PMCA – Pennsylvania Municipal Code Alliance (3rd party Uniform Construction Code (UCC) provider.

- ✓ Computer software for in-house code enforcement

(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,
 - Code Compliance Officer³⁰, and
 - Management Assistant
- ✓ Operating supplies and postage
- ✓ Engineering fees
- ✓ Computer software and parts
- ✓ IT management services
- ✓ Professional development
- ✓ Legal services and legal advertising
- ✓ Revise special event permitting
- ✓ Implement paperless processes related to permit issuance

(415) Emergency Management

- ✓ EMA Coordinator stipend
- ✓ Civil Service Testing Supplies
- ✓ Portable Traffic Signals
- ✓ Modular Barricade System

(421) Health

- ✓ ACT 101 recycling advertising
- ✓ Trap-Neuter-Release Program³¹

(430) Public Works

- ✓ Salary, overtime hours, benefits, and associated payroll taxes for the following staff positions:
 - Public Works Director
 - Public Works Foreman
 - Auto Mechanic
 - Four (4) Laborers (FT)
 - 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:
 - Leaf Vacuum Truck
 - New Furnace
- ✓ Feasibility Study for a New Public Works Building
- ✓ Fleet management program
 - 2021 Ford Escape (annual lease payment)
 - 2022 Ford F-550 Bucket Truck – (annual lease payment))
 - 2019 Ford F-250 Pick-Up (annual lease payment)
 - 2020 Ford F-550 Truck (annual lease payment)
 - 2021 Ford F-250 Pick-Up (annual lease payment)
 - 2021 Ford F-150 Pick-Up (annual lease payment)
 - 2021 Ford Ranger Pick-Up (annual lease payment)
 - 2021 Ford Escape (annual lease payment)
- ✓ 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
- ✓ Grant match for Gettysburg Inner Loop (GIL) Phases B1 & B2

³⁰ Beginning in 2022, Gettysburg Borough began managing its own code enforcement in-house, necessitating the adding of this full-time staff position. In-house code enforcement provides a new revenue stream for the Borough, which largely funds this new staff position. As such, the amount budgeted

for PMCA (noted in Footnote #29) significantly decreased in the FY2022 budget.

³¹ Gettysburg Borough has a significant feral cat population, which draws many citizen complaints annually. Like in FY2022, this budget line item provides resources to the Adams County SPCA to begin to get this cat population under control.

(436) Storm Sewers & Drains³²

- ✓ MS4 compliance initiatives
- ✓ Miscellaneous repairs and maintenance
- ✓ Pollutant Reduction Projects

(438) Bridges

- ✓ Bridge Maintenance

(439) Roads & Alleys

- ✓ General roadway resurfacing and treatments
 - Street Preservation
 - Gettysburg Inner Loop Phase B1/B2
 - Grant match for the Gettysburg Gateway Connectivity Project

(445) Parking

- ✓ Salary, overtime hours, benefits, and associated payroll taxes for the following personnel:
 - Parking Manager
 - Two (2) Parking Enforcement Officers (FT)
 - Three (3) Parking Enforcement Officer (PT or Seasonal)
- ✓ Operating supplies and postage
- ✓ Vehicle fleet management and maintenance program
 - 2021 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
- ✓ New Enforcement Handheld Devices

(454) Parks & Recreation

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

(455) Shade Tree

- ✓ Pruning/clean-up services
- ✓ Tree purchases/Supplies

(462) HUD – Community Development

- ✓ Washington Street sidewalk & street lighting construction

(465) Community Development

- ✓ Non-Governmental Appropriations for:
 - Main Street Gettysburg
 - Rabbit Transit
 - Adams County Arts Council
 - Adams County Historical Society
- ✓ Engineering for the Gettysburg Welcome Center

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

- ✓ Finances interest and principal on Borough debt:
 - 2010 GO Bond
 - 2016 GO Bond
 - 2015 PIB Loan – East Middle Street
- ✓ Transfers from the General Fund to other Borough funds to support projects administered within those other funds

(475) Fiscal Agent Fees

- ✓ Fees associated with the 2016 bond issuance

(487) Benefits Fees

- ✓ Fees associated with administering the Borough's pension funds

Summary

Over the coming five years, Gettysburg Borough is poised to tackle a significant number of large projects, some of which have been delayed for economic reasons for decades. This is only possible due to Congress' ARPA legislation that was passed by in March 2021. None of this funding will affect or improve the underlying economic stresses that have plagued the borough for decades. The ARPA funding, however, will mask these challenges through 2026, when the Borough will once again be challenged to balance its books based on the historical norms and realities of the local economy. That said, the following pages highlight the large number of initiatives planned in 2023.

separate Board of Directors which is responsible for raising sufficient funds (via storm water fees) to manage the Borough's storm water infrastructure.

³² In 2019, Gettysburg Borough implemented the Gettysburg Borough Storm Water Authority (GBSWA) which is budgeted in Fund 09. The GBSWA has a

Like 2018, 2019, 2020, 2021, and 2022, no cash or credit card payments will be accepted at the Borough Building, as the receptionist position remains unfilled³³. Instead, payments, where possible, will continue to be made available online through the Borough's website at www.GettysburgPA.gov. The Borough continues to find ways to make access to these on-line payment solutions more accessible and to improve the ease-of-use of these on-line payment systems for the end user. 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, professional, 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.

The Borough uses new and emerging 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, develop, and redevelop 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 2022 by assisting with recycling shredding events and Main Street Gettysburg's annual '*A Gettysburg Christmas Festival*', by helping decorate the town and assisting with set-up and tear-down of festival events.

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

³³ The receptionist position was eliminated in 2017 and never filled since.

Chapter 2 in the 2021 Manager's Budget Message detailed the challenges presented by the global pandemic on Gettysburg Borough. The Borough continued to persevere through these challenges and has utilized multiple strategies to sustain itself and continue to provide for its mission: health, safety, welfare. Assistance from the federal government through the American Rescue Plan Act of 2021 (ARPA) gave a significant financial boost to the Borough – which will continue to show positive financial benefits through 2026. Details of ARPA and the Borough's use of these resources are discussed in **Chapter 10**. While significant federal grant funding assists the Borough recover from the pandemic, there is another reason for the success of the Borough in these economic challenges. It is little known and little discussed – but very much worth highlighting.

Gettysburg Borough is a GOLD Certified Sustainable Community! See **Picture 1**. 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 contribute to the viability of the Gettysburg community as recovery from the economic toll in the aftermath of the pandemic continues into its third year, while various sectors of the state and national economy struggle to recover from the fiscal damage wrought by COVID-19. **Table 3** lists the certification levels possible, and points needed to attain a certification level. Gettysburg has been certified at the Gold level with 147 points awarded out of a possible 300, just shy of the highest certification level of Platinum.

What is Sustainable Pennsylvania?

The Sustainable Pennsylvania Community Certification is a voluntary performance



SUSTAINABLE PENNSYLVANIA COMMUNITY CERTIFICATION

**Table 3 - 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 1 -Sustainable
Pennsylvania
Gold Certification**



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, 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. These points are divided up between ten broad

categories, identified in **Tables 4, 5, 6, 7, 8, 9, 10, 11, 12, and 13** respectively:

- 1) Governance and Community Engagement,
- 2) Healthy Communities,
- 3) Diversity, Equity, and Inclusion,
- 4) Education,
- 5) Energy Use, Conservation and Green Building,
- 6) Housing,
- 7) Environmental Stewardship,
- 8) Land Use and Transportation,
- 9) Local Economy, and
- 10) Other Sustainability Innovation.

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.

Sustainability Begins Locally



Our state's promise for prosperity is organized around the institution of local government. Like the old adage "all politics is local", sustainability takes root close to home in the way we organize as communities. Local government thus has both a profound role and responsibility for leading the

way to quality of life and access to opportunity in our communities and region. This municipal certification program aims to shine a light on the pacesetters and bring more local government leaders to the forefront of sustainable community development.

Table 4 - Sustainable Pennsylvania Certification Criteria (Governance and Community Engagement)

Governance and Community Engagement	Possible Points	Gettysburg Credited
Municipal Operations	13	10
Professional Staff are employed or retained, in the areas of budgeting and finance	1	1
A revenue-expenditure trend analysis is conducted annually	1	1
Funds for capital-related borrowing are not used for day-to-day expenses	1	1
Municipality routinely evaluated ability to ensure that revenue is sufficient to maintain public infrastructure (i.e. roads, water, sewer, storm water, etc.) (Community has an asset management-based budget system)	1	1
Obligations for pensions/other post-employment benefits are funded for the long-term to at least 80%	3	3
5% - 10% of operating funds are carried over year-to-year	2	2
Taxation takes a balance approach applicable to all sectors of municipal services provided and fees satisfy cost recovery	1	1
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	0
Community Engagement	12	7
Civic engagement, public participation, and transparency are regularly assessed and facilitated	1	1
A Historic Review Commission is active	2	2
An environmental Advisory Council is active	2	0
Municipality communicates with the public via a regularly scheduled newsletter or regularly updated web-based communication	1	1
All municipal-sponsored events have a sustainability-awareness component	3	0
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
Municipality is an active participant in a Council of Governments	1	1
The municipality utilizes Intergovernmental cooperative agreements (ICA) to engage in multi-municipal endeavors	2	2
Intergovernmental Cooperative Agreements include conflict resolution provisions	2	0
Sustainability	30	8
The municipality is committed to passing a resolution (within six months of enrolling) to affirm participation in the Sustainable Community Essentials Certification Program	3	3
A municipal sustainability program (in name) has been developed and departmental goal setting and budget processes are used to advance it	4	0
Sustainability policies, goals, and principles have been adopted	3	0
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	0
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	0
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	0
An executive/management level municipal staff person has responsibility for management of the municipal sustainability program expressly included in their job description	3	0
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	2
Newly elected officials participate in Local Government Academy or other orientation training for public officials	3	3
Public Safety	6	6
Municipality maintains updated public safety mutual aid agreements with neighboring municipalities and shares resources	1	1
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	2
Municipality participates in a regional service program or contracts services to or through other municipalities for fire, police, and EMS	3	3

Table 5 - Sustainable Pennsylvania Certification Criteria (Healthy Communities)

Healthy Communities	Possible Points	Gettysburg Credited
Local Food	9	5
Incentives exist for establishment of farms and gardens within the municipality	2	0
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 initiatives, Good Food Neighborhood, etc.)	3	3
Education programs are made available for residents on the benefits of organic, locally purchased food; farmers' markets and farm stands are facilitated	2	2
A community produce garden(s) is available	2	0
Healthy People	7	5
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	1
Outdoor recreation opportunities, amenities, and lifestyles are promoted	1	1
A program to promote safe walking to school is in place	3	3
The use of pesticides and herbicides is being monitored and reduced by all municipal departments which use them	2	0

Table 6 - Sustainable Pennsylvania Certification Criteria (Diversity, Equity, and Inclusion)

Diversity, Equity, and Inclusion	Possible Points	Gettysburg Credited
Human Resources	15	2
Measures are taken to ensure a wide range of candidates are interviewed for all municipal job openings (i.e. the Rooney Rule)	2	2
The municipality has a written municipal policy prohibiting discrimination and valuing diversity and inclusion	3	0
The municipality has provided diversity training for municipal employees	3	0
The municipality annually assesses, and reports to the public, diversity of all boards, employees, volunteers, committees, etc.	3	0
The municipality reports annually to the public on progress in creating a more diverse workforce	4	0
Economy	5	5
There is a municipal policy ensuring Minority Business Enterprise and Women Business Enterprise are considered in municipal purchasing, bids, and contracts	2	2
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	3

Table 7 - Sustainable Pennsylvania Certification Criteria (Education)

Education	Possible Points	Gettysburg Credited
Cooperation	5	0
Municipal planning is coordinated with the school district and the two meet at least once per year	3	0
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	0
Engagement	2	0
Municipality works with schools and local no-profits/community organizations to engage students about community issues such as waste reduction and recycling, public safety, wellness, conservation, nature, etc.	2	0

Table 8 - Sustainable Pennsylvania Certification Criteria (Energy Use, Conservation, and Green Building)

Energy Use, Conservation, and Green Building	Possible Points	Gettysburg Credited
Municipal Energy Use	24	9
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 use	2	2
The municipality has established goals from the energy audit findings and is methodically implementing the energy audit findings	3	0
Municipal energy use has declined overall at least 15% from the baseline year established in the energy audit	4	4
Municipality is reporting yearly to the public on progress and results made in implementing recommendations/findings contained in the municipal energy study	2	0
Municipality has or is in the process of retrofitting streetlights and traffic signals to LED bulbs	3	3
As part of the energy audit, a greenhouse gas inventory and mitigation plan has been established for municipal functions	4	0
Positive progress on the greenhouse gas inventory and mitigation plan is reported annually to the public	3	0
Energy performance of key municipal buildings is tracked using ENERGY STAR Portfolio Manager and is reported yearly to the public	3	0
Community Energy Use	8	0
The municipal comprehensive plan contains an energy conservation element	1	0
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	0
The greenhouse gas inventory has been expanded to include the entire community (not just the municipality) and a mitigation plan has been developed	4	0
Green Buildings	17	0
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	0
New construction and major renovations at municipal facilities incorporate (sufficient to achieve) LEED (Leadership in Energy and Environmental Design) Silver principles	3	0
Municipal building operations could meet LEED O&M Silver principles or better	4	0
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	0
LEED certification is required for development projects receiving a public incentive (TIF, abatement, etc.)	4	0
Renewable Energy	7	0
Municipality purchases energy for municipal facilities from renewable sources (or has installed renewable energy sources) such that at least 10% of all municipal energy comes from renewable sources	3	0
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	0

Table 9 - Sustainable Pennsylvania Certification Criteria (Housing)

Housing	Possible Points	Gettysburg Credited
Affordability	13	4
The zoning ordinance provides for or accommodates a full range of housing opportunities throughout the community	1	1
The comprehensive plan addresses the community benefits of and need for expanding housing choice	2	0
The zoning ordinance has inclusionary housing provisions/incentives	3	0
A program exists (perhaps in partnership with an outside agency) to facilitate home ownership: homebuyer incentives, employer-assisted housing, community land trust, etc.	3	3
The community is tracking and reporting annually to the public on results toward affordable housing for residents	4	0
Sustainable Neighborhoods	11	9
A current inventory of vacant and blighted properties is maintained and mapped	2	2
A program is being implemented to put blighted, abandoned properties back into productive use: smart rehabilitation code, conservatorship, demolition, acquisition, green lot strategies, etc.	2	2
The municipality has elected to administer and enforce PA's statewide Uniform Construction Code (UCC)	1	1
The municipality has adopted the International Property Maintenance Code within the last 6 years per good, safe rental housing	2	2
Staffing is in place sufficient to enforce building and maintenance codes	2	0
The municipality utilizes a system for collection of delinquent taxes and fees to mitigate blight and abandonment	2	2

Table 10 - Sustainable Pennsylvania Certification Criteria (Environmental Stewardship)

Environmental Stewardship	Possible Points	Gettysburg Credited
Water Use, Conservation, and Quality	16	16
The municipality utilizes an integrated Municipal Storm Water 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	4
The municipality actively encourages water conservation and efficiency measures in the community and among business	1	1
Low impact development and onsite storm water infiltration is encouraged	1	1
Water provider(s) prioritize improving service to existing developed areas as opposed to opening new areas to development	3	3
Drinking water and sanitary sewer rates are based on the real cost of providing service	3	3
Sufficient investments are being made to the water, sewer, and storm water systems per real costs and keeping pace with maintenance and operations	2	2
Cooperation is occurring with neighboring municipalities to manage water and sewer supply, treatment and distribution, sewage and storm water, in the most cost-effective way	2	2
Air Quality	10	2
PA State anti-idling law is enforced, and compliance is promoted	2	0
Municipality supports public education regarding reducing air pollution and emissions	1	0
A clean construction emissions policy for all publicly subsidized projects has been adopted and is enforced	3	0
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	2
The municipality and its municipal waste hauler service are exploring ways to reduce emissions from vehicles and trucks beyond anti-idling	2	0
Green Infrastructure	11	8
Policies, plans, and ordinances protect wetlands and waterways and their buffers	1	1
Whitten 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.) to protect public safety and natural resources while using green infrastructure for storm water management	1	0
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	3
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	3
A natural resource inventory has been developed for the community within the last 7 years as part of the comprehensive plan	1	1
Sustainable landscape maintenance practices are in place for parks and municipal grounds	2	0

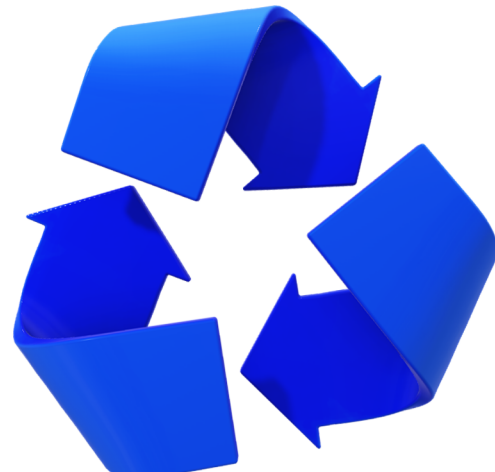


Table 11 - Sustainable Pennsylvania Certification Criteria (Land Use and Transportation)

Land Use and Transportation	Possible Points	Gettysburg Credited
Mobility	13	11
Trails for walking and bicycling are being developed or maintained	1	1
Alternate transportation (e.g., transit, inter-modal, multi-modal, bicycle/pedestrian) are accommodated and promoted	2	2
Public transportation and ride sharing are promoted and facilitated, as is transit-oriented development (where applicable)	2	2
Bicycle lanes or shared roadways are being developed and a "Share the Road" education campaign is being advanced	3	3
Police are trained on the rights and responsibilities of bicyclists and state law on passing bicycles	2	0
Traffic calming techniques, "complete streets" projects, access management and congestion management programs have been evaluated and are being implemented	3	3
Community	18	12
Professional staff are employed or retained to manage the land use program	1	1
Comprehensive land use/development plan is current, addresses impact to neighboring communities, and incorporates sustainability principles	2	2
A multi-municipal comprehensive plan has been adopted as has an official map	3	3
Up-to-date ordinances for zoning and subdivision/land development are in place to implement the comprehensive plan	1	1
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	4
A Transfer Development Rights (TDR) program is in place to incentivize development where infrastructure currently exists and to protect important green space	4	0
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	0
Land use development decisions are assessed to ensure they do not have negative fiscal, storm water, traffic, infrastructure, or service demands, or quality of life impacts on neighboring municipalities	1	1
Green Space	9	5
The Comprehensive Plan identifies environmentally sensitive, ecologically significant, and civic/historic places	1	1
The Comprehensive Plan and ordinances protect farm and and/or promotes community gardens and infill green space	2	2
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	1
The greenspace/open space plan has benchmarks and results are reported annually to the public	4	0
The municipality has a PA Department of Agriculture Security Area (ASA)	1	1



Table 12 - Sustainable Pennsylvania Certification Criteria (Local Economy)

Local Economy	Possible Points	Gettysburg Credited
Thriving Local Green Business	8	3
The municipality has assessed Main Street program options and opportunities for possible applicability and implementation	1	1
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	1
The municipality maintains and supports an initiative to encourage residents to buy local	2	0
Municipal action plans for promoting minority and women-owned business are being advanced, including seeking proposals from the same for purchasing services, etc.	1	1
A program is in place to encourage businesses to be aware of innovative sustainable business approaches and to recognize achievement	3	0
Material Use, Waste, and Recycling	22	13
Waste and recycling ordinances and regulations comply and are enforced per Act 101, or if not a mandatory-Act 101 municipality, a municipal recycling program is conducted	2	2
There is a curbside and/or drop-off recycling program	1	1
The municipality contracts for solid waste collection as opposed to individual homeowners contracting for the same	2	2
There is a written waste reduction and recycling ordinance for residential, commercial, and institutional facilities	2	2
There is an active public information program to encourage citizens to reduce waste and recycle	1	1
All municipal buildings have an active recycling program	1	1
For municipal facilities, a recent waste management assessment has been conducted with municipal employees trained in waste reduction and recycling	2	0
An Environmentally Preferable Purchasing Program has been implemented for municipal operations	3	
Municipality has an active litter prevention/clean-up program	2	2
An expanded material recycling program is being advanced (i.e., e-waste, composting, pharmaceuticals, and household hazardous waste for community-wide collection)	2	2
A community-wide recycling program is maintained at 5% above the state stipulated goal of 35%	4	0

Table 13 - Sustainable Pennsylvania Certification Criteria (Other Sustainability Innovation)

Other Sustainability Innovation	Possible Points	Gettysburg Credited
Additional Initiative	4	4
Provide an on-line link to description of a sustainability innovation that the Municipality Manager/Secretary feels strongly is deserving of additional recognition and is not covered by any of the above listed criteria options	2	2
Provide an on-line link to description of a second sustainability innovation that the Municipality Manager/Secretary feels strongly is deserving of additional recognition and is not covered by any of the above listed criteria options	2	2



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 local sales taxes, 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, and 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. For political reasons, most notably the claim by some residents and business owners of not being a ‘business friendly Borough’, Gettysburg chooses to limit its ability to raise revenue by not utilizing every tax available under State Borough Code. The types of levies and the statutory authority and rate limits utilized by Gettysburg Borough can be found in the **Table 14** and **Table 15**.

Gettysburg, like other municipalities may have options if it were to change its form of government.

Table 14 – 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 ³⁴
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 ³⁵
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 ³⁶
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

³⁴ 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.

³⁵ May be exceeded upon approval by voters in referendum.

³⁶ Can be as much as 2 mills after Referendum.

Table 15 – 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 ³⁷
Per Capita Tax ^(levied)	\$10
Act 511 - Local Services Tax ^(levied)	\$52 ^{38 and 39}
Act 511 - Earned Income Tax ^(levied)	1% to 1.7% ⁴⁰
Act 511 - Mercantile License Tax ^(not levied)	1 mill and 1.5 mill retail on gross receipts ⁴¹
Act 511 - Business Privilege Tax ^(not levied)	No Limit ⁴²
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 ⁴³
Act 511 – Mechanical Devices Tax ^(levied)	No Limit ⁴⁴
Real Property Transfer Tax ^(levied)	1% ⁴⁵

Home Rule Charter

A notable number of municipalities across the Commonwealth have adopted what is known as Home Rule Charter. Some have done so to diversify municipal revenue streams, broadening the restrictive range of revenue streams beyond the familiar and restrictive property tax. Specifically, Home Rule Charter is a written document defining the powers, structure, privileges, rights, and duties of the municipal government and limitations of that government. The charter also provides for the composition and election of the governing body, which in all cases shall be chosen by popular election. In other words, Home Rule Charter is the right of the people of a municipality to set up and change their own governmental structure and is

accomplished through a very deliberative process. The process requires the appointment of a commission to study and recommend to the electorate of a municipality a governing structure, which is then adopted (or rejected) by the people of the municipality by a ballot referendum.

Home Rule Charter municipalities differ from General-law municipalities in that General-law municipalities can only advance those powers that state law expressly or implicitly authorizes. Home Rule municipalities, conversely, may assume power not prohibited by the state constitution or state laws. Home Rule Charter allows local political and interest groups increased freedom from state supervision and

³⁷ These taxes subject to sharing with the school district.

³⁸ 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.

³⁹ 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.

⁴⁰ 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.

⁴¹ 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.

⁴² 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.

⁴³ 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%.

⁴⁴ 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.

⁴⁵ Subject to sharing with school district.

interference. Statewide, there are 78 municipalities with adopted Home Rule Charters. Of those, 18 are Boroughs. **Table 16** lists the Boroughs in Pennsylvania with Home Rule Charters and the dates the Charters went into effect.

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 \$506,294,500 Gettysburg may legally collect a maximum of \$6,075,534.8 in Act 511 taxes in 2023. 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 16 – Pennsylvania Boroughs with Home Rule Charter

Borough (Municipality)	County	Effective Date
Bellevue	Allegheny	Monday, January 5, 1976
Braddock	Allegheny	Monday, January 4, 2021
Bradford Woods	Allegheny	Monday, January 6, 1975
Bryn Athyn	Montgomery	Monday, January 2, 1978
Cambridge Springs	Crawford	Monday, January 5, 1976
Carlisle	Cumberland	Friday, January 1, 2016
Chalfont	Bucks	Monday, January 5, 1976
Edinboro	Erie	Monday, January 5, 1976
Green Tree	Westmoreland	Monday, January 2, 1989
Mahanoy City	Schuykill	Friday, January 1, 2021
Malvern	Chester	Thursday, January 1, 2009
Portage	Cambria	Monday, January 1, 1996
State College	Centre	Monday, January 5, 1976
Tyrone	Blair	Monday, January 3, 1983
West Chester	Chester	Saturday, January 1, 1994
Wheatland	Mercer	Friday, January 1, 2021
Whitehall	Allegheny	Wednesday, January 1, 1975
Youngsville	Warren	Monday, January 5, 1976



Borough Taxes and Fees **Rate Schedule (2023)**

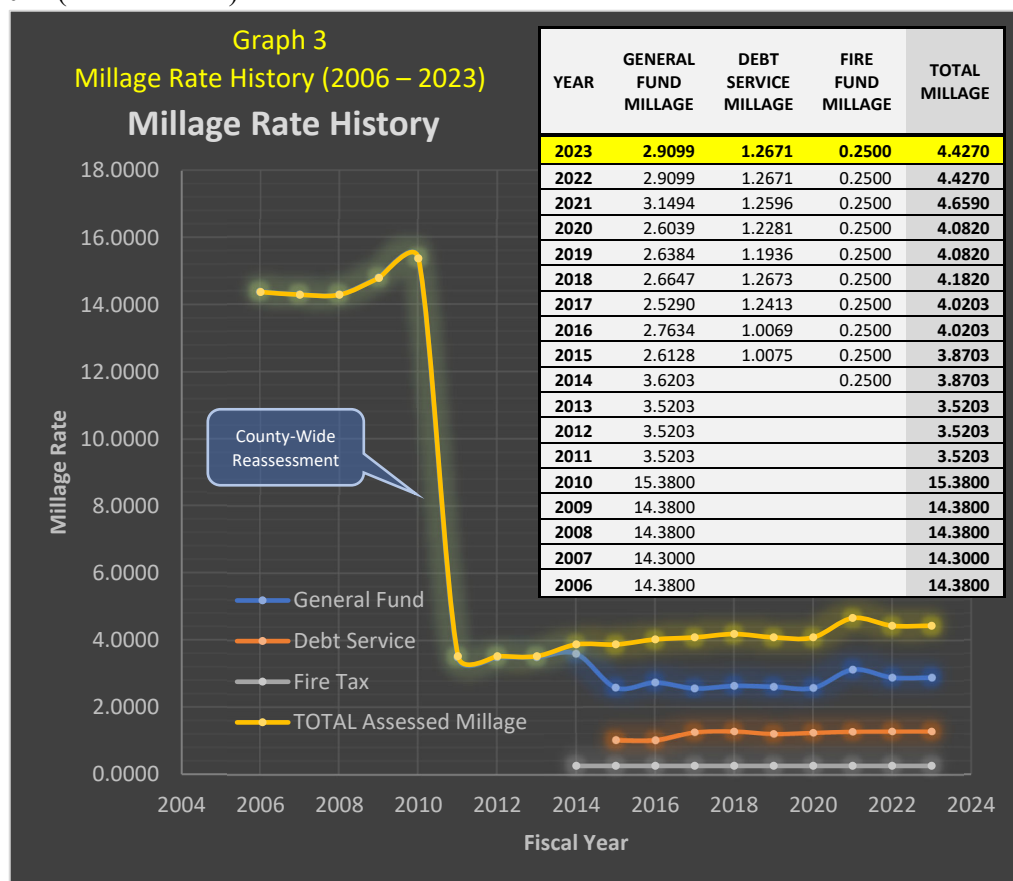
The Borough revisits various tax rates and fees for service annually. This chapter outlines the tax rates and fees for the FY2023 budget. The following tax rates and fees have been adopted by Borough Council on December 12, 2022. **Table 17** outlines the history of tax rates in Gettysburg and outlines the 2023 tax rates adopted by Borough Council. As noted in Chapter 2 of the 2021 Manager's Budget Message, the Borough had a series of very good financial years prior to the COVID-19 global pandemic, where Council passed a tax cut in 2019 and that rate held steady in 2020. Due to the pandemic, the Borough millage rate increased, in the aggregate, 0.5570 mills for 2021. **Graph 3** visually illustrates a longer view of the Borough's tax rates. Based on stronger than expected economic activity in 2021, which resulted in a robust surplus, Council provided tax relief in 2022 (lowered taxes) and that tax rate holds steady in this 2023 budget. Permit and License Fees, Planning Permits and Licenses & Fees, Highway Occupancy Permit Fees, and Parking Fees can be found in **Tables 19, 20, 21, and 22**, respectively.

Summary of Taxes **Levied on** **Gettysburg** **Borough Residents**

Real Estate **(Property) Taxes**⁴⁶

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 dollar. In other terms, millage is \$1 (one dollar) for every \$1000 (one thousand dollars) of property value. The County assesses the valuation of a property. The total historical valuation of Gettysburg Borough is shown in **Table 18** for the 32-year period from 1992 through 2023. In general, the total assessed valuation of the Borough declines overtime, most notably as a result of tax assessment appeals granted by the Adams County Assessment Office. Additionally, the Borough's tax base is significantly harmed by the removal of taxable property by entities like the 'American Battlefield Trust'⁴⁷ – whose purchase of the Picket's Buffet property on Steinwehr Avenue will remove nearly Twenty-Thousand (\$20,000) Dollars from the tax rolls⁴⁸. **Graphs 4, 5, and 6** visually depicts the historical trends in Real Estate Tax Assessment, Occupational



⁴⁶ Real Estate Tax is a tax that is based on the value of buildings and/or land.

⁴⁷ <https://www.battlefields.org/>

⁴⁸ Combined total taxes typically collected on the property annually by Gettysburg Borough, the County of Adams, and the Gettysburg Area School District.

Table 17 – Gettysburg Tax Rate History (2015 – 2023)

Tax Type	2015	2016	2017	2018	2019	2020	2021	2022	2023
Real Estate (mills)	General Fund (01)	3.6203	2.6128	2.7634	2.5290	2.6384	2.6039	3.2981	2.9099
	Debt Services Fund (23)	^^^	1.0075	1.0069	1.2413	1.1936	1.2281	1.1109	1.2671
	Fire Protection Fund (03)	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500
Total Millage on Assessed Valuation		3.8703	3.8703	4.0203	4.0203	4.1820	4.0820	4.6590	4.4270
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

Tax Assessment, and Per Capita Tax Assessment, respectively, from the years 1992 to 2023.

Tax Exempt Property

Gettysburg Borough is a small municipality that is only approximately 1.5 square miles in circumference. It is the County seat of Adams County and home to many educational institutions and plethora not-for-profit organizations. These government facilities, educational institutions, and not-for-profit organizations are exempt from taxation. Combined, over 40% of the municipalities' assessed tax valuation is exempt from taxation – a rate of tax exemption considerably higher than surrounding municipalities. Gettysburg is a full-service municipality. The high rate of exempt parcels in Gettysburg Borough creates a scenario where essentially the taxable properties are paying for municipal services used by non-taxable properties. The large number of tax-exempt properties is the reason Gettysburg Borough has the highest taxation rate in Adams County. The unfortunate scenario will not change in the near future unless the Borough finds a way to redevelop some parcels that include larger footprints with increased square footage. There are only a few properties in the Borough where this would be

Table 18 – Valuation History (1992 – 2023)

	Real Estate	Occupation	Per Capita
2023	\$506,294,500	\$834,650	3165
2022	\$506,783,300	\$741,350	3025
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

possible. **Exhibit 2** illustrates the taxable properties versus the non-taxable properties in Gettysburg Borough.

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 current 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 for collection in a delinquent status. Any payments made after

December 31st must be made to the Adams County Tax Claim Bureau.

The Adams County Commissioners sets the tax rate for the County separate from the Gettysburg Borough Council.

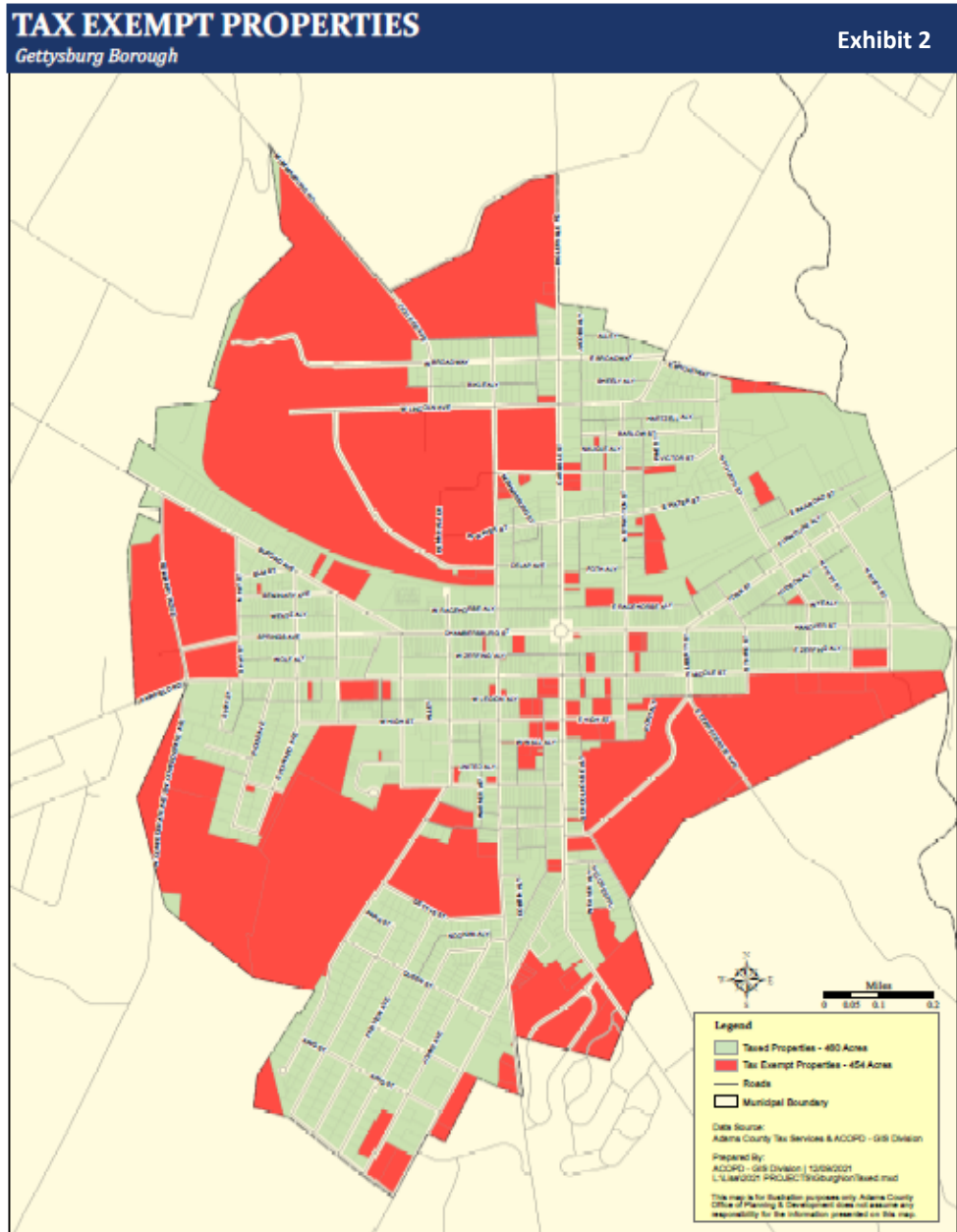
Gettysburg Area School District

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. Taxpayers 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. The Gettysburg Area School District Board of Directors assesses a millage rate separate from the Gettysburg Borough Council.

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 Tax⁴⁹

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

Occupation Tax⁵⁰

Borough Occupation Tax

Borough Occupation taxes are levied on employed residents based on a scale ranging from \$100 to

⁴⁹ Per Capita Tax is a flat rate local tax payable by all adult residents living within the taxing jurisdiction.

⁵⁰ Occupation Tax is an excise tax imposed on persons for the privilege of carrying on a trade, business, or occupation.

\$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 Tax⁵¹

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 Tax⁵²

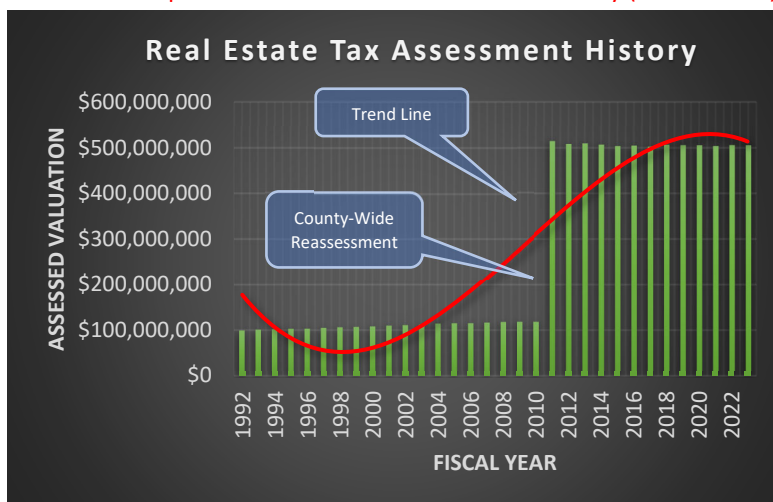
Borough Local Services Tax

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.

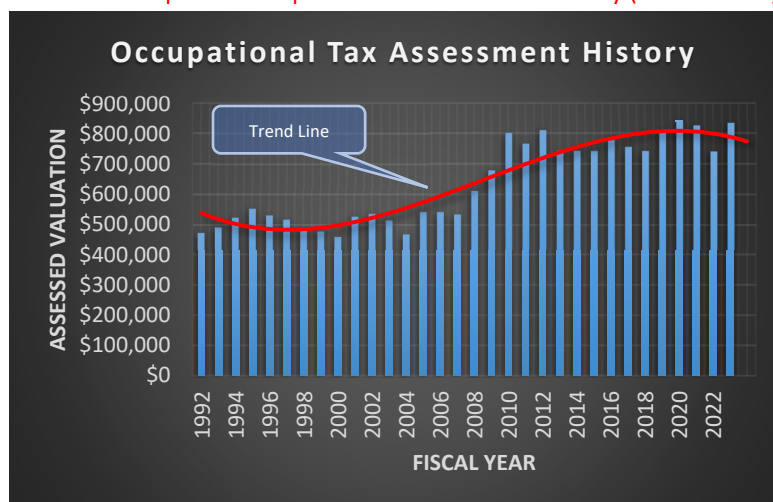
Real Estate Assessment History

Real Estate Assessment is the value of all improved property within the boundaries of the Borough. A complete

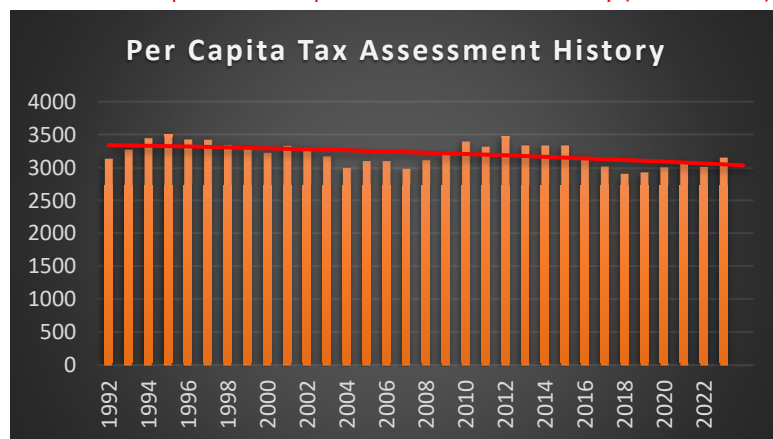
Graph 4 – Real Estate Tax Assessment History (1992 – 2023)



Graph 5 – Occupation Tax Assessment History (1992 – 2023)



Graph 6 – Per Capita Tax Assessment History (1992 – 2023)



⁵¹ A tax imposed on all wages earned by an individual residing within the taxing jurisdiction. The tax revenue is split between the municipality and the local public school system.

⁵² Local Services Tax (LST) is a local tax payable by all individuals who hold a job or profession within a taxing jurisdiction.

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 22** outlines the assessment history of the Per Capita Tax Assessment, Occupational Tax Assessment and Real Estate Tax Assessment.

Table 19 – Planning Permits and Licenses & Fees

Planning Permits & License Fees		2020	2021	2022	2023
Land Development	*Land Use Permit	\$36	\$36	\$36	\$40
	**Subdivision (small/minor)	\$500	\$500	\$500	\$500
	**Subdivision (large/major)	\$1,000	\$1,000	\$1,000	\$1,000
	**Subdivision Plan Revision	\$200	\$200	\$200	\$200
	**Ordinance Text Amendment	^^^	\$1,000	\$1,000	\$1,000
Sketch Plan Reviews/Construction Phase Reviews & Inspections -- See Exhibit 'B' in Fee Resolution for Details					
Copy or Reproduction of Documents	(Ledger 11" x 17" paper) Single- or Double-Sided copy	^^^	\$1.00 / pg.	\$1.00 / pg.	\$1.00 / pg.
	(Standard 8.5" x 11" paper) Single-Sided color copy	^^^	\$0.50 / pg.	\$0.50 / pg.	\$0.50 / pg.
	(Standard 8.5"x 11" paper) Single Sided black/white copy	\$0.25 / pg.	\$0.25 / pg.	\$0.25 / pg.	\$0.25 / pg.
Fence Permit	*per fence (requires land use permit and depends on size & scope of project)	See Building Permit	See Building Permit	See Building Permit	See Building Permit
Sign Ordinance	(Sign) *per sign (requires land use permit)	\$20	\$20	\$20	\$25
	(Banner) *(requires land use permit)	\$0	\$0	\$0	\$0
	Sign Ordinance Text Amendment	^^^	\$500	\$500	\$500
Hearing of the Code Enforcement Appeals Board		\$1,000	\$1,000	\$1,000	\$1,000
Zoning Ordinance	Zoning Hearing Board Appeals	\$1,000	\$1,000	\$1,000	\$1,000
	Minor Zoning Certification Letter	^^^	\$36	\$36	\$40
	Comprehensive Zoning Certification Letter	\$36	\$75	\$36	\$80
	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	\$7	\$7	\$10	\$10
	Zoning Ordinance Book Copy	\$30	\$40	\$40	\$40
Subdivision & Land Development Ordinance Copy		\$33	\$33	\$33	\$33
Recycling Services Permit		\$50	\$50	\$50	\$50
Rental Unit Occupancy Ordinance	Annual License Fee / Unit	\$36	\$36	\$36	\$40
	Inspection Fee (once every three years)	\$75	\$75	\$75	\$80
	Reinspection Fee	\$100	\$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 (Maximum Fee is \$100)	\$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)	^ Building Permit (10% administration fee)				
	^^ Fee for Training and Education of Municipal Code Officials	\$4.50	\$4.50	\$4.50	\$4.50
	Inspection / Re-Inspection Fee	\$50 / \$75	\$50 / \$75	\$50 / \$75	\$50 / \$75
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 ; Required for both UCC and Non-UCC permits.

** 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.

2023 Fee Schedule⁵³

Annually, Borough Council adopts various fees for permits, licenses, inspections, and other various activities conducted in the Borough. The 2023 fee schedule is passed by resolution 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.

Table 20 – Permits & License Fees

Permits & License Fees		2020	2021	2022	2023
Transient Retail Merchants	Per Day	\$55	\$55	\$55	\$55
	Per Month	\$200	\$200	\$200	\$200
	Per Year	\$600	\$600	\$600	\$600
Pushcart Merchants	Per Day	\$25	\$25	\$25	\$25
	Per Month	\$100	\$100	\$100	\$100
	Per Year	\$300	\$300	\$300	\$300
Amusement License	Annual (valid 1/1/2023-12/31/2023)	\$50	\$50	\$50	\$50
	Prorated (valid 7/1/2023-12/31/2023)	\$25	\$25	\$25	\$25
Junk Dealer License	Per Year	\$150	\$150	\$150	\$150
Guided Walking Tour	Per Year	\$125	\$125	\$125	\$300
*Special Event Permit	**Per event	\$30	\$30	\$30	\$30
	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 information provided. If estimate is greater than \$3000, applicant must deposit \$3000 with difference being invoiced at the conclusion of the event. Otherwise, the applicant will be invoiced for all expenses at the conclusion of the event. A final invoice will be issued after the event (providing a refund if overpaid).				
	Parade Route A - Short Route (Fixed Fee)	^^^	^^^	\$4,955	\$4,955
	Parade Route B - Medium Route (Fixed Fee)	^^^	^^^	\$3,980	\$3,980
	Parade Route C - Long Route (Fixed Fee)	^^^	^^^	\$5,570	\$5,570
NOTE: See Exhibit 'C' in Fee Resolution for additional information					
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	\$25	\$25	\$20	\$25
Solicitation License		\$36	\$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	\$135	\$250
	Vehicles in a Collision	\$125	\$125	\$125	\$125
Impound Fee	Per day	\$100	\$100	\$110	\$110
Accident Reports	Per report	\$17	\$15	\$15	\$15
Outdoor Dining License	Base Fee = \$100; plus additional \$4/square foot				
Returned Check Fee	Per check	\$30	\$30	\$35	\$45
Right-to-Know Fees	Note: See Exhibit 'D' in Fee Resolution for additional information				
Copies	Single/Double sided black & white copy (8.5" x 11")	\$0.25/ pg.	\$0.25/ pg.	\$0.25/ pg.	\$0.25/ pg.
	Single/Double sided color (8.5" x 11")	\$0.50/ pg.	\$0.50/ pg.	\$0.50/ pg.	\$0.50/ pg.
	Single/Double sided color (11" x 17")	\$1.00/ pg.	\$1.00/ pg.	\$1.00/ pg.	\$1.00/ pg.

* 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.

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")

⁵³ Resolution No. 121222 was adopted by Borough Council on December 12, 2022.

desires to 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. ⁵⁴**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. ⁵⁵The fee for a Regulated Rental Unit Occupancy License shall be Forty (\$40.00) Dollars per unit.
- b. ⁵⁶The fee for inspection of a regulated rental unit shall be Eighty (\$80.00) Dollars. Each regulated rental unit shall be subject to inspection no less than once every three (3) years.
- c. ⁵⁷The 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. ⁵⁸**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 Forty (\$40.00) Dollars.

a. ⁵⁹**Fence Permit** – The fee depends on size and scope of project as determined by UCC or Non-UCC project.

b. **Sign Ordinance** -

1. ⁶⁰The fee for a sign permit shall be Twenty-Five (\$25.00) Dollars.

2. The fee for a banner permit shall be zero (\$0) Dollars.

3. ⁶¹The 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;

⁵⁴ Ledger Acct. # 01-322-401

⁵⁵ Ledger Acct. # 01-321-409

⁵⁶ Ledger Acct. # 01-361-342

⁵⁷ Ledger Acct. # 01-361-342

⁵⁸ Ledger Acct. # 01-322-402

⁵⁹ Ledger Acct. # 01-322-406

⁶⁰ Ledger Acct. # 01-322-411

⁶¹ Ledger Acct. # 01-322-411

- iv. Building Permit (Commercial);
and
- v. Building Permit (Residential).

2. ⁶²In 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. ⁶³Pursuant 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. ⁶⁴The fee for a building permit shall be Twelve (\$12.00) Dollars for each One Thousand (\$1,000.00) Dollars of construction cost, up to Ten Thousand (\$10,000) Dollars of construction cost. The minimum permit fee hereunder shall be Ten (\$10.00) Dollars and the maximum permit fee hereunder shall be One Hundred (\$100.00) Dollars.

2. ⁶⁵The 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. ⁶⁶The 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. ⁶⁷The 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

⁶² Ledger Acct. # 01-322-408

⁶³ Ledger Acct. # 01-322-408

⁶⁴ Ledger Acct. # 01-322-406

⁶⁵ Ledger Acct. # 01-322-406

⁶⁶ Ledger Acct. # 01-322-200

⁶⁷ Ledger Acct. # 01-361-300

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. ⁶⁸The 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 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. ⁶⁹The 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. ⁷⁰The fee for a request for a subdivision

⁶⁸ Ledger Acct. # 01-361-300

⁶⁹ Ledger Acct. # 01-361-300

⁷⁰ Ledger Acct. # 01-361-300

and land development ordinance text amendment shall be One Thousand (\$1,000.00) Dollars.

f. Zoning Ordinance -

1. ⁷¹The fee for an application for a hearing before the Zoning Hearing Board shall be One Thousand (\$1,000.00) Dollars.
2. ⁷²The fee for a request for a zoning ordinance text or map amendment shall be One Thousand (\$1,000.00) Dollars.
3. ⁷³The fee for a request for a landowner curative amendment shall be One Thousand (\$1,000.00) Dollars.
4. ⁷⁴The fee for a request for a minor zoning certification letter shall be Forty (\$40.00) Dollars.

5. ⁷⁵The fee for a request for a comprehensive zoning certification letter shall be Eighty (\$80.00) Dollars.

4. Property Maintenance Code Ordinance -

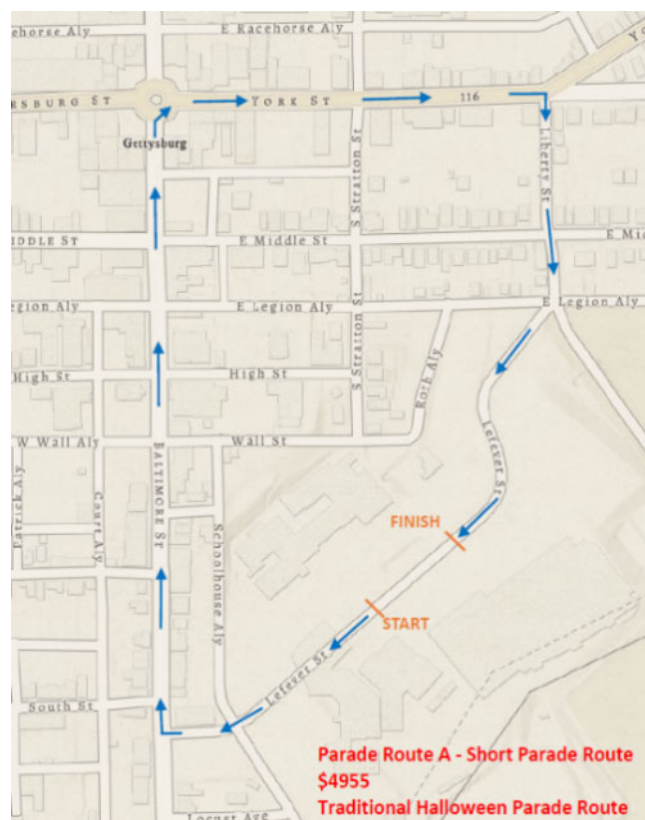
The fees for inspections and other services under the Property Maintenance Code Ordinance are set by the Borough's Code Enforcement Agency, Pennsylvania Municipal Code Alliance, Inc., in its administration of the Property Maintenance Code Ordinance on behalf of the Borough. The Fee Schedule, attached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

- a. inspection of single-family residential units.
- b. 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. ⁷⁶Application 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.



⁷¹ Ledger Acct. # 01-361-340

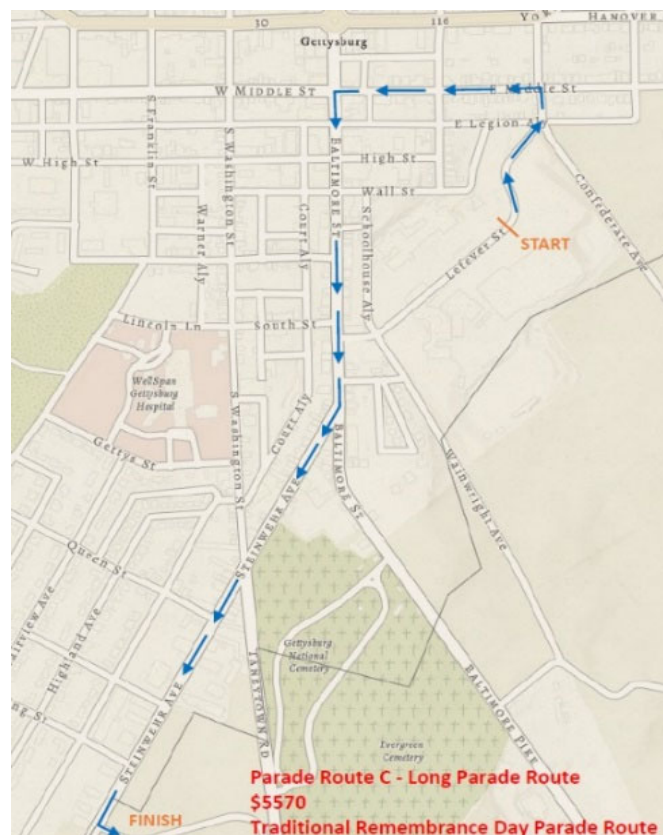
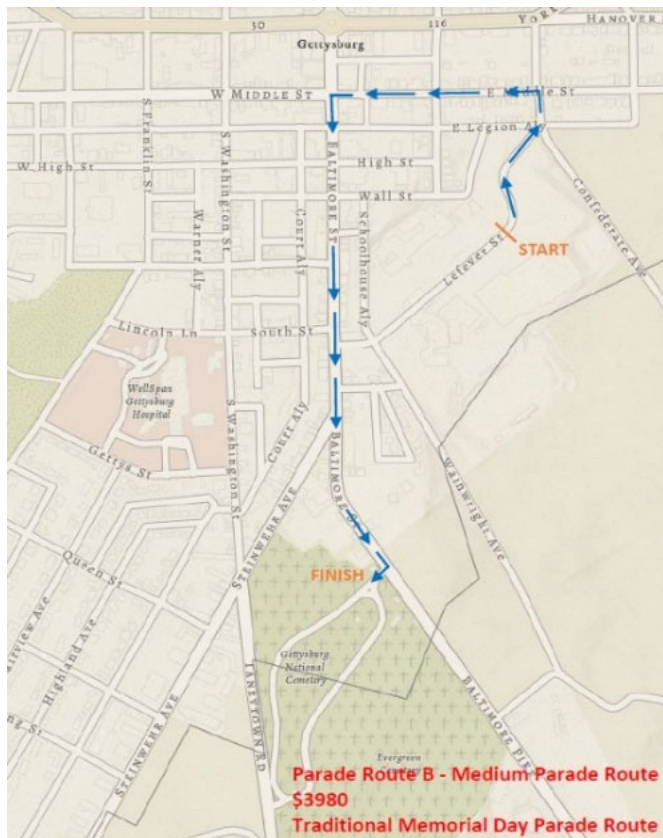
⁷² Ledger Acct. # 01-361-330

⁷³ Ledger Acct. # 01-361-330

⁷⁴ Ledger Acct. # 01-322-419

⁷⁵ Ledger Acct. # 01-322-419

⁷⁶ Ledger Acct. # 01-321-740



- b. ⁷⁷Additional 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

⁷⁷ Ledger Acct. # 01-361-802; # 01-361-804; # 01-361-806

receipt of the written notification, the applicant shall deposit with the Borough the following:

1. If the estimate is greater than Three Thousand (\$3000) Dollars, the applicant shall place a deposit of Three Thousand (\$3000) Dollars with the Borough, or
2. If the event utilizes a set parade route, the applicant shall pay, prior to 30-days before the event, a specified flat fee as follows:
 - i. Parade Route A – Short Route = \$4955
 - ii. Parade Route B – Medium Route = \$3980
 - iii. Parade Route C – Long Route = \$5570.
- c. Payment 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 Three Thousand (\$3000) Dollar deposit placed with the Borough, the applicant shall reimburse the Borough for its actual expenses and costs in excess of Three Thousand (\$3000) Dollars 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 the additional sum due and owing the Borough hereunder. 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 - ⁷⁸The fee for an amusement license shall be Fifty (\$50.00) Dollars.

8. ⁷⁹Junk 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. ⁸⁰The fee for a daily transient retail business license shall be Fifty-Five (\$55.00) Dollars.
2. ⁸¹The fee for a monthly transient retail business license shall be Two Hundred (\$200.00) Dollars.
3. ⁸²The fee for an annual transient retail business license shall be Six- Hundred (\$600.00) Dollars.

b. Use of Pushcarts.

1. ⁸³The 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.



⁷⁸ Ledger Acct. # 01-321-700

⁷⁹ Ledger Acct. # 01-322-407

⁸⁰ Ledger Acct. # 01-321-610

⁸¹ Ledger Acct. # 01-321-610

⁸² Ledger Acct. # 01-321-610

⁸³ Ledger Acct. # 01-321-610

2. ⁸⁴The annual fee for the use of a pushcart shall be Three Hundred (\$300.00) Dollars per cart.
10. **Solicitors of Contributions and Gifts Ordinance*** - ⁸⁵The fee for a license to solicit contributions and gifts shall be Thirty-Six (\$36.00) Dollars.
11. **Yard Sales Ordinance** - ⁸⁶The fee for a yard sale permit shall be Ten (\$10.00) Dollars.
12. **Horse-Drawn Carriages Ordinance** -
- a. ⁸⁷The 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. ⁸⁸The 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.

Parking Fee Structure		2020	2021	2022	2023
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.	\$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.	\$1.50/hr.	\$1.50/hr.
	*Mobile (Pay-by-APP) Hourly Rates/Times as Posted plus \$0.35 per Transaction Convenience Fee				
	Daily Reserved Meter Bag (Where Rate is \$2.00/hr.)	\$24	\$24	\$24	\$24
	Daily Reserved Meter Bag (Where Rate is \$1.50/hr.)	\$18	\$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.)	\$200	\$200	\$200	\$200
Racehorse Alley Parking Garage	Monthly Reserved Meter Bag (Where Rate is \$1.50/hr.)	\$150	\$150	\$150	\$150
	Monthly Reserved Meter Bag (Where Rate is \$1.00/hr.)	\$100	\$100	\$100	\$100
	For Purposes of a Construction Vehicle on a Per Week Basis	\$50	\$50	\$50	\$50
	Hourly Rate (paid at KIOSK)	\$1.00/hr.	\$1.00/hr.	\$1.00/hr.	\$1.00/hr.
	Daily Maximum for 24-hrs. (paid at KIOSK)	\$12	\$12	\$12	\$12
	Electric Car Charging Stations	\$2.00/hr.	\$2.00/hr.	\$2.00/hr.	\$2.00/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	\$85
	Quarterly Pass (3 months)	\$170	\$170	\$170	\$170
Parking Fines	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
	Special Event Temporary Daily Rate - hourly rates do not apply	\$15	\$15	\$15	\$15
Residential Parking Permit System (RPP)	**Meter Violation	\$40	\$40	\$40	\$40
	Meter Violation - Magistrate	\$40	\$40	\$40	\$40
	Handicap Space	\$50	\$50	\$50	\$50
	**Other Violations	\$40	\$40	\$40	\$40
	Annual Permit (per year)	\$29	\$29	\$29	\$29
Local Privilege Permit (LPP)	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
	7-Day Guest Permit (per use)	\$2.75	\$2.75	\$2.75	\$2.75
Immobilization Device (Boot)		Daily Rate (any part of a 24-hour period)	\$150	\$150	\$150
Open-Top Refuse Container (Metered or Unmetered) - per Week			\$50	\$50	\$50

*Also applies to any public parking surface lot and Racehorse Alley Garage

Table 21 –
Parking Fees



⁸⁴ Ledger Acct. # 01-321-610

⁸⁵ Ledger Acct. # 01-322-520

⁸⁶ Ledger Acct. # 01-321-500

⁸⁷ Ledger Acct. # 01-321-770

⁸⁸ Ledger Acct. # 01-321-770

13. **Guided Walking Tour Ordinance** - ⁸⁹The annual license fee for applications and renewals for guided walking tours shall be Three Hundred (\$300.00) Dollars.
14. **Outdoor Dining Areas Ordinance** - ⁹⁰The 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. ⁹¹An 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. ⁹²An 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. ⁹³A monthly rate of Sixty (\$60.00) Dollars.
 4. ⁹⁴A monthly rate of Eighty-Five (\$85.00) Dollars for a specific reserved space and permit number for parking in the parking garage.
 5. ⁹⁵A quarterly (3 months) rate of One Hundred Seventy (\$170.00) Dollars.
 - b. **Residential Parking Permit System** -
 1. ⁹⁶A bi-annual (6 months) rate of Three Hundred Thirty-Five (\$335.00) Dollars.
 7. ⁹⁷An annual (12 months) rate of Six Hundred Sixty (\$660.00) Dollars.
 8. ⁹⁸A one (1) day guest/visitor rate of Twelve (\$12.00) Dollars.
 9. ⁹⁹A two (2) day guest/visitor rate of Twenty-Four (\$24.00) Dollars.
 10. ¹⁰⁰A three (3) day guest/visitor rate of Thirty-Six (\$36.00) Dollars.
 11. ¹⁰¹A four (4) day guest/visitor rate of Forty-Eight (\$48.00) Dollars.
 12. ¹⁰²A five (5) day guest/visitor rate of Sixty (\$60.00) Dollars.
 13. ¹⁰³A six (6) day guest/visitor rate of Seventy-Two (\$72.00) Dollars.
 14. ¹⁰⁴A seven (7) day guest/visitor rate of Eighty-Four (\$84.00) Dollars.
 15. ¹⁰⁵Upon a majority vote of the Borough Council, a temporary daily flat rate of Fifteen (\$15.00) Dollars for Special Events.

⁸⁹ Ledger Acct. # 01-321-760⁹⁰ Ledger Acct. # 01-321-630⁹¹ Ledger Acct. # 01-363-240⁹² Ledger Acct. # 01-363-240⁹³ Ledger Acct. # 01-363-241⁹⁴ Ledger Acct. # 01-363-241⁹⁵ Ledger Acct. # 01-363-241⁹⁶ Ledger Acct. # 01-363-241⁹⁷ Ledger Acct. # 01-363-241⁹⁸ Ledger Acct. # 01-363-241⁹⁹ Ledger Acct. # 01-363-241¹⁰⁰ Ledger Acct. # 01-363-241¹⁰¹ Ledger Acct. # 01-363-241¹⁰² Ledger Acct. # 01-363-241¹⁰³ Ledger Acct. # 01-363-241¹⁰⁴ Ledger Acct. # 01-363-241¹⁰⁵ Ledger Acct. # 01-363-240¹⁰⁶ Ledger Acct. # 01-363-220

2. ¹⁰⁷The annual fee for a guest (dashboard placard) residential parking permit shall be Twenty-Five (\$25.00) Dollars.
 3. ¹⁰⁸A three-day temporary use RPP Guest Permit (purchased via online application) shall be One Dollar and Seventy-Five Cents (\$1.75) per use.
 4. ¹⁰⁹A five-day temporary use RPP Guest Permit (purchased via online application) shall be Two Dollars and Twenty-Five Cents (\$2.25) per use.
 5. ¹¹⁰A 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)** - ¹¹¹The 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. ¹¹²Lincoln 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. ¹¹³First 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. ¹¹⁴Steinwehr 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 (\$1.50), subject to hourly parking time limitations as posted.
 4. ¹¹⁵All remaining meters with a time limit of three (3) hours or longer, an hourly rate of One (\$1.00) Dollar, subject to hourly parking time limitations as posted.
- e. **Mobile (Pay-by-APP)** - ¹¹⁶Hourly 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** - ¹¹⁷The 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:



¹⁰⁷ Ledger Acct. # 01-363-220

¹⁰⁸ Ledger Acct. # 01-363-220

¹⁰⁹ Ledger Acct. # 01-363-220

¹¹⁰ Ledger Acct. # 01-363-220

¹¹¹ Ledger Acct. # 01-363-221

¹¹² Ledger Acct. # 01-363-220; 01-363-230; 01-363-231

¹¹³ Ledger Acct. # 01-363-210

¹¹⁴ Ledger Acct. # 01-363-210

¹¹⁵ Ledger Acct. # 01-363-212

¹¹⁶ Ledger Acct. # 01-363-210; Ledger Acct. # 01-363-212; Ledger Acct. # 01-363-230; Ledger Acct. # 01-363-231; Ledger Acct. # 01-363-240

¹¹⁷ Ledger Acct. # 01-331-140

1. ¹¹⁸For hourly rates of Two Dollars (\$2.00):
 - a. A daily rate of Twenty-Four (\$24.00) Dollars.
 - b. A monthly rate of Two Hundred (\$200.00) Dollars.
2. ¹¹⁹For hourly rates of One Dollar and Fifty Cents (\$1.50):
 - a. A daily rate of Eighteen (\$18.00) Dollars.
 - b. A monthly rate of One Hundred Fifty (\$150.00) Dollars.
3. ¹²⁰For 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. **Construction** – 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. ¹²¹Construction Vehicles (or vehicles belonging to a vendor providing construction services) – The daily rate (which includes any part of a 24-hour period) shall be Fifty Dollars (\$50.00) for each calendar day (excluding Holidays) in unmetered or metered parking zones.
 2. ¹²²**Open-Top Refuse Containers** - The daily rate (which includes any part of a 24-hour period) shall be Fifty Dollars (\$50.00) for each calendar day (excluding Holidays) in unmetered or metered parking zones.
16. **Towing Ordinance** -
 - a. ¹²³The 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. ¹²⁴The 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. ¹²⁵The 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. ¹²⁶The 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



¹¹⁸ Ledger Acct. # 01-363-211

¹¹⁹ Ledger Acct. # 01-363-211

¹²⁰ Ledger Acct. # 01-363-211

¹²¹ Ledger Acct. # 01-363-211

¹²² Ledger Acct. # 01-363-211

¹²³ Ledger Acct. # 01-321-340

¹²⁴ Ledger Acct. # 01-321-340

¹²⁵ Ledger Acct. # 01-321-803

¹²⁶ Ledger Acct. # 01-321-803

for towing and removal services performed pursuant to the ordinance.

3. ¹²⁷The storage of any motor vehicle at a licensee's storage facilities consistent with the provisions of the ordinance – One Hundred Ten (\$110.00) 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** - ¹²⁸The fee for a permit to provide recycling services within the Borough shall be Fifty (\$50.00) Dollars.



- c. ¹³¹The 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. ¹³²The 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

18. **Street Excavation** -

- a. ¹²⁹The application permit fee shall be Ninety-Three Dollars (\$93.00).
- b. ¹³⁰The 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.

Table 22 - Highway Occupancy Permit

Highway Occupancy Permit Fees		2020	2021	2022	2023
Street Excavation	Application Fee	\$92.50	\$92.50	\$93.00	\$93
	**Technical Review Fee	\$100	\$100	\$100	\$100
	Inspection Fee	\$79	\$79	\$79	\$79
	Curbing	\$1.50/linear ft.	\$1.50/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	\$87/Sq. Yd.	\$87/Sq. Yd.	\$87/Sq. Yd.	\$88/Sq. Yd.
	2nd Year	\$77/Sq. Yd.	\$77/Sq. Yd.	\$77/Sq. Yd.	\$78/Sq. Yd.
	3rd Year	\$67/Sq. Yd.	\$67/Sq. Yd.	\$67/Sq. Yd.	\$68/Sq. Yd.
	4th Year	\$57/Sq. Yd.	\$57/Sq. Yd.	\$57/Sq. Yd.	\$58/Sq. Yd.
	5th Year	\$47/Sq. Yd.	\$47/Sq. Yd.	\$47/Sq. Yd.	\$48/Sq. Yd.
	6th - 10th Year	\$37/Sq. Yd.	\$37/Sq. Yd.	\$37/Sq. Yd.	\$38/Sq. Yd.
	10th - 15th Year	\$27/Sq. Yd.	\$27/Sq. Yd.	\$27/Sq. Yd.	\$28/Sq. Yd.
	Over 15 Years	\$17/Sq. Yd.	\$17/Sq. Yd.	\$17/Sq. Yd.	\$18/Sq. Yd.
Sidewalk & Driveway Permit	Fee for a Permit for Repairs / Replacement of Driveway = \$1.00 for Each Foot in Width				
	Up to 50 Sq. Ft.	\$25	\$25	\$25	\$25
	Each additional 50 Sq. Ft.	\$25	\$25	\$25	\$25
Fuel Facilities Fee Per Gallon plus Commodities Market Rate per Gallon of Fuel		\$0.12	\$0.13	\$0.15	\$0.17

**** 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.

¹²⁷ Ledger Acct. # 01-321-803

¹²⁸ Ledger Acct. # 01-322-407

¹²⁹ Ledger Acct. # 01-322-500

¹³⁰ Ledger Acct. # 01-322-500

¹³¹ Ledger Acct. # 01-322-500

¹³² Ledger Acct. # 01-322-500

charge will be for two (2) square yards rounded to the next whole square yard.

Degradation Fees and associated charges are shown in **Table 22**.

- e. ¹³³The fee for inspection of the excavation prior to final restoration and covering shall be Seventy-Nine (\$79.00) Dollars.

- f. ¹³⁴The fee for curbing replacement shall be One Dollar and Fifty Cents (\$1.50) per linear foot.

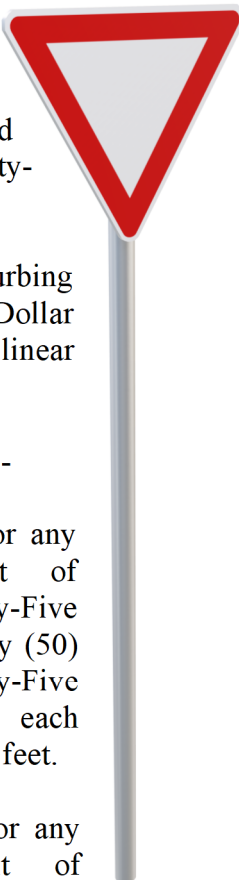
19. **Sidewalks and Driveways*** -

- a. ¹³⁵The 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. ¹³⁶The 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. ¹³⁷**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. ¹³⁸The fee for a copy of the Borough Zoning Ordinance shall be Forty (\$40.00) Dollars.
- b. ¹³⁹The fee for a copy of either the Borough Zoning Map or a copy of the Borough Historic District Map shall be Ten (\$10.00) Dollars.
- c. ¹⁴⁰The fee for a copy of the Borough Subdivision and Land Development Ordinance shall be Thirty-Three (\$33.00) Dollars.
- d. ¹⁴¹The 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. ¹⁴²The 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. ¹⁴³The 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. ¹⁴⁴The fee for a copy of an accident report shall be Fifteen (\$15.00) Dollars consistent with the provisions of Pennsylvania Vehicle Code.
- h. ¹⁴⁵The fee for a Taxi License* (or other related business type) shall be Twenty-Five (\$25.00) Dollars.



¹³³ Ledger Acct. # 01-322-500

¹³⁴ Ledger Acct. # 01-322-500

¹³⁵ Ledger Acct. # 01-322-402

¹³⁶ Ledger Acct. # 01-322-402

¹³⁷ Ledger Acct. # 01-361-700

¹³⁸ Ledger Acct. # 01-361-520

¹³⁹ Ledger Acct. # 01-361-500

¹⁴⁰ Ledger Acct. # 01-361-520

¹⁴¹ Ledger Acct. # 01-361-520

¹⁴² Ledger Acct. # 01-361-520

¹⁴³ Ledger Acct. # 01-361-520

¹⁴⁴ Ledger Acct. # 01-361-701

¹⁴⁵ Ledger Acct. # 01-321-620

- i. ¹⁴⁶The fee for a check that is dishonored or otherwise returned to the Borough without payment shall be Forty-Five (\$45.00) Dollars.
 - j. ¹⁴⁷The 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 Seventeen (\$0.17) Cents per gallon.
 - k. ¹⁴⁸The fee for a police escort shall be on a 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. This resolution shall take effect on January 1, 2023.



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 jurisdictions 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) to 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.

¹⁴⁶ Ledger Acct. # 01-390-900

¹⁴⁷ Ledger Acct. # 01-390-901

¹⁴⁸ Ledger Acct. # 01-361-804



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 Adams Office: 1885B York Road, Gettysburg, PA 17325 Phone: 717 321-9046
 Email: pmca@pacodealliance.com Website: <https://pacodealliance.com/>

Exhibit A

2023 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.....	\$60	Sprinkler Rough in.....	\$70
Under slab inspection.....	\$60	Electrical Service (\$80) & Rough in (\$75).....	\$155
Foundations.....	\$60	Energy.....	\$60
Framing.....	\$35	Wallboard.....	\$60
Plumbing Rough in.....	\$55	Final.....	\$75
Mechanical Rough in.....	\$55		

Total Inspection fees.....\$685 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 \$60? per visit as required due to the complexity or execution of the work being done.

Application Fees:

- Application Fee.....\$50 for Residential / \$80 for Commercial
- Plan Review Fee per hour for residential.....\$50 (one-hour minimum per plan review)
- Temporary and Provisional Certificates of Use and Occupancy.....\$125
- Extension / Withdrawal.....\$50 for Residential / \$80 for Commercial (additional fees may apply)
- 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).....\$215 (footer, electric service, final)
- Decks.....\$195 (footer, framing, final - \$65. ea.)
- Fences and retaining walls (2 trips).....\$135
- Sheds (1 trip).....\$75 (small prefabricated utility structure under 500 sq. ft.)
- Residential Demolition (1 trip).....\$75 Commercial.....\$150 minimum (only if all the structure is demolished)
- Swimming Pools
 - Above Ground (with bonding requires two trips).....\$135 Above Ground (rubber siding).....\$75
 - In Ground (footer, bonding, underground plumbing, final).....\$255

Miscellaneous Project Inspection Fees:

- Daycares (up to 6 kids).....\$95 (1st trip), \$80 (each return trip)
- Daycares (over 6 kids up to 24 total).....\$140 (1st trip), \$80 (each return trip)
- Foster Homes.....\$140 (1st trip), \$80 (each return trip)

Change of Occupancies

Under 8000 sq. ft.....\$170 Over 8000 sq. ft.....\$290

Residential Electrical Service Upgrade

Not Over 200 Amp.....\$85 Over 200 Amp - 400 Amp.....\$95 Transfer Switch.....\$25 per
 Over 400 Amp Commercial Fee Schedule Applies - All commercial fees appear elsewhere

- Return Trips due to failed or incomplete inspections or field corrections.....\$75 minimum
- Duplicate Permit and Occupancy Certificate Issuance.....\$50
- Field investigations & complaints initiated by the municipality are invoiced to the municipality directly at \$50 per hour (or as contracted)
- Investigation/Stop Work Order/Notice of Violation, etc.....\$75 per Postage (per/Certified/1st Class).....\$25
- Activities of the Chief Code Official will be invoiced at the rate of.....\$125 per hour
- Administrative Support will be invoiced at the rate of.....\$50 per hour
- Copies - Black & White

Standard .30/sheet	Legal .55/sheet	Ledger .85/sheet
Color	Standard .80/sheet	Legal .85/sheet
		Ledger \$1.10/sheet
- Extensive copying and larger documents will be billed for time and materials.
- Items not described above or otherwise priced on the commercial, supplemental, or special fee schedules will be invoiced at the standard rate per hour plus expenses. Expenses may include items such as copies, constable fees, supplies, etc.
- Late fee of 1.5% assessed on all accounts over 30 days (partial payments apply to oldest invoice first)
- Return check charge \$30

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

2023 PMCA Residential Fee Schedule

Rev. 09-06-23 scs



Exhibit A

- 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.....\$85 Over 200 Amp - 400 Amp.....\$95 Transfer Switch.....\$25 per
 - Over 400 Amp Commercial Fee Schedule Applies - All commercial fees appear elsewhere
- Decks or Porches.....\$195 (footer, framing, final - \$65. ea.)
 - o Under 30' but attached to structure.....\$195 Deck or Porch with Roof.....\$195 (footer, framing, final)
- Fences and retaining walls (2 trips).....\$135 (fences over 6 feet high & retaining walls over 4 feet high)
- Sheds (1 trip).....\$75 (small prefabricated utility structure under 500 sq. ft.)
- Residential Demolition (1 trip).....\$75 minimum - Commercial Demolition \$150 minimum
- Swimming Pools
 - o Above Ground (with bonding requires two trips).....\$135 Above Ground (rubber siding).....\$75
 - o In Ground (footer, bonding, underground plumbing, final).....\$255
- Residential Re-Roof.....\$160 (with structural repairs, framing & final)
- Outside Wood Stoves (2 trips maximum).....\$135 (includes siting, underground piping, & final)

• Cell Tower.....	See Commercial Fee Schedule
o Antenna Colocation.....	1 antenna / \$210 2 to 5 antenna / \$420 6 to 10 antenna / \$840 11 to 15 antenna / \$1,260
• Change Door(s) if structural change.....	\$150 (could vary depending on how many are changed)
• Change Windows(s) if structural change.....	\$150 (could vary depending on how many are changed)
• Demolition.....	\$150 minimum (only if ALL of structure is being demolished)

• Sewer Laterals	\$75 first trip / \$35 per trip thereafter
• Zoning Field Inspections	\$50 per hour or as controlled
• Explosive/Blasting (per site) – with fees added for Application, Plan Review, Admin fees, etc.	
o Up to 5 inspections	\$375 Add for each additional inspection beyond 5 \$75
• Explosive/Blasting Magazine Placement	
o Up to 5 inspections	\$375 Add for each additional inspection beyond 5 \$75
• Fireworks Sales Tent Inspection	\$100 (plus application, plan review, admin fees, etc.)
• Fireworks Display/Discharge	Application Fee: \$80 Plan Review: \$100
o Inspection Fee: Weekday: \$200 (Business Hours ONLY)	All other / \$300 per inspection location
• Welding and Cutting Permit – Commercial job sites	\$100

▪ Daycares (up to 6 kids)	\$85 (1 st trip), \$80 (each return trip)	
▪ Daycares (over 6 kids up to 24 total)	\$140 (1 st trip), \$80 (each return trip)	
▪ Foster Homes	\$140 (1 st trip), \$80 (each return trip)	
▪ Change of Occupancies			
Under 8000 sq. ft.	\$170	
Over 8000 sq. ft.	\$200	
Return Trips due to failed or incomplete inspections or field corrections	\$75 minimum	
Duplicate Permit and Occupancy Certificate Issuance	\$50	
Field investigations & complaints initiated by the municipality are invoiced to the municipality directly at \$50 per hour (or as contracted)			
Investigation/Stop Work Order/Notice of Violation, etc.	\$75 per	
Postage (per/Certified 1st Class)	\$25	
Activities of the Chief Code Official will be invoiced at the rate of	\$125 per hour	
Administrative Support will be invoiced at the rate of	\$50 per hour	
▪ Copies — Black & White	Standard .30/sheet	Legal .55/sheet	Ledger .85/sheet
Color	Standard .80/sheet	Legal .85/sheet	Ledger \$1.10/sheet
Extensive copying and larger documents will be billed for time and materials.			
▪ Items not described above or otherwise priced on the commercial, supplemental, or special fee schedules will be invoiced at the standard rate per hour plus expenses. Expenses may include items such as copies, constable fees, supplies, etc.			
▪ Late fee of 1.5% assessed on all accounts over 30 days (partial payments apply to oldest invoice first)			
▪ Return check charge \$50			

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

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

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Exhibit A

► 2023 - 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 an \$80 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 \$55. = labor & travel cost
 + 0.25 per additional trades, (i.e. mechanical, electric, plumbing)
 = Total OR no less than \$100 per inspection 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 \$55. = labor & travel cost
 + 0.25 per additional trades, (i.e. mechanical, electric, plumbing)
 = Total OR no less than \$100 per inspection 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***
 $\$4000.00 + [(Total\ construction\ cost - \$2,000,000) \times .0009] =$ insurance cost
 + Estimated length of project in weeks X \$55. = labor & travel cost
 + 0.25 per additional trades, (i.e. mechanical, electric, plumbing)
 = Total
- D.) Projects with a total construction cost of > \$6,000,000.00 to \$10,000,000.00***
 $\$7600.00 + [(Total\ construction\ cost - \$6,000,000) \times .0008] =$ insurance cost
 + Estimated length of project in weeks X \$50. = labor & travel cost
 + 0.25 per additional trades, (i.e. mechanical, electric, plumbing)
 = Total
- E.) Projects with a total construction cost of > \$10,000,000.00 to \$30,000,000.00***
 $\$10800.00 + [(Total\ construction\ cost - \$10,000,000) \times .00075] =$ insurance cost
 + Estimated length of project in weeks X \$50. = labor & travel cost
 + 0.25 per additional trades, (i.e. mechanical, electric, plumbing)
 = Total
- F.) Projects with a total construction cost of > \$30,000,000.00 to \$50,000,000.00***
 $\$25800.00 + [(Total\ construction\ cost - \$30,000,000) \times .0007] =$ insurance cost
 + Estimated length of project in weeks X \$50. = labor & travel cost
 + 0.25 per additional trades, (i.e. mechanical, electric, plumbing)
 = Total
- G.) Projects with a total construction cost of > \$50,000,000.00 to \$100,000,000.00***
 $\$39800.00 + [(Total\ construction\ cost - \$50,000,000) \times .00065] =$ insurance cost
 + Estimated length of project in weeks X \$50. = labor & travel cost
 + 0.25 per additional trades, (i.e. mechanical, electric, plumbing)
 = Total
- H.) Projects with a total construction cost of > \$100,000,000.00 to \$200,000,000.00***
 $\$72300.00 + [(Total\ construction\ cost - \$100,000,000) \times .0006] =$ insurance cost
 + Estimated length of project in weeks X \$50. = labor & travel cost
 + 0.25 per additional trades, (i.e. mechanical, electric, plumbing)
 = Total

Exhibit A**Building Inspection Fee, cont..**

- I.) Projects with a total construction cost of **>\$200,000,000.00 to \$350,000,000.00***
- | | |
|---|---|
| | \$132000.00 + [(Total construction cost - \$200,000,000) X .00055] = insurance cost |
| + | Estimated length of project in weeks X \$50. = labor & travel cost |
| + | <u>0.25 per additional trades, (i.e. mechanical, electric, plumbing)</u> |
| = | Total |
- J.) Projects with a total construction cost of **>\$350,000,000.00 to \$500,000,000.00***
- | | |
|---|--|
| | \$214500.00 + [(Total construction cost - \$350,000,000) X .0005] = insurance cost |
| + | Estimated length of project in weeks X \$50. = labor & travel cost |
| + | <u>0.25 per additional trades, (i.e. mechanical, electric, plumbing)</u> |
| = | Total |

► Please contact PMCA should you have specific questions relating to this Fee Schedule or should you require assistance in calculating the overall permit cost. ◀

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.

* 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

► An \$80 Application/Processing fee is applied for projects on this fee schedule. ◀

► Plan Reviews – 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 (\$175 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.)

► Please contact PMCA should you have specific questions relating to this Fee Schedule or should you require assistance in calculating the overall permit cost. ◀

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. (\$175 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

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.

► An \$80 Application/Processing fee is applied for projects on this fee schedule. ◀



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Exhibit A

► 2023 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
 Mini Split / HVAC\$40 per, minimum \$75

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, SUB PANELS, SWITCHES, DISCONNECTS

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

SERVICE – METERING EQUIPMENT UP TO 600 VOLTS

Not Over 200 Amp\$85
 Over 200 Amp - 400 Amp\$95
 Over 400 Amp to 800 Amp\$125
 Over 800 Amp to 1000 Amp\$190
 Over 1000 Amp including one control center\$280
 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

GENERATOR TRANSFER SWITCH (per)\$25

- This is in addition to the Electric Service

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)\$85

MOBILE HOMES

Service Including Feeder or Receptacle
 Electric Service Only\$85
 Service Additional Meter\$30

Special Service and/or conditions not provided for in this schedule apply for fee\$65 (Minimum Charge)

This fee schedule is effective 01-01-2023

► Electrical and Fire Inspection-Enforcing and Consulting Service ◀

2023 PMCA Electrical Fee Schedule

Exhibit B

2023 AVERAGE BILLING RATES

Principal	\$174.00
Senior Project Engineer/ Senior Project Manager	\$150.00
Project Engineer/ Project Manager	\$125.00
Designer II	\$ 95.00
Designer I	\$ 85.00
CADD Technician	\$ 85.00
Administrative Assistant	\$ 69.00
Survey Technician	\$ 93.00
Testing Technician	\$ 72.00
Inspector	\$ 89.00
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
Retroreflectometer 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 01/01/22 through 12/31/22.



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

50 West Middle Street
Gettysburg, PA 17325
P: (717) 337-3023

315 West James Street
Suite 101
Lancaster, PA 17603
P: (717) 481-2991



Gettysburg
HISTORIC CROSSROADS

Theodore Streeter - Mayor
Wesley K. Heyser – Council President
Matthew Moon – 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

2023 Labor Burden Rates

Police Personnel

Administration	\$60.00 per hour
Patrol Officer	\$53.00 per hour
Part-Time Officer	\$28.00 per hour
Auxiliary Officer	\$18.00 per hour

Parking Personnel

Parking Enforcement Officer	\$29.00 per hour
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Public Works Personnel

Laborer	\$43.00 per hour
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Barley Snyder – Borough Solicitor

Principal Attorney	\$195.00 per hour
Associate Attorney	\$190.00 per hour
Paralegal	\$100.00 per hour

Exhibit D**Office of Open Records – Official RTKL Fee Schedule***Updated December 22, 2020*

Record Type / Delivery Method	Fee
Black & White Copies (first 1,000)	Up to \$0.25 per copy.
Black & White Copies (beyond 1,000)	Up to \$0.20 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 \$1.00 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 and the agency is unable to securely redact the records by electronic means, 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 and the agency is unable to securely redact the records by electronic means, 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 Musz v. Township of Reserve, OOR Dkt. AP 2015-1011, 2015 PA O.O.R.D. LEXIS 1170*. If redaction is required prior to the requester being granted access to photograph records and the agency is unable to securely redact the records by electronic means, 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, *contd.***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 Schedule) 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 Schedule, please [contact the OOR](#) (email: openrecords@pa.gov, telephone: 717-346-9903).

Combined, the Borough has a total of 9 (nine) Fund Budgets and 1 (one) affiliate fund budget¹⁴⁹ that is administered through a separate Board of Directors. The affiliate fund budget is the Gettysburg Borough Storm Water Authority, which is also referred to as a component unit¹⁵⁰.

Each fund serves a specific and unique purpose and 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 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 96 American Rescue Plan Act (ARPA) Fund.

The Borough's affiliate fund budget, or component unit, is the Gettysburg Borough Storm Water Authority (GBSWA) and is designated as Fund 09. The Fund 09 budget is presented in this Budget Message but is administered by a separate Board of Directors - not the Gettysburg Borough Council. The GBSWA sets the storm water fee assessments annually.

Each fund serves a specific mission and contains an estimate of both revenues and expenditures. In the aggregate (excluding Fund 09), across all funds, the Borough in 2023 is expected to generate \$7,388,262. Expenses are forecast to be \$8,736,273. The planned deficit in 2023 totals \$1,348,011. The planned deficit is largely due to the use of ARPA funds, of which the Borough has received over the past two budget cycles. As these funds are expended through FY2026, it is

NOTE: It should be noted that, consistent with the Borough's Fund Balance Policy (**Appendix I**), the Borough has significant cash in reserve in multiple funds. These reserve funds are not shown here in the aggregate budget as these funds are not operating funds and are only to be used in the event of two criteria (purposes):

- bona-fide emergencies or
- the reserve cash is part of a broader funding strategy.

Fund 23, Debt Service is an example of a broader funding strategy. For example, the Borough is anticipating a larger than normal debt service payment in FY2026 (see **Chapter 16**) and is setting cash aside in preparation for that debt payment. Setting this cash aside early and allowing it to benefit from a greater interest rate over that time will be less stressing on the General Fund (Fund 01) in FY2026.

Traditionally, these reserve dollars have been placed in CDs with local banks. In 2022, Borough Council voted to authorize the transfer of these reserve dollars to the Pennsylvania Local Government Investment Trust (PLGIT). PLGIT offers a significantly higher rate of return than traditional CDs. The Borough's reserve funds will be held with PLGIT until the funds are needed for one of the two criteria noted above.

anticipated that each year will show an aggregate deficit as there is no additional offsetting revenue expected in these upcoming years.

The ARPA program and the use of these federal grant dollars will be discussed in subsequent pages of this budget message. All revenues are depicted in **Table 23**. All fund expenditures are depicted in **Table 24**.

It should be noted that in previous budgets, the Borough had 2 (two) other fund budgets:

- Fund 05 Company K Monument Memorial Fund and
- Fund 68 Eichelberger-Stahle Charitable Trust Fund.

¹⁴⁹ The Borough's affiliate Fund Budget is the Gettysburg Borough Storm Water Authority (GBSWA) which is designated as Fund 09. GBSWA is responsible for the Borough's storm water management mandates. Even though it is a separate authority governed by a separate Board of Directors, all the

infrastructure remains the property of Gettysburg Borough.

¹⁵⁰ Component Unit is a legally separate organization for which the municipality (Gettysburg Borough) is also held financially accountable.

Chapter 5

Aggregate Borough Fund Budgets

Both Funds were transferred to the Adams County Community Foundation for administration as they are both very small funds and no formal budgets

were administered for each. As such, both Fund 05 and Fund 68 do not appear in this budget message.

Table 23 – Budget Summary (Aggregate Fund Revenues)

Revenue ALL Funds			01	03	04	09	18	23	30	35	40	96
Dept.	Description	Total ALL Budgeted Funds	General Fund	Fire Fund	CDBG Fund	GBSWA	Capital Projects Fund	Debt Service Fund	Capital Reserve Fund	Liquid Fuels Fund	Revolving Loan Fund	American Rescue Plan Act (ARPA)
301	Real Property Tax	\$2,091,650	\$1,966,150	\$125,500	AAA		AAA	AAA	AAA	AAA	AAA	AAA
305	Occupation Tax	\$16,410	\$16,410	AAA	AAA		AAA	AAA	AAA	AAA	AAA	AAA
310	Local Enabling Tax (Act 511)	\$1,031,095	\$1,031,095	AAA	AAA		AAA	AAA	AAA	AAA	AAA	AAA
321	Business Licenses / Permits	\$153,283	\$153,283	AAA	AAA		AAA	AAA	AAA	AAA	AAA	AAA
322	Non-Business Licenses / Permits	\$28,658	\$28,658	AAA	AAA		AAA	AAA	AAA	AAA	AAA	AAA
331	Fines & Forfeits	\$316,417	\$316,417	AAA	AAA	\$11,757	AAA	AAA	AAA	AAA	AAA	AAA
341	Interest Earnings	\$15,729	\$7,550	AAA	\$15	\$120	\$1,540	\$650	\$1,064	\$2,200	\$1,150	\$1,560
342	Rents Royalties	\$39,000	\$39,000	AAA	AAA		AAA	AAA	AAA	AAA	AAA	AAA
351	Federal Capital Grants	\$263,084	\$1,500	AAA	\$261,584		AAA	AAA	AAA	AAA	AAA	AAA
354	State Operating Grants	\$9,575	\$9,575	AAA	AAA		AAA	AAA	AAA	AAA	AAA	AAA
355	State Shared Revenue	\$388,250	\$215,125	AAA	AAA		AAA	AAA	AAA	\$173,125	AAA	AAA
357	Revenue from Local Governments	\$165,000	\$165,000	AAA	AAA		AAA	AAA	AAA	AAA	AAA	AAA
361	Charges for Services	\$242,181	\$238,481	AAA	AAA	\$3,700	AAA	AAA	AAA	AAA	AAA	AAA
363	Highways & Streets (Parking)	\$1,107,495	\$1,107,495	AAA	AAA		AAA	AAA	AAA	AAA	AAA	AAA
367	Culture & Recreation	\$2,950	\$2,950	AAA	AAA		AAA	AAA	AAA	AAA	AAA	AAA
383	Storm Water Fees	\$500,268	AAA	AAA	AAA	\$500,268	AAA	AAA	AAA	AAA	AAA	AAA
389	Miscellaneous Revenue	\$16,450	AAA	AAA	AAA		AAA	AAA	AAA	AAA	\$16,450	AAA
390	Other Financing Sources	\$1,700	\$1,700	AAA	AAA		AAA	AAA	AAA	AAA	AAA	AAA
392	Interfund Transfers In	\$1,501,035	\$749,000	AAA	AAA		\$113,250	\$638,785	AAA	AAA	AAA	AAA
395	Refund of Prior Year Expenses	\$2,000	\$2,000	AAA	AAA	AAA	AAA	AAA	AAA	AAA	AAA	AAA
TOTAL Revenues		\$7,388,262	\$6,051,389	\$125,500	\$261,599	\$515,845	\$114,790	\$639,435	\$1,064	\$175,325	\$17,600	\$1,560

NOTE: Orange color indicates these values are not included in the calculation of the aggregate budget numbers. These values are related to Fund 09 (GBWSA) and are budgeted and administered by a separate Board of Directors. These values are included in this chart to further support and supplement Chapter 14 - which discusses the 2023 budget for the Gettysburg Borough Storm Water Authority (GBWSA). The values in this table included in this budget message as both the Borough and the Storm Water Authority work cooperatively together to administer the Borough's federal MS4 mandates.



Table 24 – Budget Summary (Aggregate Fund Expenditures)

Expenditures ALL Funds			01	03	04	09	18	23	30	35	40	96
Dept.	Description	Total ALL Budgeted Funds	General Fund	Fire Fund	CDBG Fund	GBSWA	Capital Projects Fund	Debt Service Fund	Capital Reserve Fund	Liquid Fuels Fund	Revolving Loan Fund	American Rescue Plan Act (ARPA)
400	Legislative	\$24,153	\$24,153	***	***	***	***	***	***	***	***	***
401	Office of the Manager	\$384,228	\$384,228	***	***	***	***	***	***	***	***	***
403	Tax Collection	\$32,424	\$32,424	***	***	***	***	***	***	***	***	***
409	General Government	\$441,358	\$437,358	***	\$4,000	***	***	***	***	***	***	***
410	Police	\$2,272,255	\$2,272,255	***	***	***	***	***	***	***	***	***
411	Fire	\$261,650	\$136,150	\$125,500	***	***	***	***	***	***	***	***
413	Code Enforcement	\$31,377	\$31,377	***	***	***	***	***	***	***	***	***
414	Planning	\$452,817	\$452,817	***	***	***	***	***	***	***	***	***
415	Emergency Management	\$3,000	\$3,000	***	***	***	***	***	***	***	***	***
421	Health	\$3,690	\$3,690	***	***	***	***	***	***	***	***	***
430	Public Works	\$947,312	\$867,912	***	***	***	***	***	\$79,400	***	***	***
432	Winter Maintenance Services	\$25,500	***	***	***	***	***	***	***	\$25,500	***	***
433	Traffic Control Devices	\$31,550	***	***	***	***	***	***	***	\$31,550	***	***
434	Street Lighting	\$93,250	\$88,250	***	***	***	***	***	***	\$5,000	***	***
435	Sidewalks & Crosswalks	\$332,584	\$75,000	***	\$257,584	***	***	***	***	***	***	***
438	Bridges	\$127,000	\$4,500	***	***	***	\$120,000	***	***	\$2,500	***	***
436	Storm Sewers & Drains	\$515,845	***	***	***	\$515,845	***	***	***	***	***	***
439	Roads & Alleys	\$483,465	\$57,225	***	***	***	\$403,740	***	***	\$22,500	***	***
445	Parking Facilities	\$474,151	\$384,151	***	***	***	\$90,000	***	***	***	***	***
454	Parks & Recreation	\$89,917	\$89,917	***	***	***	***	***	***	***	***	***
455	Shade Tree	\$16,475	\$16,475	***	***	***	***	***	***	***	***	***
462	HUD - Community Development	\$15,000	***	***	***	***	***	***	***	***	\$15,000	***
465	Community Development	\$51,500	\$51,500	***	***	***	***	***	***	***	***	***
471	Debt Principal	\$555,466	***	***	***	***	***	\$555,466	***	***	***	***
472	Debt Interest	\$83,319	***	***	***	***	***	\$83,319	***	***	***	***
475	Bond Issue Costs	\$1,575	***	***	***	***	***	\$1,575	***	***	***	***
492	Interfund Transfers Out	\$1,501,257	\$639,007	***	***	***	***	***	\$113,250	***	***	\$749,000
TOTAL Expenditures		\$8,736,273	\$6,051,389	\$125,500	\$261,584	\$515,845	\$613,740	\$640,360	\$192,650	\$87,050	\$15,000	\$749,000
Government-Wide Budget Revenue Over Expenses		\$7,388,262	\$6,051,389	\$125,500	\$261,599	\$515,845	\$114,790	\$639,435	\$1,064	\$175,325	\$17,600	\$1,560
		\$8,736,273	\$6,051,389	\$125,500	\$261,584	\$515,845	\$613,740	\$640,360	\$192,650	\$87,050	\$15,000	\$749,000
		-\$1,348,011	\$0	\$0	\$15	\$0	\$498,950	-\$925	\$191,586	\$88,275	\$2,600	-\$747,440



Discretionary and non-discretionary expenditures in 2023 are visualized in Graph 7.

Discretionary Expenditures

Discretionary spending in FY2023 is unusually high as compared to previous budget years. Typically, only approximately 5% - 10% of the Borough's General Fund budget falls into the category of discretionary spending. \$638,551 (or 10.6%) of the Borough's FY2023 General Fund budget is classified as discretionary. This percentage will fall back to typical levels once the Borough finishes utilizing its ARPA funds by FY2026.

These discretionary 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 relations¹⁵¹,
- ✚ 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.

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. In typical budget years, absent the utilization of

ARPA funds, the fiscal vitality of a community is disadvantaged by these types of cuts.

That has changed in the FY2022 budget and is continued in this FY2023 budget, where significant infrastructure investments are budgeted – primarily due to the use of ARPA funding. Fortunately for Gettysburg in FY2023,

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).

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:

NOTE: This chapter only discusses discretionary and non-discretionary expenditures in Fund 01 (General Fund). Other funds account for additional discretionary dollars available to the municipality but are not referenced here as those funds are typically smaller and have specific uses assigned to them. Chapter 6 only references the Borough's largest fund (the General Fund or the Operating Fund).

¹⁵¹ Borough newsletters and Broadcasts on Community Media (ACCTV).

- ✦ Total labor burden¹⁵²,
- ✦ Liability insurance¹⁵³,
- ✦ Debt service¹⁵⁴, and
- ✦ Miscellaneous (or all other non-discretionary) expenditure categories.

Overall, non-discretionary expenditures comprise 89.4% (or \$5,412,838) of the \$6,051,389 General Fund Budget in FY2023.

Total Labor Burden

The total labor burden in FY2023 outlined in **Chapter 8** equals \$3,307,070. This value is largely determined by wages and benefits as determined by contractual obligations and federal and state payroll taxes. Labor law also dictates certain types of compensation. Additionally, it incorporates the cost of fringe benefits for employees. Footnote #152 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 FY2022 has basically returned to pre-pandemic levels with the rehiring of staff that left employment during the height of the pandemic in FY2020 and FY2021. However, Total Labor Burden in FY2023 escalates significantly with the addition of two new full-time police officers – where the police department previously employed 12 sworn officers and now will have 14 sworn police officers.

Total Labor Burden in FY2023 is \$224,436 more than in FY2022, or a 7.3% increase from one year over the next.

NOTE: It should be noted that this total labor burden is partially offset by the Gettysburg Borough Storm Water Authority (GBSWA) which pays the following percentages of employee labor burden:

1. 4% Borough Manager / Treasurer
2. 20% Accountant I / Finance Assistant, and
3. 60% Director of Historic & Environmental Preservation.

The category of Total Labor Burden, non-discretionary expenditures, or over half the entire operating budget, comprises 54.8% of the General Fund (Fund 01) budget in FY2023 – a sizeable increase over FY2022.

Insurance Coverage

Insurance coverage had been relatively stable over the previous several fiscal years. However, the Borough had a costly workers' compensation claim in FY2022, along with a notable increase in health insurance usage from other employees. These two factors resulted in a nearly 16% increase in health care premiums and a 24% increase in workers' compensation premiums for FY2023.

At \$875,167 (an increase of \$50,162 or 6.1% over FY2022) the category of Insurance Coverage, non-discretionary expenditures, comprises 14.5% of the General Fund (Fund 01) budget in FY2023.

NOTE: It is notable that the percentage of 89.4% of non-discretionary spending is below previous years' non-discretionary spending levels. This is largely attributable to the Borough's budget in FY2023 resulting from the availability and use of ARPA funding, which is described in **Chapter 10**. If ARPA funds were removed from the FY2023 budget, the percentage of non-discretionary spending would fall in line with previous years' percentages around 94.7%

¹⁵² 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.

¹⁵³ 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.

¹⁵⁴ Debt service includes both principal and interest on the borough's loans and general obligation bonds.

Insurance types in this category are:

- ✦ Employee vision insurance,
- ✦ Employee unemployment compensation insurance,
- ✦ Employee medical / prescription drug insurance,
- ✦ Employee dental insurance,
- ✦ Employee life / accident / short-term disability insurance,
- ✦ Automobile insurance,
- ✦ PA Law 477 municipality liability insurance,
- ✦ General liability insurance,
- ✦ Surety & fidelity insurance,
- ✦ Worker's compensation insurance,
- ✦ Public officials' insurance,
- ✦ Property insurance,
- ✦ Inland marine insurance,
- ✦ Law enforcement liability insurance,
- ✦ Herbicide & pesticide insurance, and
- ✦ Umbrella insurance.

Debt Service

Debt service, non-discretionary expenditures, accounts for \$638,785 (or 10.6%) of the General Fund (Fund 01) budget in FY2023. It covers both the principal and interest on the Borough's loans and general obligation bond payments. The Borough's amortization schedule would pay off all Borough debts by FY2029.

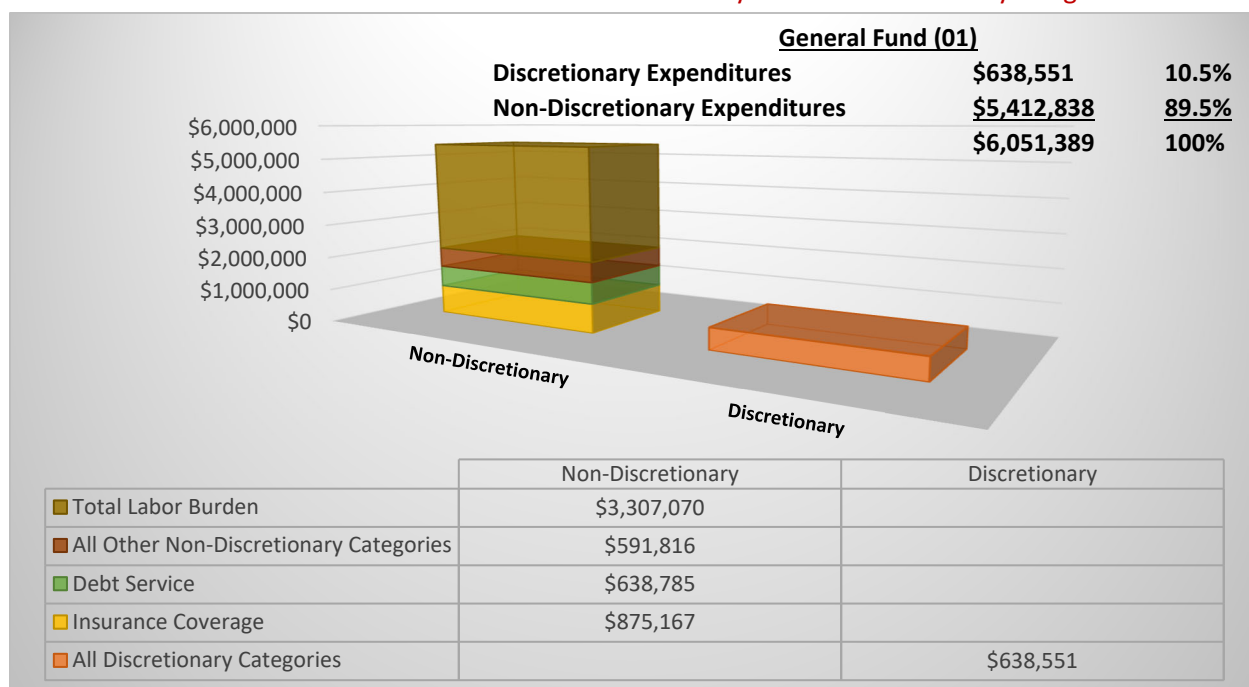
All Other Miscellaneous Non-Discretionary Expenditures

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 \$591,816 (or 9.8%) of miscellaneous non-discretionary expenditures in the General Fund (Fund 01) in FY2023.

Graph 7 –
Discretionary vs. Non-Discretionary Budget Allocations



Discretionary Expenditures

Discretionary spending in FY2023 is in line with previous budget years - typically, only approximately 5% - 10% of the Borough's General Fund budget. \$638,551 is available as discretionary funds in FY2023.

These discretionary 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 relations¹⁵⁵,
- ✦ 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.

Often community development activities are budgeted in discretionary expenditure categories and are often cut from budgets in deference to keeping taxes as low as possible. In typical budget years, absent the utilization of ARPA funds, the fiscal vitality of a community is disadvantaged by these types of cuts.

That has changed in the FY2022 budget and is continued in the FY2023 budget - where significant infrastructure investments are budgeted – primarily due to the use of ARPA funding. Fortunately for Gettysburg in FY2023, 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).



¹⁵⁵ Borough newsletters and Broadcasts on Community Media (ACCTV).

Insurances remain one of the Borough's largest expense categories. The Borough has many policies to cover multiple types of liabilities. **Table 25** identifies the breakout of various insurance premiums by department. It should be noted that Department 436 is related to the GBSWA¹⁵⁶ and is not calculated as part of expenses in the Borough's General Fund¹⁵⁷. Department 436 is specifically budgeted in Fund 09¹⁵⁸.

For the General Fund (Fund 01) in FY2023, insurance premiums total \$875,167 – a massive \$73,387 (or 9.2%) increase above FY2022. The cost of premium increases in health insurance and workers' compensation insurance account for this dramatic increase. These combined insurance

premiums account for approximately 14.5% of all General Fund expenditures.

PMHIC¹⁵⁹

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, PMHIC, spreads the Borough's healthcare risk over a much broader demographic – thousands of municipal and authority employees across the entire



Table 25 – Insurance Allocations by Department

Insurance Type	Object	Office of the Manager	Tax Collection	General Government	Police	Fire	Planning	Public Works	Storm Water (GBSWA)	Parking	Parks & Recreation	Totals
		401	403	409	410	411	414	430	436	445	454	
Vision (employee)	189	\$454			\$3,104		\$556	\$1,454		\$306		\$5,874
Unemployment Comp. (employee)	194	\$2,286			\$9,060		\$2,190	\$5,100		\$2,100		\$20,736
Health/Medical (employee)	196	\$46,448			\$314,750		\$33,783	\$142,033		\$33,283		\$570,297
Life/ADD/Short Term Dis. (employee)	198	\$1,747			\$6,781		\$1,409	\$2,888		\$990		\$13,815
Dental	199	\$2,137			\$15,639		\$1,413	\$6,864		\$1,326		\$27,379
Automobile	350				\$9,850			\$15,300		\$3,500		\$28,650
PA Law 477 Municipality Liability	351				\$8,200							\$8,200
General Liability	352			\$900	\$3,070			\$1,200		\$600	\$165	\$5,935
Surety & Fidelity	353		\$1,370	\$2,000								\$3,370
Worker's Compensation	354	\$494			\$64,553	\$17,750	\$852	\$28,061	\$88	\$8,503		\$120,301
E&O Public Officials	355			\$7,900					\$1,646			\$9,546
Property	356			\$8,633				\$3,700		\$6,200	\$380	\$18,913
Inland Marine	357			\$250	\$1,150			\$2,800				\$4,200
Law Enforcement Liability	358				\$27,500							\$27,500
Cyber Risk	358			\$200					\$25			\$225
Herbicide & Pesticide	358							\$400				\$400
Umbrella	359			\$1,600	\$4,900			\$2,100		\$950	\$276	\$9,826
		\$53,566	\$1,370	\$21,483	\$468,557	\$17,750	\$40,203	\$211,900	\$1,759	\$57,758	\$821	\$875,167

¹⁵⁶GBSWA – Gettysburg Borough Storm Water Authority.

¹⁵⁷ General Fund = Fund 01.

¹⁵⁸ Storm Water Fund = Fund 09.

¹⁵⁹ PMHIC – Pennsylvania Municipal Health Insurance Cooperative.

state of Pennsylvania. On average, prior to FY2023 which saw a 16% premium increase, the Borough's healthcare insurance premiums have risen a very modest 4% annually, as compared to high double digit increases nationally¹⁶⁰. These types of insurances also cover the premiums for any fringe benefits provided to employees – many of which are mandated by the Borough's two labor agreements¹⁶¹.

Liability Insurance

The liability insurance premiums protect the Borough's assets against any potential risk. This includes coverage for public officials who may be sued based on official actions on behalf of the municipality.

Workers' Compensation

The workers' compensation system protects employees and employers. Employees receive medical treatment and are compensated for lost wages associated with work-related injuries and disease, and employers provide for the cost of such coverage while being protected from direct lawsuits by employees. Like the Borough's health insurance premium, the Workers' Compensation insurance premium increased a whopping 24% in FY2023. This is the result of a large claim by one of the Borough's employees for a work-related injury in 2022.



¹⁶⁰ <https://www.cnbc.com/2021/11/11/premiums-for-employer-health-insurance-have-jumped-47percent-in-10-years.html>

¹⁶¹ The Borough has two labor (bargaining unit) agreements with Teamsters Local Union 776 – the Uniform (Police) and Non-Uniform Agreements.

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) departments¹⁶²:

- 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.

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,
- Employer portion of 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.

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 Service
- ✚ 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.

Borough Staffing Trends

Gettysburg Borough economically had a very strong FY2022 – after significant budget retrenchment in 2020 and the first half of 2021, which was a direct response to the substantial revenue shortfalls precipitated by the global pandemic. In 2022, the Borough found itself in a strong financial position to rehire staff that were either furloughed or left employment for other reasons.

Not listed here is Department 411, which is Fire Services. Department 411 has 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. As such, this Fire Department employee is not counted toward the Borough's staffing levels – which has fluctuated rather considerably over the years.

Typically, staffing levels in each department are determined by the workload of each department and the services those departments deliver to the

¹⁶² The Borough previously 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 in 2020 to streamline staff duties resulting from the COVID-19 Pandemic.

The pandemic did afford the Borough the opportunity to assess its strengths and weakness regarding service delivery. The Borough took advantage of these short-term staff vacancies to realign several departments and staff duties to match the expectations in service delivery that the residents and visitors of the Borough expect. 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. The Borough has now filled all these staff vacancies realized during the height of the pandemic, with the above-mentioned core functions remaining at the top of the list when evaluating potential employees' skill sets and assigning them to newly created job descriptions that better serve the listed core functions.

Continued in FY2023, two new job descriptions added in FY2022 remain: Code Compliance Officer and Human Resources Coordinator. Both positions are designed to provide better service and equitable treatment regarding code enforcement and to place the Borough in a stronger position regarding employee professional development and risk assessment.

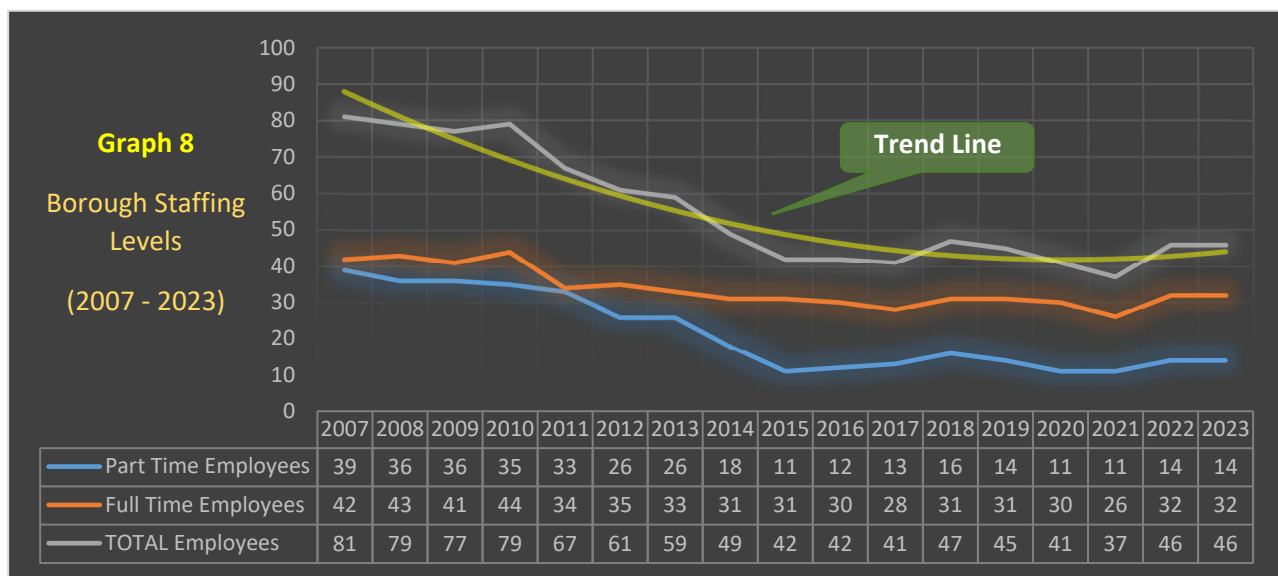
Government is often criticized as being too big, too expensive, inefficient, and wasteful. There may be some validity to that notion at the state and federal level of government. Local government – especially this one – is the opposite. Government closest to its constituents (local government) is the most responsive and has the largest and most direct impact on a person's daily life. It cannot be said that Gettysburg's Government is bloated. **Graph 8** clearly highlights the decline in Borough staffing levels. In 2023, the Borough has only 46 full- and part-time employees – down from 81 full- and part-time employees in 2007! Most notable is the dramatic decline in full-time staffing – down to 32 in FY2023 from 42 in FY2007. It should be highlighted here that the Borough continues to prioritize safety as thirteen (15) of the thirty-two (32) full-time employees (47% of the full-time employees) are police department employees.

Historical Review of Staffing Adjustments

2020, 2021, and 2022

Response to the COVID-19 Pandemic

The Borough made significant staffing adjustments during the 2020 fiscal year to manage the financial crisis created by the Coronavirus Pandemic. These changes carried over into the 2021 budget year. For the most part, 2022 was a return to relative normalcy as experienced prior to the global pandemic. Changes during the pandemic years occurred 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 – and remain so in FY2023. 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 remains vacant in 2023.

NOTE: The eliminated Finance Director position has been reassigned to a newly created position in 2022 with the title Human Resources Coordinator / Project Management Assistant. That position was filled in March 2022 and remains an integral part of the Borough’s Administrative Team in FY2023.

Public Works Department

The Borough laid off a public works employee in 2020. 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 remained vacant in 2021. In total, through attrition and a resignation, the Public Works Department had three fewer employees than in 2020. In 2022, the department had a retirement and a resignation. One of those positions was reassigned to the parking department in 2023 and a new public works employee will be hired in early 2023.

Police Department

The Borough furloughed a police officer in August 2020. That furlough continued into 2021. The Borough had created a part-time Police Secretary position in the 2020 budget. That position was never filled and remained vacant in 2021. Even with the one (1) furlough, the Police Department remained the Borough’s largest department with

twelve full-time employees, accounting for nearly 50% of the Borough’s full-time staff in 2021.

NOTE: The Borough Council ended the police officer furlough in late 2021. The furloughed police officer has since resigned employment with the Borough. The Council has authorized the hiring of another officer in 2022. In FY2023, the Council has increased the size of the department to include two additional officers (bringing the total to 14 sworn officers, plus a police secretary position). Regarding the never-filled part-time police secretary position, that position was eliminated in the 2022 budget and remains that way in FY2023.

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 not filled and remained vacated in 2021 and 2022. Full-time parking enforcement officers returns to 2 positions in the FY2023 budget. This employee used to be a hybrid employee shared between both the public works and parking departments.

Planning Department

The Borough, many years ago, had a full-time code enforcement officer on its staff. This position was ultimately eliminated with code enforcement duties being outsourced to a third-party vendor – CCIS¹⁶³ and later PMCA¹⁶⁴. Third party vendors always proved problematic as there are many code matters that need attention after traditional office hours. This issue came to the forefront in 2020 and 2021 with the suspension of many code enforcement tasks related to the global pandemic. As part of the Borough’s staffing assessment and review of service delivery, it was decided to bring code enforcement in-house once again to better serve the needs of the Borough’s code compliance mandates with some after-hours enforcement. The Code Compliance Officer job description was written in 2021 with a full-time staff member hired in December 2021 to fill that position. This position remains in the FY2023 budget. The Planning Department will also add an intern position in FY2023.

¹⁶³ CCIS – Commonwealth Code Inspection Services.

¹⁶⁴ PMCA – Pennsylvania Municipal Code Alliance.

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 3** 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. Continuing in FY2023, four members of Borough Council have elected to forfeit their stipend, providing a cost savings in the overall Borough budget. **Table 26** outlines the total labor burden for Department 400.

Total Labor Burden Department 401 Office of the Manager

Department 401¹⁶⁵ accounts for the Total Labor Burden (i.e., associated salaries, associated payroll taxes, insurances, and other fringe benefits) for the

Exhibit 3	2023 Labor Burden (FT)
Chief of Police	\$147,883
Sergeant - Squad B	\$143,585
Sergeant - Squad A	\$142,680
Detective B	\$138,747
Patrolman First Class - Squad A	\$138,164
Master Patrol Officer - Squad A	\$137,507
Detective A	\$137,372
Master Patrol Officer - Squad B	\$136,560
Borough Manager / Treasurer	\$134,810
Patrolman First Class - Squad B	\$134,518
Patrolman #1 - Squad A	\$132,427
Asst. Borough Manager / Secretary	\$117,346
Patrolman #1 - Squad B	\$110,865
Public Works Director	\$103,318
Public Works Laborer - CDL B #2	\$100,847
Director of Planning/Zoning/Code Enforcement	\$99,551
Public Works Foreman	\$98,876
Director of Historic & Environmental Preservation	\$96,511
Patrolman #2 - Squad A	\$92,948
Patrolman #2 - Squad B	\$89,838
Public Works Laborer - CDL B #1	\$80,724
Public Works Laborer - CDL B #3	\$80,505
Parking Manager	\$80,396
Patrolman #3 - Squad B	\$80,379
Police Records & Support Services Coordinator	\$75,953
Planning Assistant	\$72,830
Accountant I - Finance Assistant	\$72,302
Public Works Mechanic	\$71,734
Code Compliance Officer	\$70,990
Human Resources Coordinator	\$69,608
Parking Enforcement Officer - Group Leader	\$64,334
Parking Enforcement Officer	\$52,966
Police Department	
Office of the Manager	
Public Works Department	
Planning Department	
Parking Department	

Borough's two executive staff (the Mayor and Manager / Treasurer) and supporting staff. The supporting staff are the Assistant Borough Manager / Secretary, Accountant I / Finance Assistant, and Human Resources Coordinator / Project Management 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. This bifurcated system of managerial oversight would not work within a large company in the private sector. Likewise, it proves very challenging in the public sector. Many municipalities across the Commonwealth dealt with this bifurcated managerial structure by adopting Home Rule Charter, which was briefly discussed in **Chapter 3**.

¹⁶⁵ 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.

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 cost-saving measure. This position has remained vacant ever since and will not be filled again in 2023. 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 FY2023, with the hope of adding instructional videos to give further direction to the public as they enter the municipal building.

Tax Collector¹⁶⁶ – The Borough Council appointed a new Borough Tax Collector in late 2020. The Tax Collector will continue the practice of hosting 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 #165, both the former Finance Department and Human Resources 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 Office of the Manager. 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 statutorily appointed 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 2023.

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 titled the Assistant Borough Manager / Secretary. The Borough Secretary is a mandated staff position by Pennsylvania Borough Code. Historically, the Borough Secretary provided most of the Borough's Human Resources duties and oversaw the coordination of all employee benefits and personnel files. This employee also managed the Borough's numerous insurance coverages and was responsible for submitting any insurance claims that may come up. Beginning in 2022, however, a new administrative staff position was added to help alleviate the massive workload within the Office of the Manager. The new position is titled Human Resources Coordinator / Project Management Assistant. Much of the duties tasked to this new position is divvied up from both the Account I and Assistant Borough Manager.

Continuing in 2023, 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

¹⁶⁶ The Tax Collector's wages are not reported in Department 401 but are found in Department 403. The

Tax Collector's stipends are paid out of fees associated with the collection of property taxes.

Chapter 8

Departmental Staffing Levels and TOTAL Labor Burden

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 to 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, but this position was outsourced to cut costs. Further analysis during the pandemic 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 2023 budget. This in-house position

Table 26 – Department 400 (Legislative) TOTAL Labor Burden

Line Item # and Description	President	Vice President	Council Member #3 Ward I	Council Member #4 Ward II	Council Member #5 Ward III	Council Member #6 Ward III	Council Member #7 At-Large	TOTAL
105 Salary - Borough Council	\$2,500	\$2,500	^^^	^^^	^^^	\$2,500	^^^	\$7,500
192 Benefit - FICA	\$155	\$155	^^^	^^^	^^^	\$155	^^^	\$465
193 Benefit - Medicare	\$36	\$36	^^^	^^^	^^^	\$36	^^^	\$109
TOTAL Labor Burden	\$2,691	\$2,691	\$0	\$0	\$0	\$2,691	\$0	\$8,074

NOTE: Four members of Borough Council are forfeiting their stipends in 2023.

Table 27 –

Department 401 (Office of the Manager) TOTAL Labor Burden

Line Item # and Description	Borough Manager / Treasurer*	Asst. Boro. Mgr. / Secretary	Accountant I / Finance Asst. **	HR Coordinator / Project Mngt. Asst.	Mayor	Line Item TOTAL
01-401-400 Salary - Mayor	^^^	^^^	^^^	^^^	\$5,000	\$5,000
01-401-110 Salary - Borough Manager	\$84,739	^^^	^^^	^^^	^^^	\$84,739
09-436-110 Salary - Administrative Manager	\$3,761	^^^	^^^	^^^	^^^	\$3,761
01-401-112 Salary - Full Time	^^^	\$64,030	\$31,102	^^^	^^^	\$95,132
09-436-112 Salary - Full Time	^^^	^^^	\$9,729	^^^	^^^	\$9,729
01-401-114 Salary - Professional Staff	^^^	^^^	^^^	\$51,642	^^^	\$51,642
01-401-172 Other Comp./Leave-Holiday	\$4,864	\$3,675	\$2,231	\$2,888	^^^	\$13,658
09-436-172 Other Comp./Leave-Holiday	\$203	^^^	\$526	^^^	^^^	\$729
01-401-173 Other Comp./Leave-Personal	\$1,496	\$1,131	\$687	\$666	^^^	\$3,980
09-436-173 Other Comp./Leave-Personal	\$73	^^^	\$162	^^^	^^^	\$235
01-401-174 Other Comp./Leave-Sick	\$561	\$424	\$257	\$333	^^^	\$1,575
09-436-174 Other Comp./Leave-Sick	\$24	^^^	\$162	^^^	^^^	\$186
01-401-175 Other Comp./Leave-Vacation	\$5,612	\$4,241	\$2,575	\$2,222	^^^	\$14,650
09-436-175 Other Comp./Leave-Vacation	\$234	^^^	\$606	^^^	^^^	\$840
01-401-187 Other Comp./VacationPayBuyBack	\$1,949	\$1,661	\$796	\$0	^^^	\$4,406
09-436-185 Other Comp./VacationPayBuyBack	\$78	^^^	\$160	^^^	^^^	\$238
01-401-189 Benefit - Vision Insurance	\$102	\$205	\$102	\$0	^^^	\$409
09-436-189 Benefit - Vision Insurance	\$5	^^^	\$21	^^^	^^^	\$26
01-401-192 Benefit - FICA	\$6,147	\$4,660	\$2,809	\$3,953	\$311	\$17,880
09-436-192 Benefit - FICA	\$252	^^^	\$651	^^^	^^^	\$903
01-401-193 Benefit - Medicare	\$1,438	\$1,090	\$657	\$925	\$73	\$4,183
09-436-193 Benefit - Medicare	\$61	^^^	\$156	^^^	^^^	\$217
01-401-194 Benefit - Unemployment Comp.	\$576	\$600	\$600	\$510	^^^	\$2,286
09-436-194 Benefit - Unemployment Comp.	\$24	^^^	\$90	^^^	^^^	\$114
01-401-196 Benefit - Health Insurance^	\$10,811	\$26,628	\$9,009	\$0	^^^	\$46,448
09-436-196 Benefit - Health Insurance^	\$451	^^^	\$2,253	^^^	^^^	\$2,704
01-401-197 Benefit - Pension Contribution	\$9,722	\$7,076	\$5,017	\$6,002	^^^	\$27,817
09-436-197 Benefit - Pension Contribution	\$389	^^^	\$1,004	^^^	^^^	\$1,393
01-401-198 Benefit - Life/ADD/Short Dis.	\$573	\$478	\$322	\$374	^^^	\$1,747
09-436-198 Benefit - Life/ADD/Short Dis.	\$23	^^^	\$65	^^^	^^^	\$88
01-401-199 Benefit - Dental Insurance	\$445	\$1,321	\$371	\$0	^^^	\$2,137
09-436-199 Benefit - Dental Insurance	\$18	^^^	\$75	^^^	^^^	\$93
01-401-354 Insurance - Worker's Compensation	\$172	\$126	\$89	\$93	^^^	\$480
09-436-354 Insurance - Worker's Compensation	\$7	^^^	\$18	^^^	^^^	\$25
TOTAL Labor Burden	\$134,810	\$117,346	\$72,302	\$69,608	\$5,384	\$399,450
Fund 01 TOTAL	\$378,169	Fund 09 TOTAL	\$21,281			

* Employee salary and benefits split between Gettysburg Borough and the Gettysburg Borough Storm Water Authority (GBSWA). Borough share = 96%. GBSWA share = 4%.

** Employee salary and benefits split between Gettysburg Borough and the Gettysburg Borough Storm Water Authority (GBSWA). Borough share = 80%. GBSWA share = 20%.

^ Each employee is responsible for 12% of the health insurance premium. This value represents 88% of the health insurance premium, which is paid by the Borough of Gettysburg and/or the GBSWA at the percentage rates noted above.

proved critical in 2020, 2021, and 2022 with the increased focus on sterilization of facilities in response to the COVID-19 Pandemic. These custodial services will be equally vital moving forward.

Fund 09 Within Department 401

The Office of the Manager has two employees who provide administrative services to the Gettysburg Borough Storm Water Authority (GBSWA). GBSWA is budgeted in Fund 09 and is administered by a separate board of directors (not Gettysburg Borough Council). GBSWA raises revenue through the imposition of storm water service fees. Four (4%) percent of the Borough Manager's salary is paid by the GBSWA, while twenty (20%) percent of the Accountant I salary is paid by the GBSWA.

Table 28 A –

Department 410 (FT- Police) TOTAL Labor Burden

Table 27 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 / Treasurer 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.

The 2018, 2019, and 2020 budgets restored staffing levels in the police department to what is considered full-strength¹⁶⁷. These staffing levels

Line Item # and Description		Chief of Police	Sergeant - Squad A	Sergeant - Squad B	Detective A	Detective B	MPO - Squad A	MPO - Squad B	Patrolman 1st Class - Squad A	Line Item TOTAL
01-410-110	Salary - Chief of Police	\$86,260	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$86,260
01-410-112	Full Time Staff	^^^	\$61,702	\$60,894	\$60,236	\$62,958	\$56,618	\$55,999	\$57,148	\$415,555
01-410-114	Salary - Professional Staff	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$0
01-410-116	Salary - Differential 1 Pay	^^^	\$561	\$561	^^^	^^^	\$561	\$582	\$617	\$2,882
01-410-172	Other Comp./Leave-Holiday	\$4,823	\$5,296	\$5,225	\$4,441	\$4,337	\$4,876	\$4,823	\$4,730	\$38,551
01-410-173	Other Comp./Leave-Personal	\$1,113	\$3,322	\$3,266	\$3,142	\$2,909	\$3,250	\$3,215	\$2,640	\$22,857
01-410-174	Other Comp./Leave-Sick	\$557	\$672	\$663	\$648	\$632	\$618	\$612	\$600	\$5,002
01-410-175	Other Comp./Leave-Vacation	\$3,710	\$8,826	\$8,709	\$8,512	\$4,337	\$8,126	\$8,038	\$6,176	\$56,434
01-410-176	Other Comp./OT/Regular	^^^	\$2,500	\$3,500	\$2,500	\$4,000	\$2,500	\$3,500	\$4,000	\$22,500
01-410-177	Other Comp./OT/Shift Change	^^^	^^^	^^^	\$530	\$1,000	\$1,100	\$1,000	\$950	\$4,580
01-410-178	Other Comp./OT/Court	^^^	\$850	\$850	\$850	\$850	\$850	\$850	\$850	\$5,950
01-410-179	Other Comp./OT/Holiday Worked	^^^	\$4,984	\$4,984	\$4,097	\$3,866	\$4,668	\$4,623	\$4,526	\$31,748
01-410-180	Other Comp./OT/Holiday OT	^^^	^^^	\$900	^^^	\$900	\$1,100	\$900	\$800	\$4,600
01-410-181	Other Comp./OT/Special Events	^^^	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$5,250
01-410-182	Other Comp./OT/Emergency	^^^	\$500	\$375	\$450	\$375	\$950	\$400	\$750	\$3,800
01-410-183	Other Comp./OT/Contract	^^^	\$600	\$625	^^^	^^^	\$600	\$600	\$500	\$2,925
01-410-184	Other Comp./OT/Drug Task	^^^	^^^	\$75	\$75	\$75	\$75	\$75	\$75	\$450
01-410-185	Other Comp./OT/Traffic Grant	^^^	\$425	\$400	\$400	\$400	\$400	\$400	\$400	\$2,825
01-410-186	Other Comp./SickPayBuyBack	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$0
01-410-187	Other Comp./VacationPayBuyBack	\$400	\$350	\$325	\$325	\$1,100	\$350	\$325	\$2,500	\$5,675
01-410-188	Other Comp./HealthCarBuyOut	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$0
01-410-189	Benefit - Vision Insurance	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$2,000
01-410-191	Benefit - Uniform Allowance	\$1,333	\$1,333	\$1,333	\$1,333	\$1,333	\$1,333	\$1,333	\$1,333	\$10,664
01-410-192	Benefit - FICA	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$0
01-410-193	Benefit - Medicare	\$1,405	\$1,426	\$1,355	\$1,366	\$1,357	\$1,239	\$1,440	\$1,366	\$10,954
01-410-194	Benefit - Unemployment Comp.	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$4,800
01-410-196	Benefit - Health Insurance ^	\$25,148	\$25,148	\$25,148	\$25,148	\$25,148	\$25,148	\$25,148	\$25,148	\$201,184
01-410-197	Benefit - Pension Contribution	\$15,375	\$15,600	\$15,753	\$14,946	\$14,841	\$14,822	\$14,481	\$14,749	\$120,567
01-410-198	Benefit - Life/ADD/Short Dis.	\$469	\$469	\$477	\$477	\$469	\$469	\$477	\$477	\$3,784
01-410-199	Benefit - Dental Insurance	\$1,259	\$1,259	\$1,259	\$1,259	\$1,259	\$1,259	\$1,259	\$1,259	\$10,072
01-410-200	Benefit - Pension Non-Uniform	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$0
01-410-354	Insurance - Worker's Compensation	\$5,181	\$5,257	\$5,308	\$5,037	\$5,001	\$4,995	\$4,880	\$4,970	\$40,629
TOTAL Labor Burden		\$147,883	\$142,680	\$143,585	\$137,372	\$138,747	\$137,507	\$136,560	\$138,164	

¹⁶⁷ Full-Strength in FY2023 is considered (1) Police Chief, (2) Detectives, (1) Police Records and Support Services

Coordinator, (2) Sergeants, and (8) Patrolmen, creating a full-time contingent of 14 staff.

Chapter 8

Departmental Staffing Levels and TOTAL Labor Burden

Table 28 B – Department 410 (FT- Police) TOTAL Labor Burden

Line Item # and Description	Patrolman 1st Class - Squad B	Patrolman #1 - Squad A	Patrolman #2 - Squad A	Patrolman #1 - Squad B	Patrolman #2 - Squad B	Patrolman #3 - Squad B	Police Records Coordinator	Line Item TOTAL	Department TOTAL
01-410-110 Salary - Chief of Police	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$0	\$86,260
01-410-112 Full Time Staff	\$57,099	\$58,983	\$37,500	\$58,832	\$49,998	\$37,500	^^^	\$299,912	\$715,467
01-410-114 Salary - Professional Staff	^^^	^^^	^^^	^^^	^^^	^^^	\$35,742	\$35,742	\$35,742
01-410-116 Salary - Differential 1 Pay	\$603	\$617	\$364	\$364	\$420	\$420	^^^	\$2,788	\$5,670
01-410-172 Other Comp./Leave-Holiday	\$4,735	\$4,614	\$3,897	\$4,690	\$3,500	\$3,500	\$2,011	\$26,947	\$65,498
01-410-173 Other Comp./Leave-Personal	\$2,762	\$2,692	\$2,497	\$2,087	\$2,087	\$2,087	\$464	\$14,676	\$37,533
01-410-174 Other Comp./Leave-Sick	\$601	\$585	\$494	\$595	\$370	\$370	\$464	\$3,479	\$8,481
01-410-175 Other Comp./Leave-Vacation	\$6,169	\$2,675	\$4,078	\$2,259	\$1,694	\$1,694	\$1,547	\$20,116	\$76,550
01-410-176 Other Comp./OT/Regular	\$4,000	\$4,500	\$4,500	\$4,500	^^^	^^^	^^^	\$17,500	\$40,000
01-410-177 Other Comp./OT/Shift Change	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$0	\$4,580
01-410-178 Other Comp./OT/Court	\$850	\$600	\$600	\$600	\$600	\$600	^^^	\$3,850	\$9,800
01-410-179 Other Comp./OT/Holiday Worked	\$4,531	\$4,281	\$4,226	\$3,583	\$3,500	\$3,500	^^^	\$23,621	\$55,369
01-410-180 Other Comp./OT/Holiday OT	\$800	\$150	\$150	\$150	\$325	\$325	^^^	\$1,900	\$6,500
01-410-181 Other Comp./OT/Special Events	\$750	\$750	\$750	\$1,000	\$750	\$750	^^^	\$4,750	\$10,000
01-410-182 Other Comp./OT/Emergency	\$800	\$850	\$700	\$850	\$850	\$850	^^^	\$4,900	\$8,700
01-410-183 Other Comp./OT/Contract	\$600	\$500	\$500	\$475	\$450	\$400	^^^	\$2,925	\$5,850
01-410-184 Other Comp./OT/Drug Task	\$75	\$75	\$100	\$100	\$100	\$100	^^^	\$550	\$1,000
01-410-185 Other Comp./OT/Traffic Grant	\$400	\$325	\$325	\$400	\$400	\$325	^^^	\$2,175	\$5,000
01-410-186 Other Comp./SickPayBuyBack	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$0	\$0
01-410-187 Other Comp./VacationPayBuyBack	\$350	\$325	\$325	\$250	^^^	^^^	\$175	\$1,425	\$7,100
01-410-188 Other Comp./HealthCarBuyOut	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$0	\$0
01-410-189 Benefit - Vision Insurance	\$102	\$250	\$250	\$99	\$77	\$76	\$250	\$1,104	\$3,104
01-410-191 Benefit - Uniform Allowance	\$1,333	\$1,333	\$1,333	\$1,333	\$1,334	\$1,337	\$1,333	\$9,336	\$20,000
01-410-192 Benefit - FICA	^^^	^^^	^^^	^^^	^^^	^^^	\$2,506	\$2,506	\$2,506
01-410-193 Benefit - Medicare	\$1,348	\$1,294	\$1,239	\$1,059	\$795	\$795	\$586	\$7,116	\$18,070
01-410-194 Benefit - Unemployment Comp.	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$4,200	\$9,000
01-410-196 Benefit - Health Insurance ^	\$25,148	\$25,148	\$10,635	\$10,635	\$7,982	\$7,982	\$26,036	\$113,566	\$314,750
01-410-197 Benefit - Pension Contribution	\$14,309	\$15,600	\$11,589	\$11,589	\$10,147	\$13,555	^^^	\$76,789	\$197,356
01-410-198 Benefit - Life/ADD/Short Dis.	\$469	\$469	\$469	\$469	\$352	\$352	\$417	\$2,997	\$6,781
01-410-199 Benefit - Dental Insurance	\$1,259	\$441	\$1,259	\$441	\$577	\$331	\$1,259	\$5,567	\$15,639
01-410-200 Benefit - Pension Non-Uniform	^^^	^^^	^^^	^^^	^^^	^^^	\$2,563	\$2,563	\$2,563
01-410-354 Insurance - Worker's Compensation	\$4,821	\$4,770	\$4,568	\$3,905	\$2,930	\$2,930	^^^	\$23,924	\$64,553
TOTAL Labor Burden	\$134,514	\$132,427	\$92,948	\$110,865	\$89,838	\$80,379	\$75,953		\$1,839,422

were cut by one (10 full-time employee in mid-2020 and continued through much of 2021. The authorized staffing levels for the Police Department in 2022 were returned to full-strength. In FY2023 the Borough Council authorized an increase in the size of the department and have enacted a budget that hires two new police officers, bringing the department to a total of 15 personnel (14 sworn officers plus 1 police secretary). In addition to these 15 full-time police employees, the department also utilizes at least 4 part-time officers on a regular basis. It is worth reiterating here that the Borough's largest department incurred the fewest staffing reductions during the height of the pandemic – highlighting Borough Council's commitment to public safety!

^ Each employee is responsible for 14% of the health insurance premium. This value represents 88% of the health insurance premium, which is paid by the Borough of Gettysburg and/or the GBSWA at the percentage rates noted above.

Table 29 – Department 410 (PT – Police) TOTAL Labor Burden

Line Item # and Description	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	\$34,320	\$17,180	\$9,225	\$3,525	\$2,914	\$67,164
117 Salary - Auxiliary Police	^^^	^^^	^^^	^^^	^^^	\$0
192 Benefit - FICA	\$2,128	\$1,065	\$572	\$219	\$181	\$4,164
193 Benefit - Medicare	\$498	\$249	\$134	\$51	\$42	\$974
TOTAL Labor Burden	\$36,945	\$18,494	\$9,931	\$3,795	\$3,137	
Line Item # and Description	Auxiliary #1	Auxiliary #2	Auxiliary #3	Auxiliary #4	Line Item TOTAL	Department TOTAL
115 Salary - Part Time Staff	^^^	^^^	^^^	^^^	^^^	\$67,164
117 Salary - Auxiliary Police	\$300	\$300	\$300	\$300	\$1,200	\$1,200
192 Benefit - FICA	\$19	\$19	\$19	\$19	\$74	\$4,239
193 Benefit - Medicare	\$4	\$4	\$4	\$4	\$17	\$991
TOTAL Labor Burden	\$323	\$323	\$323	\$323		\$73,594

Chapter 8

Departmental Staffing Levels and TOTAL Labor Burden

Table 30 – Department 414 (Planning & Historic Preservation) TOTAL Labor Burden

Line Item # and Description	Director of Planning, Zoning & Code Enforcement	Director of Historic & Environmental Preservation *	Administrative Assistant	Code Compliance Officer	Intern	TOTAL
01-414-110 Salary - Planning Director	\$65,391	^^^	^^^	^^^	^^^	\$65,391
01-414-112 Salary - Full Time	^^^	^^^	\$44,144	\$47,887	^^^	\$92,031
01-414-113 Salary - Intern	^^^	^^^	^^^	^^^	\$15,000	\$15,000
01-414-114 Salary - Professional Staff	^^^	\$25,361	^^^	^^^	^^^	\$25,361
09-436-112 Salary - Professional Staff	^^^	\$38,042	^^^	^^^	^^^	\$38,042
01-414-172 Other Comp./Leave-Holiday	\$3,657	\$1,418	\$2,534	\$2,678	^^^	\$10,287
09-436-172 Other Comp./Leave-Holiday	^^^	\$2,128	^^^	^^^	^^^	\$2,128
01-414-173 Other Comp./Leave-Personal	\$844	\$328	\$780	\$618	^^^	\$2,570
09-436-173 Other Comp./Leave-Personal	^^^	\$492	^^^	^^^	^^^	\$492
01-414-174 Other Comp./Leave-Sick	\$422	\$164	\$293	\$309	^^^	\$1,188
09-436-174 Other Comp./Leave-Sick	^^^	\$247	^^^	^^^	^^^	\$247
01-414-175 Other Comp./Leave-Vacation	\$2,813	\$1,091	\$2,924	\$2,060	^^^	\$8,888
09-436-175 Other Comp./Leave-Vacation	^^^	\$1,638	^^^	^^^	^^^	\$1,638
01-414-185 Other Comp./VacationPayBuyBack	\$704	^^^	\$476	^^^	^^^	\$1,180
09-436-185 Other Comp./VacationPayBuyBack	^^^	\$320	^^^	^^^	^^^	\$320
01-414-188 Other Comp./HealthCareBuyOut	^^^	^^^	^^^	\$6,000	^^^	\$6,000
01-414-189 Benefit - Vision Insurance	\$102	\$250	\$102	\$102	^^^	\$556
09-436-189 Benefit - Vision Insurance	^^^	\$150	^^^	^^^	^^^	\$150
01-414-192 Benefit - FICA	\$4,578	\$1,759	\$3,172	\$3,693	\$930	\$14,132
09-436-192 Benefit - FICA	^^^	\$2,639	^^^	^^^	^^^	\$2,639
01-414-193 Benefit - Medicare	\$1,071	\$412	\$742	\$864	\$218	\$3,307
09-436-193 Benefit - Medicare	^^^	\$618	^^^	^^^	^^^	\$618
01-414-194 Benefit - Unemployment Comp.	\$600	\$240	\$600	\$600	\$150	\$2,190
09-436-194 Benefit - Unemployment Comp.	^^^	\$144	^^^	^^^	^^^	\$144
01-414-196 Benefit - Health Insurance^	\$11,261	\$6,757	\$11,261	^^^	^^^	\$29,279
09-436-196 Benefit - Health Insurance^	^^^	\$4,504	^^^	^^^	^^^	\$4,504
01-414-197 Benefit - Pension Contribution	\$6,950	\$2,670	\$4,815	\$5,606	^^^	\$1,409
09-436-197 Benefit - Pension Contribution	^^^	\$4,005	^^^	^^^	^^^	\$4,005
01-414-198 Benefit - Life/ADD/Short Dis.	\$470	\$191	\$374	\$374	^^^	\$1,409
09-436-198 Benefit - Life/ADD/Short Dis.	^^^	\$115	^^^	^^^	^^^	\$115
01-414-199 Benefit - Dental Insurance	\$442	\$211	\$442	^^^	^^^	\$1,095
09-436-199 Benefit - Dental Insurance	^^^	\$318	^^^	^^^	^^^	\$318
01-414-354 Insurance - Worker's Compensation	\$246	\$236	\$171	\$199	^^^	\$852
09-436-354 Insurance - Worker's Compensation	^^^	\$63	^^^	^^^	^^^	\$63
TOTAL Labor Burden	\$99,551	\$96,511	\$72,830	\$70,090	\$16,298	\$356,180
	Fund 01 TOTAL	\$300,757	Fund 09 TOTAL	\$55,423		

* Employee salary and benefits split between Gettysburg Borough and the Gettysburg Borough Storm Water Authority (GBSWA). Borough share = 40%. GBSWA share = 60%.

^ Each employee is responsible for 10% of the health insurance premium. This value represents 90% of the health insurance premium, which is paid by the Borough of Gettysburg and/or the GBSWA at the percentage rates noted above.

In summation the police department will have the following staffing levels in 2023:

- One Chief of Police
- Two Police Sergeants
- One Police Records and Support Services Coordinator
- Two Detectives,
- Eight patrolmen,

- At least four part-time Police Patrolmen, and
- At least four Auxiliary Policemen.

The Police Department total labor burden is broken into three tables: full-time employees are shown in Table 28A and Table 28B, while part-time employees is shown in Table 29.

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 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 four full time employees with the following titles:

- ✚ Director of Historic and Environmental Preservation,
- ✚ Planning/Administrative Assistant,
- ✚ Management Assistant, and
- ✚ Code Compliance Officer.

The Code Compliance Officer is a new position that is designed to provide more 'round-the-clock' code enforcement – which had been a challenge when code enforcement was outsourced to PMCA, who only provided coverage during traditional business hours. Additionally, the department will utilize the services of an intern in FY2023 to do research and assist with filing backlogged property files.

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.

Fund 09 Within Department 414

The Department of Planning, Zoning, and Code Enforcement has one employee who provides administrative services to the Gettysburg Borough Storm Water Authority (GBSWA). GBSWA is budgeted in Fund 09 and is administered by a

separate board of directors (not Gettysburg Borough Council). GBSWA raises revenue through the imposition of storm water service fees. Sixty (60%) percent of the Director of Historic & Environmental Preservation's salary is paid by the GBSWA, while forty (40%) percent of the Director of Historic & Environmental Preservation's salary is paid by the Gettysburg Borough.

Table 30 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.

Like other departments that experienced staffing reductions in 2020 and 2021, the Public Works Department was restored to full strength in 2022.

The department is budgeted to staff the following positions in FY2023:

- One (1) Director,
- One (1) Foreman,
- One (1) Laborers(CDL Class A)¹⁶⁸
- Three (3) Laborers (CDL Class B),
- One (1) Mechanic,
- One (1) Part-Time Custodian, and
- One (1) Part-Time or seasonal laborer.

Table 31 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

¹⁶⁸ 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 level

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

Chapter 8

Departmental Staffing Levels and TOTAL Labor Burden

Table 31 – Department 430 (Public Works) TOTAL Labor Burden

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 2023 budget.

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 –

* Employees are responsible for 12% of the health insurance premium. This value represents the Borough's responsibility which is 88% of the premium.

Line Item # and Description		Director of Public Works	Public Works Foreman	*PW - Mechanic	*PW - Laborer (CDL Class)	Line Item TOTAL
01-430-110	Salary - Public Works Director	\$62,304	^^^	^^^	^^^	\$62,304
01-430-112	Full Time Staff	^^^		\$44,771	\$46,980	\$91,751
01-430-114	Salary - Professional Staff	^^^	\$49,166	^^^	^^^	\$49,166
01-430-115	Salary - Part Time Staff	^^^	^^^	^^^	^^^	\$0
01-430-116	Salary - Differential 1 Pay	^^^	^^^	\$60	\$60	\$120
01-430-117	Salary - Differential 2 Pay	^^^	^^^	\$315	\$295	\$610
01-430-172	Other Comp./Leave-Holiday	\$3,656	\$2,822	\$2,504	\$2,758	\$11,740
01-430-173	Other Comp./Leave-Personal	\$1,126	\$869	\$578	\$849	\$3,422
01-430-174	Other Comp./Leave-Sick	\$422	\$326	\$289	\$319	\$1,356
01-430-175	Other Comp./Leave-Vacation	\$5,626	\$3,257	\$1,926	\$4,242	\$15,051
01-430-176	Other Comp./OT/Regular	^^^	^^^	\$217	\$239	\$456
01-430-179	Other Comp./OT/Holiday Worked	^^^	^^^	\$771	\$849	\$1,620
01-430-180	Other Comp./OT/Holiday OT	^^^	^^^	^^^	^^^	\$0
01-430-181	Other Comp./OT/Special Events	^^^	^^^	\$867	\$955	\$1,822
01-430-182	Other Comp./OT/Emergency	^^^	^^^	^^^	^^^	\$0
01-430-186	Other Comp./SickPayBuyBack	^^^	^^^	^^^	^^^	\$0
01-430-187	Other Comp./VacationPayBuyBack	\$115	\$115	\$125	\$125	\$480
01-430-188	Other Comp./HealthCareBuyOut	^^^	^^^	\$4,000	\$6,000	\$10,000
01-430-189	Benefit - Vision Insurance	\$102	\$250	\$102	^^^	\$454
01-430-191	Benefit - Uniform Allowance	^^^	^^^	\$1,250	\$1,250	\$2,500
01-430-192	Benefit - FICA	\$4,578	\$3,499	\$3,470	\$3,948	\$15,495
01-430-193	Benefit - Medicare	\$1,071	\$819	\$812	\$924	\$3,626
01-430-194	Benefit - Unemployment Comp.	\$600	\$600	\$600	\$600	\$2,400
01-430-196	Benefit - Health Insurance	\$11,261	\$26,628	^^^	^^^	\$37,889
01-430-197	Benefit - Pension Contribution	\$6,951	\$5,313	\$5,268	\$5,994	\$23,526
01-430-198	Benefit - Life/ADD/Short Dis.	\$469	\$378	\$326	\$374	\$1,547
01-430-199	Benefit - Dental Insurance	\$442	\$1,321	^^^	^^^	\$1,763
01-430-354	Insurance - Worker's Compensation	\$4,595	\$3,513	\$3,483	\$3,963	\$15,554
TOTAL Labor Burden		\$103,318	\$98,876	\$71,734	\$80,724	
Line Item # and Description		*PW - Laborer (CDL Class B)	*PW - Laborer (CDL Class B)	PT - Custodian	Line Item TOTAL	Department TOTAL
01-430-110	Salary - Public Works Director	^^^	^^^	^^^	\$0	\$62,304
01-430-112	Salary - Full Time Staff	\$46,980	\$35,394		\$8,374	\$174,125
01-430-114	Salary - Professional Staff	^^^	^^^	^^^	\$0	\$49,166
01-430-115	Salary - Part Time Staff	^^^	^^^	\$20,000	\$20,000	\$20,000
01-430-116	Salary - Differential 1 Pay	\$25	\$25		\$50	\$170
01-430-117	Salary - Differential 2 Pay	\$245	\$190	^^^	\$435	\$1,045
01-430-172	Other Comp./Leave-Holiday	\$2,758	\$1,979	^^^	\$4,737	\$16,477
01-430-173	Other Comp./Leave-Personal	\$849	\$457	^^^	\$1,306	\$4,728
01-430-174	Other Comp./Leave-Sick	\$319	\$229	^^^	\$548	\$1,904
01-430-175	Other Comp./Leave-Vacation	\$4,242	\$1,523	^^^	\$5,765	\$20,816
01-430-176	Other Comp./OT/Regular	\$239	\$172	^^^	\$411	\$867
01-430-179	Other Comp./OT/Holiday Worked	\$849	\$609	^^^	\$1,458	\$3,078
01-430-180	Other Comp./OT/Holiday OT	^^^	^^^	^^^	\$0	\$0
01-430-181	Other Comp./OT/Special Events	\$955	\$686	^^^	\$1,641	\$3,463
01-430-182	Other Comp./OT/Emergency	^^^	^^^	^^^	\$0	\$0
01-430-186	Other Comp./SickPayBuyBack	^^^	^^^	^^^	\$0	\$0
01-430-187	Other Comp./VacationPayBuyBack	\$120	\$105	^^^	\$225	\$705
01-430-188	Other Comp./HealthCareBuyOut	^^^	^^^	^^^	\$0	\$10,000
01-430-189	Benefit - Vision Insurance	\$250	\$250	^^^	\$500	\$954
01-430-191	Benefit - Uniform Allowance	\$1,250	\$1,100	^^^	\$2,350	\$4,850
01-430-192	Benefit - FICA	\$3,576	\$2,548	\$1,243	\$7,367	\$22,862
01-430-193	Benefit - Medicare	\$837	\$596	\$291	\$1,724	\$5,350
01-430-194	Benefit - Unemployment Comp.	\$600	\$600	\$300	\$1,500	\$3,900
01-430-196	Benefit - Health Insurance	\$26,036	\$26,036	^^^	\$52,072	\$89,961
01-430-197	Benefit - Pension Contribution	\$5,429	\$3,868	^^^	\$9,297	\$32,823
01-430-198	Benefit - Life/ADD/Short Dis.	\$378	\$321	^^^	\$699	\$2,246
01-430-199	Benefit - Dental Insurance	\$1,321	\$1,260	^^^	\$2,581	\$4,344
01-430-354	Insurance - Worker's Compensation	\$3,589	\$2,557	\$1,247	\$7,393	\$22,947
TOTAL Labor Burden		\$100,847	\$80,505	\$23,081		\$559,085

historically just over \$1,200,000 annually in direct parking revenue and an additional \$253,000 in Fines and Forfeits¹⁶⁹.

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 through 2022. That changes in FY2023 where two full-time parking enforcement officers will serve under the parking manager. This position used to be a shared employee between the parking and public works departments. The retirement of that employee in 2022 allowed the flexibility to adjust this position back into a full-time parking department position.

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 relating to parking violations. Additionally, the department constantly studies parking trends in the Borough and conducts

research on parking trends in the Borough and conducts research on parking trends in the industry, to keep parking policy for the Borough current with industry standards.

The budget for this department in FY2023 has the following personnel:

- One (1) Parking Manager,
- Two (2) Full Time Parking Enforcement Officers – one of which is designated as Group Leader, and
- Three (3) Part Time Parking Enforcement Officers.

Table 32 outlines the total labor burden for Department 445.

Staff Flow Chart

Municipal government structure is complex. **Graph 9** shows the reporting structure within Gettysburg Borough.

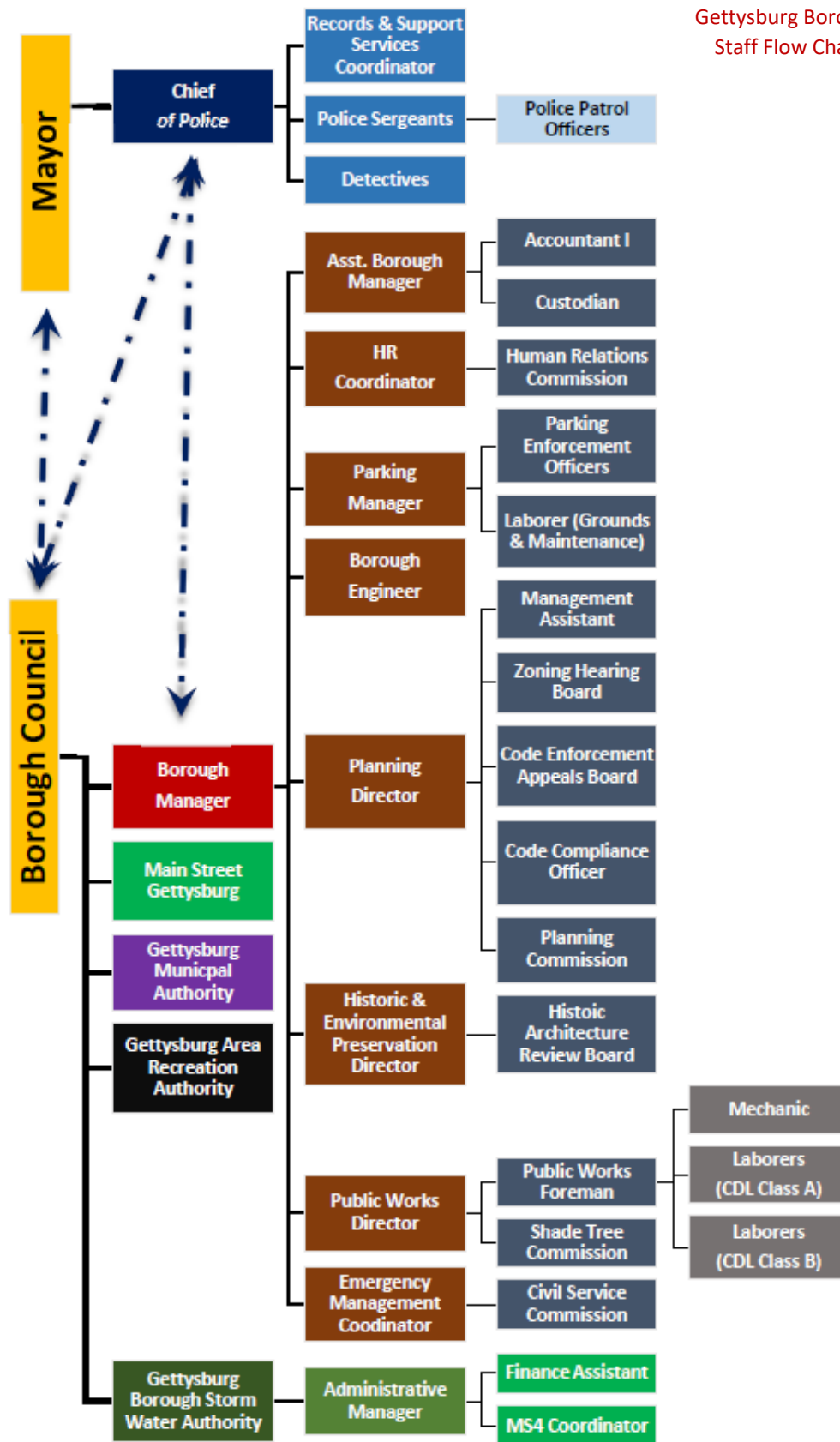
**Table 32 –
Department 445 (Parking) TOTAL Labor Burden**

Line Item # and Description	*Parking Manager	*Parking Enforcement Officer - Group Leader (FT)	*Parking Enforcement Officer (FT)	*Parking Enforcement Officer (PT)	*Parking Enforcement Officer (PT)	*Parking Enforcement Officer (PT)	Department TOTAL
01-445-110 Salary - Parking Manager	\$49,083						\$49,083
01-445-112 Full Time Staff		\$35,221	\$33,067				\$68,288
01-445-115 Salary - Part Time Staff				\$7,835	\$11,752	\$15,670	\$35,257
01-445-116 Salary - Differential 1 Pay		\$1,248	\$100	\$110	\$120		\$1,578
01-445-172 Other Comp./Leave-Holiday	\$2,757	\$1,978	\$500				\$5,235
01-445-173 Other Comp./Leave-Personal	\$849	\$609	\$609				\$2,067
01-445-174 Other Comp./Leave-Sick	\$319	\$229	\$100				\$648
01-445-175 Other Comp./Leave-Vacation	\$2,121	\$1,522	\$750				\$4,393
01-445-176 Other Comp./OT/Regular		\$800	\$400				\$1,200
01-445-181 Other Comp./OT/Special Events		\$457	\$100				\$557
01-445-185 Other Comp./VacationPayBuyBack	\$175	\$150	\$100				\$425
01-445-189 Benefit - Vision Insurance	\$102	\$102	\$102				\$306
01-445-191 Benefit - Uniform Allowance		\$500	\$500	\$215	\$190	\$95	\$1,500
01-445-192 Benefit - FICA	\$3,445	\$2,587	\$2,082	\$731	\$725	\$750	\$10,320
01-445-193 Benefit - Medicare	\$800	\$511	\$480	\$200	\$200	\$118	\$2,309
01-445-194 Benefit - Unemployment Comp.	\$600	\$600	\$600	\$100	\$100	\$100	\$2,100
01-445-196 Benefit - Health Insurance	\$11,261	\$11,011	\$11,011				\$33,283
01-445-197 Benefit - Pension Contribution	\$5,230	\$3,928					\$9,158
01-445-198 Benefit - Life/ADD/Short Dis.	\$374	\$308	\$308				\$990
01-445-199 Benefit - Dental Insurance	\$442	\$442	\$442				\$1,326
01-445-354 Insurance - Worker's Compensation	\$2,838	\$2,131	\$1,715	\$703	\$554	\$562	\$8,503
TOTAL Labor Burden	\$80,396	\$64,334	\$52,966	\$9,894	\$13,641	\$17,295	\$238,526

* Employees are responsible for 12% of the health insurance premium. This value represents the Borough's responsibility which is 88% of the premium.

¹⁶⁹ Parking tickets, restitution, Clerk of Courts, District Magistrate, State Police fines, etc.

Graph 9 –
Gettysburg Borough
Staff Flow Chart



A Capital Improvement Plan (CIP) contains all the individual capital projects, equipment purchases, and major studies for a local government, in conjunction with construction, and completion schedules, and in

consort with financing plans. It coordinates strategic planning, financial capacity, and physical development. More specifically, the purpose of a CIP is to identify capital improvement projects,

Table 33 – CIP Projects (2022 – 2026)

Ranked by Score (Highest to Lowest)			
CIP #	Score	Project Name	Cost
436-01A	100.00%	Culps Run Stream Restoration	\$775,000
436-01B	100.00%	Chambersburg Street Storm Sewer	\$143,000
439-14	100.00%	South Street Streetscape	\$390,000
439-04	78.40%	Gettysburg Gateway Connectivity Project (Baltimore Street Revitalization)	\$10,728,896
435-01	70.13%	Right-of-Way Master Plan (a.k.a. Complete Streets; Sidewalk Master Plan)	\$25,000
454-06	69.33%	Gettysburg Inner Loop (GIL) - Phase B2	\$1,327,000
454-05	67.33%	Gettysburg Inner Loop (GIL) - Phase B1	\$750,000
436-05	66.40%	Bream Alley	\$10,000
436-03	64.80%	Stevens Run Wall Construction	\$412,245
439-05	64.13%	Street Preservation Contract #1	\$205,000
439-09	64.13%	Long Lane Storm Sewer & Resurfacing	\$572,000
436-01	62.93%	SCCAP Storm Sewer Pipe Master Plan	\$20,000
439-01	62.93%	Lincoln Highway Master Plan (Rt. 30) (York St. / Chambersburg St. / Buford Hwy.)	\$100,000
435-02	62.00%	Sidewalk Replacement Program	\$300,000
439-06	62.00%	Street Preservation Contract #2	\$284,000
465-01	62.00%	Community Center / Visitor Center (a.k.a. Brown House)	\$1,500,000
438-02	61.73%	Bridge Construction	\$198,280
439-02	59.87%	Hanover Street Master Plan (Rt. 116)	\$50,000
465-02	59.87%	Gateways at Borough Limits Master Plan	\$50,000
430-01	59.33%	Public Works Equipment	\$756,752
439-07	59.33%	Highland& Johns Avenues (North of Queen Street)	\$608,000
439-13	59.33%	Breckenridge Streetscape	\$271,604
445-01	59.20%	RHA Garage Maintenance	\$130,000
430-02	58.67%	Public Works Facilities & Building Upgrades	\$1,783,980
436-06	58.13%	Mayor Alley Stream Stabilization	\$20,000
439-08	58.13%	Highland& Johns Avenues (South of Queen Street)	\$425,000
454-07	56.80%	Gettysburg Inner Loop (GIL) - Phase C	\$800,000
439-10	55.73%	East Railroad Street	\$100,000
454-02	55.33%	GARA Upgrades - Parking Lot Resurfacing	\$30,000
454-03	54.27%	GARA Upgrades - Seasonal Facilities (Splash Pad / Ice Rink)	\$1,680,000
445-02	54.13%	Public Parking Structure (Borough Lot on Middle Street)	\$1,350,000
415-03	53.73%	Area Segregation - Portable Traffic Signals	\$175,000
415-04	52.67%	Area Segregation - Portable Barricades/Bollards	\$147,000
439-11	51.33%	Wolf Alley	\$20,000
415-02	51.07%	Area Segregation - Portable Electronic Message Boards	\$124,000
439-12	50.53%	Sheely Alley	\$10,000
454-04	49.87%	GARA Upgrades (Pavilion / Security Cameras / Zero Turn Tractor / BR Remodel)	\$100,000
445-03	47.60%	Public Improvements for Parking Structure (Steinwehr Avenue)	\$400,000
TOTAL Cost		\$26,771,757	

identify and forecast funding sources, prioritize improvements based on funding availability, and estimate a timeline for completion of individual improvements.

Gettysburg Borough Council was presented with an ambitious 5-year Capital Improvement Plan in the summer of 2021, totaling over \$26 million. The CIP is ambitious in that it will be impossible to complete all the projects in it within a 5-year period. However, the CIP does identify and rank projects using multiple metrics to determine need and importance.

The CIP adopted in 2021 is a continuation of the previous Capital Improvement Plan presented to the Borough Council in 2016 and builds upon the phenomenal success of the 2016 - 2019 CIP. Significant effort went into defining a needs assessment for the Borough, called projects, and then measuring these projects based on a very detailed listing of metrics. Selected Borough staff and the Borough Engineers were given the opportunity to score each project, since opinions vary depending on the area of expertise for each person scoring the project. All the scores in each category were averaged to create a Project Score. Timelines, supporting documentation where available, and funding sources are identified with each project.

This is a ‘living document’, which means it is fungible and will change over time. The CIP is designed to provide a ‘big picture’ view of the needs of the Borough and present a reasonable pathway forward to achieve completion of the projects outlined in the following pages.

Capital Improvement Projects Completed in 2019

MS4 Permit Initiation

Project Description

The GBSWA developed a pollution reduction plan and other procedures to satisfy the 6 MCM's identified in the permit along with a Rules, Rates, and Regulations governing document for the Gettysburg Borough Storm Water Authority.

TOTAL PROJECT COST: \$20,000

MS4 Mapping

Project Description

This project was not identified in either the 2016 or 2022 CIP. It is, however, central to achieving notable MS4 projects moving forward and is required as part of the Borough's MS4 compliance requirements. The GBSWA developed mapping of the Borough's entire storm drain system. Regular annual updates to this mapping are required.

TOTAL PROJECT COST: \$10,000

It is important to note that the CIP is prepared as if the Borough were solely responsible for the entirety of the projects enclosed. As time draws closer to moving forward with the projects outlined, other partners are likely to join in the funding effort. Those funding sources are identified within each project in the following pages. This means, for example, if Columbia Gas or the Gettysburg Municipal Authority (GMA) join the effort on a project, the costs to the Borough substantially decrease. This then frees up funds that can be allocated toward other projects. This approach has proven successful in the previous CIP, where the Borough

completed approximately \$5 million of projects with only \$4 million at its disposal from the General Obligation bond issuance in 2016. It is not possible to accurately gauge the level of commitment by GMA and/or Columbia Gas (or others), but the Borough's partners do expect to participate in projects where shared responsibilities exist.

In total, the 2022 – 2026 CIP identifies 38 capital projects for the Borough. Those projects and their estimated cost are identified in **Table 33**. Items shown in Table 33 in **BLUE** text and highlighted in **YELLOW** are indicative of projects completed. Each successive Budget Message through 2026 will identify which projects are completed – keeping a multi-year running total.

As such, at the conclusion of FY2022, \$675,000 of the \$26,771,757 CIP is completed. Completed projects dating back to 2019 are described in **light GREEN** boxes throughout this chapter.

CIP Project
Scoring Sheet

Project Number:

Department:

Project
Score:

0.0%

Project
Name:

Criteria	Possible Scores			Manager Score	Engineer Score	Planning Score	PW Director Score	PW Forum Score
	(1, 2, 3) - Could Do	(4, 5, 6, 7) - Should Do	(8, 9, 10) - Must Do					
Consistency	Project is not based upon a Comprehensive Plan or does nothing to advance the Borough's strategic goals	Project is consistent with a Comprehensive Plan but does little to advance the Borough's near-term strategic goals	Project is directly consistent with a Comprehensive Plan and advances the Borough's near-term strategic goals					
Coordination	Project will not be conducted in conjunction with another project		Project will be conducted in conjunction with another project					
Max Benefit (Cost/Benefit or other Analysis)	Analysis submitted is open to questioning and/or the project will result in slight benefits	Analysis submitted is credible, and the project will result in moderate benefits	Analysis submitted is credible, and the project will result in maximum benefits					
Health and Safety	Project would have no impact on existing public health and/or safety	Project would increase public health and/or safety, but is not an urgent, continual need or hazard	Project addresses an immediate, continual safety hazard or public health and/or safety need					
Legally Required	Project is not mandated or otherwise required by court order, judgement, or agreement	Project would address anticipated mandates, other legal requirements or agreements	Project is required by federal, state, or local mandate, court order, judgement, or agreement					
Preservation of Existing Assets	Project does not involve an existing asset	Project will deter future capital or operating expenditure in an existing asset	Project is critical to save the integrity of an existing asset					
Availability of Financing	No external funding sources currently exist	External funding sources have been identified but not yet committed for 50% or more of project funds	Project is 50% or more funded from external funding sources					
Opportunity Cost	If deferred, the increase in project costs would be less than the rate of inflation	If deferred, the increase in project costs would be equal to inflation	If deferred, the increase in project costs would be greater than the rate of inflation					
Feasibility	Project is unable to proceed due to obstacles	Minor obstacles exist; project is not entirely ready to proceed	Project is entirely ready to proceed; no obstacles exist					
Extent of Benefit	Project would benefit only a small percentage of citizens or particular neighborhood or area	Project would benefit a large percentage of citizens in the Borough	Project would benefit all of the citizens of the Borough					
Operating Budget Impact	Project would significantly increase debt service, personnel, or other operating costs, or decrease revenues	Project would neither increase or decrease debt service, personnel, or other operating costs or revenues	Project would decrease debt service, personnel or other operating costs, or increase revenues					
Conservation	Project will not result in any conservation or pollution reduction	Project will result in minimal conservation or pollution reduction, or there is no substantiation to the claims of conservation	Project will result in substantiated conservation or pollution reduction					
Environmental Impact	Project would have a negative effect on the environmental quality of the Borough	Project would not effect the environmental quality of the Borough	Project would improve the environmental quality of the Borough					
Neighborhood Impact	Project would have negative impact on the surrounding neighborhood	Project would have no impact on the surrounding neighborhood	Project would have positive impact on the surrounding neighborhood					
Economic Development Impact	Project would discourage or directly prevent capital investment, decrease the tax base, decrease assessed valuation, or decrease job opportunities	Project would have no impact on capital investment, the tax base, assessed valuation, or job opportunities	Project would directly result in capital investment, increased tax base, increased assessed valuation, or improved job opportunities					
				0	0	0	0	0

Determining the Priority of a CIP Project

CIP projects are not equal. Some have more importance or a higher priority than others. Each project is assessed on multiple metrics and assigned a numeric value within each evaluation category. Each project is evaluated by multiple staff, with all the individual scores averaged to determine a percentage of available points. Each project is assigned a numeric value by each evaluator in the following fifteen categories:

- ✚ Consistency,
- ✚ Coordination,
- ✚ Maximum Benefit (Cost/Benefit Analysis),
- ✚ Health and Safety,
- ✚ Legally Required,
- ✚ Preservation of Existing Assets,
- ✚ Availability of Funding,
- ✚ Opportunity Cost,
- ✚ Feasibility,
- ✚ Extent of Benefit,
- ✚ Operating Budget Impact,
- ✚ Conservation,
- ✚ Environmental Impact,
- ✚ Neighborhood Impact, and
- ✚ Economic Impact.

Each criteria category has ten points possible, with the number (1) being the lowest possible score and the number (10) being the highest possible score. **Exhibit 4** is a CIP Scoring Sheet and shows the criteria categories and the range of scores possible within each criteria category. **Table 33** shows the resulting project rankings in a numerical percentage, with the projects listed in descending numerical order, from highest to lowest.

Capital Improvement Projects Completed in 2020

FEMA Map Updates & CAV Reporting

Project Description

When FEMA updated its flood maps the GBSWA was notified and met with many property owners who were affected. Some properties were removed from the FEMA flood plain, while others were added. Additionally, FEMA conducted an audit and the Borough needed to implement many procedures related to Flood Plan Management.

TOTAL PROJECT COST: \$6,000

Pipe Failure/Sinkhole at Schmucks Lumber

Project Description

The storm drainpipe at Schmuck's Lumber was an old and failing corrugated metal pipe that caused the parking lot to sink.

TOTAL PROJECT COST: \$10,000

Broadway Storm Drains & Rain Gardens

Project Description

New storm drains were installed, grass strips were widened, and rain gardens were installed as part of the Borough's MS4 pollution reduction plan.

TOTAL PROJECT COST: \$185,000

Kuhn Alley Channel Wall Failure

Project Description

Stevens Run Channel Wall failed during a heavy rain event, causing the GBSWA to act swiftly through emergency permitting to replace and rebuild the channel wall utilizing an interlocking gravity wall system.

TOTAL PROJECT COST: \$50,000

CIP Project Funding

Funding for the CIP Projects comes from multiple sources and may occur over multiple years. Funding sources for the projects may come from one or more of the following sources:

- ✚ Borough General Fund (Fund 01),
- ✚ Borough Capital Projects Fund (Fund 18),
- ✚ Borough CDBG¹⁷⁰ Fund (Fund 04),
- ✚ Borough Liquid Fuels Fund (Fund 35),
- ✚ GBSWA¹⁷¹,
- ✚ Columbia Gas,
- ✚ GMA,
- ✚ Grants, and
- ✚ Other local contributions and partner groups.

The Borough has a strong history of successful grant applications from plethora organizations at all levels of government (local, federal, and state), as well as, from private foundations. Other local contributions and partner groups are typically private financial contributions by individual people or entities like:

- Gettysburg Hospital,
- Gettysburg College,
- ACCF¹⁷²,
- HABPI¹⁷³, and others.

2022 CIP Projects

The 2022 Borough Budget focused on eleven (11) CIP projects. They were:

- ✚ **CIP 439-14** South Street Streetscape,
- ✚ **CIP 439-04** Gettysburg Gateway Connectivity Project¹⁷⁴,
- ✚ **CIP 436-05** Bream Alley,
- ✚ **CIP 439-09** Long Lane Storm Sewer & Resurfacing,
- ✚ **CIP 430-01** Public Works Equipment,
- ✚ **CIP 436-06** Mayor Alley Stream Stabilization,
- ✚ **CIP 415-03** Area Segregation – Portable Traffic Signals,
- ✚ **CIP 415-04** Area Segregation – Portable Barricades/Bollards,
- ✚ **CIP 415-02** Area Segregation – Portable Electronic Message Boards,
- ✚ **CIP 439-12** Sheely Alley, and
- ✚ **CIP 454-04** GARA Upgrades¹⁷⁵.

¹⁷⁰ CDBG – Community Development Block Grant Program.

¹⁷¹ GBSWA – Gettysburg Borough Storm Water Authority (Fund 09).

¹⁷² ACCF – Adams County Community Foundation.

Capital Improvement Projects Completed in 2021

Getty Street Storm Drain Replacement

Project Description

Old failing storm drainpipes were replaced in advance of and in anticipation of future street pavement resurfacing work.

TOTAL PROJECT COST: \$70,000

Completed 2022 CIP projects are highlighted in **light GREEN** boxes. The 2022 CIP projects not completed and considered as ‘ongoing’ or ‘in-progress’ are listed below with a project description, statement of need, project alternative, and identified possible funding.

CIP 439-04

Gettysburg Gateway Connectivity Project

CIP Score: 78.40%

Project Description

To improve the economy, create jobs, showcase the historical significance, and enhance the quality of life within the Baltimore Street District. The project primarily follows the Baltimore Street corridor from the Borough limits at Evergreen Cemetery, north into Lincoln Square, and continues north one block onto Carlisle Street, coming to an end at the Lincoln Train Station and the Bus Transfer Center. This project is being proposed in three phases, with the first phase being in the middle consisting of the Steinwehr Avenue to Wade Avenue area. The Community Stakeholders and Steering Committee voted for this area to be completed first, therefore making this area Phase One. At the time this Master Plan was completed, Phase 2 has not yet been determined, therefore the northern third of the project has been labeled Phase 2A and the southern third has been referred to as Phase 2B. These Phases are subject to change as funding opportunities present themselves for this project. Additional details for each phase is provided within their respective sections of this report. The project generally fits within the limits of the public right-

¹⁷³ HABPI – Healthy Adams Bicycle Pedestrian, Inc.

¹⁷⁴ Also known as the Baltimore Street Revitalization Project.

¹⁷⁵ Upgrades include pavilion relocation, security cameras, zero-turn tractor, and bathroom remodeling.

of-way. This was done to avoid any restrictions or limitation being put on governmental grants and funding sources. as well as, eliminating the need to acquire additional right-of-way or purchase of land. Revitalize on street parking by adding parking kiosks, consider more efficient use of parking spaces, and consideration of regional collective parking. Specific Goals and Objectives:

- Additional pedestrian/heritage street lighting to provide an inviting atmosphere and enhance safety.
- Improved wider brick sidewalks to provide consistency with adjacent sidewalks, improved safety, ADA compliance.
- Enhanced landscaping and street trees.
- Improve overhead utilities by eliminating old unused wires, realigning the poles to match new curb alignments, and replacing old data cables with options that push the technology into the future such as fiber optics.
- Consideration of wireless internet.
- Improve storm drainage including accommodations for curb ramps.
- Incorporate stormwater features such as, curbside rain gardens and permeable pavers in consideration of the requirements MS4 Permit.
- Traffic calming by providing curb bump outs, narrowing of drive lanes, and creation of a Gateway.
- Curb bump outs to shorten crosswalks and provide space for amenities such as benches, trash receptacles, and landscaping.
- Provide facilities for bicycle traffic such as shared sidewalks, sharrows, and parking racks.

Statement of Need

- The current streetscape detracts from the historical significance and architectural attributes of Baltimore Street.
- Sidewalks are narrow and broken up which is a trip hazard and creates ADA compliance issues.
- Much of the on-street parking is underutilized making it a waste of valuable space.
- The uninviting character makes challenges for businesses to thrive.
- Baltimore Street is also a state road with a large amount of through traffic and an overwhelming amount of large commercial truck traffic. This

Capital Improvement Projects Completed in 2022

Stevens Run Maintenance At Gettysburg College

Project Description

The GBSWA completed a stream restoration including embankment stabilization and sediment removal.

TOTAL PROJECT COST: \$5,000

Sewer Crossing Stevens Run At Dal Tile

Project Description

The GBSWA assisted with resolving a multifaceted drainage issue and neighbor complaint.

TOTAL PROJECT COST: \$2,000

Pipe Failure/Sinkhole At SCCAP

Project Description

The storm drainpipe at SCCAP was old and failing corrugated metal piping, causing the parking lot to sink. The GBSWA replaced the pipe.

TOTAL PROJECT COST: \$10,000

traffic creates noise pollution, unsafe crossing situations, and generally uninviting.

- Many vehicles exceed the posted speed limit coming into town from the southern end.
- It is difficult to make a left turn from Lefever Street to southbound Baltimore Street, as well as an awkward offset intersection with South Street.

Project Alternative

This project addresses multiple ongoing safety and economic development concerns. As such there are no identified alternatives to this project.

Funding Sources

Capital Projects	\$56,980
Federal Access Program Grant	\$800,000
Local Match (Other Sources)	\$256,499
TOTAL 2022 Project Budget:	\$1,113,479
TOTAL PROJECT BUDGET:	\$10,728,896

NOTE:

This project is ongoing into FY2023

CIP 436-05
Bream Alley
CIP Score: 66.40%

Project Description

This project consists of replacement of storm drain facilities as well as paving and/or waterproofing the back side of the masonry channel wall along Steven's Run.

Statement of Need

The failing condition of the existing stormwater conveyance facilities are causing failures to the channel wall.

Project Alternative

No project alternatives exist however the project should be coordinated with the sewer interceptor replacement project that the Gettysburg Municipal Authority is currently designing.

Funding Sources

GBSWA	<u>\$10,000</u>
TOTAL 2022 Project Budget:	<u>\$10,000</u>
TOTAL PROJECT BUDGET:	<u>\$10,000</u>

NOTE:
This project is ongoing into FY2023

CIP 439-09
Long Lane Storm Sewer & Resurfacing
CIP Score: 64.13%

Project Description

Significant storm sewer capacity and flow issues exist on this route. Addressed recently were upstream infrastructure when treating King Street. This project has been identified by the GBSWA for maintenance. Additionally, the roadway needs surface maintenance. No significant utility work is anticipated.

Statement of Need

This project is needed to address flooding issues and improve a roadway surface that is riddled with patches and cracking.

Project Alternative

There is not an alternative to the above plan that will address the existing flooding issues and therefore this project has been classified as a "must do".

Capital Improvement Projects
Completed in 2022

CIP 439-14
South Street Streetscape
CIP Score: 100.00%

Project Description

The project consists of a replacement of the curbs and sidewalks, addition of streetscape elements such as decorative streetlights, and trees, and adding traffic calming elements such as curb bumps between Baltimore Street and Washington Street. One major goal of the project is to realign the street to allow proper width for two cars to pass while maintaining the on-street parking. In 2021 the Borough had initiated the design, and construction of storm drains and decorative streetlights. Also in 2021 GMA, Met-Ed and Columbia Gas replaced utilities in the street. In 2022 the Borough intends to replace the curb and sidewalks (including new street trees and other landscaping) and has partnered with Columbia Gas to install new pavement.

Statement of Need

This project is written in stone in that much of the demolition has been initiated and failure to see the project through at this point would have detrimental effects.

Project Alternative

No project alternatives have been identified.

Funding Sources

CDBG	\$260,000
Columbia Gas	\$100,000
GMA	<u>\$30,000</u>
TOTAL 2022 Project Budget:	<u>\$390,000</u>
TOTAL PROJECT BUDGET:	<u>\$390,000</u>

Funding Sources

GBSWA	<u>\$200,000</u>
TOTAL 2022 Project Budget:	<u>\$200,000</u>
TOTAL PROJECT BUDGET:	<u>\$200,000</u>

NOTE:
This project is
ongoing into
FY2023



Capital Improvement Projects
Completed in 2022

CIP 439-12
Sheely Alley
CIP Score: 50.53%

Project Description

Sheely Alley recently received pavement base repairs and needs minimal prep work prior to placement of a wearing surface. It is anticipated that the Borough Public Works crew would perform the majority of this work inhouse.

Statement of Need

The existing surface needs to be sealed with a wearing course over the next several years to eliminate surface oxidation and raveling of the base/binder course that is currently exposed.

Project Alternative

Treating this Alley with a surface treatment is a viable alternative but not a cost-effective option considering the existing surface condition, geometric constraints and the need to contract for this work. The only other alternative would be to leave the surface as is, increasing future maintenance costs.

Funding Sources

Capital Projects	<u>\$10,000</u>
TOTAL 2022 Project Budget:	\$10,000
TOTAL PROJECT BUDGET:	\$10,000

CIP 430-01
Public Works Equipment
CIP Score: 59.33%

Project Description

The public works department needs several equipment upgrades. The dump trucks have not been upgraded in many years and the aging fleet is becoming a maintenance concern. The plan is to purchase a single dump truck to replace the 1995 model truck. In addition, we have been made aware of several grant opportunities for which we would like to pursue the purchase of a hook loader (dump truck & leaf collection system) and a brush chipper. The grants require a 20% match but would fund the purchase of 80% of the equipment. The snow removal process could be made more efficient. Therefore, the Public Works Department is considering additional alternatives for the removal of snow. We have priced a snow blower attachment

Capital Improvement Projects
Completed in 2022

CIP 415-03
Area Segregation – Portable Traffic Signals
CIP Score: 53.73%

Project Description

Gettysburg is host to many events and festivals each year. Many of these events require street closures and traffic detours. This project is an affordable and effective alternative to manual and personnel-heavy traffic detours.

Statement of Need

PennDOT places the burden of traffic detours on the municipality when state roads are closed for an event. It is labor intensive and time-consuming to put traffic detours in place. This is an affordable and convenient method to satisfy PennDOT's requirements.

Project Alternative

The alternative to this project would be to keep the status quo, which is costly to the Borough and event sponsors to pay overtime labor burden rates for staffing these traffic detours.

Funding Sources

FEMA ¹ Grant	\$87,500
Capital Projects	<u>\$87,500</u>
TOTAL 2022 Project Budget:	\$175,000
TOTAL PROJECT BUDGET:	\$175,000

for the front of the John Deere loader. This piece of equipment would greatly improve efficiency of the snow removal throughout the Borough.

Statement of Need

Existing dump trucks are from the 1990's. Maintenance costs continue to increase in order to have these trucks pass inspection and remain functional. Currently, we believe it is more cost efficient to purchase a new truck rather than continue to maintain the old. The hook loader would provide the crews with another functional dump truck and allow us to trade/sell one of the aging vehicles from the fleet. At the same time this piece of equipment would double as a one-man leaf collection system and allow the street sweeper to be preserved for its sole purpose as a street cleaner. This hook loader would be acquired through a grant and only 20% of the cost would be budgeted as a

Borough expense. The chipper would allow the public works crew to collect brush much more efficiently in the spring and fall each year with potential for providing a service to the residents in the form of mulch. The existing collection process requires quite a bit of trucking and down time. If the chipper were utilized in the process of picking up brush it would likely cut the collection time in half. This piece of equipment would also be utilized for tree removals, storm damage cleanup and street tree trimming that is performed on an annual basis. The snow blower attachment for the front-end loader would make the process of snow removal from parking stalls significantly more efficient. This is a benefit to the residents as it would restore parking much faster after a storm and it would free up public works staff by reducing the hours spent on snow removal.

Project Alternative

Alternatives for the dump truck are limited to funding options. A 5-year municipal lease option is available. The Borough could also choose to outright purchase the truck. Continuing with the existing fleet is not a viable option. The hook loader and brush chippers are only being pursued through grant funding opportunities and we recommend the Borough budget for these items and pursue only upon approval of the grants. The snow blower also has municipal lease options that could be considered by the Borough.

Funding Sources

PennDOT Grant	\$56,183
Capital Projects	\$43,376
TOTAL 2022 Project Budget:	\$99,559
TOTAL PROJECT BUDGET:	\$756,752

NOTE:

This project is ongoing into FY2023

CIP 436-06

Mayor Alley Stream Stabilization

CIP Score: 58.13%

Project Description

The project includes stabilization of the stream embankments along Mayor Alley and culvert headwall at Court Alley.

Statement of Need

Water runoff is eroding the channel which will eventually eat into Mayor Alley if not addressed.

Capital Improvement Projects

Completed in 2022

CIP 454-04

GARA Upgrades

CIP Score: 49.87%

Project Description

These upgrades consist of remodeling, routine maintenance, and the purchase of equipment.

Statement of Need

For budgetary reasons, basic maintenance and remodeling projects at the Recreation Park have been neglected for many years. The Borough made the commitment in 2022 to invest in the facilities at the Recreation Park, which only become more expensive to repair each year the repairs are not completed.

Project Alternative

The alternative is to once again not fund the needed repairs and hope that a future budget year would supply the money to pay for the projects identified as a need for GARA.

Funding Sources

Capital Project	\$17,500
Partner Organizations	\$35,000
GARA Reserve	\$20,000
Grant – County Green Space	\$7500
Grant – Hoffman Trust	\$20,000
TOTAL 2022 Project Budget:	\$100,000
TOTAL PROJECT BUDGET:	\$100,000

Similarly, the erosion will eventually cause the culvert under Court Alley to fail if the erosion isn't addressed.

Project Alternative

No project alternatives have been identified. While the project will not qualify for Pollution Reduction Credits, the project is consistent with the Borough's requirement under its MS4 permit to maintain the storm sewer system.

Funding Sources

GBSWA	\$20,000
TOTAL 2022 Project Budget:	\$20,000
TOTAL PROJECT BUDGET:	\$20,000

NOTE:

This project is ongoing into FY2023

CIP 415-04**Area Segregation – Portable Barricades****CIP Score: 52.67%**Project Description

Mifram's Security Division is a leading developer and provider of physical defense systems. The vast majority of the division's products are original products, designed and manufactured by Mifram using unique technologies adapted to the client's specific needs and expected threats. Mifram's leading product is the Mobile Vehicle Barrier line. MVB3X is a non-lethal solution that helps stop vehicles and assists vehicular control. Together with AST's specially designed transport trailer, the Mifram Modular Vehicle Barriers are a key component of the complete vehicle barrier system. The complete system provides the user with a quick and effective way to mobilize and set up a vehicle barrier system for any event or roadway closure.

System Advantages:

- ✚ One person to install
- ✚ One person to dismantle at the end of the event
- ✚ One minute for each section to be connected
- ✚ Quick access in case of an emergency
- ✚ System can be used as an active gate
- ✚ Assembled without the need of any tools
- ✚ Folds for easy carrying
- ✚ Zero maintenance

Statement of Need

Public safety for events is paramount. This proposal provides superior quality traffic safety and crowd management solutions for contractors, businesses, schools, special events and government agencies.

Project Alternative

The alternative to this project would be to continue with the status quo, which is very labor intensive for the Borough's very small public works crew and expensive for an event sponsor/organizer.

Funding Sources

FEMA ¹⁷⁶ Grant	\$73,500
Capital Projects	\$73,500
TOTAL 2022 Project Budget:	\$147,000
TOTAL PROJECT BUDGET:	\$147,000

NOTE:**This project is ongoing into FY2023****CIP 415-02****Area Segregation – Electronic Message Boards****CIP Score: 51.07%**Project Description

Gettysburg is host to many events and festivals each year. Many of these events require street closures and traffic detours. This project is an affordable and effective alternative to manual and personnel-heavy traffic detours.

Statement of Need

PennDOT places the burden of traffic detours on the municipality when state roads are closed for an event. It is labor intensive and time-consuming to put traffic detours in place. This is an affordable and convenient method to satisfy PennDOT's requirements.

Project Alternative

The alternative to this project would be to keep the status quo, which is costly to the Borough and event sponsors to pay overtime labor burden rates for staffing these traffic detours.

Funding Sources






FEMA Grant	\$62,000
Capital Projects	\$62,000
TOTAL 2022 Project Budget:	\$124,000
TOTAL PROJECT BUDGET:	\$124,000

NOTE:**This project is ongoing into FY2023****2023 CIP Projects**

In addition to continuing work on the unfinished 2022 Capital Projects, the Borough will also focus on the following eleven (11) Capital Improvement Plan projects in FY2023:

✚ CIP 436-01A	Culps	Run	Stream
	Restoration,		
✚ CIP 439-04	Gettysburg	Gateway	
	Connectivity Project,		
✚ CIP 454-05/06	Gettysburg	Inner	Loop
	Phase B1/B2,		
✚ CIP 439-05	Street	Preservation	
	Contract #1,		
✚ CIP 439-09	Long	Lane	Sewer &
	Resurfacing,		

¹⁷⁶ FEMA – Federal Emergency Management Agency.

	CIP 439-01	Lincoln Highway Master Plan,
	CIP 438-02	Bridge Construction,
	CIP 445-01	RHA Garage Maintenance,
	CIP 454-02	GARA Upgrades – Parking Lot Resurfacing, and
	CIP 439-11	Wolf Alley.

CIP 436-01A**Culps Run Stream Restoration****CIP Score: 100.00%****Project Description**

Removing accumulated sediment and moving grazing livestock are integral to the success of this project. It will also plant eco-appropriate shrubbery and foliage in the area.

Statement of Need

Culps Run travels through environmentally sensitive areas on the Historic Battlefield and traditionally has had livestock grazing on it and around it. This activity leaves pollutants in the stream that ultimately ends up in the Chesapeake Bay. Remediating this and removing sediment is a large requirement in the Borough's MS4 compliance mandate. It is an essential project that will reap benefits for decades to come.

Project Alternative

This project has been underway since 2020 and is paramount toward achieving the Borough's mandated pollution reduction goals as articulated in the Pollution Reduction Plan (PRP). As such, there are no alternatives to this project.

Funding Sources

National Park Service	\$275,000
GBSWA	\$312,000
CAP Grant	<u>\$188,000</u>
TOTAL 2023 Project Budget:	\$775,000

CIP 439-04**Gettysburg Gateway Connectivity Project****CIP Score: 78.40%**

This is a multi-year project and is also listed under FY2022's list of projects.

Project Description

To improve the economy, create jobs, showcase the historical significance, and enhance the quality of

life within the Baltimore Street District. The project primarily follows the Baltimore Street corridor from the Borough limits at Evergreen Cemetery, north into Lincoln Square, and continues north one block onto Carlisle Street, coming to an end at the Lincoln Train Station and the Bus Transfer Center. This project is being proposed in three phases, with the first phase being in the middle consisting of the Steinwehr Avenue to Wade Avenue area. The Community Stakeholders and Steering Committee voted for this area to be completed first, therefore making this area Phase One. At the time this Master Plan was completed, Phase 2 has not yet been determined, therefore the northern third of the project has been labeled Phase 2A and the southern third has been referred to as Phase 2B. These Phases are subject to change as funding opportunities present themselves for this project. Additional details for each phase is provided within their respective sections of this report. The project generally fits within the limits of the public right-of-way. This was done to avoid any restrictions or limitation being put on governmental grants and funding sources. as well as, eliminating the need to acquire additional right-of-way or purchase of land. Revitalize on street parking by adding parking kiosks, consider more efficient use of parking spaces, and consideration of regional collective parking. Specific Goals and Objectives:

- Additional pedestrian/heritage street lighting to provide an inviting atmosphere and enhance safety.
- Improved wider brick sidewalks to provide consistency with adjacent sidewalks, improved safety, ADA compliance.
- Enhanced landscaping and street trees.
- Improve overhead utilities by eliminating old unused wires, realigning the poles to match new curb alignments, and replacing old data cables with options that push the technology into the future such as fiber optics.
- Consideration of wireless internet.
- Improve storm drainage including accommodations for curb ramps.
- Incorporate stormwater features such as, curbside rain gardens and permeable pavers in consideration of the requirements MS4 Permit.
- Traffic calming by providing curb bump outs, narrowing of drive lanes, and creation of a Gateway.

- Curb bump outs to shorten crosswalks and provide space for amenities such as benches, trash receptacles, and landscaping.
- Provide facilities for bicycle traffic such as shared sidewalks, sharrows, and parking racks.

Statement of Need

- The current streetscape detracts from the historical significance and architectural attributes of Baltimore Street.
- Sidewalks are narrow and broken up which is a trip hazard and creates ADA compliance issues.
- Much of the on-street parking is underutilized making it a waste of valuable space.
- The uninviting character makes challenges for businesses to thrive.
- Baltimore Street is also a state road with a large amount of through traffic and an overwhelming amount of large commercial truck traffic. This traffic creates noise pollution, unsafe crossing situations, and generally uninviting.
- Many vehicles exceed the posted speed limit coming into town from the southern end.
- It is difficult to make a left turn from Lefever Street to southbound Baltimore Street, as well as an awkward offset intersection with South Street.

Project Alternative

Funding Sources addresses multiple ongoing capital projects and economic development fund access programs that there are no match (other sources) to this project.

TOHAP 2022 Project Budget:	\$1,113,479
TOTAL PROJECT BUDGET:	\$10,728,896

CIP 454-05/06

Gettysburg Inner Loop Phase B1/B2

CIP Score: 69.33%

This is a multi-year project and is also listed under FY2022's list of projects. Upon adoption of the CIP in 2021, these projects were going to be phased. Funding strategies have evolved, and both have been incorporated into one larger project.

Project Description

The primary purpose of the GIL is to promote use of bicycles and pedestrian features to assist with traffic mitigation and to promote healthy living. It is also intended to be an economic development initiative. The purpose of this plan is to:

- To progress the project from visionary stages to sketch plan stage
- To provide sketch plans and renderings to help conceptualize the project
- To provide a list of typical construction materials and appurtenance for consistency with Borough amenities
- To collect and compile data obtained by various groups
- To provide clear guidance to the design engineer when the project progresses to design phase
- To assist with the applications for funding the project
- To provide opinions of probable cost
- To identify potential hurdles at an early stage prior to beginning detailed design
- To identify existing rights-of-way and easements
- To provide sketches to regulatory authorities identifying permitting requirements and feasibility including PennDOT, CSX Railroad, and the Borough
- To inform and gain concurrence from property owners and stake holders such as businesses and the Gettysburg College on design concepts.

Phase B1 – Project Description

Racehorse Alley

Racehorse Alley Phase B1 consists of the western part of Racehorse Alley from Buford Avenue to North Franklin Street. Racehorse Alley between North Washington Street and the entrance to Creekside Condominiums is proposed to be signed for one-way traffic. Changing Racehorse Alley to one-way would make it safer and more accommodating for bicycle and pedestrian use. A short distance of Racehorse Alley (approximately one hundred feet) from the entrance of Creekside Condominiums to Buford Avenue will remain open to two-way traffic. At the present time, asphalt parking areas adjoins much of the asphalt alley with little or no distinction between public right-of-way and adjacent paved areas. The existing cut-through motor vehicle traffic utilizes both indiscriminately. Adjacent property owners should be encouraged to

Adjacent property owners should be encouraged to remove pavement along the alley where possible (while still maintaining their vehicular access), replacing the asphalt with appropriate landscaping / plantings such that green space is maximized. At a point approximately 40 feet west of North Franklin Street, a utility pole within the alley right-of-way narrows the available cartway to 9 feet. This utility pole should be removed, or a new location found for it. At a point 170 feet west of Racehorse Alley's intersection with North Franklin Street, the alley right-of-way increases in width from 12 feet to 18 feet. From this point to the entrance to Creekside Condominiums -- approximately 400 feet -- the existing 18-foot-wide asphalt should be reduced to a 12-foot-wide section. Thus, six feet of right-of-way (3' on each side) could serve as a vegetated buffer that reduces impervious coverage and creates a more visually appealing edge to the greenway. This also provides space for freestanding pedestrian-scale lighting (matching the light fixtures on the north side of Railroad Street). The final short stretch of Racehorse Alley would retain its current width, with the existing asphalt pavement replaced by the porous pavers. Two-way traffic would be allowed here, to allow motor vehicle access to Creekside Condominiums.

PHASE B1

Engineering and Design Requirements:

Buford Avenue to North Franklin Street:

- Appropriate design and signage to indicate two-way, local traffic only up to entrance of Creekside Apartments and protect pedestrians and bicyclist
- Speed tables to be used to calm traffic to speed of 15 MPH
- The design shall consider no fill or changes to the FEMA floodway will occur. Assuming no change to floodway, PA DEP GP-11 for work over bridge and a GP-4 for new outlets for storm sewers will be required however FEMA authorizations would not be needed.
- Utility pole and signage may need to be relocated. Consider "bundling" of existing communication wires to power poles and remove communication poles.
- Gettysburg Inner Loop and history signage
- Access to North Franklin Street must be able to accommodate snowplow and trash truck.

- All alleys intersections with streets to be defined by depressed concrete curb extended across alley per Borough guidance
- Traffic control and access during construction must be coordinated with property owners
- Design to analyze where impervious connections to alley can be reduced or a separation created for the purpose of optimizing green space within the area where 18' Right-Of-Way is present such that a buffer to the alley is created. Coordination with property owners will be required during design.
- Lighting shall be designed by a lighting designer and installed to provide light levels adequate for the intended use of the multi-use trail, as feasible using the Borough specified light fixture and with a preferred spacing of 50'-75' as typical for other recently completed street projects.
- Coordinate with property owner for exiting fence in the right of way at the northwest corner of North Franklin Street and Racehorse Alley.
- Street trees and shrub landscaping where feasible for maximization of green space
- Utility verification (potentially field verification by excavation) /modifications / replacements to water and gas lines
- Modification/relocate/redesign existing storm sewer facility, inlet, etc. as feasible.

Phase B2 – Project Description

North Washington Street Two crosswalks will convey trail users across North Washington Street: one in line with the north sidewalk of Railroad Street, and one in line with the south sidewalk of Railroad Street. A curb bump-out on the west side of North Washington Street, in line with the north sidewalk of Railroad Street, will shorten the crossing distance at that crosswalk. Between Railroad Street and Racehorse Alley, the travel lanes of North Washington Street will each be reduced to 11 feet wide. This will allow the west curb-line of North Washington Street to be moved out into the street by 7 feet. Six metered parking spaces on the west side of North Washington Street will be removed. A multi-use trail / wide sidewalk will be constructed on the west side of North Washington Street between Constitution Avenue and Racehorse Alley to provide a connection to Gettysburg College. A three-foot-wide planting strip with the trail surface extending to the curb in locations for light installations and street access will buffer trail users from the motor vehicle traffic

on North Washington Street, leaving space for a ten-foot-wide pedestrian and bicycle path in front of the buildings on the west side of North Washington Street. Additional landscaping should be added along the buildings where possible, maximizing green space. The new curb line will continue as a depressed curb across the intersection with Racehorse Alley. Motor vehicles turning from North Washington Street onto Racehorse Alley will cross a depressed curb while the surface changes from North Washington Street's existing asphalt to Racehorse Alley's new brick pavers. Such a transition can be an effective traffic calming measure.



consideration of operation times throughout the year. (Are the lights on when the College is not in session.)

- Design of permeable surface should incorporate protection of existing basements as required
- Utility modifications to water and gas valves
- Modification/relocate/redesign existing storm sewer facility, inlet, etc. as feasible.

Racehorse Alley

Changing Racehorse Alley between North Washington Street and North Franklin Street to one-way would make it safer and more accommodating to pedestrian and bicycle traffic. Another option to further improve safety of pedestrians and bicycle traffic is to make this section one-way westbound. With

this option, vehicle traffic on both blocks of Racehorse Alley will turn south onto North Franklin Street, which after one block intersects with Chambersburg Street (U.S. Route 30) at a signalized intersection. The effect would discourage cut-through traffic while still allowing motor vehicle access to the rears of all properties. Four new metered parking spaces will be created on the north side of Racehorse Alley just west of the intersection with North Washington Street. These will replace four of the six metered parking spaces removed from North Washington Street. Vehicular access to a driveway to College property and to a rubbish dumpster enclosure will be maintained. Two hundred feet west of the intersection with North Washington Street, the right-of-way narrows from 24 feet wide to 12 feet wide. A 12-foot-wide alley with the paver surface described above continues west from this point. In order not to take up space within the 12-foot width of the alley, pedestrian-scale lighting should be attached to existing utility poles rather than placed on new poles (new poles require wider bases). At the present time, asphalt parking areas adjoins much of the asphalt alley with little or no distinction between public right-of-way and adjacent paved areas. The existing cut-through motor vehicle traffic utilizes both indiscriminately. Adjacent property owners should be encouraged to remove pavement along the alley where possible (while still maintaining their vehicular access), replacing the asphalt with appropriate landscaping / plantings such that green space is maximized.

PHASE B2

Engineering and Design Requirements:

North Washington Street to Racehorse Alley:

- Consider appropriate transitions of street into trail at both ends along with adjusted centerline of street.
- The design and improvements shall incorporate street preparation.
- Gettysburg Inner Loop and history signage
- Planters or planting beds with trees, shrubs, landscaping and potentially an aesthetic fence along edges of adjacent macadam parking lots. Street trees and shrub landscaping where feasible. Coordination with property owners may be required to determine if disconnection from impervious surfaces outside the Right-of-Way is feasible
- Railroad crossing permitting as required
- Crossing North Washington Street in two locations-Crossing included 10' stamped walk, warning lights, ADA Ramps, Signage. Traffic control to be completed by designer.
- Entrances and steps to exiting college facilities and housing shall remain the same.
- Parking relocated to Racehorse Alley
- Street trees and shrub landscaping where feasible
- Lighting shall be designed by a lighting designer and installed to provide light levels adequate for the intended use of the multi-use trail, as feasible using the Borough specified light fixture and with a preferred spacing of 50'-75' as typical for other recently completed street projects. The designer shall account for lighting on the Gettysburg College Complex Icehouse along with

PHASE B2Engineering and Design Requirements:North Franklin Street to North Washington Street:

- Layout of parking and trail such that all improvements are contained within the right of-way (No acquisition of permanent right-of-way is proposed.) 4 spaces are being moved from North Washington Street
- Utility pole and signage may need to be relocated
- Utility verification (potentially field verification by excavation)
- Access to North Franklin Street must be able to accommodate snowplow and trash truck.
- All alleys intersections with streets to be defined by depressed concrete curb extended across alley per Borough guidance
- Lighting shall be designed by a lighting designer and installed to provide light levels adequate for the intended use of the multi-use trail, as feasible using the Borough specified light fixture and with a preferred spacing of 50'-75' as typical for other recently completed street projects.
- Address grading issues
 - Street trees and shrub landscaping where feasible for maximization of green space
- Traffic control and access during construction must be coordinated with property owners
- Utility verification (potentially field verification by excavation) / modifications / replacements to water and gas lines
- Modification/relocate/redesign existing storm sewer facility, inlet, etc. as feasible.

Statement of Need

Aside from the health and economic benefits that bicycle trails provide a community; this project is also instrumental in advancing the Borough's storm water initiatives and mandates. These infrastructure improvements are being coordinated with the larger project and has substantial cost savings associated with it by doing both at the same time.

Project Alternative

The substantial cost savings this project brings to the Borough's MS4 initiatives makes this a 'must do' project. The only alternative would be to spend more money to get a lesser return on that investment as the storm water components of the project must be done whether the bicycle trail is completed or not.

Funding Sources

DCNR Grant	\$359,000
GBSWA	\$70,000
MultiModal Grant	\$476,500
County Green Space Grant	\$25,000
DCED Grant	<u>\$250,000</u>
TOTAL 2023 Project Budget:	\$1,180,500
TOTAL PROJECT BUDGET:	\$2,077,000

CIP 439-05**Street Preservation Contract #1****CIP Score: 64.13%**Project Description

This is essentially maintenance efforts on recently resurfaced or rebuilt Borough streets.

Statement of Need

Many of the Borough's major roads have been resurfaced or rebuilt in recent years. In an effort to preserve this new construction and extend the lifespan of the asset, preservation techniques are recommended.

Project Alternative

Neglecting street preservation activities will only result in escalated street degradation and more costly repairs in the future. As such, this is a priority project with no alternatives.

Funding Sources

Borough	<u>\$127,000</u>
TOTAL 2023 Project Budget:	\$127,000
TOTAL PROJECT BUDGET:	\$127,000

CIP 439-09**Long Lane Storm Sewer & Resurfacing****CIP Score: 64.13%**Project Description

Storm water infrastructure improvements are needed on Long Lane, along with a complete resurfacing of the street pavement.

Statement of Need

Aside from general neglect and disrepair, there are notable storm water deficiencies on the street that must be mitigated as part of the Borough's MS4 mandates.



Project Alternative

Further delay in this project would only postpone the inevitable, only at an increased cost. It is considered a priority project.

Funding Sources

GBSWA	\$200,000
Liquid Fuels	\$135,000
Borough	<u>\$140,000</u>
TOTAL 2023 Project Budget:	\$475,000
TOTAL PROJECT BUDGET:	\$475,000

CIP 439-01Lincoln Highway Master PlanCIP Score: 62.93%Project Description

When entering the major gateways into Gettysburg, having a visually beautiful and consistent design along the main arteries that showcases the historic and cultural ambiance of the town is imperative to creating a sense of place and positive first impression. Lincoln Highway is the key artery of the town. It is important that the revitalization of these street draws residents, businesses, and visitors to the District. The mission of this project is to improve the economy, create jobs, showcase the historical significance and enhance the quality of life with the Lincoln Highway District. Lincoln Highway is one of the most historic streets in Gettysburg and impacts not only the entire town, but the entire Gettysburg experience. Gettysburg's major economic driver is tourism and history is its brand. Fighting during the Battle of Gettysburg occurred on this street and the stories of what the citizens did through and after the Battle need to be told. Abraham Lincoln stayed in the GNMP's David Wills House the night before delivering the Gettysburg Address. The David Wills House is located on Lincoln Highway at Lincoln Square. The Lincoln Highway corridor is the main street running east and west through the 1-1/2 mile in diameter town. It traverses a major commercial district of town and is only a half block from the Lincoln Train Station to the north. Lincoln Highway has a diverse mix of renters, low-income residents and tenants, small businesses and non-profit entities such as a community theatre, offices, and several historic churches. Project plans will include storm water master plan, broadband infrastructure, right-of-way master plan, transit-oriented upgrades, gateways at borough limits, and subterranean utilities.

Problems to be addressed:

- The current streetscape detracts from the historical significance and architectural attributes of Lincoln Highway.
- Sidewalks are narrow and broken up which is a trip hazard and creates ADA compliance issues.
- Failing storm water infrastructure will be repaired and realigned off of private property.
- The uninviting character makes challenges for businesses to thrive.
- Lincoln Highway is also a state road with a large amount of through traffic and an overwhelming amount of large commercial truck traffic. This traffic creates noise pollution, unsafe crossing situations, and is generally uninviting.
- Many vehicles exceed the posted speed limit coming into town from both the east and west.

Statement of Need

Gettysburg has a unique challenge of preserving the important historic character created by the Civil War Battle of Gettysburg, while creating modern amenities to provide for and maintain economic vitality. Gettysburg's relatively low population of only 7,620 (including approximately 2,500 college students) hosts approximately 3 million visitors per year within a 9-month season. There is a high cost associated with the public infrastructure and amenities necessary to accommodate the seasonal visitors. The GNMP's 6,000-acre battlefield surrounds the town and restrains development. There are also additional costs associated with the preserving of the town's historic character. Add a lack of a sales tax as an avenue to generate revenues to cover these costs and lower paying seasonal tourist related jobs, the situation creates tight municipal budgets and economic challenge for the low populated Borough. There are many infrastructure needs that need to be addressed along Lincoln Highway as well. MS4 storm water infrastructure is failing and in desperate need of repair. ADA compliance is also a top priority.

Project Alternative

Aside from any cosmetic and/or aesthetic initiatives of this project, there are federally mandated projects that cannot be ignored and MUST be accomplished at some point, or the Borough may face substantial fines. This is largely tied to both the ADA compliance mandate of the municipality and the MS4 storm water management mandates of the

EPA. It is for these reasons there are no identifiable alternatives to this project.

Funding Sources

Borough	\$100,000
TOTAL 2023 Project Budget:	\$100,000
TOTAL PROJECT BUDGET:	\$100,000

CIP 438-02

Bridge Construction CIP Score: 61.73%

Project Description

The Borough has many small bridges that it is responsible to maintain. This project is routine maintenance work to extend the life of the Borough's bridges.

Statement of Need

The Borough's bridges are in varying states of disrepair. This project is expected to repair any deficiencies and extend the life of the asset.

Project Alternative

Delaying this project may result in some bridge failures, leading to various disruptions in travel across the Borough and significant costs to repair and bridge. This is considered a vital project.

Funding Sources

Borough	\$60,000
TOTAL 2023 Project Budget:	\$60,000
TOTAL PROJECT BUDGET:	\$300,000

CIP 445-01

RHA Garage Maintenance CIP Score: 61.73%

Project Description

The Borough most expensive asset is the Racehorse Alley Parking Garage. Like bridge work, the structure needs to undergo routine and annual maintenance. This project will provide crack sealing, power washing, and pointing of weakened mortar.

Statement of Need

Neglect of routine maintenance of the RHA Garage will result in advanced deterioration and more costly repairs in the future.

Project Alternative

The only alternative would be to forego routine maintenance, leading to future repairs at a much higher price and a shortened lifespan of the asset.

Funding Sources

Borough	\$40,000
TOTAL 2023 Project Budget:	\$40,000
TOTAL PROJECT BUDGET:	\$200,000

CIP 454-02

GARA Upgrades (Parking Lot Resurfacing) CIP Score: 55.33%

Project Description

Parking lots at the Gettysburg Area Recreation Authority have been neglected for decades and are in dire need of resurfacing. This resurfacing would also incorporate better storm water runoff.

Statement of Need

The condition of the pavement is very poor with large potholes and crumbled curbs.

Project Alternative

While this project is not urgent, it does need to be done at some point. If the Borough is interested in garnering more support and hosting more revenue generating events at the Park, it needs to provide facilities in good repair. For that reason, this is an important project.

Funding Sources

Borough	\$30,000
TOTAL 2023 Project Budget:	\$30,000
TOTAL PROJECT BUDGET:	\$30,000

CIP 439-11

Wolf Alley CIP Score: 51.33%

Project Description

This project encompasses a complete resurfacing of the alley.

Statement of Need

Many of the Borough's alleys have been neglected for decades, with this one being in especially bad disrepair.

Project Alternative

It is not a priority, but does need to be completed at some point.

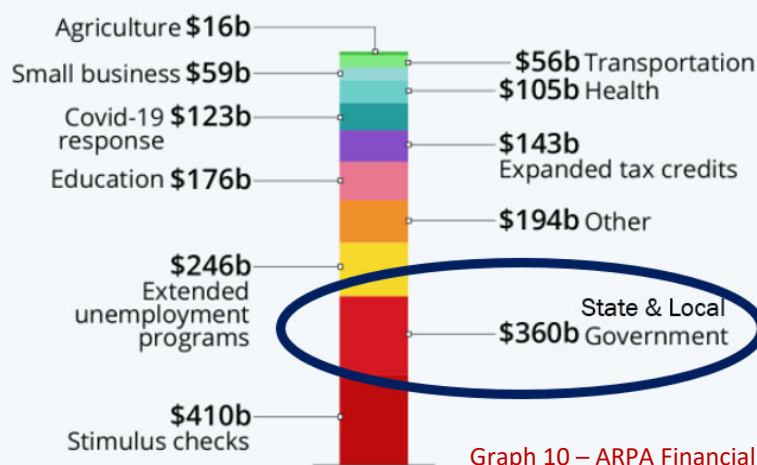
Funding Sources

Borough	\$20,000
TOTAL 2023 Project Budget:	\$20,000
TOTAL PROJECT BUDGET:	\$20,000

Signed into law by President Biden on March 11, 2021, the American Rescue Plan Act of 2021 is designed to facilitate the United States' recovery from the devastating economic and health effects of the COVID-19 pandemic. The Congressional Act costs \$1.9 trillion, making it one of the largest economic rescue plans in U.S. history. The pandemic's public health crisis and resulting economic crisis have devastated the health and economic wellbeing of millions of Americans. From big cities to small towns, Americans – particularly people of color, immigrants, and low-wage workers – continue to face a deep economic crisis. More than 9.5 million workers have lost their jobs in the wake of the pandemic, with 4 million out of work for half a year or longer.

What's In The \$1.9 Trillion Stimulus Package?

Composition of the American Rescue Plan Act
(in billion U.S. dollars)



Source: The Wall Street Journal

Graph 10 – ARPA Financial Assistance Allocations

According to the United States Treasury Department, the American Rescue Plan will change the course of the pandemic and deliver immediate and direct relief to families and workers impacted by the COVID-19 crisis through no fault of their own. Additionally, the Act provides direct assistance to local and state governments who were also significantly impacted by sharp revenue declines during the height of the pandemic in 2020. This law is one of the most progressive pieces of legislation in history and will build a bridge to an equitable economic recovery. **Graph 10** identifies financial assistance granted to each sector.

State and Local Fiscal Recovery Fund (SLFRF)¹⁷⁷

This chapter focuses on the \$360 Billion allocated to State and Local Governments in the ARPA legislation. State, local and tribal governments across America have been under an unprecedented strain in the wake of the COVID-19 crisis. While the need for services has increased — including setting up emergency medical facilities, standing up vaccination sites, and supporting struggling small businesses - state and local revenues have plummeted because of the economic fallout from the crisis. At the height of the fallout, public sector employment fell by around 1.4 million jobs,

including layoffs of 1 million educators, compared to around 750,000 job losses during the Great Recession. As a result, communities have faced untenable choices, between laying off educators, firefighters and other frontline workers or failing to provide services that communities rely on.

The American Rescue Plan provides \$350 billion dollars in emergency funding for state, local, territorial, and Tribal governments to remedy this mismatch between rising costs and falling revenues. This includes:

- \$195 billion for states, (a minimum of \$500 million for each State),
- \$130 billion for local governments (a minimum of \$1.25 billion per state is provided by the statute inclusive of the amounts allocated to local governments within the state),
- \$20 billion for tribal governments, and
- \$4.5 billion for territories.

The Rescue Plan will provide needed relief to state, local, and Tribal governments to enable them to continue to support the public health response and lay the foundation for a strong and equitable

¹⁷⁷ Sourced by the United States Treasury Department: [https://home.treasury.gov/news/featured-](https://home.treasury.gov/news/featured-stories/fact-sheet-the-american-rescue-plan-will-deliver-immediate-economic-relief-to-families)

[stories/fact-sheet-the-american-rescue-plan-will-deliver-immediate-economic-relief-to-families](https://home.treasury.gov/news/featured-stories/fact-sheet-the-american-rescue-plan-will-deliver-immediate-economic-relief-to-families)

economic recovery. In addition to helping these governments address the revenue losses they have experienced because of the crisis, it will help them cover the costs incurred due to responding to the public health emergency and provide support for the recovery – including through assistance to households, small businesses and nonprofits, aid to impacted industries, and support for essential workers. It will also provide resources for state, local, and Tribal governments to invest in infrastructure, including water, sewer, and broadband services.

Capital Projects Fund¹⁷⁸

The COVID-19 crisis starkly illuminated key shortcomings – and inequalities – in U.S. infrastructure. While some communities were able to adapt to the pandemic with remote or socially distanced options for work, education, and health care,

Table 34 – Public Health Expenditure Projects

Expenditure Categories From 'Compliance and Reporting Guidance' (SLFRF) June 17, 2021	
1. Public Health	
1.1	COVID-19 Vaccination
1.2	COVID-19 Testing
1.3	COVID-19 Contact Tracing
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)
1.5	Personal Protective Equipment (PPE)
1.6	Medical Expenses (including Alternative Care Facilities)
1.7	Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency
1.8	Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine)
1.9	Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19
1.10	Mental Health Services
1.11	Substance Use Services
1.12	Other Public Health Services

Table 35 – Negative Economic Impacts Expenditure Projects

Expenditure Categories From 'Compliance and Reporting Guidance' (SLFRF) June 17, 2021	
2. Negative Economic Impacts	
2.1	Household Assistance: Food Programs
2.2	Household Assistance: Rent, Mortgage, and Utility Aid
2.3	Household Assistance: Cash Transfers
2.4	Household Assistance: Internet Access Programs
2.5	Household Assistance: Eviction Protection
2.6	Unemployment Benefits or Cash Assistance to Unemployed Workers
2.7	Job Training Assistance (e.g., Sectoral Job-Training, Subsidized Employment, Employment Supports or Incentives)
2.8	Contributions to UI Trust Funds
2.9	Small Business Economic Assistance (General)
2.10	Aid to Nonprofit Organizations
2.11	Aid to Tourism, Travel, or Hospitality
2.12	Aid to Other Impacted Industries
2.13	Other Economic Support
2.14	Rehiring Public Sector Staff

Table 36 – Services to Underserved Communities Expenditure Projects

Expenditure Categories From 'Compliance and Reporting Guidance' (SLFRF) June 17, 2021	
3. Services to Underserved Communities	
3.1	Education Assistance: Early Learning
3.2	Education Assistance: Aid to High-Poverty Districts
3.3	Education Assistance: Academic Services
3.4	Education Assistance: Social, Emotional, and Mental Health Services
3.5	Education Assistance: Other
3.6	Healthy Childhood Environments: Child Care
3.7	Healthy Childhood Environments: Home Visiting
3.8	Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System
3.9	Healthy Childhood Environments: Other
3.10	Housing Support: Affordable Housing
3.11	Housing Support: Services for Unhoused Persons
3.12	Housing Support: Other Housing Assistance
3.13	Social Detriments of Health: Other
3.14	Social Detriments of Health: Community Health Workers or Benefits Navigators
3.15	Social Detriments of Health: Lead Remediation
3.16	Social Detriments of Health: Community Violence Interventions

Table 37 – Premium Pay Expenditure Projects

Expenditure Categories From 'Compliance and Reporting Guidance' (SLFRF) June 17, 2021	
4. Premium Pay	
4.1	Public Sector Employees
4.2	Private Sector: Grants to Other Employers

¹⁷⁸ Sourced by the United States Treasury Department: <https://home.treasury.gov/news/featured->

[stories/fact-sheet-the-american-rescue-plan-will-deliver-immediate-economic-relief-to-families](https://home.treasury.gov/news/featured-stories/fact-sheet-the-american-rescue-plan-will-deliver-immediate-economic-relief-to-families)

Table 38 – Infrastructure Expenditure Projects

Expenditure Categories From 'Compliance and Reporting Guidance' (SLFRF) June 17, 2021	
5. Infrastructure	
5.1	Clean Water: Centralized Wastewater Treatment
5.2	Clean Water: Centralized Wastewater Collection and Conveyance
5.3	Clean Water: Centralized Wastewater
5.4	Clean Water: Combined Sewer Overflows
5.5	Clean Water: Other Sewer Infrastructure
5.6	Clean Water: Storm Water
5.7	Clean Water: Energy Conservation
5.8	Clean Water: Water Conservation
5.9	Clean Water: Nonpoint Source
5.10	Drinking Water: Treatment
5.11	Drinking Water: Transmission and Distribution
5.12	Drinking Water: Transmission and Distribution: Lead Remediation
5.13	Drinking Water: Source
5.14	Drinking Water: Storage
5.15	Drinking Water: Other Water Infrastructure
5.16	Broadband: "Last Mile" Projects
5.17	Broadband: Other Projects

Table 39 – Revenue Replacement Expenditure Projects

Expenditure Categories From 'Compliance and Reporting Guidance' (SLFRF) June 17, 2021	
6. Revenue Replacement	
6.1	Provision of Government Services

Table 40 – Administrative Costs Expenditure Projects

Expenditure Categories From 'Compliance and Reporting Guidance' (SLFRF) June 17, 2021	
7. Administrative	
7.1	Administrative Expenses
7.2	Evaluation and Data Analysis
7.3	Transfers to Other Units of Government
7.4	Transfers to Non-Entitlement Units (States and Territories Only)

others lacked the infrastructure needed to do so, compounding the disruptions of the pandemic and exacerbating existing inequalities, with long-term consequences for American families. One particularly salient infrastructure challenge has been the digital divide and the absence of foundational conditions that enable network connectivity and access. As more and more areas of work and education move online, this divide risks leaving many American families behind. Recognizing these challenges, ARPA provides \$10 billion for states, territories, and Tribes to cover the costs of capital projects like broadband infrastructure.

The Capital Projects Fund takes critical steps to addressing these challenges laid bare by the pandemic, especially in rural America and low- and moderate-income communities, helping to ensure that all communities have access to the high-

quality, modern infrastructure needed to thrive, including internet access.

Permissible Uses for ARPA Funds

Funds made available to municipalities in the ARPA legislation are limited to four key areas, with all funds needing to be allotted by December 31, 2024, and having been spent by December 31, 2026. The funds are not subject to the Cash Management Act (CMIA)¹⁷⁹. The categories of acceptable uses of ARPA funds are:

- 1) To respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) or its negative economic impacts,
- 2) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the municipality – OR – by providing grants to eligible employers that have eligible workers who perform essential work,
- 3) For the provision of government services to the extent of the reduction in revenue of such municipality due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency, and
- 4) To make necessary investments in water, sewer, and/or broadband infrastructure.

Within these four broad categories of eligible uses for ARPA funds, there are seven specific expenditure categories. Those categories are:

- 1) Public Health,
- 2) Negative Economic Impacts,
- 3) Services to Underserved Communities,
- 4) Premium Pay,
- 5) Infrastructure,
- 6) Revenue Replacement, and
- 7) Administrative Costs.



¹⁷⁹ CMIA - Cash Management Improvement Act provides the general rules and procedures for the

efficient transfer of funds for federal financial assistance programs between the federal government and the states

Expenditure Categories¹⁸⁰

Exhibit 5 – Ineligible Uses of ARPA Funds

Each of the seven expenditure categories is further broken into restrictive uses, known as projects. The expenditure category projects are identified in **Tables 34, 35, 36, 37, 38, 39, and 40.**

While there is a broad array of eligible expenditure project categories to use ARPA funds on, there are very specific prohibited uses of the funds. The three areas ARPA funds cannot be used for are: (1) to offset decreased revenues resulting from a tax decrease, (2) payments to pension funds, and (3) the retirement of debt. The three ARPA spending restrictions are noted in **Exhibit 5.**

Reporting Requirements

Any recipient of ARPA funding must also adhere to specific reporting requirements. In the case of Gettysburg Borough, a report must be filed on the use of ARPA funds with the United States Treasury Department. Reports detailing the projects and expenditure of ARPA funds must be filed by:

- October 31, 2022
- October 31, 2023
- October 31, 2024
- October 31, 2025
- October 31, 2026, and a final report on
- March 31, 2027.

The detail of the reports required differs by jurisdiction and is outlined in **Exhibit 6.**

ARPA Allocation for Gettysburg

Gettysburg receives a grant from the Department of Housing and Urban Development (HUD). The grant received annually is through HUD's CDBG Program¹⁸¹. Census counts determined the entire municipality is considered low to moderate income.

¹⁸⁰ As defined by the 'Compliance and Reporting Guidance' (SLFRF) issued on June 17, 2021.

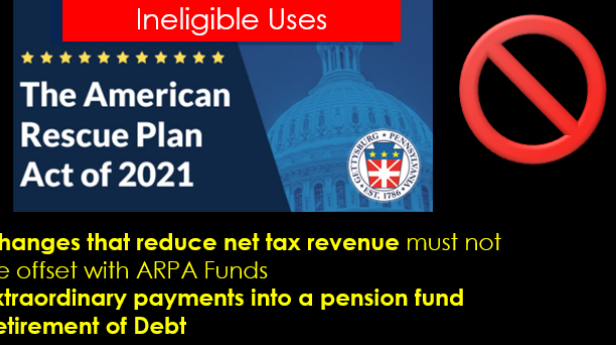



Exhibit 6 – Reporting Requirements by Recipient Type

Recipient	Interim Report	Project and Expenditure Report	Recovery Plan Performance Report
States, U.S. territories, metropolitan cities and counties with a population that exceeds 250,000 residents	By August 31, 2021, with expenditure summary by category	By October 31, 2021, and then 30 days after the end of each quarter thereafter ⁹	By August 31, 2021, and annually thereafter by July 31 ¹⁰
Metropolitan cities and counties with a population below 250,000 residents which received more than \$5 million in SLFRF funding			Not required
Tribal Governments			
Metropolitan cities and counties with a population below 250,000 residents which received less than \$5 million in SLFRF funding		By October 31, 2021, and then annually thereafter ¹¹	
NEUs	Not required		

 Gettysburg Required to File These Reports

Such a distinction entitles Gettysburg to direct assistance from HUD. The Treasury Department used a modified CDBG formula to determine the amount of award provided to each entitlement community for purposes of distributing ARPA funding. Gettysburg received \$3,136,677. Half of these funds were received by the Borough in 2021, with the remaining disbursed to Gettysburg in June 2022.

How Should Gettysburg Utilize ARPA Funds

While preparing the 2022 Borough Budget, it was decided to focus on two specific allowable expenditure categories and two specific projects within those expenditure categories. It is well known that Gettysburg suffered considerable revenue losses in 2020 and had to utilize significant amounts of reserve money to fund basic government services and it is also well known that

¹⁸¹ CDBG – Community and Economic Development Block Grant. Discussed in detail in **Chapter 13.**

the Borough had to cut its staffing levels in 2020¹⁸² to cut expenses to respond to the significant revenue losses. For these reasons, Borough Council elected to utilize the following expenditure categories:

- Expenditure category 6 – project 1
 - (6.1) Provision of Government Services
- Expenditure category 2 – project 14
 - (2.14) Rehiring Public Sector Staff.

Exhibit 7 – Counterfactual Trend Formula

CALCULATING REVENUE LOST

Calculated at Four (4) Points in Time:

- (1) December 31, 2020
- (2) December 31, 2021
- (3) December 31, 2022
- (4) December 31, 2023

The Calculation

Counterfactual Revenue

= Base Year Revenue * [(1 + Growth Adjustment) ^ (n/12)] – Actual Revenue

Where: ^ = wedge product (multiplication operation in exterior algebra)
 n = number of months elapsed since end of base year
 Base Year = most recent full fiscal year prior to the pandemic relative to January 27, 2020
 Growth Adjustment = to either:

- (1) Average Annual Revenue Growth Over 3 Prior Fiscal Years, or
- (2) 4.10% Growth Each Year Over Base Year

6.1 – Provision of Government Services

I. Replace Public Sector Revenue Loss

- Ensure continuity of vital government services by filling budget shortfalls

How Should Gettysburg Utilize ARPA Funds

The American Rescue Plan Act of 2021

- Uses Counterfactual Trend
- Assumes what would have been expected to occur absent the pandemic
- Measures revenue losses relative to the full fiscal year prior to January 27, 2020
 - Assumes constant growth at the same rate for subsequent years

Exhibit 8 – Base Year Revenue (2019)

BASE YEAR REVENUE (2019)

301 Real Property Taxes	\$1,900,374
305 Occupational Taxes	\$15,867
310 Local Enabling Taxes (ACT 511)	\$925,224
321 Business Licenses/Permits	\$102,355
322 Non-Business Licenses/Permits	\$30,792
331 Fines & Forfeits	\$260,391
341 Interest Earnings	\$23,637
342 Rents & Royalties	\$39,600
354 State Operating Grants	\$9,593
355 State Shared Revenue	\$242,506
357 Revenue from Local Governments	\$142,202
361 Charges for Services	\$41,435
363 Highways & Streets (Parking)	\$1,239,391
367 Culture & Recreation	\$49,282
390 Other Financing Sources	\$1569
391 Sales of Fixed Assets	\$6,925
	\$5,031,143

6.1 – Provision of Government Services

I. Replace Public Sector Revenue Loss

- Ensure continuity of vital government services by filling budget shortfalls

How Should Gettysburg Utilize ARPA Funds

The American Rescue Plan Act of 2021

REVENUE FROM OWN SOURCES

- A range of different tax sources, fees, licenses, intergovernmental transfers (except Federal), etc.
- This explicitly excludes correcting transactions, refunds from prior year expenses, proceeds from issuance of debt, sale of investments, and private trust transactions.

¹⁸² Reduced staffing levels in mid-2020 continued into the 2021 budget year.

Exhibit 9 – Comparison of Revenue Loss Calculations

2020 Lost Revenue Based on Counterfactual Trend
= Base Year Revenue * [(1 + Growth Adjustment) ^ (n/12)]

Method (1) 4.10% Growth Rate
 = \$5,031,143 * [(1 + 0.0410) ^ (12/12)] - \$4,503,562
= \$733,860

Method (2) Growth Rate Averaged Over 3 Years

Year	Actual Revenue Collected	% Increase Over Previous Year	Average Growth
2017	\$4,640,643		
2018	\$4,800,201	3.44%	4.12%
2019	\$5,031,143	4.81%	

= \$5,031,143 * [(1 + 0.0412) ^ (12/12)] - \$4,503,562
= \$735,103

Method (2) Greatest Benefit to Gettysburg

6.1 – Provision of Government Services
I. Replace Public Sector Revenue Loss
 • Ensure continuity of vital government services by filling budget shortfalls

How Should Gettysburg Utilize ARPA Funds

The American Rescue Plan Act of 2021

301 Real Property Taxes	\$1,893,769
305 Occupational Taxes	\$15,954
310 Local Enabling Taxes (ACT 511)	\$819,395
321 Business Licenses/Permits	\$95,311
322 Non-Business Licenses/Permits	\$20,797
331 Fines & Forfeits	\$295,750
341 Interest Earnings	\$17,240
342 Rents & Royalties	\$39,000
354 State Operating Grants	\$24,014
355 State Shared Revenue	\$250,580
357 Revenue from Local Governments	\$74,090
361 Charges for Services	\$182,017
363 Highways & Streets (Parking)	\$746,318
367 Culture & Recreation	\$27,985
390 Other Financing Sources	\$1342
391 Sales of Fixed Assets	\$0
Total	\$4,503,562

Exhibit 10 – Salaries Paid with ARPA Funds Through 2026

\$3,136,677 ARPA Appropriation
-\$2,597,566 Section 2.14
-\$735,103 Section 6.1
-195,992 All ARPA Will Be Expended

2.14 – Rehiring Public Sector Staff
II. Address Negative Economic Impacts
 • Rebuild public sector capacity by rehiring staff, replenishing state unemployment insurance funds, and implementing economic relief programs

How Should Gettysburg Utilize ARPA Funds

The American Rescue Plan Act of 2021

ARPA Eligible Expenses Under Section 2.14 Rebuild Public Sector Capacity by Rehiring Staff								
	2019	2020	2021	2022	2023	2024	2025	2026
Police Department								
Patrol Officer #8	\$78,212	\$81,434	\$84,789	\$88,283	\$91,920	\$95,707	\$99,650	\$103,756
Public Works								
Road Crew # 5	\$43,483	\$45,274	\$47,140	\$49,082	\$51,104	\$53,210	\$55,402	\$57,684
Road Crew #4	\$59,472	\$61,922	\$64,473	\$67,130	\$69,895	\$72,775	\$75,774	\$78,895
Road Crew #3	\$71,756	\$74,712	\$77,790	\$80,995	\$84,332	\$87,807	\$91,425	\$95,191
Administration								
Accountant II	\$107,224	\$111,642	\$116,241	\$121,030	\$126,017	\$131,209	\$136,615	\$142,243
Annual Labor Burden Eligible for ARPA	\$390,434	\$406,520	\$423,269	\$440,708	\$458,865	\$477,770		
Amount Eligible for ARPA through December 31, 2026	\$2,597,566							

Notes:
 Does not include payments into pension accounts
 Assumes an annual 4.12% increase each year over the previous year

Replacing public sector revenue loss will ensure continuity of vital government services by filling budget shortfalls. Addressing the negative economic impacts of the pandemic will rebuild public sector capacity by rehiring staff who provide the vital government services noted above. In addition to using ARPA funds to replace the

Borough's 2020 revenue shortfall, the Borough used ARPA funding to rehire the staff positions that were reduced in 2020, paying through 2026 the salaries for the following employees:

- One (1) police officer,
- One (1) HR Coordinator, and
- Three (3) Public Works laborers.

Calculating Revenue Loss

The ARPA legislation uses a formula for a municipality to determine what losses of revenue are reasonable to assume for 2020. Two methods of this calculation are offered. One method is a straight-line average of revenue assumed over the full fiscal year prior to the pandemic¹⁸³, or a counterfactual trend¹⁸⁴ calculation as compared to the full fiscal year prior to the pandemic. **Exhibit 7** illustrates the counterfactual trend formula. **Exhibit 8** identifies the revenues generated in the base year of 2019. **Exhibit 9** illustrates the calculation for both the straight-line assumptions and the counterfactual trends for the purposes of determining revenue loss in 2020. In this scenario, the growth rate averaged over three years is a slightly better calculation and of greater benefit to Gettysburg – with \$735,103 of ARPA funds being available for the purposes of fulfilling Project 6.1 – replacing public sector revenue losses.

Gettysburg Borough is poised to benefit nicely over the next five years by utilizing the ARPA funds to rehire public sector staff and to replace revenue losses. **Exhibit 10** demonstrates the anticipated salaries to be paid with ARPA funds through 2026.

NOTE: See Appendix II (SLFRF Final Rule) and Appendix III (SLFRF Compliance and Reporting Guidelines) for more ARPA details.



¹⁸³ The ARPA legislation allows a municipality to assume a standard 4.1% growth rate year over year.

¹⁸⁴ Assumes what would have been expected to occur absent the pandemic and measures revenue losses relative to the full fiscal year prior to January 27, 2020

and assumes a constant growth rate at the same rate for subsequent year.

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.

As was the case in FY2022, a sizeable influx of cash will occur in the General Fund in FY2023 from Fund 96 (ARPA), which is provided to the Borough by the United States Treasury Department for use as a financial response to revenue shortfalls in 2020 from the COVID-19 Pandemic. **Chapter 10** details the ARPA legislation and the Borough's use of the funds provided. Like the final six months of FY2021, FY2022 was economically strong for Gettysburg. In fact, FY2022 ended with a sizeable six-figure surplus, allowing the Borough Council to lower taxes in FY2022 and maintain that lower tax rate in FY2023.

Reserve funds can be used to balance the General Fund Budget. No

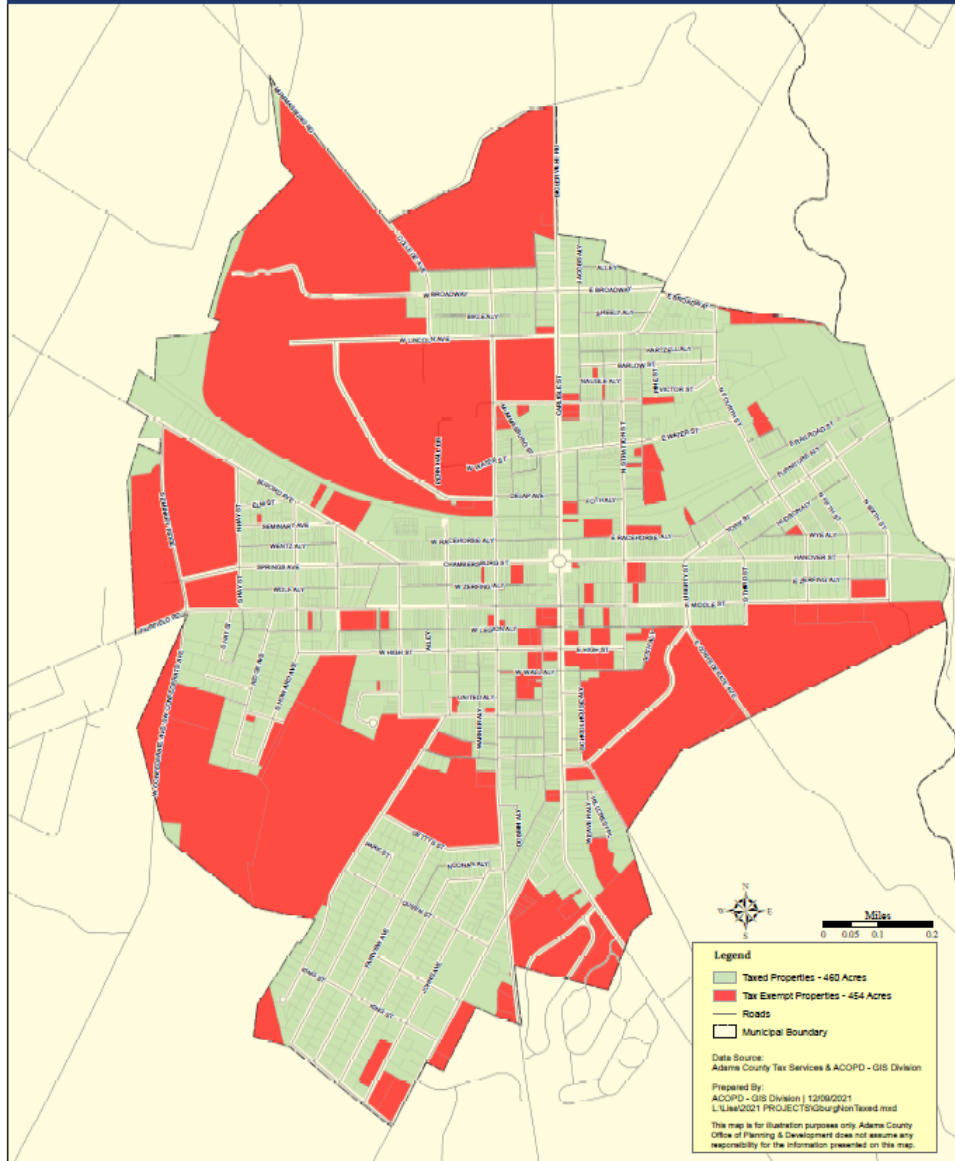
reserve funds are needed in FY2023. The use of reserve funds is governed by the Borough's Fund Balance Policy (**Appendix IV**).

Structural Deficit

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 FY2019, which continued into FY2020. The policies adopted to mitigate the structural deficit are:

TAX EXEMPT PROPERTIES

Gettysburg Borough

Exhibit 11

- ✚ a fund balance policy,
- ✚ renegotiated labor contracts¹⁸⁵ that control labor cost increases,
- ✚ generated new revenue streams via leasing programs to Verizon Wireless,
- ✚ aggressive recycling efforts which maximize grant money from the State,
- ✚ user fees for Borough staff support for special events,
- ✚ removed significantly expensive storm water capital projects from its budget and turned it over to the newly created Gettysburg Borough Storm Water Authority, and
- ✚ a market driven approach to revenue generation in its parking programs via new parking policies and fees, which include a market-driven fee structure based on supply and demand.

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

After devastating economic losses in FY2020 due to the global pandemic, the final six-months of FY2021 were quite robust, with revenue generation rivaling the banner year of 2019. The strong third and fourth quarters of FY2021, followed by a strong

A Word of Caution Regarding the Structural Deficit

Even though the pandemic-driven revenue losses experienced in FY2020 and the first two quarters of FY2021 have reversed, the structural deficit remains, albeit mitigated by the financial initiatives and accomplishments mentioned in this chapter and the Borough's use of both Governmental Accounting Standards Board (GASB) and Government Finance Officers' Association (GFOA) best financial management practices, and the use of ARPA funds.

That said, costs to the Borough continue to rise. The ability to generate tax revenue to keep up with those costs continues to be limited. Parking revenue and other means of revenue generation can be stretched only as far as the market will bear. Notably, the COVID-19 Pandemic proved 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 FY2020.

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 coloring in **Exhibit 11** 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 roles 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.

The infusion of ARPA funds through FY2026 will mask the Borough's structural deficit. As such, despite these underlying challenges, the Borough's FY2023 General Fund Budget is balanced with revenues matching expenditures at \$6,051,389.

economic performance in FY2022, and in conjunction with the infusion of ARPA funds, places the Borough in a strong position for FY2023.

17-Year General Fund Trends

Stated at the outset of this chapter, the General Fund, by law, must be balanced. **Graph 11** shows the 19-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 11** clearly demonstrated the major impact on the Borough's budget for FY2021 and the subsequent infusion of ARPA funding in FY2022 and FY2023. After COVID-19 related revenue losses in FY2020 setting the Borough's annual budget back to FY2011 levels in FY2021, ARPA funding escalates the Borough's budget to levels never seen before in both FY2022 and FY2023!

¹⁸⁵ FY2022 was the final year of the Borough's two labor contracts. Both the Uniform and Non-Uniform labor contracts were successfully negotiated in 2022 and are

used for budgeting labor and benefits costs in FY2023 through FY2026.

Commentary Regarding Funding Levels & Services Provided

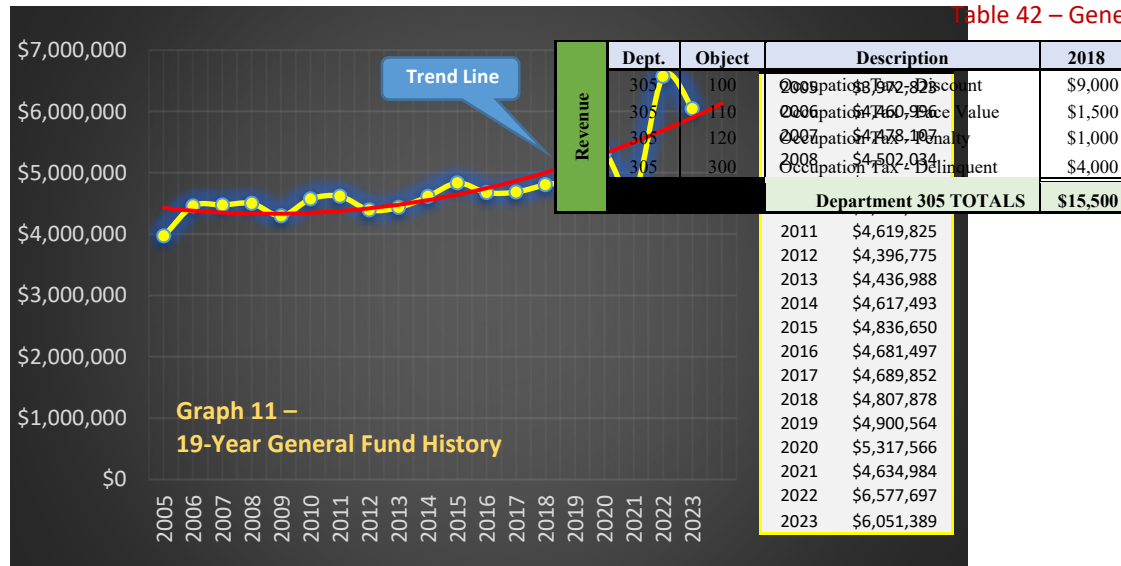
In recent years, the Borough has significantly benefited from robust parking revenue and by extension, Pillow Tax receipts. Both income sources are directly proportional to the level of tourism activity in the Borough. Pandemic revenue-related losses in FY2020 and the first half of FY2021 have shown the negative impact to the Borough's budget when these revenue losses are incurred. Not knowing the fiscal future when the FY2021 budget was prepared, the FY2021 budget was balanced with staff reductions, modest use of reserve funds, and a sizeable real estate property tax increase. For the first time in recent Borough financial history, the Borough has realized the true cost of providing municipal services as these service delivery costs were not masked by robust parking / tourism revenue in early FY2021. Fortunately, the Federal Government passed the ARPA legislation, which enabled the Borough to return staffing to pre-pandemic levels, without incurring additional taxation. In fact, the Council had the flexibility to reduce taxes for FY2022 and maintain that lower tax level into FY2023. It is hoped that these tourism-related revenue streams remain strong in FY2023 and beyond. Current observations are encouraging. Time will tell.

Revenues

Graph 12 depicts the visual breakout of departments (or categories) of revenue for the General Fund in FY2023. Revenues in the General Fund are generated from numerous sources. These sources follow and are detailed in subsequent pages:

Table 41 – General Fund Department 301 (Real Property Tax)

Dept.	Object	Description	2018	2019	2020	2021	2022	2023
301	100	Real Estate Tax - Discount	\$1,613,700	\$1,603,300	\$1,300,000	\$1,300,000	\$1,455,171	\$1,781,000
301	110	Real Estate Tax - Face Value	\$230,000	\$216,000	\$1,300,000	\$1,197,750	\$1,145,479	\$111,500
301	120	Real Estate Tax - Penalty	\$37,158	\$45,000	\$44,000	\$43,041	\$33,442	\$23,650
301	400	Real Estate Tax - Tax Claim Bureau	\$50,000	\$50,000	\$50,000	\$11,892	\$73,189	\$50,000
Department 301 TOTALS			\$1,930,858	\$1,914,383	\$1,867,000	\$2,085,012	\$1,957,281	\$1,966,150



- 321 Business Licenses/Permits,
- 322 Non-Business Licenses/Permits,
- 331 Fines & Forfeits,
- 341 Interest Earnings,
- 342 Rents & Royalties,
- 351 Federal Capital Grants,
- 354 State Operating Grants,
- 355 State Shared Revenue,
- 357 Revenue Collected from Other Local Governmental Units,
- 361 Charges for Services,
- 363 Highways & Streets (Parking),
- 367 Culture & Recreation,
- 390 Other (Miscellaneous) Financing Sources,
- 392 Interfund Transfers In, and
- 395 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 FY2023 remains the same as FY2022, which is a notable decrease from FY2021 levels. Borough Council set FY2021 millage at 4.4090 mills (an increase of 0.5770 mills from FY2020). With the infusion of cash from ARPA and robust economic performance through FY2022, **Borough Council passed a tax decrease of 0.2320 mills for FY2022 and kept the tax rate the**

4.4090 mills (an increase of 0.5770 mills from FY2020). With the infusion of cash from ARPA and

robust economic performance through FY2022, Borough Council passed a tax decrease of 0.2320 mills for FY2022 and kept the tax rate the same for FY2023. Subsequently, the total millage rate for the General Fund set for FY2023 is 4.1770 mills. The forecast in revenues in this category are delineated in **Table 41**. This revenue stream, accounting for 32.5% of General Fund revenue, remains the largest source of revenue in the General Fund, at \$1,966,150 – an increase of \$8,869 over FY2022.

Table 42 – General Fund Department 305 (Occupation Tax)

Revenue	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	305	100	Occupation Tax - Discount	\$9,000	\$9,210	\$9,500	\$9,500	\$9,550	\$9,425
	305	110	Occupation Tax - Face Value	\$1,500	\$1,570	\$1,570	\$1,500	\$1,570	\$1,600
	305	120	Occupation Tax - Penalty	\$1,000	\$1,000	\$2,300	\$2,300	\$2,350	\$2,500
	305	300	Occupation Tax - Delinquent	\$4,000	\$4,000	\$4,500	\$4,000	\$4,500	\$2,885
	Department 305 TOTALS			\$15,500	\$15,780	\$17,870	\$17,300	\$17,970	\$16,410

Object 110Real Estate Tax – Face Value

Real estate taxes collected at 100% of millage assessment.

Object 120Real Estate Tax – Penalty

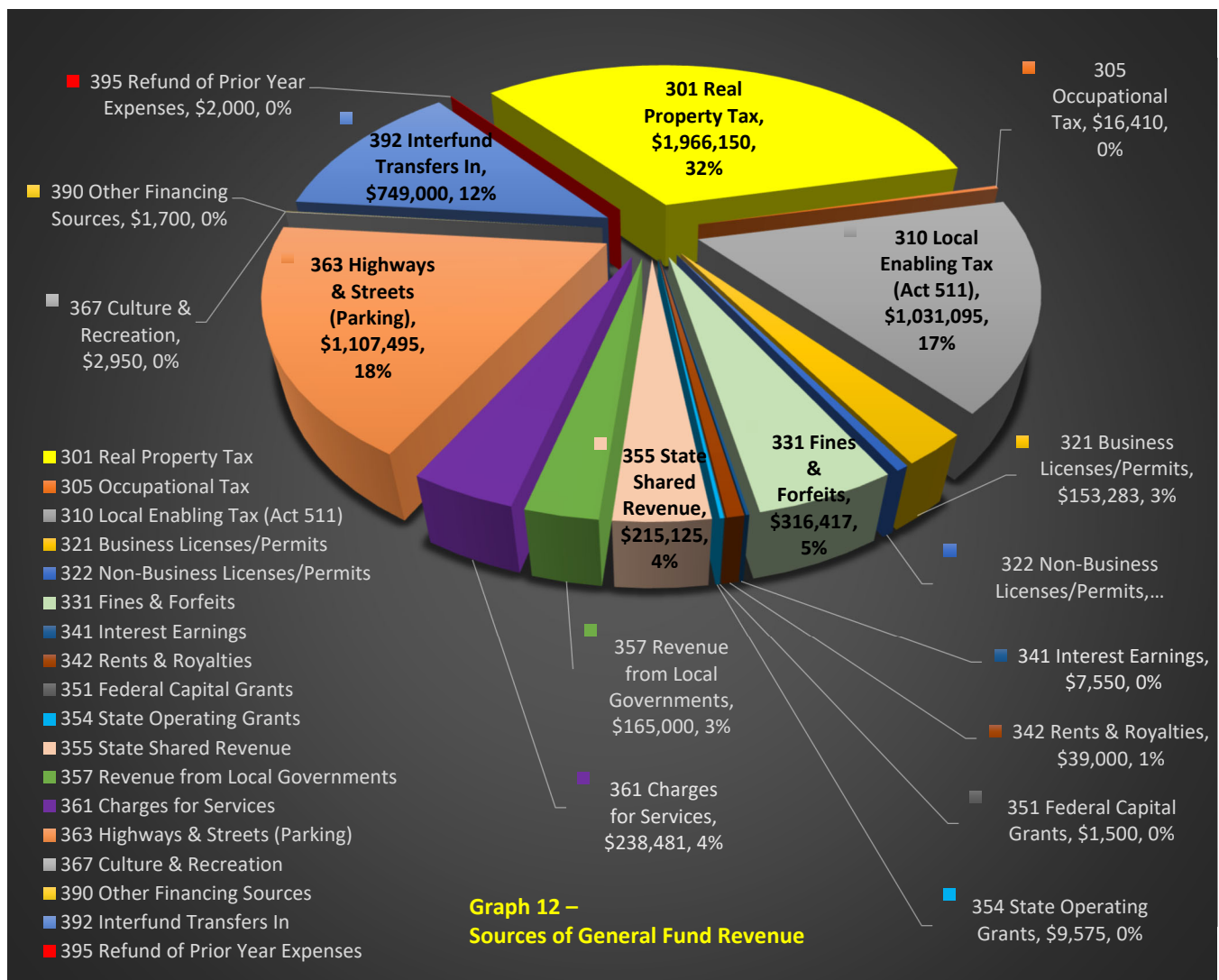
Real estate taxes collected with a 10% late charge applied.

Object 400

Real Estate Tax – Tax Claim Bureau Delinquent real estate taxes collected by a third party collection agency – Tax Claim Bureau (TCB). It should be

Object 100Real Estate Tax – Discount

Real estate taxes collected at a 2% discount.



noted that at times it is very difficult to collect long-delinquent accounts. As such, from time-to-time, Borough Council will be asked to forgive the TCB from collecting the tax. The tax itself is not forgiven, just TCB's responsibility to collect it.

Department 305
Occupation Taxes

Department 305 accounts for \$16,410 of the General Fund's total revenue. See **Table 42** for detailed Occupation Tax categories.

Object 100
Occupation Tax – Discount
Occupation taxes collected at a 2% discount.

Object 110
Occupation Tax – Discount
Occupation taxes collected at 100% of face value.

Object 120
Occupation Tax – Penalty
Occupation taxes collected with a 10% penalty, or late charge. Applies to taxes collected through December 31st.

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.

Department 310
Local Enabling Tax (Act 511)

\$1,031,095 (or 17% 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 43** 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.

Object 030
Per Capita Tax – Delinquent
Per Capita taxes collected in years after the year the tax was imposed.

Object 100
Real 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 FY2020 and FY2021. This positive trend continued into FY2022 and is expected to continue in FY2023.

Table 43 – General Fund Department 310
(Local Enabling Tax – Act 511)

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Revenue	310	000	Per Capita Tax - Discount	\$8,000	\$8,100	\$8,100	\$8,100	\$8,100	\$8,150
	310	010	Per Capita Tax - Face Value	\$1,400	\$1,135	\$1,200	\$1,100	\$1,100	\$1,150
	310	020	Per Capita Tax - Penalty	\$700	\$700	\$1,700	\$1,650	\$1,650	\$995
	310	030	Per Capita Tax - Delinquent	\$2,000	\$2,000	\$2,200	\$2,100	\$2,100	\$1,400
	310	100	Real Estate Transfer Tax	\$70,000	\$85,000	\$85,000	\$85,000	\$85,000	\$97,500
	310	210	Earned Income Tax (EIT) - Current	\$400,000	\$410,000	\$420,000	\$419,000	\$400,000	\$400,000
	310	220	Earned Income Tax (EIT) - Prior Year	\$150,000	\$1,454,000	\$77,000	\$77,000	\$87,000	\$87,500
	310	230	Earned Income Tax (EIT) - Delinquent	\$10,000	\$20,000	\$15,000	\$12,000	\$10,250	\$12,500
	310	500	Local Services Tax (LST)	\$280,000	\$280,000	\$280,000	\$280,000	\$270,000	\$265,000
	310	600	Amusement/Admissions Tax	\$130,000	\$130,000	\$165,000	\$60,000	\$155,000	\$154,000
	310	700	Mechanical Devices Tax	\$2,000	\$2,500	\$2,500	\$2,500	\$2,350	\$2,900
Department 310 TOTALS				\$1,054,100	\$2,393,435	\$1,057,700	\$948,450	\$1,022,550	\$1,031,095

Table 44 – General Fund Department 321 (Business Licenses/Permits)

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Revenue	321	340	Haulers License (Towing)	^^^	\$250	\$1,000	\$250	\$1,000	\$750
	321	409	Residential Rental Unit Occupancy License (RRUO)	\$33,500	\$43,200	\$42,719	\$44,800	\$47,052	\$52,280
	321	500	Yard Sale Permits	\$500	\$370	\$300	\$150	\$380	\$400
	321	610	Transient Retailers (Vendors) License	\$2,000	\$2,100	\$2,300	\$1,500	\$2,000	\$2,860
	321	630	Outdoor Dining Permit	\$3,000	\$4,000	\$10,450	\$13,185	\$10,450	\$11,248
	321	700	Amusement License	\$1,900	\$1,950	\$2,000	\$1,525	\$1,575	\$1,900
	321	740	Special Event Fees	\$1,000	\$480	\$1,000	\$360	\$1,200	\$1,050
	321	760	Guided Walking Tour License	\$1,625	\$1,500	\$1,600	\$1,375	\$1,750	\$2,375
	321	770	Carriage Ride License	\$1,550	\$1,200	\$1,200	\$1,200	\$1,200	\$1,550
	321	800	Cable Television Franchise	\$36,000	\$30,000	\$30,000	\$30,000	\$31,000	\$78,870
	Department 321 TOTALS			\$81,075	\$85,050	\$92,569	\$94,345	\$97,607	\$153,282

Table 45 – General Fund Department 322 (Non-Business Licenses/Permits)

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Revenue	322	402	Land Use Permit	\$4,000	\$7,200	\$7,800	\$5,750	\$6,000	\$8,000
	322	406	Building Permit (Non-UCC)	\$1,500	\$2,500	\$5,500	\$4,000	\$2,000	\$3,000
	322	407	Recycling Permit	\$200	\$350	\$850	\$750	\$850	\$1,050
	322	408	Building Permit (UCC)	\$7,000	\$9,000	\$9,000	\$7,500	\$8,000	\$10,000
	322	411	Sign Permit Application	\$1,200	\$1,200	\$650	\$650	\$850	\$500
	322	500	Highway Occupancy Permit	\$1,080	\$1,080	\$1,250	\$1,450	\$2,500	\$6,000
	322	520	Solicitation License	^^^	^^^	\$100	\$100	\$108	\$108
	Department 322 TOTALS			\$14,980	\$21,330	\$25,150	\$20,200	\$20,308	\$28,658

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 \$153,283 of the General Fund revenue. A listing of the licenses and permits in this department can be found in **Table 44**. 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 and other costs incurred by the municipality.

A separate fee schedule (**Chapter 4**), 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.



Table 46 – General Fund Department 331 (Fines & Forfeits)

	Dept.	Object	Description	2018	2019	2020	2021	2022	2022
Revenue	331	100	Court - District Magistrate	\$85,000	\$85,000	\$85,000	\$85,428	\$90,000	\$50,000
	331	120	Clerk of Courts	\$12,000	\$10,000	\$12,000	\$16,809	\$17,000	\$17,000
	331	125	Code Violation Fines	^^^	^^^	^^^	^^^	\$3,200	\$350
	331	126	Code Fines - Magistrate	^^^	^^^	^^^	^^^	^^^	\$1,000
	331	130	State Police Fines	\$1,800	\$1,800	\$2,800	\$2,500	\$2,800	\$1,100
	331	131	Police Fines - Magistrate	^^^	^^^	^^^	^^^	^^^	\$14,000
	331	140	Parking Violation Fines	\$108,508	\$108,508	\$108,000	\$150,000	\$191,656	\$197,500
	331	141	Parking Fines - Magistrate	^^^	^^^	^^^	^^^	^^^	\$32,845
	331	141	Restitution	\$2,000	\$2,500	\$4,000	\$1,500	\$2,500	\$2,500
	331	410	Court Fees Reimbursed	^^^	^^^	^^^	^^^	^^^	\$72
	331	415	Restitution	^^^	^^^	^^^	^^^	^^^	\$50
	Department 331 TOTALS			\$209,308	\$207,808	\$211,800	\$256,237	\$307,156	\$316,417

Object 340Haulers License (Towing)

Tow companies used for Borough services are required to have a license to conduct business with and in 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 FY2023.

Object 409Residential Rental Unit Occupancy License (RRUO)

Landlords, in the rental housing business are required to have a license for each rental unit. Gettysburg Borough hired an in-house Code Compliance Officer in FY2021 who will inspect each of the rental units every three years. Inspections primarily focus on safety – ensuring that landlords remain compliant with housing, property, and fire codes. Properties may be inspected more frequently than every three years – usually driven by a sale of a property - or if the property changes hands through other means, which results in new ownership¹⁸⁶. Different from years prior, the inspection fee will be directly collected by the municipality – creating a new revenue stream for the municipality. The license fee increases to \$40 in FY2023.

Object 500Yard Sale Permits

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



¹⁸⁶ Previously, these rental housing inspections were conducted by PMCA (Pennsylvania Municipal Code Alliance), the Borough's third-party code official.

Object 610Transient Retailers (Vendors) License

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

Object 630Outdoor 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). The fee is calculated on a minimal base fee plus \$4 for each square foot of space occupied by the permittee.

Object 700Amusement 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 740Special Event Fees

Fees associated with the production and administration of a public event in the Borough. Parade fees are incorporated into this line item¹⁸⁷.

Object 760Guided 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

¹⁸⁷ In previous budgets, parade fees were a stand-alone licensing fee.

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 Channel¹⁸⁸ with a designated funding stream for that PEG Channel¹⁸⁹. The Cable franchise agreement is for a ten-year term.

Department 322
Non-Business Licenses & Permits

In recent budgets all Non-Business Licenses / Permits were aggregated. **Table 45** 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 \$28,658 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 increases to \$40 in FY2023. It is the base permit that is required before any other type of construction can occur on a property.

Object 406
Building Permit (Non-UCC)

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 101¹⁹⁰ 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 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 Permit¹⁹¹

Degradation fees assessed for cutting into a paved street. Used 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.

Department 331
Fines & Forfeits

Court fines, ordinance violations, State Police fines, parking fines, restitution, and other types of penalties are found in this department. Totaled together, they generate \$316,417 in revenue for the General Fund (about 5.2% of revenue generated). This is detailed in **Table 46**. Accounting for most of the revenue in this category is the 2020 change in parking violation fines from \$25.00 to \$40.00 for

¹⁸⁸ PEG – Public Education and Government Channel.

¹⁸⁹ 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.

¹⁹⁰ 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.

¹⁹¹ Formerly known as the Street Opening Permit.

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 experiences for those doing business in or visiting Gettysburg. Revenues would naturally increase if 100% of parking patrons followed parking ordinances. **Graph 13** identifies notable increases in fine revenue over a 7-year period from 2016 to 2022.

Object 100

Court – District Magistrate
Fines levied by the District Magistrate.

Object 120

Clerk of Courts

Fines collected through the Clerk of Courts.

Object 125

Code Violation Fines

Fines collected through citations issued by the Borough's in-house Code Compliance Officer.

Challenge of Concierge Parking Mind-Set

Despite parking studies consistently showing that fine revenue decreases as fine amounts increase, the Borough has problems with people abusing parking. The rationale for the discount is that people will pay the fine as opposed to fighting the violation at the magistrate level. Prior to FY2020, parking fines were sufficiently low enough that people would simply pay the parking ticket as 'concierge' parking for the convenience of not having to walk far to the property they were visiting or dealing with the inconvenience of having to extend parking time limits.

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 parking fine violation amounts are an effort to encourage compliance with parking ordinances.

The department intends to augment enforcement activities by utilizing multiple part-time employees in FY2023.

Object 126

Code Fines - Magistrate

Fines reclaimed by a ruling at Magisterial District Court 51-3-01. These are for violations where a fine was issued and the defendant did not pay, thus necessitating further enforcement action taken by the Borough, and escalating the case to the Magisterial District Court.

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 131

Police Fines - Magistrate

Fines reclaimed by a ruling at Magisterial District Court 51-3-01. These are for violations where a fine was issued and the defendant did not pay, thus necessitating further enforcement action taken by the Borough and escalating the case to the Magisterial District Court.

Object 140

Parking Violation Fines

Revenue collected because of parking violations in the Borough. This line item is increased in FY2023 based on an increase in the penalty for violations which took effect in FY2020. Most violation types in FY2020 increased to \$40.00 with a \$15.00 discount if paid within seven (7) days of issuance.

Object 141

Parking Fines - Magistrate

Fines reclaimed by a ruling at Magisterial District Court 51-3-01. These are for violations where a fine was issued and the defendant did not pay, thus necessitating further enforcement action taken by the Borough and escalating the case to the Magisterial District Court.

Object 210

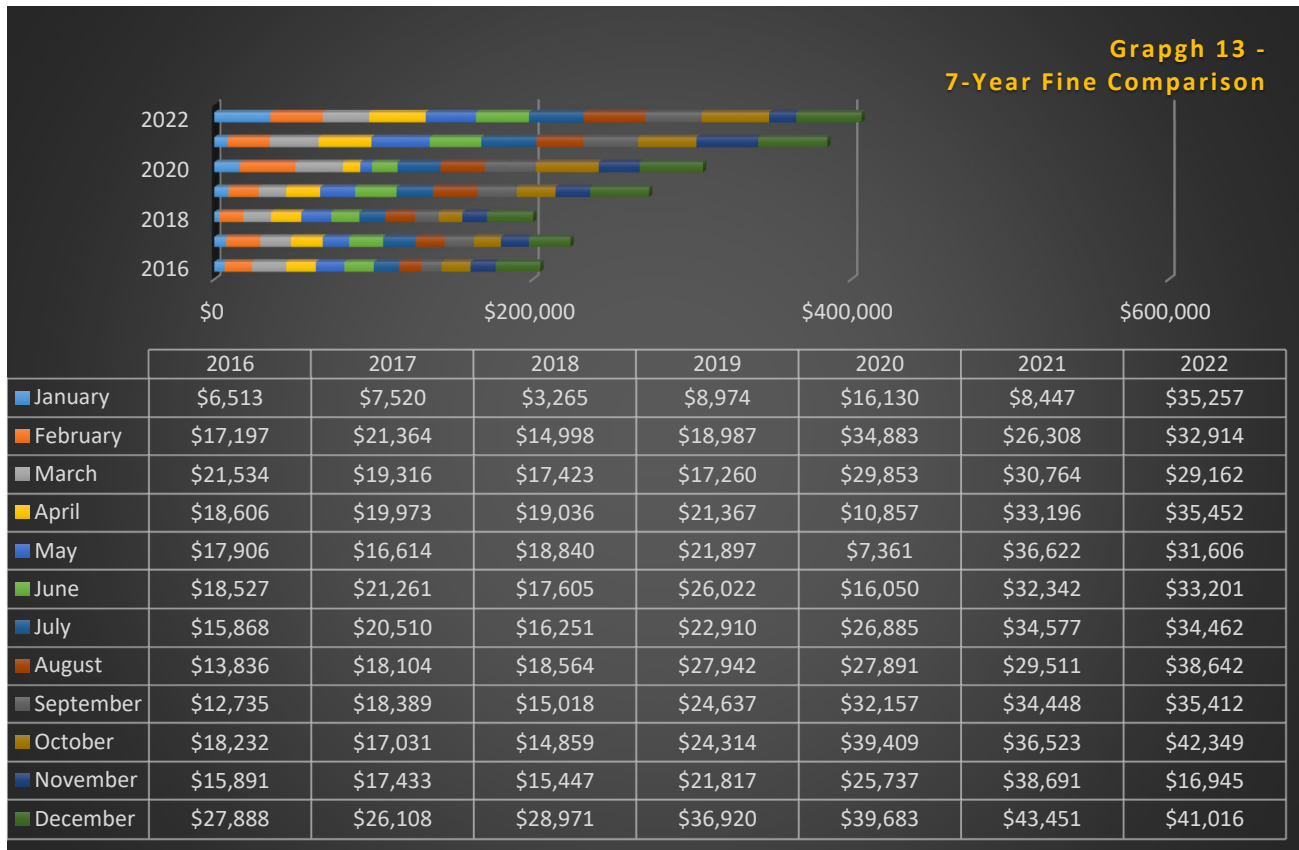
Restitution

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

Object 410

Court Fees Reimbursed

Fees initially incurred by the Borough to process a court action that is ultimately reimbursed by a defendant that is found guilty.



Object 415

Postage Reimbursed

Fees initially incurred by the Borough to process a court action that is ultimately reimbursed by a defendant that is found guilty.

Overall Effect of Parking Programs

Overall, parking programs account for just over 18.3% of budgeted revenue in FY2023. Combining the two Departments 363 (Highways and Streets {Parking}) with 331 (Fines & Forfeits), they generate a combined \$1,423,912 - a whopping 23.5% of all Fund 01 revenues. As such, additional treatment of selected metrics of the parking program are found in graphical form here. The graphs shown help provide better understanding of parking trends in the Borough and can be used to inform parking policy moving forward. **Graph 14** illustrates the average number of violations issued by violation type between 2019 and 2022, while

Graph 15

highlights the locations of each violation

Revenue	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	341	010	Interest on Checking	\$1,300	\$1,300	\$6,500	\$6,300	\$6,300	\$7,300
	341	030	Interest on CDs	^^^	^^^	\$5,400	\$1,000	\$1,500	\$250
	Department 341 TOTALS			\$1,300	\$1,300	\$11,900	\$7,300	\$7,800	\$7,550

between 2019 and 2022. Graph 17 shows trends in parking utilizing a mobile phone APP.

Department 341

Interest Earnings

This department is self-explanatory. It is responsible for \$7550 in revenue. Refer to **Table 47**. The Borough has done an excellent job of fully funding its fund balances, based on the adoption of the Fund Balance Policy several years ago (See **Appendix I**). 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 the Pennsylvania Local Government Investment Trust (PLGIT)¹⁹², which will yield a greater return on interest than in a

**Table 47 – General Fund Department 341
(Interest Earnings)**

Revenue	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	341	010	Interest on Checking	\$1,300	\$1,300	\$6,500	\$6,300	\$6,300	\$7,300
	341	030	Interest on CDs	^^^	^^^	\$5,400	\$1,000	\$1,500	\$250
	Department 341 TOTALS			\$1,300	\$1,300	\$11,900	\$7,300	\$7,800	\$7,550

¹⁹² Previously, the Borough had utilized CDs at a local bank (ACNB Bank) with negligible interest rates of

return. PGLIT offers substantially higher rates of return. Visit <https://www.plgit.com/> for details.

Table 48 – General Fund Department 342 (Rents & Royalties)

Revenue	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	342	530	Royalties from Cell Tower Rent	\$18,000	\$39,600	\$39,600	\$39,000	\$39,000	\$39,000
			Department 342 TOTALS	\$18,000	\$39,600	\$39,600	\$39,000	\$39,000	\$39,000



Table 49 – General Fund Department 351 (Federal Grants)

Revenue	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	351	020	Federal Capital Grants - Public Safety	\$1,000	\$1,000	\$900	\$450	\$450	\$1,500
			Department 351 TOTALS	\$1,000	\$1,000	\$900	\$450	\$450	\$1,500



traditional checking account, savings account, or Certificate of Deposit (CD).

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.

Object 030

Interest on CDs and PGLIT

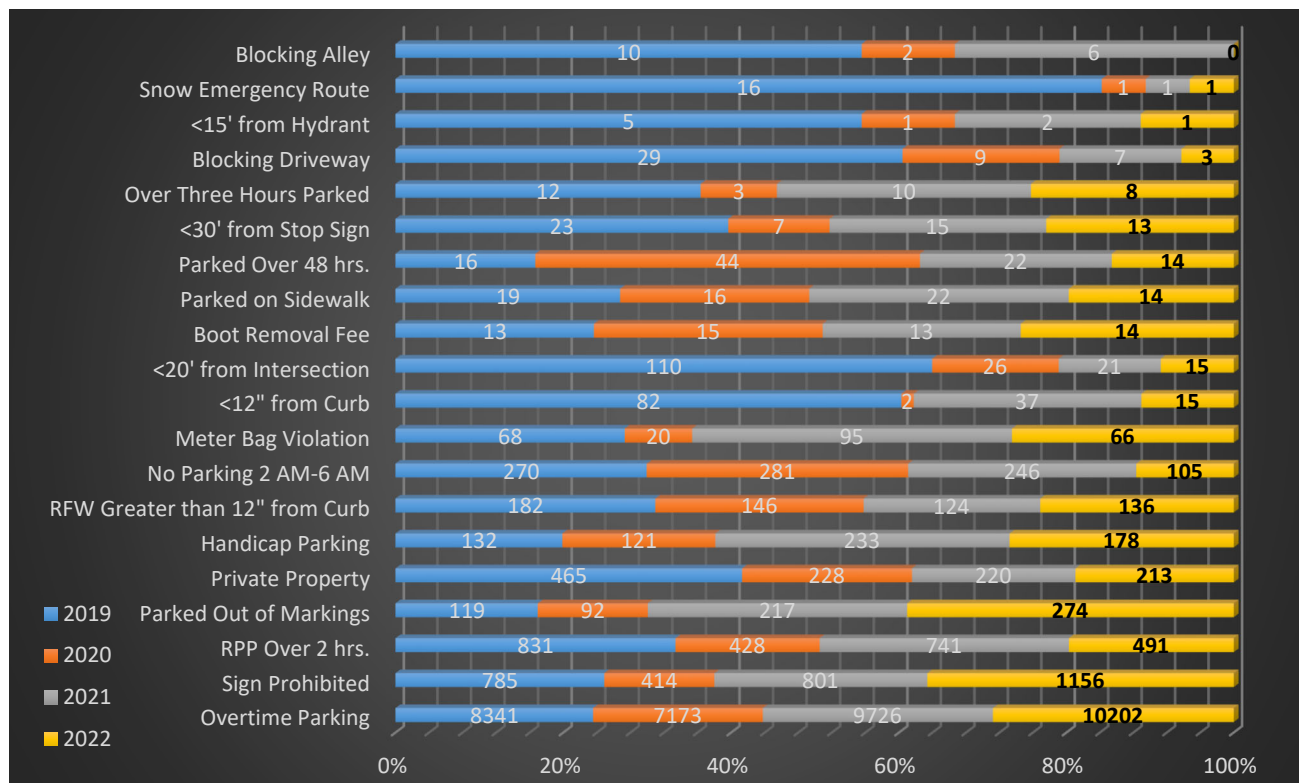
Interest rates on CDs have remained stubbornly low even though the Federal Reserve has raised interest rates modestly in the past year. The Borough will be utilizing CDs sparingly moving forward – in deference to the notably higher rates of return offered by PGLIT.



Graph 14 –
Parking Violations by Type
(2019 – 2022)

Department 342 Royalties from Cell Tower Rent

This department was created in 2015 based on the assumption that Verizon Wireless would enter 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. 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 were installed in 2018. Lease payments for the first five years have been received from Verizon from 2018, through 2022. Revenue generated is \$39,000 from twelve cell sites. The lease agreement has multiple



automatic renewal provisions after each ten-year term. Additionally, Verizon Wireless will be upgrading these sites to 5G service in FY2023. See **Table 48**. It is a single line defined as Object 530.



Department 351 Federal Capital Grants

Department 351 raises \$450 in revenue and can be seen in **Table 49**. It, too, is a single-line department defined as Object 020.

Graph 15 –
Parking Violations by Location (2019 – 2022)

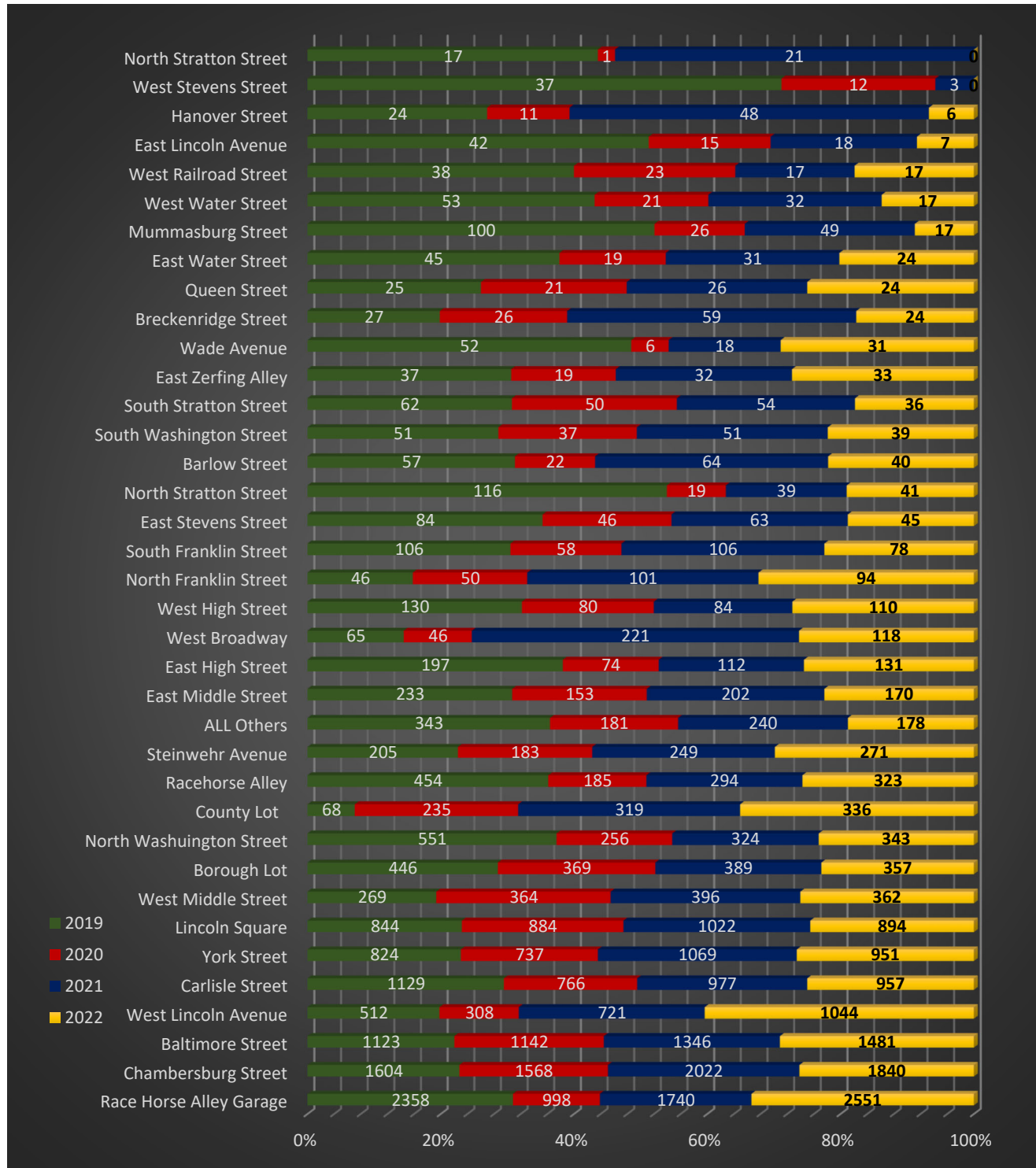


Table 50 – General Fund Department 354 (State Operating Grants)

Revenue	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	354	150	ACT 101 Recycling Grant	\$7,500	\$7,500	\$9,575	\$9,575	\$9,575	\$9,575
			Department 354 TOTALS	\$7,500	\$7,500	\$9,575	\$9,575	\$9,575	\$9,575

Object 020Public Safety – Federal Grants

Approved bullet proof vest grant.

Department 354
State Operating Grants

Department 354 raises \$9575 in revenue. This department is detailed in **Table 50** 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 DCED¹⁹³ Chart of Accounts.

Object 150ACT 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 continued through 2021 with additional electronic recycling events scheduled, along with the addition of a paper shredding event. These initiatives are expected to garner \$9575 in FY2023 but could be more if more tonnage of recycled materials is gathered. The Borough has a new waste hauler in FY2022 – Waste Management. The services provided, however, do not change from those of Waste Connections. Detailed in **Footnote 190**, Act 101 is statewide recycling in

Pillow Tax Explained

Destination Gettysburg is largely funded by a lodging tax, sometimes called a pillow tax. This tax, levied on overnight stays at hotels, bed and breakfasts and inns, and campground cabins, totaled nearly \$2.633 million in FY2021.

Of that \$2.633 million, the county government received the first 4.5 percent – \$107,194 – to administer the tax. The remainder is then split between Destination Gettysburg (the Destination Marketing Organization of Adams County), the county government, and local municipalities in Adams County which have both a full-time police department and lodging properties. In Adams County, those municipalities include the Borough of Gettysburg, Cumberland Township and Borough of Carroll Valley."

"

After administration fees, Destination Gettysburg receives 75% of the tax in order to market the county to visitors and putting money back into the hands of local businesses, their employees and local governments. This marketing money is essential to the success of tourism and support of citizens and visitors throughout the county. This tax is self-imposed, created by the tourism industry to market the industry. More than 20 years ago, the tourism industry in Adams County sought to impose the lodging tax in order to market the destination and generate more money coming into the community. Since its inception, the tax has generated more than \$33.4 million in Adams County.

The lodging tax was written into state law in 2001, and in 2012 – was increased from 3 to 5 percent to offset a \$350,000 loss in state funding. That change in state law also increased the amount of money that local municipalities received from the tax.

Membership dues mainly account for the remainder of Destination Gettysburg's funding. Partners pay annual dues in order to be included in Destination Gettysburg's marketing materials as well as other promotion through media relations, group sales and visitor services. In 2021, partnership dues totaled \$151,723. Generally speaking, dues are calculated according to the size of business – meaning smaller businesses pay less than larger businesses.

¹⁹³ DCED – Department of Community and Economic Development.

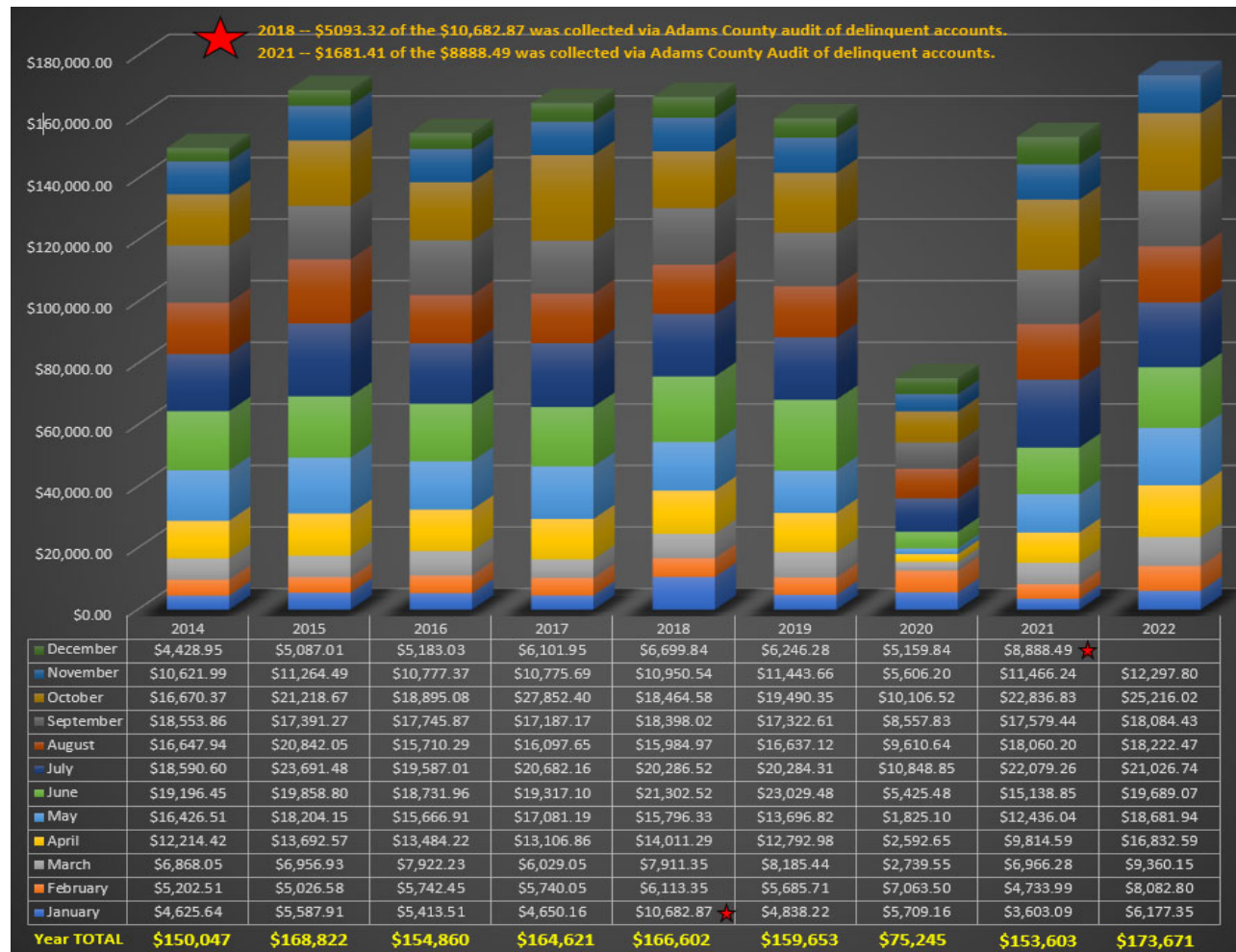
Table 51 – General Fund Department 355 (State Shared Revenue)

Revenue	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	355	010	PURTA - Public Utility Tax	\$2,800	\$2,800	\$3,000	\$2,900	\$3,000	\$3,225
	355	020	State Grants - Public Safety	^^	^^	\$2,200	\$2,250	\$2,250	\$2,000
	355	040	Alcoholic Beverages License	\$5,200	\$5,200	\$5,000	\$5,000	\$4,950	\$3,900
	355	080	ACT 205 Pension - State Aid	\$160,000	\$168,000	\$192,060	\$184,000	\$168,000	\$168,000
	355	990	Foreign Fire Insurance Premium	\$38,000	\$32,000	\$38,000	\$38,000	\$38,000	\$38,000
			Department 355 TOTALS	\$206,000	\$208,000	\$240,260	\$232,150	\$216,200	\$215,125

Table 52 – General Fund Department 357 (Local Government Units)

Revenue	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	357	020	Pillow Tax - County of Adams	\$165,000	\$165,000	\$165,000	\$48,272	\$165,000	\$165,000
			Department 342 TOTALS	\$165,000	\$165,000	\$165,000	\$48,272	\$165,000	\$165,000

Graph 16 – Gettysburg Borough Pillow Tax Receipts (2014 – 2022)



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 51** shows this department generates \$215,125.

Object 010PURTA – Public Utility Tax

The Public Utility Realty Tax Act (PURTA) is levied against certain entities furnishing utility services regulated by the Pennsylvania Public Utility Commission or a similar regulatory body. The Commonwealth imposes this tax on public utility realty in lieu of local real estate taxes and distributes the local realty tax equivalently to local taxing authorities.

Object 020State 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 040Alcoholic Beverage Licenses

Revenue shared as a result of businesses in the Borough that hold a liquor license. This is an annual fee assessed by the Pennsylvania Liquor Control Board on the sale of alcohol (beer, wine, and liquor) in an establishment that is regularly making and/or serving food to the public.

Object 080ACT 205 Pension – State Aid

Financial support from the state to help fund the Borough's pension fund(s). This line item is anticipated to slightly increase in FY2023 since the Borough has returned its staffing numbers to pre-pandemic levels. Part-time employees do not receive pension benefits.

Object 990Foreign Fire Insurance Premium

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

Department 357Revenue from Local Governments

This revenue stream accounts for funds collected by other governments and paid to another government. This department accounts for \$165,000 in FY2023 and can be seen in **Table 52**. Pillow Tax receipts from 2014 to 2022 are depicted in **Graph 16**.

Object 020Pillow Tax – County of Adams

This revenue stream has returned to pre-pandemic levels and appears to be slightly increasing based on monies collected in FY2022.

Department 361Charges for Services

Engineering fees, hearing fees, sales of maps and other publications, reproduction of records, towing fess, reimbursements for services provided, and other police services are found in Department 361. **Table 53** details these service charges, totaling \$238,481 – a major increase over FY2022 (accounting for 3.9% of all revenues collected).

Object 300Subdivision & Land Management

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

Object 320Stormwater Plan Review

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

Object 330Rezoning Requests

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

Object 331Zoning Certification Letter

This line item was created in 2022 to account for the number of zoning certification letters issued by the Planning Department.

Object 340Zoning Hearing Fees

There is no way to know who might request a zoning hearing, however, historically there have been a couple each year.

Object 342RRUO Inspection Fee

Previously outsourced to PMCA, the Borough now has brought this operation in-house with the addition of a full-time Code Compliance Officer on staff. As such, this is an added revenue source to the General Fund Budget.

Object 560Sale Merchandise/Flags/Pins/etc.)

The Borough generates some revenue from the sale of merchandise.

Object 700Records Reproduction (RTK)

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

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. An exam is anticipated in 2023 as the Borough's police

department will increase its full-time compliment (Act 120 certified) to 14 officers. Act 120 refers to training obtained in a credentialed Police Academy.

Object 740Reimbursement - Postage

The Borough provides multiple services that are reimbursed. This category tracks those reimbursements, which are considered revenue for the General Fund.

Object 801Reimbursement – Special Police Services

The Borough provides multiple services that are reimbursed. This category tracks those reimbursements, which are considered revenue for the General Fund. Typically, fees in this category are 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 803Reimbursement - Towing & Impound Fees

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

**Table 53 – General Fund Department 361
(Charges for Services)**

	Dept.	Object	Description	2018	2019	2020	2021	2022	2022
Revenue	361	300	Subdivision & Land Management	\$1,600	\$2,000	\$2,000	\$2,000	\$2,000	\$3,000
	361	320	Stormwater Plan Review	\$50	\$100	\$275	\$275	\$275	\$0
	361	330	Rezoning Requests	^^^	\$1,000	\$500	\$1,000	\$1,000	\$1,000
	361	331	Zoning Certification Letter	^^^	^^^	^^^	^^^	\$150	\$150
	361	340	Zoning Hearing Fees	^^^	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
	361	342	RRUO Inspection Fees	^^^	^^^	^^^	^^^	\$36,725	\$38,040
	361	560	Sale (Merchandise/Flags/Pins)	\$300	\$500	\$250	\$250	\$325	\$300
	361	700	Records Reproduction (RTK)	\$50	\$120	\$120	\$100	\$120	\$100
	361	701	Accident Reports	\$1,500	\$1,500	\$1,500	\$1,200	\$1,500	\$1,250
	361	702	Civil Service Testing Fees	\$300	^^^	\$260	^^^	\$260	\$0
	361	740	Reimbursement - Postage	^^^	^^^	^^^	^^^	\$100	\$1,675
	361	801	Reimbursement - Special Police Services	\$300	\$400	\$3,000	\$4,400	\$3,500	\$10,600
	361	802	Reimbursement - Public Works	\$10,000	\$10,000	\$15,000	\$10,500	\$15,000	\$15,000
	361	803	Reimbursement - Towing / Impound Fees	\$100	\$100	\$125	\$125	\$200	\$200
	361	804	Reimbursement - Police	\$8,000	\$9,000	\$12,000	\$1,500	\$2,500	\$19,818
	361	806	Reimbursement - Parking	\$700	\$800	\$3,500	\$1,500	\$3,500	\$3,000
	361	807	Reimbursement - GBSWA	^^^	^^^	\$149,500	\$109,943	\$5,118	\$39,148
	361	808	Reimbursement - Engineering Fees	^^^	^^^	\$149,500	\$109,943	\$1,250	\$23,750
	361	809	Reimbursement - Main Street Gettysburg	^^^	^^^	^^^	^^^	^^^	\$2,000
	361	810	Reimbursement - Gettysburg Fire Department	^^^	^^^	^^^	^^^	^^^	\$74,500
	361	811	Reimbursement - Insurance Claims	^^^	^^^	^^^	^^^	^^^	\$2,800
	361	812	Reimbursement - Jury Duty	^^^	^^^	^^^	^^^	^^^	\$150
	361	813	Reimbursement - Code Enforcement	^^^	^^^	^^^	^^^	^^^	\$0
	361	815	Reimbursement - CDBG	^^^	^^^	^^^	^^^	^^^	\$0
Department 361 TOTALS				\$21,300	\$25,520	\$38,530	\$244,736	\$75,523	\$238,481

Object 804Reimbursement – Police

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

Object 806Reimbursement - Parking

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

Object 807Reimbursement - GBSWA

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'¹⁹⁴ 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.

Object 808Reimbursement – Engineering Fees

Fees collected in association with work performed by the Borough's engineers, C.S. Davidson.

Object 809Reimbursement – Main Street Gettysburg

Fees collected in association of work performed by the Borough to support Main Street Gettysburg.

Object 810Reimbursement – Gettysburg Fire Department

Fees collected in association of work performed by the Borough in support of Gettysburg Fire Department.

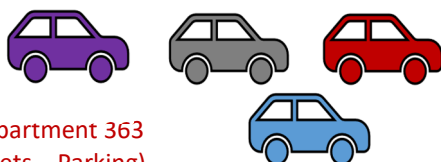


Table 54 –
General Fund Department 363
(Highways & Streets – Parking)

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Revenue	363	210	Parking Meters - Short Term	\$456,855	\$480,000	\$526,000	\$346,007	\$526,000	\$520,000
	363	211	Parking Meters Use - Rented	\$16,000	\$20,000	\$20,750	\$20,750	\$20,750	\$20,750
	363	212	Parking Meters - Long Term	\$75,000	\$80,000	\$100,000	\$64,042	\$100,000	\$101,000
	363	220	Parking Permits - RPP	\$19,300	\$8,000	\$7,000	\$6,500	\$5,800	\$7,395
	363	221	Parking Permits - LPP	^^^	^^^	^^^	^^^	\$1,200	\$9,000
	363	230	Parking Lots - Borough Lot	\$28,000	\$28,000	\$28,000	\$19,323	\$28,000	\$28,000
	363	231	Parking Lots - County Lot	\$6,510	\$6,550	\$20,100	\$13,755	\$20,100	\$20,100
	363	240	Parking Facilities - RHA Garage (KIOSKS)	\$190,000	\$190,000	\$228,170	\$87,980	\$228,170	\$305,000
	363	241	Parking Facilities - RHA Garage Passes	\$270,000	\$275,000	\$275,000	\$173,719	\$275,000	\$95,000
	363	510	PennDOT Winter Maintenance Contract	\$1,000	\$1,000	\$1,355	\$1,355	\$1,355	\$1,250
	Department 363 TOTALS			\$1,062,665	\$1,088,550	\$1,206,375	\$733,431	\$1,206,375	\$1,107,495

Object 811Reimbursement – Insurance Claims

Fees collected in association with property the Borough had to replace as a result of an accident or vandalism. An insurance company repays this to the Borough once the claim is settled.

Object 812Reimbursement – Jury Duty

This is money paid to the Borough by the County if a staff member is called to jury duty and must miss work – where the Borough is obligated to continue paying the employee their annual salary or wage.

Object 813Reimbursement – Code Enforcement

Monies collected after the Borough issued an initial outlay to provide a service.

Object 815Reimbursement – CDBG

Per an agreement with the County of Adams, often times the Borough will front money to pay a vendor. This revenue category accounts for reimbursements from Adams County for that initial outlay of cash to pay the vendor.

Department 363Highways & Streets (Parking)

Department 363 is the second largest revenue generator for the Borough – raising \$1,107,495 (18.3% of General Fund Revenue). **Table 54** outlines the specifics of each category.

Object 210Parking Meters – Short Term Street

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

¹⁹⁴ See Appendix IV.

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 (i.e., supply and demand).

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 emanating one block in each direction from Lincoln Square was adjusted to \$1.50 (One Dollar, Fifty Cents) per hour. This same rate was applied to parking meters along Steinwehr Avenue in 2020.

The rate on Lincoln Square increased to \$2.00 per hour in 2020, based on the high demand for these spaces. 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. These trends continued into FY2022.

Paid parking via the Pay-by-APP (PassPort and PayByPhone)) continues to gain in popularity and has steadily increased over the past five years. **Graph 17** shows the dramatic increase in Pay-by-APP usage between 2016 and 2022. 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 2** and **Picture 3** are the Pay-by-APP company logos.

Object 211

Parking 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 212

Parking Meters – Long Term Street

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 220

Parking Permits – RPP

Revenue generated from the Residential Parking Permit (RPP) Program.



Picture 2



Picture 3

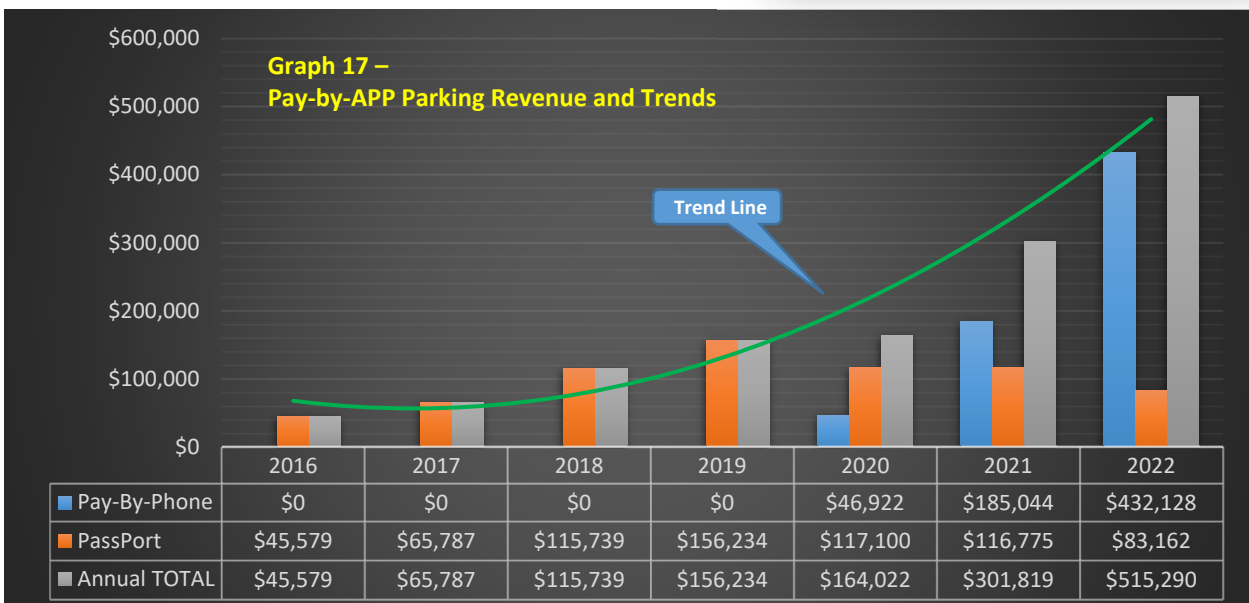


Table 55 – General Fund Department 367 (Culture and Recreation)

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Revenue	367	801	Donations - Corporate	\$5,000	\$5,000	\$5,000	\$1,200	\$5,000	\$2,500
	367	802	Donations - Private	^^^	\$350	\$350	\$1,250	\$350	\$350
	367	804	Donations - Police	^^^	\$3,000	^^^	\$100	\$0	\$100
	Department 367 TOTALS			\$5,000	\$8,350	\$5,350	\$2,550	\$5,350	\$2,950

Object 221Parking Permits – LPP

Revenue generated from the Local Privilege Parking Permit (LPP) Program. 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 residents of Gettysburg Borough and persons who must commute to work in the Borough.

Object 230Parking Lots – Borough Lot

Revenue generated by a Borough-owned and Borough-managed surface parking lot.

Object 231Parking Lots – County Lot

Revenue generated by a Borough-managed surface parking lot that is owned by Adams County. 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 (KIOSKS)

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

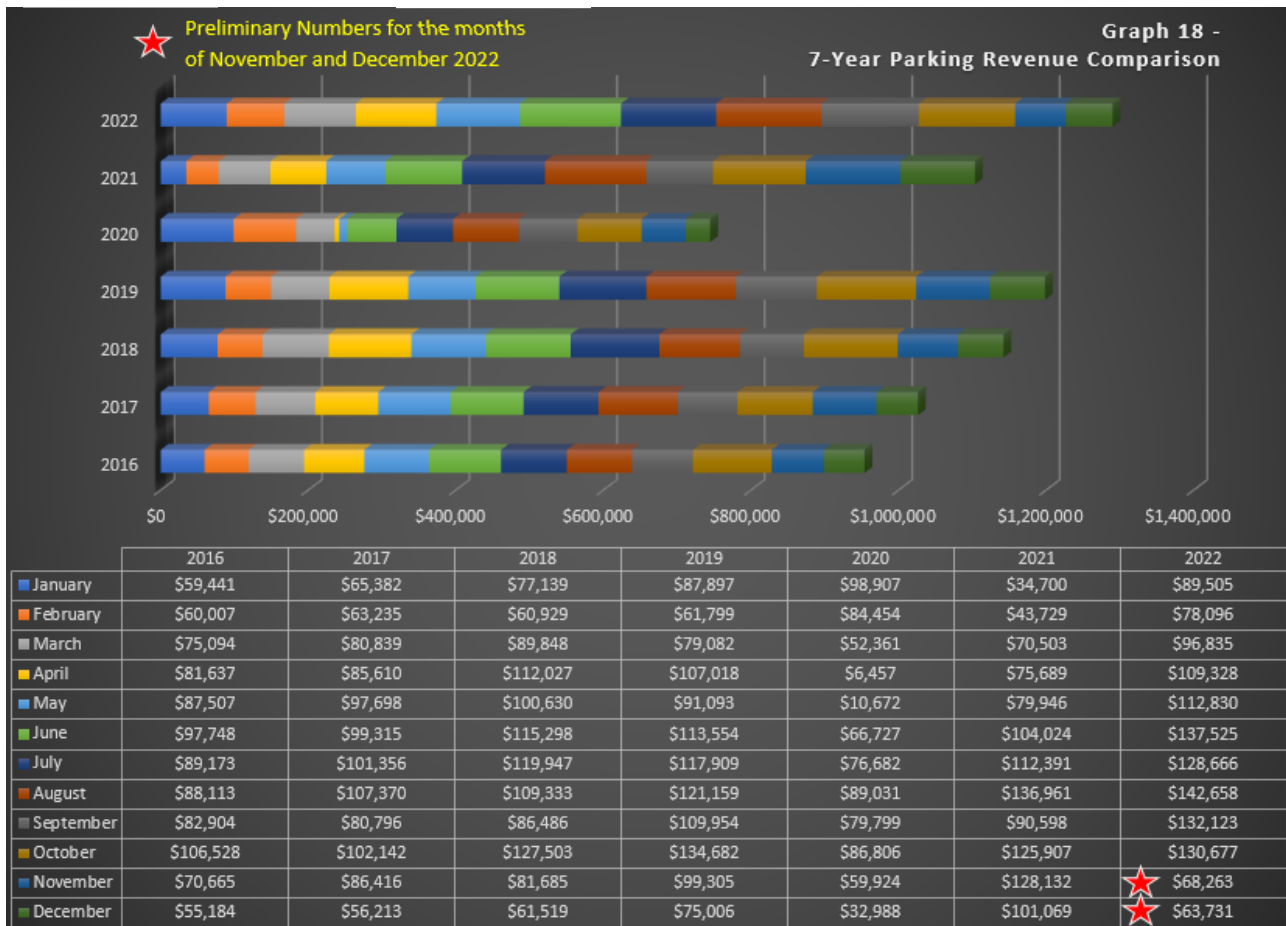


Table 56 - General Fund Department 390 (Other Financial Sources)

Revenue	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	390	901	Fuel Sales - Facility Fee	^^^	\$2,200	\$1,100	\$1,100	\$1,500	\$1,700
			Department 390 TOTALS	\$0	\$2,200	\$1,100	\$1,100	\$1,500	\$1,700

Table 57 - General Fund Department 392 (Interfund Transfers In)

Revenue	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	392	096	Transfer from ARPA	^^^	^^^	^^^	^^^	\$1,421,452	\$749,000
			Department 392 TOTALS	\$0	\$0	\$0	\$0	\$1,421,452	\$749,000

Table 58 - General Fund Department 395 (Refund of Prior Year Expenses)

Revenue	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	395	000	Refund of Prior Year's Expense	\$5,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
			Department 390 TOTALS	\$5,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

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 and has remained at that rate since. 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, 2020, 2021 and 2022 based on this discounted parking incentive.



Object 510
PennDOT Winter Maintenance

Contract
Reimbursement for contracted winter maintenance agreements.

Department 367
Culture and Recreation

Department 367 generates \$2950 in revenue. This is based on public, private and corporate donations. See **Table 55**.

Object 801
Donations – Corporate
Contributions received from corporations for various things.

Object 802
Donations – Private
Private donations.

Object 804
Donations – Police
Donations made specifically for the police.

Department 390
Other Financing Sources

Table 56 shows the revenue expected from this department in 2022.

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.

Object 241
Parking Facilities – RHA Garage 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.

In 2019 and 2020, the Borough experimented 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 4**). Several patrons have purchased these specific parking space permits. Like LPP, the permit type is gaining in popularity and will continue into 2023.

Department 392
Interfund Transfers In

Table 57 shows the revenue expected from this department in 2022.

Object 096

Transfer from ARPA

The American Rescue Plan Act of 2021 (ARPA) enables the Borough to utilize these funds for a plethora of uses to respond to the negative economic impacts of the Global Pandemic. The Borough Council has decided to use these funds in two categories for 2022: Rehiring Public Sector Staff and Revenue Replacement. In total, the Borough will transfer \$1,421,452 from the ARPA Fund into the General Fund in FY2022.

Department 395
Refund of Prior Year Expenses

Table 58 shows \$2000 revenue expected from this department in 2022.

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 Accounts¹⁹⁵. They are:

- 400 Legislative,
- 401 Office of the Manager,
- 403 Tax Collection,
- 409 General Government Administration,
- 410 Police,
- 411 Fire,
- 413 Code Enforcement,
- 414 Planning & Historic Preservation,
- 415 Emergency Management,
- 421 Health,
- 430 Public Works,
- 434 Street Lighting,
- 435 Sidewalks & Crosswalks,
- 438 Bridges,

- 439 Roads & Alleys,
- 445 Parking Facilities,
- 454 Parks & Recreation,
- 455 Shade Tree,
- 465 Community Development, and
- 492 Interfund Transfers Out.

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 19** is a visual presentation of all General Fund expenditures for FY2023.

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. As the Borough continues a robust financial recovery from the Pandemic, Council has restored

Why Are Some Departments Eliminated?

Of note, the number of departments in the General Fund that provide services to the Borough is down from 23 in FY2019, with Storm Sewers & Drains (436) being eliminated and moved to Fund 09 (Gettysburg Borough Storm Water Authority) and both Departments (402) Finance and (405) Human Resources being disbanded in 2020 as part of an administrative restructuring and no longer being needed. 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: Department (436) did not require General Fund budgeting in FY2022 as all projects in this department are funded through imposed Storm Water Fees as all storm water projects moved to the new Gettysburg Borough Storm Water Authority (Fund 09). The other reductions (Departments 402 and 405) were made in response to revenue shortfalls caused by the COVID-19 Pandemic.

¹⁹⁵ 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.

the line item for continuing educations and training. **Table 59** details each line item in the Legislative Department. The Mayor is budgeted in Department 401.

Object 105
Council Salaries¹⁹⁶

This line item accounts for the salaries of seven representatives in FY2023.

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

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 321

Telephone Landline

Used to pay for phone lines in Council Chambers and the Mayor's office.

Object 324

Telephone (Wireless)

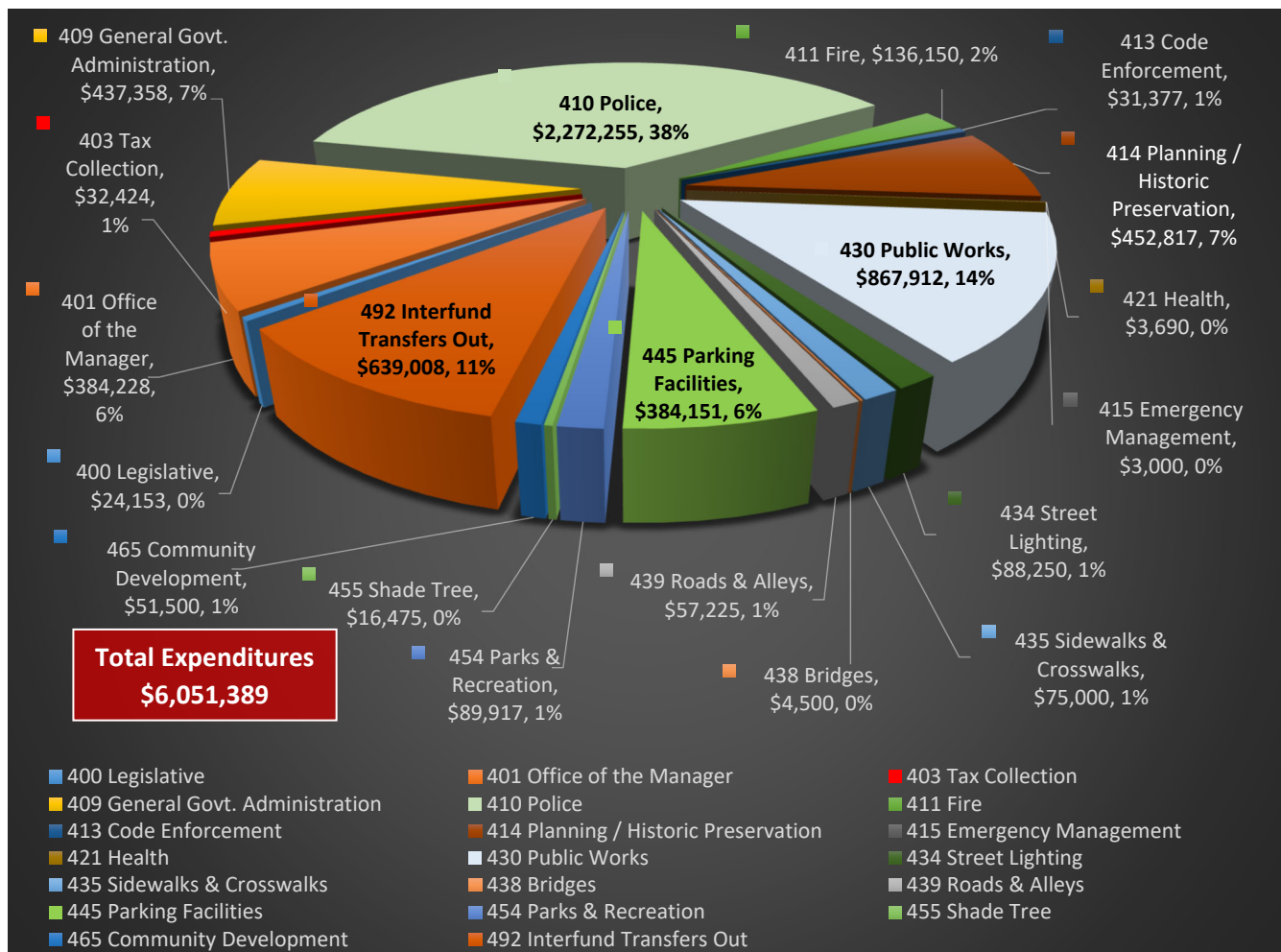
Used to pay for cell phone lines of Borough Council members and the Mayor.

Object 329

Computer Software Fees

Covers the cost of software installed and used on the Council's laptop devices.

Graph 19 – General Fund Expenditures by Department



¹⁹⁶ Four members of Council confirmed their intention to not accept their annual stipends in FY2023.

Object 331Travel Reimbursement

Covers the travel expenses of Council Members who use their own personal vehicles for the purpose of Borough-related business.

Object 452Contracted IT Services

Technical support for all the Borough Council's laptop devices.

Object 460Continuing Education/Training

Used for registration and attendance at various training sessions for Council members.

Department 401Office of the Manager

Department (401) was renamed in FY2021 – 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 60** itemizes each category in this department. Even though the Mayor is an elected official, the nature of their 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 department has four full-time staff. 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 (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. 4% of this salary is reimbursed by GBSWA.

Object 112Salary – Full Time

Salary for the Accountant I/Finance Assistant. 20% of this salary is reimbursed by GBSWA. The salary of the Assistant Borough Manager is also budgeted in this line item.

Object 114Salary – Professional Staff

Salary for the Human Resources Coordinator/Project Management Assistant.

Object 172Other Comp./Leave-Holiday

This accounts for the cost of an employee's salary when the employee is not at work because of a paid Holiday.

Object 173Other Comp./Leave-Personal

This accounts for the cost of an employee's salary when the employee is not at work because of a paid personal day.

Object 174Other Comp./Leave-Sick

This accounts for the cost of an employee's salary when the employee is not at work because of a paid sick day.

Table 59 –
General Fund Department 400 (Legislative)

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Expenditures	400	105	Council Salaries	\$15,000	\$15,000	\$15,000	\$10,000	\$17,500	\$7,500
	400	192	Benefit - FICA	\$930	\$930	\$930	\$620	\$1,085	\$1,085
	400	193	Benefit - Medicare	\$218	\$218	\$218	\$144	\$253	\$253
	400	210	Operating Supplies	\$250	\$500	\$500	\$500	\$500	\$300
	400	321	Telephone (Landline)	^^^	^^^	^^^	^^^	^^^	\$707
	400	324	Telephone (Wireless)	^^^	^^^	^^^	^^^	^^^	\$506
	400	329	Computer Software Fees	^^^	^^^	^^^	^^^	^^^	\$1,152
	400	331	Travel Reimbursement	^^^	^^^	^^^	^^^	^^^	\$425
	400	452	Contracted IT Services	^^^	^^^	^^^	^^^	^^^	\$6,279
	400	460	Continuing Education/Training	^^^	\$2,500	\$1,250	^^^	\$5,000	\$5,945
Department 400 TOTALS				\$16,398	\$19,148	\$17,898	\$11,264	\$24,338	\$24,152

Object 175Other Comp./Leave-Vacation

This accounts for the cost of an employee's salary when the employee is not at work because of a paid vacation day.

Object 186Other Comp./Sick-Pay-Buy-Back

At retirement, unused sick time is paid out in its cash equivalent. There are no expected retirements in this category in FY2023.

Object 187Other Comp./Vacation-Pay-Buy-Back

This accounts for time that is paid out in its cash equivalent to an employee for not being able to use their vacation time.

Object 188Other Comp./Health-Care-Buy-Out

If an employee declines health insurance through the employer, they receive a bonus at the end of the year as an incentive to opt out of the coverage.

Object 189Benefit – Vision Insurance

The cost to supply this insurance benefit for personnel in this department.

Object 192Benefit – FICA

Employer paid portion of Social Security Insurance for personnel in this department.

Object 193Benefit – Medicare

Employer paid portion of Medicare Insurance for personnel in this department.

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.

Object 197Benefit – 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 198Benefit – Life/ADD/Short Term Disability

The cost to supply this insurance benefit for personnel in this department.

**Table 60 –
General Fund Department 401 (Office of the Manager)**

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Expenditures	401	105	Salary - Mayor	\$5,000	\$5,000	\$5,000	^^^	\$5,000	\$5,000
	401	110	Salary - Borough Manager *	\$85,742	\$87,457	\$90,000	\$91,800	\$85,024	\$84,739
	401	112	Salary - Full Time **	^^^	^^^	^^^	\$47,500	\$98,164	\$95,132
	401	114	Salary - Professional Staff	\$12,000	^^^	^^^	\$2,100	\$52,674	\$51,642
	401	172	Other Comp. - Leave/Holiday	^^^	^^^	^^^	^^^	\$10,418	\$13,657
	401	173	Other Comp. - Leave/Personal	^^^	^^^	^^^	^^^	^^^	\$3,980
	401	174	Other Comp. - Leave/Sick	^^^	^^^	^^^	^^^	^^^	\$1,576
	401	175	Other Comp. - Leave/Vacation	^^^	^^^	^^^	^^^	^^^	\$14,650
	401	186	Other Comp. - SickPayBuyBack	^^^	^^^	^^^	^^^	^^^	\$0
	401	187	Other Comp. - VacationPayBuyBack	^^^	^^^	^^^	^^^	^^^	\$4,406
	401	188	Other Comp. - HealthCareBuyBack	^^^	^^^	^^^	^^^	^^^	\$6,000
	401	189	Benefit - Vision Insurance	\$200	\$200	\$200	\$900	\$1,112	\$454
	401	192	Benefit - FICA	\$6,370	\$5,610	\$5,890	\$12,561	\$15,424	\$17,880
	401	193	Benefit - Medicare	\$1,490	\$1,313	\$1,378	\$2,937	\$3,607	\$4,183
	401	194	Benefit - Unemployment Comp.	\$627	\$285	\$500	\$1,926	\$2,292	\$2,286
	401	196	Benefit - Health Insurance	\$6,923	\$9,000	\$9,320	\$51,494	\$70,116	\$46,448
	401	197	Benefit - Pension Contribution	\$14,696	\$13,946	\$11,461	\$30,611	\$20,117	\$27,817
	401	198	Benefit - Life/ADD/Short Dis.	\$536	\$735	\$530	\$1,253	\$1,527	\$1,747
	401	199	Benefit - Dental Insurance	\$384	\$458	\$432	\$2,877	\$2,318	\$2,137
	401	354	Insurance - Worker's Comp.	\$214	\$153	\$141	\$315	\$350	\$494
Department 401 TOTALS				\$134,182	\$124,157	\$124,852	#####	\$368,143	\$384,228

* This salary is split between Fund 01, Department 401 (96%) and Fund 09, Department 436 (4%).

** This salary is split between Fund 01, Department 401 (80%) and Fund 09, Department 436 (20%).

Object 199Benefit – Dental Insurance

The cost to supply this insurance benefit for personnel in this department.

Object 354Insurance – Worker’s Compensation

The cost to supply this insurance benefit for personnel in this department.

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 61**.

Object 115Salary – Part Time Staff

Stipend for a part time tax collector.

Object 192Benefit – FICA

Employer paid portion of Social Security Insurance.

Object 193Benefit – Medicare

Employer paid portion of Medicare Insurance.

Object 210Operating Supplies

Estimated cost for office and other supplies.

Object 309EIT¹⁹⁷ / LST¹⁹⁸ Tax Collection Fees

Costs associated with the collection of taxes.

Object 353Insurance - Surety & Fidelity

Premium cost for this insurance coverage.

Department 409**General Government Administration**

Table 62 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.

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.

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 monthly Council meetings (business

meeting and work session meeting), and an appropriation to ACTV (community Media) to

**Table 61 –
General Fund Department 403 (Tax Collection)**

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Expenditures	403	115	Salary - Part Time Staff	\$8,000	\$7,500	\$7,500	\$8,500	\$8,500	\$10,500
	403	192	Benefit - FICA	\$496	\$465	\$465	\$527	\$527	\$651
	403	193	Benefit - Medicare	\$116	\$110	\$110	\$123	\$123	\$153
	403	210	Operating Supplies	\$1,500	\$1,500	\$1,700	\$1,700	\$1,150	\$1,000
	403	309	Tax Collection Fees	\$15,000	\$16,000	\$16,000	\$17,405	\$17,400	\$18,750
	403	353	Insurance - Bond	^^^	\$258	\$258	\$258	\$250	\$1,370
Department 403 TOTALS				\$25,112	\$25,833	\$26,033	\$28,513	\$27,950	\$32,424

¹⁹⁷ EIT = Earned Income Tax.

¹⁹⁸ LST = Local Services Tax.

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 220
Miscellaneous Expenses

Unplanned expenses that do not fit into another category of expenditure.

Object 252
Computer/Copier/Video Parts

This line item funds one new computer for staff, repairs to the copier machine and fax machine.

Object 260
Small Tools/Equipment (minor)

This is a miscellaneous line item in the event it is needed.

Object 310
Professional/Other Services

Covers third party consulting fees. Consulting fees for Michael Baker International¹⁹⁹ and WareHaus²⁰⁰ Architects are budgeted in this line item. Both will be conducting work on CIP 439-04²⁰¹, CIP 465-01²⁰², CIP 454-05²⁰³, CIP 454-06²⁰⁴, and CIP 415-04²⁰⁵.

Object 311
Engineering Accounting/Auditing Services
This line item accounts for the annual audit, the Department of Community and Economic Development (DCED) single audit for grants, TAP²⁰⁶ & CMAQ²⁰⁷ Grant Audit, the Governmental Accounting Standards Board (GASB) pension audit, and any other audits required of the Borough.

Object 313
Engineering and Architectural
Covers ordinance rewriting work, meeting attendance, CIP²⁰⁸ updates, and general engineering costs by the Borough Engineer.

¹⁹⁹ <https://mbakerintl.com/>

²⁰⁰ <https://warehausae.com/>

²⁰¹ Gettysburg Gateway Connectivity Project.

²⁰² Gettysburg Welcome Center.

²⁰³ Gettysburg Inner Loop - Phase B1.

²⁰⁴ Gettysburg Inner Loop - Phase B2.

Object 314

Special Legal Services – Ordinance Reviews

Covers preparation and review of ordinances by the Borough Solicitor prior to adoption.

Object 315
Special Legal Services – RTK

RTK is an acronym for Right-to-Know. The Borough is subject to many RTK requests each year, which require large amounts of staff time and thorough legal review. Accordingly, this expense has proven to so substantial in past years, it justifies giving it a separate line item to more thorough track and assess the financial responsibility of the municipality to comply with the Right-to-Know law²⁰⁹.

Object 317
Legal Services – Borough Solicitor

Covers the costs associated with the Borough Solicitor preparing for and attending Borough Council Meetings.

Object 318
Legal 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 321
Telephone (landline)

Cost of landline phone service in the Municipal Building.



²⁰⁵ Area Segregation Portable Barricade System.

²⁰⁶ TAP = Transportation Alternatives Program.

²⁰⁷ CMAQ = Congestion Mitigation and Air Quality Improvement.

²⁰⁸ CIP – Capital Improvement Plan.

²⁰⁹ Also known as the Sunshine Act.

Object 324Telephone (wireless)

Cell phone service for the Mayor, Borough Manager/Treasurer, and Assistant Borough Manager/Secretary.

Object 325Internet Fees

Fees for a static IP²¹⁰ 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,
- ✚ Customer support from FREEDOM Systems,
- ✚ Virtual Towns and Schools (VTS)²¹¹ website hosting and maintenance fees,
- ✚ ADOBE & ADOBE Sign,
- ✚ Office 365 online cloud hosting platform and,

**Table 62 – General Fund Department 409
(General Government Administration)**

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Expenditures	409	210	Operating Supplies	\$20,250	\$20,401	\$20,250	\$20,250	\$20,500	\$24,000
	409	215	Postage	\$2,195	\$1,450	\$1,450	\$2,444	\$2,000	\$3,500
	409	217	Merchandise (Flags, Pins, etc.)	\$250	\$2,500	\$1,250	^^^	\$500	\$500
	409	218	Public Relations	\$6,000	\$11,100	\$14,400	\$16,600	\$23,630	\$23,630
	409	220	Miscellaneous Expense	^^^	^^^	^^^	^^^	^^^	\$2,750
	409	252	Computer/Copier/Video Parts	\$5,650	\$1,250	\$1,000	\$2,407	\$2,500	\$2,250
	409	260	Small Tools/Equipment (minor)	\$250	\$250	\$250	\$250	\$250	\$225
	409	310	Professional/Other Services	\$2,000	^^^	^^^	\$750	\$68,500	\$71,000
	409	311	Accounting/Auditing Services	^^^	^^^	^^^	\$22,000	\$20,240	\$23,750
	409	313	Engineering and Architectural	\$10,750	\$12,000	\$10,000	\$30,000	\$20,000	\$35,500
	409	314	Special Legal Services - Ord. Review	\$7,000	\$8,000	\$9,000	\$7,811	\$7,500	\$7,250
	409	315	Legal Service - RTK	^^^	^^^	^^^	^^^	^^^	\$15,000
	409	317	Legal Services - Borough Solicitor	\$60,000	\$55,000	\$52,500	\$55,853	\$55,500	\$50,000
	409	318	Legal Services - Labor	\$10,000	\$12,500	\$12,500	\$14,091	\$14,000	\$14,000
	409	321	Telephone (landline)	\$4,290	\$4,479	\$4,500	\$3,244	\$3,113	\$3,822
	409	324	Telephone (wireless)	\$360	\$1,200	\$1,410	\$2,780	\$2,780	\$1,013
	409	325	Internet Fees	\$2,050	\$2,378	\$3,100	\$4,511	\$6,837	\$1,819
	409	329	Computer Software Fees	\$10,440	\$18,710	\$17,122	\$17,337	\$19,106	\$20,107
	409	331	Travel Reimbursement	\$325	\$1,405	\$1,300	\$200	\$200	\$700
	409	341	Legal Advertising	\$2,750	\$6,560	\$7,000	\$6,750	\$6,750	\$5,500
	409	352	Insurance - Liability	\$776	\$1,000	\$728	\$764	\$810	\$900
	409	353	Insurance - Surety & Fidelity	\$2,067	\$2,400	\$2,400	^^^	\$565	\$2,000
	409	355	Insurance - Public Official	\$8,659	\$8,660	\$5,109	\$9,577	\$9,552	\$7,900
	409	356	Insurance - Property	\$5,408	\$5,120	\$5,510	\$7,298	\$8,382	\$9,900
	409	357	Insurance - Inland Marine	^^^	\$61	\$62	\$66	\$75	\$250
	409	358	Insurance - Cyber Risk	^^^	^^^	^^^	^^^	^^^	\$200
	409	359	Insurance - Commercial Umbrella	\$2,916	\$1,400	\$1,280	\$1,307	\$1,385	\$1,600
	409	361	Public Utility - Electric	\$45,250	\$55,250	\$30,000	\$30,000	\$30,000	\$32,500
	409	362	Public Utility - Gas	\$825	\$1,100	\$7,000	\$6,000	\$5,000	\$5,500
	409	364	Public Utility - Sewer	\$600	\$788	\$788	\$700	\$650	\$650
	409	366	Public Utility - Water	\$1,150	\$1,500	\$1,500	\$1,250	\$1,250	\$1,250
	409	368	Public Utility - Storm Water	^^^	^^^	\$1,425	\$1,425	\$1,425	\$882
	409	373	Repairs & Maintenance - Buildings	\$7,475	\$8,200	\$10,750	\$9,500	\$8,250	\$7,225
	409	374	Repairs & Maintenance - Machinery	\$15,250	\$16,750	\$16,500	\$16,825	\$16,325	\$17,000
	409	384	Rent of Machinery/Equipment	\$600	\$625	\$625	\$625	\$625	\$625
	409	388	Commission - County Lot	\$9,000	\$3,275	\$10,000	\$6,250	\$9,915	\$11,000
	409	390	Bank Service Charges/Fees	\$6,920	\$5,900	\$5,900	\$5,900	\$5,550	\$6,595
	409	420	Dues/Subscriptions/Memberships	\$7,460	\$7,785	\$7,004	\$7,230	\$7,235	\$7,209
	409	452	Contracted IT/Network Services	\$7,705	\$8,450	\$8,280	\$8,280	\$8,280	\$3,456
	409	460	Continuing Education/Training	\$11,100	\$12,275	\$11,000	\$2,500	\$12,500	\$14,400
	Department 409 TOTALS			\$277,721	\$299,722	\$282,893	\$322,775	\$401,680	\$437,358

²¹⁰ IP = Internet Protocol Address.

²¹¹ VTS was acquired by CivicPlus in 2018 but will continue to provide hosting and support services to the Borough for its website.

- ✚ 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 358Insurance – Cyber Risk

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.

Sewer bills.

Object 364Public Utility – SewerObject 366Public Utility – Water

Water bills.

Object 368Public Utility – Storm Water

Gettysburg Borough incorporated the Gettysburg Borough Storm Water Authority (GBSWA) in 2019. 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 buildings but they 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),
- ✚ 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:

- ✚ PML²¹² Conference attendance,
- ✚ PELRAS²¹³ conference attendance,
- ✚ GFOA²¹⁴ conference attendance,
- ✚ APMM²¹⁵ conference attendance,
- ✚ HRC²¹⁶ Training, 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 63A and Table 63B** shows the details for the department. The total budget for the police department is \$212,876 more than FY2022 – which is an historic increase in departmental funding -which grows the department by two full time officers, increasing the number of officers to fourteen. That is after returning the department to full capacity following the pandemic. Major investments in physical plant and technology upgrades continue into FY2023. The Department’s budgeted amount of \$2,272,255 accounts for 37.5% of overall General Fund expenditures.

The primary driver for expense in the department is the police union labor contract²¹⁷, which runs four years from January 1, 2023 to December 31, 2026. The Uniform Contract can be viewed at **Appendix V**.

²¹² PML – Pennsylvania Municipal League.

²¹³ PELRAS – Public Employers Labor Relations Advisory Service.

²¹⁴ Government Finance Officers Accounting Association.

²¹⁵ Association of Pennsylvania Municipal Managers.

²¹⁶ HRC – Human Relations Commission.

²¹⁷ Also known as the Uniform Contract and runs the term January 1, 2023 to December 31, 2026.

Object 110Salary – Chief of Police

Salary for the Chief of police.

Object 112Salary – Full Time

This line item funds the salary of all full-time officers in the department, which includes two (2) sergeants, two (2) detectives, and nine (9) patrolmen.

Object 114Salary – Professional Staff

Salary for the Police Secretary, whose official job title is Police Records and Support Coordinator.

Object 115Salary – 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.

Object 116Salary – Differential Pay 1

A flat extra \$0.35 per hour for officers who report to work between 4:30 PM and 4:59 AM.

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 FY2023 increases to \$20.00 per hour.



²¹⁸ **Lexipol** was founded in 2003 to provide standardized policies and training for law enforcement. **Lexipol** offers a valuable service, particularly for smaller law

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
- ✚ Lexipol²¹⁸.

Object 170Other Comp./OYT/Part-Time Police

On occasion, part-time officers work extra-long hours which may result in overtime compensation.

Object 172Other Comp./Leave-Holiday

This line item is used to track costs associated with paid time off attributed to the following Holidays:

- New Year's Day,
- Martin Luther King, Jr. Day,
- Presidents' Day,
- Easter Day,
- Memorial Day,
- Juneteenth Day,
- Independence Day,
- Labor Day,
- Columbus Day,
- Veteran's Day,
- Thanksgiving Day,
- Day after Thanksgiving Day, and
- Christmas Day.

Object 173Other Comp./Leave-Personal

This line item is used to track costs associated with paid time off attributed personal days.

Object 174Other Comp./Leave-Sick

This line item is used to track costs associated with paid time off attributed to sick time.

Object 175Other Comp./Leave-Vacation

This line item is used to track costs associated with paid time off attributed to vacation.

enforcement agencies that are without the resources to draft and update policies on their own.

Object 176Other Comp./OT/Regular

This line item is used to track costs associated with regular overtime hours that an Officer may work.

Object 177Other Comp./OT/Shift Change

This line item is used to track costs associated with overtime paid due to a change in scheduled shift.

Object 178Other Comp./OT/Court

This line item is used to track costs associated with an Officer's appearance in Court, which may occur outside a normal scheduled shift.

Object 179Other Comp./OT/Holiday Worked

This line item is used to track costs associated with regular scheduled hours where an Officer reported to duty on a normally paid holiday off.

Object 180Other Comp./OT/Holiday OT

This line item is used to track the costs associated with overtime worked on a Holiday Worked (See Object 179).

Object 181Other Comp./OT/Special Events

This line item is used to track the costs associated with overtime worked resulting from a special event that may occur outside the Officers' normal work schedule. These hours are reimbursed to the Borough by an event organizer/sponsor.

Object 182Other Comp./OT/Emergency

This line item is used to track the costs associated with emergency situations. By its nature, it is

Table 63A –
General Fund Department 410 (Police)

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Expenditures	410	110	Salary - Chief of Police	\$84,366	\$79,000	\$87,250	\$88,123	\$86,903	\$86,260
	410	112	Salary - Full Time	\$638,316	\$667,170	\$684,753	\$664,318	\$691,808	\$715,469
	410	114	Salary - Professional Staff	\$49,399	\$50,387	\$51,395	\$51,904	\$29,466	\$35,742
	410	115	Salary - Part Time Staff	\$45,000	\$45,000	\$63,750	\$52,752	\$52,200	\$67,164
	410	116	Salary - Differential 1 Pay	^^^	^^^	^^^	^^^	^^^	\$6,060
	410	117	Salary - Auxiliary Police	\$1,700	\$1,240	\$1,500	\$1,500	\$1,500	\$1,200
	410	135	Contracted Services	\$5,000	\$5,000	\$28,939	\$8,489	\$17,000	\$12,000
	410	172	Other Comp./Leave-Holiday	^^^	^^^	^^^	^^^	\$55,686	\$65,498
	410	173	Other Comp./Leave-Personal	^^^	^^^	^^^	^^^	^^^	\$37,533
	410	174	Other Comp./Leave-Sick	^^^	^^^	^^^	^^^	^^^	\$8,479
	410	175	Other Comp./Leave-Vacation	^^^	^^^	^^^	^^^	^^^	\$76,550
	410	176	Other Comp./OT/Regular	^^^	^^^	^^^	^^^	^^^	\$40,000
	410	177	Other Comp./OT/Shift Change	^^^	^^^	^^^	^^^	^^^	\$4,580
	410	178	Other Comp./OT/Court	^^^	^^^	^^^	^^^	^^^	\$9,800
	410	179	Other Comp./OT/Holiday Worked	^^^	^^^	^^^	^^^	^^^	\$55,369
	410	180	Other Comp./OT/Holiday OT	\$92,900	\$102,000	\$115,000	\$80,000	\$100,000	\$6,500
	410	181	Other Comp./OT/Special Events	^^^	^^^	^^^	^^^	^^^	\$10,000
	410	182	Other Comp./OT/Emergency	^^^	^^^	^^^	^^^	^^^	\$8,700
	410	183	Other Comp./OT/Contract	^^^	^^^	^^^	^^^	^^^	\$5,850
	410	184	Other Comp./OT/Drug Task Force	^^^	^^^	^^^	^^^	^^^	\$1,000
	410	185	Other Comp./OT/Traffic Grant	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	410	186	Other Comp./SickPayBuyBack	^^^	^^^	^^^	^^^	^^^	\$0
	410	187	Other Comp./VacationPayBuyBack	^^^	^^^	^^^	\$8,000	\$0	\$7,100
	410	188	Other Comp./HealthCareBuyBack	^^^	^^^	^^^	^^^	^^^	\$0
	410	189	Benefit - Vision Insurance	\$4,100	\$4,100	\$4,250	\$3,900	\$4,192	\$3,104
	410	191	Benefit - Uniform Allowance	\$17,000	\$9,860	\$12,000	\$9,860	\$21,000	\$20,000
	410	192	Benefit - FICA	\$5,959	\$5,994	\$7,232	\$6,617	\$5,278	\$6,814
	410	193	Benefit - Medicare	\$13,435	\$13,776	\$14,688	\$13,992	\$13,352	\$19,105
	410	194	Benefit - Unemployment Compensation	\$4,609	\$4,352	\$8,510	\$10,458	\$8,490	\$9,060
	410	196	Benefit - Health Insurance	\$196,998	\$243,874	\$247,924	\$228,052	\$268,875	\$314,750
	410	197	Benefit - Pension Contribution (MMO)	\$111,208	\$116,126	\$207,915	\$167,299	\$166,356	\$197,356
	410	198	Benefit - Life/ADD/Short Term Dis.	\$5,319	\$5,425	\$5,655	\$5,393	\$5,855	\$6,781
	410	199	Benefit - Dental Insurance	\$12,384	\$13,628	\$14,328	\$13,885	\$15,676	\$15,639
	410	200	Benefit - Pension Non-Uniform	\$8,421	\$8,035	\$6,603	\$7,651	\$2,563	\$2,563

Table 63B – General Fund Department 410 (Police), *contd.*

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Expenditures	410	210	Operating Supplies	\$7,000	\$9,300	\$9,000	\$7,066	\$14,000	\$11,750
	410	215	Postage	\$500	\$400	\$400	\$256	\$112	\$145
	410	220	Miscellaneous Expense	^^^	^^^	^^^	^^^	^^^	\$2,280
	410	231	Vehicle Fuel - Gasoline	\$14,750	\$14,500	\$14,500	\$13,240	\$14,250	\$18,800
	410	242	Protection to Persons/Property (Ammo)	\$5,000	\$7,000	\$9,250	\$5,295	\$15,250	\$44,000
	410	249	TAZER Maintenance	\$5,705	\$5,900	\$6,000	\$4,500	\$6,800	\$3,500
	410	251	Vehicle - Parts and Maintenance	\$7,500	\$7,000	\$4,500	\$5,250	\$9,650	\$8,000
	410	252	Computer/Copier/Video Parts	\$2,700	\$2,700	\$1,500	\$1,250	\$1,050	\$1,000
	410	260	Small Tools/Equipment (minor)	^^^	^^^	\$2,435	\$2,435	\$2,250	\$1,935
	410	301	Towing Costs	\$550	\$500	\$500	\$645	\$500	\$500
	410	310	Professional/Other Services	\$6,495	\$6,500	\$5,050	\$5,050	\$1,800	\$5,675
	410	314	Special Legal Services	\$20,000	\$20,000	\$40,000	\$50,563	\$60,000	\$35,000
	410	321	Telephone (landline)	\$4,770	\$6,546	\$7,800	\$7,073	\$7,540	\$7,540
	410	324	Telephone (wireless)	\$3,500	\$4,450	\$9,850	\$7,955	\$11,000	\$8,600
	410	325	Internet Fees	^^^	^^^	\$2,000	\$1,363	\$2,545	\$2,548
	410	327	Radio/Equipment Maintenance	\$2,000	\$2,000	\$1,000	\$813	\$2,000	\$2,000
	410	329	Computer Software Fees	\$10,600	\$10,800	\$9,236	\$8,288	\$69,063	\$34,456
	410	331	Travel Expense Reimbursement	\$500	\$500	\$500	\$352	\$250	\$200
	410	350	Insurance - Vehicle	\$5,340	\$4,950	\$6,301	\$6,179	\$7,660	\$9,850
	410	351	Insurance - PA Law 477	\$7,721	\$7,721	\$7,721	\$7,771	\$8,850	\$8,200
	410	352	Insurance - Liability	\$2,529	\$2,600	\$2,473	\$2,583	\$2,750	\$3,070
	410	354	Insurance - Workers Compensation	\$39,003	\$41,550	\$35,784	\$33,897	\$44,554	\$64,553
	410	357	Insurance - Inland Marine	\$926	\$1,000	\$926	\$955	\$1,070	\$1,150
	410	358	Insurance - Law Enforcement Liability	\$31,867	\$22,716	\$27,539	\$28,928	\$30,063	\$27,500
	410	359	Insurance - Commercial Umbrella	\$9,505	\$3,700	\$4,361	\$4,461	\$4,730	\$4,900
	410	384	Machinery and Equipment Repairs	^^^	^^^	^^^	\$1,200	\$1,200	\$750
	410	410	Judgements and Damages	\$10,000	^^^	^^^	^^^	\$0	\$0
	410	420	Dues/Subscriptions/Memberships	\$740	\$750	\$2,300	\$2,300	\$2,755	\$2,755
	410	452	Contracted IT Services	\$16,100	\$10,995	\$11,160	\$10,656	\$10,656	\$12,789
	410	460	Continuing Education/Training	\$7,750	\$7,350	\$10,000	\$7,000	\$15,000	\$19,000
	410	461	Community Policing Training	^^^	^^^	^^^	^^^	^^^	\$500
	410	740	Capital Purchase/Machinery	\$23,000	\$37,776	\$43,259	\$48,387	\$66,971	\$60,283
	410	750	Capital Purchase/Minor Machine	^^^	^^^	\$3,200	^^^	\$25,435	\$8,000
Department 410 TOTALS				\$1,549,183	\$1,621,190	\$1,844,057	\$1,704,925	\$1,992,976	\$2,272,255

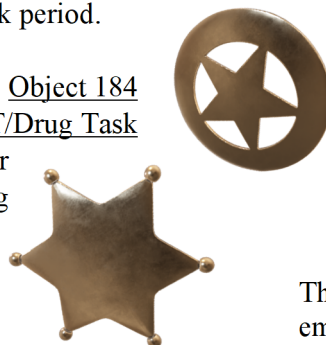
impossible to predict how much overtime would be required to assist with emergencies created by weather events, fires, accidents, etc.

Object 183
Other Comp./OT/Contract

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 scheduled in a two-week period.

Object 184
Other Comp./OT/Drug Task

Overtime compensation for Officers assigned to the drug task force. This overtime category is reimbursed to the Borough through a state grant.



Object 185
Other Comp./OT/Traffic Grant

Overtime compensation for Officers assigned to do specialized traffic enforcement duties. This overtime category is reimbursed to the Borough through a state grant.

Object 186
Other Comp./Sick Pay Buy-Back

If an employee retires, the retiring employee is eligible to have the cash equivalent of unused sick time paid out to them as extra compensation, up to a maximum of 1280 hours.

Object 187
Other Comp./Vacation Pay Buy Back

This line item accounts for the payout of an employee's unused vacation time if the employee was denied use of vacation time in the current fiscal

year. Only 92 hours can be carried forward to the next fiscal year. Unused hours or hours not paid out in its cash equivalent will be forfeited.

Object 188

Benefit – 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 189

Benefit – Vision Insurance

The cost to supply this insurance benefit for personnel in this department.

Object 191

Benefit – Uniform Allowance

The cost for uniform replacement and/or repair for personnel in the department.

Object 192

Benefit – 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 193

Benefit – Medicare

Employer paid portion of Medicare Insurance.

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. Per the labor agreement, the employee will pay 15% of the insurance premium in FY2023.

Object 197

Benefit – 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 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 220

Miscellaneous Expense

Helps cover the cost for expenses that are not foreseen or predicted.

Object 231

Vehicle Fuel – Gasoline

Pays for the fuel to keep police cars on the road.

Object 242

Protection to Persons & Property

This line items funds the replacement and/or maintenance of firing range equipment and firearms.



Object 249TAZER Maintenance

The line items fund TAZERS and associated supplies.

Object 251Vehicle – 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 252Computer/Copier/Video Parts

Used to purchase replacement computer/printer equipment as needed, including various parts for maintenance.

Object 260Small Tools/Equipment (minor)

This line item is used to calibrate the Borough's VASCAR²¹⁹ system, Speed-o-Meters, and ENRAD²²⁰.

Object 301Towing Costs

Costs associated where the department is required to tow a vehicle.

Object 310Professional/Other Services

This line item funds the following:

- ✚ CBY Services,
- ✚ NMS Laboratories,
- ✚ YIS Services, and
- ✚ Miscellaneous items.

Object 314Special Legal Services

Used if any labor disagreements or disputes arise throughout the year. The Borough's labor attorney is Campbell, Durant, Beatty & Palombo.

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/EquipmentMaintenance

Maintenance for radios used by the officers.

Object 329Computer Software Fees

Funds the following computer software applications and a major technology upgrade:

- ✚ CODY RMS²²¹ System,,
- ✚ 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.

²¹⁹ VASCAR (Visual Average Speed Computer and Recorder).

²²⁰ ENRAD (Electronic Non-Radar Device).

²²¹ RMS – Records Management System.

Object 350
Insurance – Vehicle
 Premiums associated with insurance coverage.

Object 351
Insurance – PA Law 477
 Premiums associated with insurance coverage.

Object 352
Insurance – Liability
 Premiums associated with insurance coverage.

Object 354
Insurance – Workers Compensation
 Premiums associated with insurance coverage.

Object 357
Insurance – Inland Marine
 Premiums associated with insurance coverage.

Object 358
Insurance – Law Enforcement Liability
 Premiums associated with insurance coverage.

Object 359
Insurance – Commercial Umbrella
 Premiums associated with insurance coverage.

Object 384
Rent of Machinery & Equipment
 This covers the full-service lease on the department's FAX / copier / printer machine.

Object 420
Dues/Subscriptions/Memberships
 Covers the cost for the following:
 ✚ IACP²²²,
 ✚ PCPA,²²³
 ✚ Public Employees Law Newsletter,
 ✚ Adams County Chiefs Association, and
 ✚ DLA Law Enforcement Surplus.

Object 452
Contracted IT Services
 Departmental costs associated with IT management services as contracted through TREYSTA.

Object 460
Continuing Education/Training
 Funds various training opportunities as may arise throughout the year.

Object 461
Community Policing Training
 Funds various training opportunities as may arise throughout the year.

Object 740
Capital 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:

- ✚ Three (3) 2020 Ford Interceptor SUVs,
- ✚ One (1) 2020 Dodge Charger,
- ✚ One (1) 2022 Ford F-150 Pursuit,
- ✚ One (1) 2022 Ford Interceptor, and
- ✚ One (1) 2021 Dodge Durango Police Package.

Object 750
Capital Purchase/Minor Machine
 Covers the cost associated with any unexpected purchases needed during the year.

Department 411 **Fire**

This department is different from the ordained Fire Tax millage of 0.25 mills, which is accounted for in 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 64** 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

²²² IACP (International Association of Chiefs of Police).

²²³ PCPA - Police Chiefs of Pennsylvania Association.

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 110
Reimbursable Salaries

Since the Fire Department has one full-time administrative staff member, the Fire Department utilizes the services of the Borough to process payroll for this employee. This line item accounts for the reimbursement back to the Borough for this salary expense.

Object 110
Reimbursable Payroll Taxes

This line item accounts for the payroll taxes associated with the Fire Department's sole employee. These taxes are reimbursed back to the Borough by the Fire Department.

Object 193
Reimbursable Benefits

This line item accounts for the benefits associated with the Fire Department's sole employee. These benefits costs are reimbursed back to the Borough by the Fire Department.

Object 354
Insurance – 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 361
Public Utility – Electricity

Cost of electric bills associated with the fire siren.

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 413
Code 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 with the newly formed Pennsylvania Municipal Code Alliance (PMCA) for Universal Code Compliance (UCC) inspection services. The demands for Code services identified in 2015 remain. As such in 2021, Borough Council authorized another search for a suitable in-house Code Officer. That candidate was identified and began work in December 2021. PMCA remains affiliated with Gettysburg Borough for its UCC services, but many routine code enforcement matters are now in-house. As such, the budget in this department has decreased since PMCA will not be used for routine code enforcement matters in FY2023 and beyond. However, PMCA and the Borough's code enforcement personnel work very closely with the Department of Planning and Historic Preservation. **Table 65** reviews these expenses.

Table 64 – General Fund Department 411 (Fire)

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Expenditures	411	110	Reimbursable Salaries	^^^	^^^	^^^	^^^	^^^	\$57,453
	411	192	Reimbursable Payroll Taxes	^^^	^^^	^^^	^^^	^^^	\$5,381
	411	193	Reimbursable Benefits	^^^	^^^	^^^	^^^	^^^	\$11,666
	411	354	Insurance - Workers' Compensation	\$17,840	\$18,575	\$15,769	\$15,769	\$18,200	\$17,750
	411	361	Public Utility - Electricity (siren)	\$227	\$250	\$250	\$250	\$250	\$250
	411	363	Public Utility - Hydrant Services	\$3,660	\$3,660	\$4,100	\$4,100	\$4,100	\$3,750
	411	544	Non-Governmental Appropriation - Fire Fighters Relief	\$38,000	\$31,500	\$38,000	\$38,000	\$38,500	\$39,900
			Department 411 TOTALS	\$59,727	\$53,985	\$58,119	\$58,119	\$61,050	\$136,150

Table 65 – General Fund Department 413 (Code Enforcement)

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Expenditure	413	135	Contracted Services	\$50,000	\$75,000	\$75,000	\$50,000	\$12,500	\$14,250
	413	215	Postage	\$500	\$100	\$50	\$50	\$1,600	\$1,500
	413	317	Legal Services - Borough Solicitor	^^^	^^^	^^^	^^^	\$3,500	\$450
	413	321	Telephone (Landline)	^^^	^^^	^^^	^^^	^^^	\$393
	413	325	Internet Fees	^^^	^^^	^^^	^^^	^^^	\$1,819
	413	329	Computer Software Fees	^^^	^^^	^^^	^^^	\$11,575	\$7,484
	413	452	Contracted IT Services	^^^	^^^	^^^	^^^	^^^	\$1,231
	413	460	Continuing Education/Training	^^^	^^^	^^^	^^^	\$2,000	\$2,000
	413	750	Capital Purchase/Minor Machine	^^^	^^^	^^^	^^^	^^^	\$2,250
Department 413 TOTALS				\$50,500	\$75,100	\$75,050	\$50,050	\$29,175	\$31,377

Object 135
Contracted Services

Covers the cost of PMCA's Code Enforcement Officer's hours of work.

Object 452
Contracted IT Services

Fees associated with computer support for the Department.

Object 215
Postage

Postal fees associated with mailing violation notices to property owners.



Object 460
Continuing Education/Training

Fees associated with the professional development of the Code Compliance Officer and to remain current on required certifications.

Object 317
Legal Services – Borough Solicitor

At times the Code Officer needs legal advice. This line accounts for use of the Borough Solicitor.



Object 750
Capital Purchase/Minor Machine

Covers the purchase of a Code Enforcement bicycle and requisite Personal Protective Equipment (PPE).

Object 321
Telephone (Landline)

Covers the cost of the Code Officer's desk phone.

Department 414
Planning & Historic Preservation

This department has five non-union employees:

- ✚ Director of Planning, Zoning, and Code Enforcement,
- ✚ Director of Historic and Environmental Preservation,
- ✚ Code Compliance Officer,
- ✚ Administrative Assistant and
- ✚ Intern.

Object 325
Internet Fees
The cost to support online access for the Department.

Object 329
Computer Software Fees
Fees associated with code enforcement and property management software packages that integrate with the Borough's enterprise software programs.



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 managing the Parking Department have been removed from the Planning Department. The separation of these duties continues in FY2023.

Similarly, the Borough is very busy with the issuance of permits. Continuing duties in FY2023 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 66**.

Object 110

Salary – Planning Director

Planning Director salary – exempt from overtime.

Object 112

Salary – Full Time Staff

The salary for the Management Assistant and Code Compliance Officer.

**Table 66 –
General Fund Department 414 (Planning)**

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Expenditures	414	110	Salary - Planning Director	\$54,366	\$55,453	\$126,500	\$65,535	\$65,901	\$65,591
	414	112	Salary - Full Time Staff	\$43,726	\$48,501	\$45,494	\$46,404	\$96,463	\$96,463
	414	113	Salary - Intern	^^^	^^^	^^^	^^^	^^^	^^^
	414	114	Salary - Professional Staff*	^^^	^^^	^^^	\$63,495	\$22,348	\$25,361
	414	135	Contracted Services	^^^	^^^	^^^	^^^	^^^	\$61,303
	414	172	Other Comp./Leave-Holiday	^^^	^^^	^^^	^^^	\$8,159	\$10,287
	414	173	Other Comp./Leave-Personal	^^^	^^^	^^^	^^^	^^^	\$2,570
	414	174	Other Comp./Leave-Sick	^^^	^^^	^^^	^^^	^^^	\$1,188
	414	175	Other Comp./Leave-Vacation	^^^	^^^	^^^	^^^	^^^	\$8,888
	414	185	Other Comp./Leave-VacationPayBuyBack	^^^	^^^	^^^	^^^	^^^	\$1,180
	414	186	Other Comp./Leave-SickPayBuyBack	^^^	^^^	^^^	^^^	^^^	\$0
	414	188	Other Comp./HealthCareBuyOut	^^^	^^^	^^^	^^^	^^^	\$6,000
	414	189	Benefit - Vision Insurance	\$550	\$550	\$950	\$750	\$873	\$556
	414	192	Benefit - FICA	\$6,082	\$6,445	\$10,664	\$10,877	\$11,958	\$14,132
	414	193	Benefit - Medicare	\$1,423	\$1,508	\$2,494	\$2,544	\$2,797	\$3,307
	414	194	Benefit - Unemployment Compensation	\$570	\$570	\$1,500	\$1,800	\$2,010	\$2,190
	414	196	Benefit - Health Insurance	\$20,798	\$26,231	\$51,008	\$39,646	\$51,157	\$33,783
	414	197	Benefit - Pension Contribution	\$16,160	\$16,215	\$13,405	\$25,838	\$15,755	\$24,046
	414	198	Benefit - Life/ADD/Short Term Disability	\$745	\$787	\$1,221	\$1,263	\$2,106	\$1,409
	414	199	Benefit - Dental Insurance	\$1,440	\$1,800	\$2,880	\$2,876	\$2,607	\$1,413
	414	210	Operating Supplies	\$2,270	\$5,465	\$5,000	\$5,000	\$6,500	\$6,500
	414	215	Postage	\$75	\$2,000	\$2,000	\$800	\$2,000	\$250
	414	220	Miscellaneous Expense	^^^	^^^	^^^	^^^	^^^	\$250
	414	252	Computer/Copier/Video Parts	\$500	\$1,750	\$500	\$500	\$1,200	\$1,450
	414	303	Engineering - Ordinance Amendments	\$6,000	\$6,000	\$6,000	\$5,000	\$5,000	\$5,500
	414	304	Engineering - Other Services	\$500	\$500	\$500	\$5,000	\$7,250	\$13,750
	414	314	Special Legal Services	\$5,550	\$6,000	\$8,000	\$5,000	\$8,000	\$8,500
	414	317	Legal Services - Zoning Hearing Board	\$6,000	\$6,000	\$6,000	\$2,000	\$4,000	\$4,000
	414	318	Legal Services - Ordinance Amendment Review	\$6,000	\$6,000	\$6,000	\$4,000	\$7,500	\$7,500
	414	324	Telephone - Landline	^^^	^^^	^^^	\$1,404	\$1,752	\$1,866
	414	325	Internet Fees	^^^	^^^	^^^	^^^	^^^	\$1,819
	414	329	Computer Software Maintenance Fees	\$7,100	\$9,400	\$17,214	\$17,286	\$16,965	\$16,201
	414	331	Travel Reimbursement	^^^	^^^	^^^	^^^	^^^	\$400
	414	341	Legal Advertising	\$850	\$2,500	\$2,500	\$2,500	\$1,500	\$1,500
	414	354	Insurance - Worker's Compensation	\$97	\$175	\$270	\$276	\$300	\$852
	414	420	Dues/Subscriptions/Memberships	\$1,300	\$680	\$1,260	\$705	\$705	\$945
	414	452	Contracted IT Management Services	\$625	\$1,320	\$2,160	\$2,160	\$3,240	\$4,249
	414	460	Continuing Education/Training	\$3,500	\$2,500	\$2,500	\$1,000	\$6,500	\$6,500
	414	750	Capital Purchase/Minor Machine	^^^	\$1,600	^^^	\$500	\$2,300	\$750
	Department 414 TOTALS			\$186,227	\$209,950	\$316,020	\$314,159	\$356,846	\$452,817

* This salary is split between Fund 01, Department 414 (40%) and Fund 09, Department 436 (60%).

Object 113Salary – Intern

The Department will utilize an intern for purposes of policy analysis and research into multiple policy options related to planning and zoning.

Object 114Salary – Professional Staff

Salary for the Director of Historic and Environmental Preservation. 60% of this salary is reimbursed by GBSWA.

Object 135Contracted Services

The Borough intends to undertake a comprehensive rezoning effort in FY2023. This line item pays the fees for a consultant (Michael Baker, Int.) to help the Borough through this process.

Object 172Other Comp./Leave-Holiday

This line item is used to track costs associated with paid time off attributed to the following Holidays:

- New Year's Day,
- Martin Luther King, Jr. Day,
- Presidents' Day,
- Easter Day,
- Memorial Day,
- Juneteenth Day,
- Independence Day,
- Labor Day,
- Columbus Day,
- Veteran's Day,
- Thanksgiving Day,
- Day after Thanksgiving Day, and
- Christmas Day.

Object 173Other Comp./Leave-Personal

This line item is used to track costs associated with paid time off attributed personal days.

Object 174Other Comp./Leave-Sick

This line item is used to track costs associated with paid time off attributed to sick time.

Object 175Other Comp./Leave-Vacation

This line item is used to track costs associated with paid time off attributed to vacation.

Object 185Benefit – Vacation Pay Buy Back

This line item accounts for the payout of an employee's unused vacation time if the employee was denied use of vacation time in the current fiscal year. Unused hours or hours not paid out in its cash equivalent will be forfeited.

Object 188Benefit – 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

Cost of providing this benefit to employees.

Object 192Benefit – FICA

Employer paid portion of Social Security Insurance.

Object 193Benefit – Medicare

Employer paid portion for Medicare Insurance.

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. This line item represents the Borough's portion of funding the pension plan.

Object 198
Benefit – Life/ADD/Short Term Disability
 Cost of providing this benefit to employees.

Object 199
Benefit – Dental Insurance
 Cost of providing this benefit to employees.

Object 210
Operating Supplies
 Office and other supplies needed to perform the duties of the department.

Object 215
Postage
 Costs associated with mailing permits and other documents to applicants.

Object 220
Miscellaneous Expense
 Covers costs for unforeseen expenses.

Object 252
Computer/Copier/Video Parts
 Used to purchase replacement computer/printer equipment as needed, including various parts for maintenance.

Object 303
Engineering – Ordinance Amendment
 Used for subdivision and land development ordinance revisions.

Object 304
Engineering – Other Services
 Miscellaneous engineering needs.

Object 314
Special Legal Services
 General legal services for the department.

Object 317
Legal –Zoning Hearing Board
 Legal services associated with the Zoning Hearing Board.

Object 318
Legal – Ordinance Amendment Reviews
 Legal services for the review of amendments to zoning ordinances.

Object 321
Telephone – Landline
 Covers the fees associated with office phones.

Object 325
Internet Fees
 Costs associated with keeping the department connected to the internet.

Object 329
Computer/Software Maintenance Fees
 Funds the following computer software fees:

- ✚ FREEDOM systems land management software,
- ✚ ADOBE and ADOBE Sign,
- ✚ MS Office 365,
- ✚ Global Information Systems (GIS) software, and
- ✚ Department web page and hosting fees, which includes eCode 360 – an online searchable code and zoning application.

Object 331
Travel Reimbursement
 Reimbursement costs associated with employees using personal vehicles for Borough business.

Object 341
Legal Advertising
 Costs to advertise meetings, etc.

Object 354
Insurance – Worker’s Compensation
 Cost of providing this benefit to employees.

Table 67 –
 General Fund Department 415
 (Emergency Management)



Expenditure	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	415	220	Civil Service Testing Supplies	\$200	^^^	\$400	^^^	\$750	\$750
	415	310	EMA Coordinator Stipend	\$750	\$750	\$750	\$750	\$750	\$750
	415	460	Civil Service Training & Testing	\$250	^^^	\$500	^^^	\$1,500	\$1,500
	Department 415 TOTALS			\$1,200	\$750	\$1,650	\$750	\$3,000	\$3,000



Object 420Dues/Subscriptions/Memberships

Funds the following memberships:

- ✚ American Planning Association,
- ✚ International Code Council,
- ✚ National Trust for 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 closely with the Borough Manager, Gettysburg Fire Department, Gettysburg Police Department, and Adams County Emergency Services when emergencies arise. See **Table 67**.

Table 68 –
General Fund Department 421
(Health)

Expenditure	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	421	341	Act 101 Recycling Advertising	\$250	\$315	\$315	\$315	\$315	\$315
	421	544	Non-Governmental Appropriation - TNR	^^^	^^^	^^^	^^^	\$6,000	\$3,375
	Department 421 TOTALS			\$250	\$315	\$315	\$315	\$315	\$3,690

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 421Health

Table 68 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.

Object 544Non-Government Appropriation - TNR²²⁴

Gettysburg Borough has long had a feral cat population that increasingly presents health concerns and quality of life issues for Borough residents.



²²⁴ TNR – Trap / Neuter / Release.

This line item provides funding to support the TNR program by the Adams County ASPCA²²⁵ and others.

Department 430
Public Works

This department, highlighted in **Table 69**, 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, recent budgets began to address this issue with provisions for new and/or replacement equipment. Similar capital investments continue in FY2023.

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,
- ✚ Four (4) Laborers, and
- ✚ Three (3) Part-time laborers.

As with the police department, the largest cost driver in the Public Works Department (and the Parking Department) is the labor contract with Teamsters Local Union 776. Employees in both the Public Works Department and the Parking Department are unionized. Their contract, which runs from January 1, 2023 to December 31, 2026, can be viewed at **Appendix VI**.

Object 110

Salary – Public Works Director

Salary for the director and foreman of the department.

²²⁵ ASPCA – American Society for the Prevention of Cruelty to Animals.

Object 112

Salary – Full Time

Wages for all full-time employees in the department.

Object 114

Salary – Professional Staff (Foreman)

Salary for the Foreman of the department.

Object 115

Salary – Part Time

Provides wages for part-time/seasonal employees including seasonal labor, flower watering and the Borough custodian.

Object 116

Salary – Differential 1 Pay

This is an additional set \$0.60 extra per hour for employees that begin work between the hours of 11:00 AM and 9:59 PM.

Object 117

Salary – Differential 2 Pay

This is an additional set \$0.90 extra per hour for employees that begin work between the hours of 10:00 PM and 4:49 AM.

Object 135

Contracted Services

Used for contracting work outside the department if the workload for current staff exceeds the capacity of current staff.

Object 172

Other Comp./Leave-Holiday

This line item is used to track costs associated with paid time off attributed to the following Holidays:

- New Year's Day,
- Martin Luther King, Jr. Day,
- Presidents' Day,
- Easter Day,
- Memorial Day,
- Juneteenth Day,
- Independence Day,
- Labor Day,
- Columbus Day,
- Veteran's Day,
- Thanksgiving Day,

- Day after Thanksgiving Day, and
- Christmas Day.

Object 173Other Comp./Leave-Personal

This line item is used to track costs associated with paid time off attributed personal days.

Object 174Other Comp./Leave-Sick

This line item is used to track costs associated with paid time off attributed to sick time.

Object 175Other Comp./Leave-Vacation

This line item is used to track costs associated with paid time off attributed to vacation.

Object 176Other Comp./OT/Regular

Overtime wages (paid at 1.5x an employee's normal hourly wage) associated with extra hours worked in a day off or call-ins on normal days off.

Object 179Other Comp./OT/Holiday Worked

Wages (paid at 2.0x an employee's normal hourly wage) associated with hours worked on a paid Holiday.

Object 180Other Comp./OT/Holiday Worked

Overtime wages (paid at 2.5x an employee's normal hourly wage) associated with extra hours worked in a paid Holiday.

Object 181Other Comp./OT/Special Events

Overtime wages paid for working an event. These wages are reimbursed back to the Borough through the event sponsor and/or organizer.

Object 187Benefit – Vacation Pay Buy Back

This line item accounts for the payout of an employee's unused vacation time if the employee was denied use of vacation time in the current fiscal year. Unused hours or hours not paid out in



its cash equivalent will be forfeited.

Object 188Benefit – Health CareBuy 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 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 TermDisability

The cost of providing this insurance benefit to employees.



Table 69 – General Fund Department 430 (Public Works)

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Expenditures	430	110	Salary - Public Works Director	\$74,751	\$62,500	\$115,000	\$66,300	\$66,703	\$62,304
	430	112	Salary - Full Time	\$319,604	\$309,451	\$247,350	\$154,831	\$252,136	\$209,519
	430	114	Salary - Professional Staff (Full Time)	^^^	^^^	^^^	\$51,000	\$51,476	\$49,166
	430	115	Salary - Part Time	\$24,000	\$38,700	\$30,000	\$15,000	\$12,500	\$20,000
	430	116	Salary - Differential 1 Pay	^^^	^^^	^^^	^^^	^^^	\$170
	430	117	Salary - Differential 2 Pay	^^^	^^^	^^^	^^^	^^^	\$1,045
	430	135	Contracted Services	\$7,000	\$1,750	\$1,000	\$4,861	\$6,111	\$4,000
	430	172	Other Comp./Leave-Holiday	^^^	^^^	^^^	^^^	\$16,360	\$18,456
	430	173	Other Comp./Leave-Personal	^^^	^^^	^^^	^^^	^^^	\$5,185
	430	174	Other Comp./Leave-Sick	^^^	^^^	^^^	^^^	^^^	\$2,133
	430	175	Other Comp./Leave-Vacation	^^^	^^^	^^^	^^^	^^^	\$22,339
	430	176	Other Comp./OT/Regular	\$6,500	\$8,000	\$10,000	\$8,696	\$8,000	\$1,039
	430	179	Other Comp./OT/Holiday Worked	^^^	^^^	^^^	^^^	^^^	\$4,296
	430	180	Other Comp./OT/OT/Holiday OT	^^^	^^^	^^^	^^^	^^^	\$0
	430	181	Other Comp./OT/Special Events	^^^	^^^	^^^	^^^	^^^	\$4,149
	430	182	Other Comp./OT/Emergency	^^^	^^^	^^^	^^^	^^^	\$0
	430	186	Other Comp./SickPayBuyBack	^^^	^^^	^^^	^^^	^^^	\$0
	430	187	Other Comp./VacationPayBuyBack	^^^	\$2,500	\$2,500	\$2,250	\$2,250	\$705
	430	188	Other Comp./HealthCareBuyOut	^^^	^^^	^^^	^^^	^^^	\$10,000
	430	189	Benefit - Vision Insurance	\$2,038	\$2,038	\$2,388	\$1,688	\$2,438	\$1,454
	430	191	Benefit - Uniform Allowance	\$7,000	\$7,000	\$7,000	\$7,811	\$7,900	\$4,850
	430	192	Benefit - FICA	\$26,343	\$25,979	\$25,103	\$18,341	\$23,975	\$27,958
	430	193	Benefit - Medicare	\$6,163	\$6,077	\$5,870	\$4,291	\$5,606	\$6,542
	430	194	Benefit - Unemployment Compensation	\$2,921	\$3,327	\$5,000	\$4,050	\$5,376	\$5,100
	430	196	Benefit - Health Insurance	\$120,143	\$136,215	\$109,431	\$66,923	\$97,573	\$142,033
	430	197	Benefit - Pension Contribution	\$68,536	\$68,998	\$50,209	\$39,681	\$31,566	\$36,691
	430	198	Benefit - Life/ADD/Short Term Disability	\$3,196	\$2,536	\$2,423	\$1,898	\$3,092	\$2,888
	430	199	Benefit - Dental Insurance	\$5,928	\$8,425	\$7,776	\$3,974	\$6,038	\$6,864
	430	210	Operating Supplies	\$12,500	\$12,500	\$13,000	\$7,818	\$7,250	\$7,000
	430	215	Postage	^^^	^^^	^^^	^^^	\$110	\$75
	430	220	Miscellaneous Expense	^^^	^^^	^^^	^^^	^^^	\$775
	430	231	Vehicle Fuel - Gasoline	\$20,000	\$20,000	\$20,000	\$15,623	\$14,000	\$21,000
	430	251	Vehicle - Parts & Maintenance	\$25,000	\$20,000	\$21,000	\$21,565	\$22,000	\$22,000
	430	252	Computer/Copier/Video Parts	\$800	\$500	\$500	\$128	\$250	\$275
	430	260	Small Tools/Equipment (minor)	\$2,250	\$2,000	\$2,000	\$1,671	\$1,671	\$1,500
	430	313	Engineering and Architectural	^^^	^^^	^^^	^^^	^^^	\$10,000
	430	321	Telephone (landline)	\$2,450	\$1,450	\$1,800	\$2,216	\$2,396	\$2,454
	430	324	Telephone (wireless)	\$2,500	\$1,800	\$1,800	\$2,307	\$1,530	\$1,519
	430	325	Internet Fees	\$720	\$1,260	\$1,260	\$1,710	\$1,464	\$1,819
	430	329	Computer Software Fees	\$240	\$239	\$628	\$768	\$768	\$1,372
	430	341	Legal Advertising	\$250	\$250	\$300	\$300	\$300	\$300
	430	350	Insurance - Vehicle	\$16,951	\$13,100	\$12,230	\$11,998	\$13,500	\$15,300
	430	352	Insurance - Liability	\$366	\$1,350	\$1,028	\$1,072	\$1,140	\$1,200
	430	354	Insurance - Workers Compensation	\$22,742	\$23,850	\$21,396	\$15,400	\$24,500	\$28,061
	430	356	Insurance - Property	\$2,926	\$2,800	\$2,980	\$2,232	\$3,150	\$3,700
	430	357	Insurance - Inland Marine	\$1,326	\$2,250	\$2,064	\$2,130	\$2,655	\$2,800
	430	358	Insurance - Herbicide/Pesticide	\$379	\$379	\$379	\$379	\$401	\$400
	430	359	Insurance - Commercial Umbrella	\$1,377	\$1,855	\$1,812	\$1,851	\$1,962	\$2,100
	430	361	Public Utility - Electricity	\$2,700	\$2,700	\$2,700	\$2,654	\$2,325	\$2,557
	430	362	Public Utility - Gas	\$6,200	\$6,200	\$6,200	\$5,670	\$6,820	\$7,988
	430	364	Public Utility - Sewer	\$350	\$350	\$400	\$335	\$416	\$416
	430	366	Public Utility - Water	\$460	\$460	\$550	\$536	\$685	\$650
	430	368	Public Utility - Storm Water	^^^	^^^	\$1,568	\$1,568	\$1,568	\$1,568
	430	373	Repairs & Maintenance - Buildings	\$12,000	\$6,000	\$15,884	\$5,950	\$5,950	\$5,500
	430	374	Machinery and Equipment Repairs	\$13,960	\$13,960	\$18,265	\$14,850	\$14,800	\$14,000
	430	384	Rent of Machinery & Equipment	\$1,800	\$1,800	\$4,800	\$2,400	\$2,800	\$3,100
	430	420	Dues/Subscriptions/Memberships	\$380	\$380	\$380	\$300	\$300	\$300
	430	450	Permits & Fees	\$750	\$750	\$750	\$500	\$500	\$3,500
	430	452	Contracted IT Services	\$1,200	\$1,320	\$1,620	\$1,600	\$1,625	\$1,902
	430	460	Continuing Education/Training	\$1,200	\$1,200	\$1,200	\$1,000	\$1,000	\$800
	430	470	CDL, Drug & Alcohol Testing	\$600	\$1,000	\$1,000	\$1,000	\$750	\$750
	430	740	Capital Purchase/Machinery	\$31,988	\$33,600	\$62,796	\$51,028	\$67,232	\$52,345
Department 430 TOTALS				\$860,488	\$858,799	\$843,340	\$630,154	\$804,808	\$867,912

<p><u>Object 199</u> <u>Benefit – Dental Insurance</u> The cost of providing this insurance benefit to employees.</p>	<p><u>Object 325</u> <u>Internet Fees</u> Internet fees in the maintenance garage.</p>
<p><u>Object 210</u> <u>Operating Supplies</u> Used for the purpose of office supplies and other items used in the normal course of business.</p>	<p><u>Object 329</u> <u>Computer Software Fees</u> Funds department webpage and hosting fees, including eCode360 – an online searchable code, ordinance and zoning application.</p>
<p><u>Object 215</u> <u>Postage</u> Line item used to pay for cost of mailings required by the department.</p>	<p><u>Object 341</u> <u>Legal Advertising</u> Costs to advertise as required by law.</p>
<p><u>Object 220</u> <u>Postage</u> Costs associated with an unforeseen expense.</p>	<p><u>Object 350</u> <u>Insurance – Vehicle</u> Premium costs associated with insurance coverage.</p>
<p><u>Object 231</u> <u>Vehicle Fuel – Gasoline</u> Fuel costs for operating various equipment.</p>	<p><u>Object 352</u> <u>Insurance – Liability</u> Premium costs associated with insurance coverage.</p>
<p><u>Object 251</u> <u>Vehicle – Parts & Maintenance</u> Routine repairs and maintenance on the fleet of vehicles and equipment.</p>	<p><u>Object 354</u> <u>Insurance – Worker’s Compensation</u> Premium costs associated with insurance coverage.</p>
<p><u>Object 252</u> <u>Computer/Copier/Video Parts</u> Used to purchase replacement computer/printer equipment as needed, including various parts for maintenance.</p>	<p><u>Object 356</u> <u>Insurance – Property</u> Premium costs associated with insurance coverage.</p>
<p><u>Object 260</u> <u>Small Tools/Equipment (minor)</u> Purchases weed whackers, trimmers, blowers, shovels, rakes, etc.</p>	<p><u>Object 357</u> <u>Insurance – Inland Marine</u> Premium costs associated with insurance coverage.</p>
<p><u>Object 313</u> <u>Engineering and Architectural</u> Engineering work Associated with CIP 430-02 – Public Works Facilities and Upgrades.</p>	<p><u>Object 358</u> <u>Insurance – Herbicide/Pesticide License</u> Premium costs associated with insurance coverage and license renewals.</p>
<p><u>Object 321</u> <u>Telephone (landline)</u> Landline phone expenses.</p>	<p><u>Object 359</u> <u>Insurance – Commercial Umbrella</u> Premium costs associated with insurance coverage.</p>
<p><u>Object 324</u> <u>Telephone (wireless)</u> Wireless phone expenses.</p>	<p><u>Object 361</u> <u>Public Utility – Electricity</u> Funds to cover utility usage in the maintenance garage.</p>
<p><u>Object 362</u> <u>Public Utility – Gas</u> Funds to cover utility usage in the maintenance garage.</p>	



Object 364Public Utility – Sewer

Funds to cover utility usage in the maintenance garage.

Object 366Public Utility – Water

Funds to cover utility usage in the maintenance garage.

Object 368Public 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 373Repairs & Maintenance – Buildings

General maintenance in the garage.

Object 374Machinery and Equipment Repairs

Used to repair aging equipment that has not been replaced beyond the life expectancy of the equipment.

Object 384Rent of Machinery & Equipment

Used if the Borough needs a piece of equipment to complete a project that the Borough does not own.

Object 420Dues/Subscriptions/Memberships

Covers cost for PA One Call and the Underground tank license.

Object 450Permits & Fees

Fee for renewing the Borough's pesticide license.

Object 452Contracted IT Services

Covers contracted services for Information Technology in the department.

Object 460Continuing Education/Training

Used for training opportunities as they arise in throughout the year.

Object 470CDL, Drug & Alcohol Testing

Pays for mandatory random drug and alcohol testing for all employees with a CDL license.

Object 740Capital Purchase/Machinery

Funds the cost of the following vehicles in the Enterprise Fleet Management Program:

- 2019 Ford F-250 PickUp,
- 2020 Ford F-550 Truck (payment 4 of 6),
- 2021 Ford F-250 PickUp,
- 2021 Ford F-150 PickUp,
- 2021 Ford Ranger PickUp,
- 2021 Ford Escape, and
- 2022 Ford F-550 Bucket Truck.

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 70**.

Object 361Public Utility – Electricity

Pays electric bills for streetlights. The Borough has transitioned 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 374Machinery and Equipment Repair

Used to replace worn parts.

Department 435**Sidewalks & Crosswalks**

**Table 70 – General Fund Department 434
(Street Lighting)**

The Sidewalks/Crosswalks Department is responsible for the maintenance of the Borough's

Expenditures	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	434	361	Public Utility - Electricity	\$95,000	\$94,000	\$90,000	\$84,496	\$85,000	\$85,000
	434	374	Machinery and Equipment Repairs	\$6,125	\$6,000	^^^	\$3,500	\$3,250	\$3,250
			Department 434 TOTALS	\$101,125	\$100,000	\$90,000	\$87,996	\$88,250	\$88,250

lighted crosswalks, which became the responsibility of the Borough after PennDOT initially installed them. This is a prime example of an unfunded mandate²²⁶. The Borough had expanded its use of CDBG funds beyond ADA ramps in recent years and will continue to do so moving forward for primarily streetscape enhancement projects. See **Table 71**.

Object 313

Engineering – Sidewalks & Crosswalks

Costs associated with engineering work for CIP 439-05 (Street Preservation Contract #1) and refurbishment of the broken crosswalks on Steinwehr Avenue.

Object 372

Repairs & Maintenance – Non-Buildings

Pays for sidewalk and lighted crosswalk repairs.

Department 438 Bridges

The Borough has bridges to maintain. This department advances work on CIP 438-02 by designing and engineering bridge maintenance for future construction. **Table 72** shows expenses in this department. **Picture 4** shows the locations of bridges in Gettysburg.

Table 71 - General Fund Department 435 (Sidewalks & Crosswalks)

Expenditures	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	435	313	Engineering - Sidewalks & Crosswalks	\$35,000	\$32,000	\$27,500	\$30,000	\$30,000	\$40,000
	435	372	Repairs & Maintenance - Non-Buildings	\$13,000	\$13,000	\$4,000	\$7,650	\$7,650	\$35,000
			Department 435 TOTALS	\$48,000	\$45,000	\$31,500	\$37,650	\$37,650	\$75,000

Table 72 - General Fund Department 438 (Bridges)

Expenditures	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	438	313	Engineering - Bridges	^^^	^^^	^^^	^^^	\$20,000	\$2,250
	438	376	Repairs/Maintenance - Bridges	^^^	^^^	^^^	^^^	^^^	\$2,250
			Department 438 TOTALS	\$0	\$0	\$0	\$0	\$20,000	\$4,500

Table 73 – General Fund Department 439 (Roads & Alleys)

Expenditures	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	439	313	Engineering - Roads	^^^	^^^	\$32,500	\$10,000	^^^	\$2,225
	439	377	Repairs & Maintenance - Alleys	^^^	^^^	\$20,000	\$50,000	\$50,000	\$50,000
	439	378	Repairs & Maintenance - Streets	^^^	^^^	^^^	\$5,250	\$5,250	\$5,000
			Department 439 TOTALS	\$0	\$0	\$52,500	\$65,250	\$55,250	\$57,225

²²⁶ A statute or regulation that requires a state or local government to perform certain actions, with no money provided for fulfilling the requirements.

Object 313

Engineering – Bridges

This item covers the costs of the engineering for the Borough's bridges.

Department 439

Roads & Alleys

The Borough intends to fund engineering in the General Fund and construction through accumulated Liquid Fuels funds. **Table 73** shows historically budgeted amounts and the amounts planned for use in FY2023.

Object 313

Engineering – Roads

This item covers the costs of engineering, with no planned expenditures in FY2023. Engineering costs for any road and alley work will be covered by other departments and are associated with the Borough's 2022 – 2026 CIP.

Object 377

Repairs & Maintenance - Alleys

Construction costs for alley treatments and resurfacing.



Picture 4
Gettysburg Bridge Locations



Object 378
Repairs & 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 over 18% of all the Borough revenues and only 6% of expenditures in the General Fund. The department raises enough revenue to be 100% self-supporting with only \$384,151 in budgeted expenditures for FY2023 - all the while amassing \$1,107,495 in revenue (not including parking fines). The department continues to experiment with emerging technologies in the parking industry. **Table 74** shows the expenses in this department.

NOTE:

The Parking Department generates roughly 22% of all Borough revenue each year when ARPA grant money is not used to supplement the Borough's revenue sources. The Parking Department will return to this level in 2026 after all ARPA funds are expended.

Object 110
Salary – Full Time
Salary for the department manager.

Object 112
Salary – Full Time
Wages for two full-time Parking Enforcement Officers (PEO).

Object 115
Salary – Part Time
Wages for a part-time Parking Enforcement Officers.

Object 116
Salary – Differential 1 Pay
This is an additional set \$0.60 extra per hour for employees that begin work between the hours of 11:00 AM and 9:59 PM.

Object 117Salary – Differential 2 Pay

This is an additional set \$0.90 extra per hour for employees that begin work between the hours of 10:00 PM and 4:49 AM.

Object 172Other Comp./Leave-Holiday

This line item is used to track costs associated with paid time off attributed to the following Holidays:

- New Year's Day,
- Martin Luther King, Jr. Day,
- Presidents' Day,
- Easter Day,
- Memorial Day,
- Juneteenth Day,
- Independence Day,
- Labor Day,
- Columbus Day,
- Veteran's Day,
- Thanksgiving Day,
- Day after Thanksgiving Day, and
- Christmas Day.

Object 173Other Comp./Leave-Personal

This line item is used to track costs associated with paid time off attributed personal days.

Object 174Other Comp./Leave-Sick

This line item is used to track costs associated with paid time off attributed to sick time.

Object 175Other Comp./Leave-Vacation

This line item is used to track costs associated with paid time off attributed to vacation.

Object 176Other Comp./OT/Regular

Overtime wages (paid at 1.5x an employee's normal hourly wage) associated with extra hours worked in a day off or call-ins on normal days off.

Object 179Other Comp./OT/Holiday Worked

Wages (paid at 2.0x an employee's normal hourly wage) associated with hours worked on a paid Holiday.

Object 180Other Comp./OT/Holiday Worked

Overtime wages (paid at 2.5x an employee's normal hourly wage) associated with extra hours worked in a paid Holiday.

Object 181Other Comp./OT/Special Events

Overtime wages paid for working an event. These wages are reimbursed back to the Borough through the event sponsor and/or organizer.

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.



Table 74 – General Fund Department 445 (Parking)

	Dept.	Object	Description	2018	2019	2020	2021	2022	2022
Expenditures	445	110	Salary - Parking Manager	^^^	^^^	^^^	\$50,000	\$50,279	\$49,083
	445	112	Salary - Full Time	\$151,530	\$150,562	\$120,735	\$72,462	\$70,880	\$68,288
	445	115	Salary - Part Time	\$11,275	\$20,150	\$28,000	\$22,500	\$22,500	\$35,257
	445	116	Salary - Differential 1 Pay	^^^	^^^	^^^	^^^	^^^	\$1,578
	445	117	Salary - Differential 2 Pay	^^^	^^^	^^^	^^^	^^^	\$0
	445	172	Other Comp./Leave-Holiday	^^^	^^^	^^^	^^^	\$5,351	\$5,235
	445	173	Other Comp./Leave-Personal	^^^	^^^	^^^	^^^	^^^	\$2,067
	445	174	Other Comp./Leave-Sick	^^^	^^^	^^^	^^^	^^^	\$648
	445	175	Other Comp./Leave-Vacation	^^^	^^^	^^^	^^^	^^^	\$4,393
	445	176	Other Comp./OT/Regular	\$2,500	\$5,000	\$5,000	\$3,398	\$3,250	\$1,200
	445	179	Other Comp./OT/Holiday Worked	\$2,500	\$5,000	\$5,000	\$3,398	\$3,250	\$0
	445	180	Other Comp./OT/Holiday OT	^^^	^^^	^^^	^^^	^^^	\$0
	445	181	Other Comp./OT/Special Events	^^^	^^^	^^^	^^^	^^^	\$557
	445	182	Other Comp./OT/Emergency	^^^	^^^	^^^	^^^	^^^	\$0
	445	185	Other Comp./VacationBuyBack	^^^	^^^	^^^	\$1,000	\$1,000	\$425
	445	186	Other Comp./SickPayBuyBack	^^^	^^^	^^^	^^^	^^^	\$0
	445	189	Benefit - Vision Insurance	\$1,162	\$863	\$813	\$813	\$813	\$306
	445	191	Benefit - Uniform Allowance	\$2,000	\$2,500	\$2,250	\$1,235	\$800	\$1,500
	445	192	Benefit - FICA	\$10,094	\$10,895	\$9,532	\$8,733	\$9,238	\$10,320
	445	193	Benefit - Medicare	\$2,361	\$2,547	\$2,229	\$2,044	\$2,052	\$2,309
	445	194	Benefit - Unemployment Compensation	\$1,233	\$1,604	\$2,725	\$2,700	\$2,250	\$2,100
	445	196	Benefit - Health Insurance	\$39,027	\$40,990	\$34,273	\$34,368	\$37,381	\$33,283
	445	197	Benefit - Pension Contribution	\$26,625	\$23,730	\$19,731	\$17,598	\$10,335	\$9,158
	445	198	Benefit - Life/ADD/Short Term Disability	\$1,314	\$1,314	\$1,073	\$784	\$634	\$990
	445	199	Benefit - Dental Insurance	\$3,288	\$4,358	\$1,782	\$1,913	\$1,210	\$1,326
	445	210	Operating Supplies	\$7,000	\$13,000	\$14,500	\$7,545	\$7,000	\$6,000
	445	215	Postage	\$400	\$350	\$350	\$256	\$250	\$175
	445	220	Miscellaneous Expense	^^^	^^^	^^^	^^^	^^^	\$350
	445	231	Vehicle Fuel - Gasoline	\$925	\$950	\$1,000	\$889	\$890	\$1,500
	445	251	Vehicle - Parts & Maintenance	\$5,000	\$1,000	\$1,000	\$500	\$450	\$400
	445	252	Computer/Copier/Video Parts	\$750	\$500	\$700	\$459	\$500	\$500
	445	313	Engineering - RHA Garage	^^^	^^^	\$10,000	\$2,250	\$15,000	\$0
	445	321	Telephone (landline)	\$1,850	\$722	\$600	\$351	\$375	\$808
	445	324	Telephone (wireless)	\$2,500	\$1,300	\$2,800	\$1,016	\$1,020	\$2,283
	445	325	Internet	^^^	^^^	^^^	\$1,363	\$1,363	\$1,819
	445	329	Computer Software Fees	\$18,600	\$18,600	\$19,217	\$18,684	\$22,000	\$19,401
	445	331	Travel Reimbursement	^^^	^^^	^^^	^^^	^^^	\$400
	445	350	Insurance - Vehicle	\$1,435	\$1,220	\$3,047	\$2,988	\$3,365	\$3,500
	445	352	Insurance - Liability	\$366	\$450	\$486	\$508	\$550	\$600
	445	354	Insurance - Worker's Compensation	\$8,492	\$7,554	\$7,078	\$7,252	\$8,350	\$8,503
	445	356	Insurance - Property	\$5,206	\$5,000	\$5,304	\$3,972	\$5,160	\$6,200
	445	359	Insurance - Commercial Umbrella	\$1,377	\$620	\$857	\$877	\$930	\$950
	445	361	Public Utility - Electricity	\$12,000	\$12,000	\$12,000	\$12,524	\$10,350	\$10,350
	445	364	Public Utility - Sewer	\$1,100	\$1,100	\$1,000	\$908	\$2,649	\$2,200
	445	366	Public Utility - Water	\$1,175	\$1,600	\$1,400	\$1,234	\$1,587	\$1,500
	445	368	Public Utility - Storm Water	^^^	^^^	\$1,960	\$1,960	\$1,960	\$1,960
	445	373	Repairs & Maintenance - Buildings	\$4,000	\$4,000	\$57,250	\$4,400	\$2,500	\$15,500
	445	374	Machinery and Equipment Repairs	\$3,500	\$5,200	\$5,200	\$2,915	\$4,200	\$5,850
	445	391	Credit Card Merchant Fees	\$17,500	\$14,500	\$20,000	\$20,000	\$22,000	\$27,000
	445	420	Dues/Subscriptions/Memberships	\$300	\$800	\$800	\$800	\$800	\$800
	445	452	Contracted IT Services	\$1,750	\$1,800	\$1,620	\$1,800	\$1,800	\$2,907
	445	460	Continuing Education/Training	\$1,200	\$2,500	\$2,500	\$1,000	\$2,500	\$2,500
	445	740	Capital Purchase/Machinery	^^^	\$15,383	\$46,008	\$17,172	\$17,172	\$14,172
	445	750	Capital Purchase/Minor Machine	\$6,500	\$6,500	\$6,500	\$4,000	\$4,000	\$16,000
Department 445 TOTALS				\$357,835	\$386,162	\$456,320	\$289,206	\$359,944	\$384,151

Object 199
Benefit – Dental Insurance
 Cost for providing this benefit to full time employees.

Object 210
Operating Supplies
 Office supplies and other materials needed in the normal routine of conducting business.

Object 215
Postage
 Fees associated with sending notices of parking violations in the mail.

Object 231
Vehicle Fuel – Gasoline
 Gas costs for the Parking Department vehicles.

Object 251
Vehicle – Parts & Maintenance
 Pays for repairs to department's vehicles.

Object 252
Computer/Copier/Video Parts
 Used to purchase replacement computer/printer equipment as needed. This includes various parts for maintenance.

Object 321
Telephone (landline)
 Department phone bills.

Object 324
Telephone (wireless)
 Department cell phone bills.

Object 325
Internet
 Department high speed internet connection, via Shentel.

Object 329
Computer 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 331
Travel Reimbursement
 Cost to reimburse employees for use of personal vehicle while conducting Borough business.

Object 350
Insurance – Vehicle
 Cost of the premium for this insurance coverage.

Object 352
Insurance – Liability
 Cost of the premium for this insurance coverage.

Object 354
Insurance – Worker's Compensation
 Cost of the premium for this insurance coverage.

Object 356
Insurance – Property
 Cost of the premium for this insurance coverage.

Object 359
Insurance – Commercial Umbrella
 Cost of the premium for this insurance coverage.

Object 361
Public Utility – Electricity
 Pays for electric bills in the Racehorse Alley Parking Plaza.

Object 364
Public Utility – Sewer
 Pays for sewer bills in the Racehorse Alley Parking Plaza.

Object 366
Public Utility – Water
 Pays for water bills in the Racehorse Alley Parking Plaza.

Object 368
Public Utility – Storm Water
 Pays for storm water bills in the Racehorse Alley Parking Plaza and the Borough Lot.

Object 373
Repairs & 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 Colorado and the 2021 Chevy Traverse.

Object 750Capital Purchase/Minor Machine

Pays for upgrades to the handheld enforcement devices.

Department 454Parks & Recreation

Table 75 highlights the funding of the Gettysburg Area Recreation Authority (GARA). Cumberland Township is a partner and has been instrumental in also providing funding for GARA. Both municipalities equally support providing operational funds to GARA annually. Should additional municipalities join the concept of a regional park system then a different funding formula should be explored. New in FY2022, and continuing in FY2023 is the concept of Borough-sponsored events that benefit the entire Gettysburg community. This, for example, proved very successful in 2022 where the Borough sponsored 'A Gettysburg Christmas Festival' in the amount of \$2500 – Subsequently, the Borough made a record \$17,000 in parking fees over the three-day event weekend.

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.

Table 75 – General Fund Department 454 (Parks & Recreation)

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Expenditures	454	352	Insurance - Liability	\$111	\$150	\$125	\$132	\$140	\$165
	454	356	Insurance - Property	\$1,998	\$2,000	\$2,140	\$160	\$170	\$380
	454	359	Insurance - Commercial Umbrella	\$414	\$200	\$220	\$236	\$250	\$276
	454	368	Public Utility - Storm Water	^^^	^^^	\$5,096	\$5,096	\$5,096	\$5,096
	454	373	Recreation Park - Building Maintenance	\$500	\$500	\$500	\$500	\$500	\$0
	454	374	Recreation Park - Facilities Maintenance	\$500	\$500	\$1,000	\$1,000	\$1,000	\$0
	454	530	Appropriations - Governmental Units (Rec. Park)	\$66,164	\$66,164	\$80,000	\$66,164	\$70,000	\$75,000
	454	550	Appropriations - Special Events	\$5,000	\$5,000	\$5,000	\$5,000	\$7,500	\$9,000
Department 454 TOTALS				\$74,687	\$74,514	\$94,081	\$78,288	\$84,656	\$89,917

Object 368Public Utility – Storm Water

The Borough owns the facilities at GARA and as such must pay GBSWA an annual storm water fee.

Object 530Appropriation – GovernmentalUnits (Rec. Park)

The amount of money appropriated to the Gettysburg Area Recreation Authority for operational costs.

Object 550Appropriations – Special Events

This line item supports multiple events in the Borough, that benefit the entire Gettysburg community. They are:

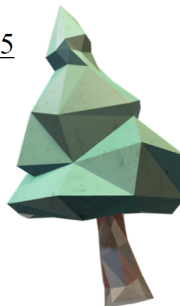
- ✚ \$1250 4th of July,
- ✚ \$1250 New Year's Eve,
- ✚ \$1250 Halloween Parade,
- ✚ \$2750 A Gettysburg Christmas Festival,
- ✚ \$1250 Memorial Day Parade, and
- ✚ \$1250 Remembrance Day Parade.

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 76** 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 TreePurchases

Purchase of additional trees.

Object 379Repairs & Maintenance – ShadeTrees

Covers cost of pruning as needed.

Department 465Community Development

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 operational budgets in the following fiscal year. In previous budgets and at a time of significant fiscal retrenchment, it was understandable that Council would seek to slash or even eliminate funding for these organizations altogether. It was then and continues to be staff's judgment that these organizations should be looked at as an extension of the Borough – providing needed services at an exceptional value that the Borough could not and 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 FY2023 are

Table 76 –
General Fund Department 455 (Shade Tree)

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Expenditures	455	135	Contracted Services	\$6,000	\$6,000	\$6,000	\$6,000	\$7,500	\$7,250
	455	220	Miscellaneous Operating Supplies	\$750	\$1,500	\$1,500	\$1,000	\$2,000	\$1,750
	455	221	Agriculture Supplies - Shade Tree Purchases	\$2,500	\$2,500	\$7,500	\$5,000	\$5,500	\$5,250
	455	379	Repairs & Maintenance - Shade Trees	\$3,000	\$3,000	\$2,500	\$2,500	\$2,500	\$2,225
Department 455 TOTALS				\$12,250	\$13,000	\$17,500	\$14,500	\$17,500	\$16,475

Table 77 – General Fund Department 465 (Community Development)

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Expenditures	465	541	Non-Governmental Appropriations - MSG	\$30,000	\$35,000	\$35,000	\$35,000	\$40,000	\$45,000
	465	543	Non-Governmental Appropriations - Rabbit Transit	\$4,000	\$4,000	\$4,000	\$4,000	\$4,500	\$4,750
	465	545	Non-Governmental Appropriations - Arts Council	\$1,000	\$1,000	\$1,000	^^^	\$1,750	\$1,750
	465	546	Non-Governmental Appropriations - ACHS	^^^	^^^	^^^	^^^	\$10,000	\$0
	Department 465 TOTALS			\$35,000	\$40,000	\$40,000	\$39,000	\$56,250	\$51,500

outlined in **Table 77** and are based on 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 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, parades²²⁷, building façade programs, etc.

Gettysburg’s close relationship and support of Main Street Gettysburg over the years continues to reap significant rewards through 2022. 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 is found in Chapter 2 of the 2021

Picture 5 –
Rabbit Transit
Main Street Gettysburg
Season of Wishes



Picture 6 –
2019 Christmas Festival
Kick-Off Event



Manager’s 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 fifth year (2022), the festival, operating in a post-pandemic environment, returned to its full-scale programming over a three-day weekend. It is estimated that 10,000 visitors came to town during an historically slow period of the year. The Borough’s modest investment in this event proves to have an exception return on that investment.

Main Street has even larger plans for the festival in 2023.

Object 541
Non-Governmental Appropriation –
MSG
Helps fund operational costs for Main Street Gettysburg.

Object 543
Non-Governmental
Appropriation – Rabbit
Transit
Helps fund operational costs for the regional public transit system – RABBIT Transit.

Object 545

²²⁷ Typically, there are three major parades each year that draw crowds of thousands to downtown Gettysburg. They are:

- Memorial Day Parade,
- Halloween Parade, and
- Remembrance Day Parade.

Object 545

Non-Governmental Appropriation – Arts Council
Helps fund operational costs for the Adams County Arts Council.

Object 030

Transfer to Capital Reserve
Money transferred from the General Fund to the Capital Reserve Fund.

Department 492
Interfund Transfers Out

These are funds that the General Fund sends to other funds for programming and services provided by those other funds. Once these funds leave the General Fund, they permanently remain in those other funds until expended out of those funds. These transfers can be seen in **Table 78**.

Object 230

Transfer to Debt Service
Money transferred from the General Fund to the Debt Services Fund.

**Table 78 –
General Fund Department 492 (Interfund
Transfers Out)**

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Expenses	492	018	Transfer to Capital Projects	^^^	^^^	^^^	^^^	\$713,319	\$0
	492	030	Transfer to Capital Reserve	^^^	^^^	^^^	^^^	\$410,405	\$223
	492	230	Transfer to Debt Service	\$637,628	\$604,855	\$622,383	\$534,532	\$639,484	\$638,785
	Department 492 TOTALS			\$637,628	\$604,855	\$622,383	\$534,532	\$1,763,208	\$639,008



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 FY2023. 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 account – money in-and-out transactions. The anticipated revenue and disbursements for fiscal year FY2023 is \$125,500.

Tables 79 and 80 show the fund's revenue sources and expenditures, respectively.

Table 79 – Fire Protection Fund Department 301 (Real Property Tax)

Revenues	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	301	110	Fire Services Tax - Current	\$125,000	\$122,500	\$121,300	\$121,300	\$120,455	\$123,000
	301	210	Fire Services Tax - Delinquent	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
			Department 301 TOTALS	\$125,000	\$125,000	\$123,800	\$123,800	\$122,955	\$125,500

Table 80 – Fire Protection Fund Department 411 (Fire Expenses)

Expense	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	411	000	Fire Department Expenses	\$127,500	\$127,500	\$123,800	\$123,000	\$122,955	\$125,500
			Department 411 TOTALS	\$127,500	\$127,500	\$123,800	\$123,000	\$122,955	\$125,500



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 several 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. Historically, Gettysburg Borough Council has dedicated the monies from these funds to the construction required to bring the Borough’s sidewalk ramps and crossings into compliance with the Americans with Disabilities Act (ADA). However, in recent years, the Council has moved away from this as much of the work has been accomplished over the past ten years. Instead, improvements to streetscape in designated areas has been the focus over the past couple years.

In the application for these grants, the Borough must prepare a budget in advance outlining the use

of the funds, which is approved by Borough Council after two mandated public comment periods (public hearings). All CDBG funding from its inception to date is represented in **Graph 20**.

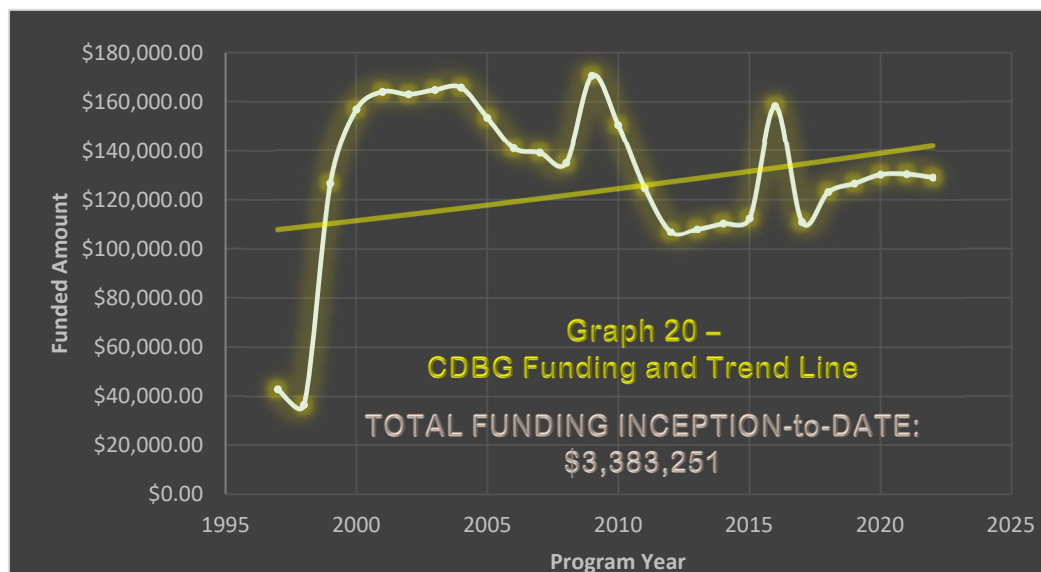


Table 81 – CDBG Allocations, Projects, and Balances

Program Year	Construction Allocation	Administration Allocation	Year Used	Amount Used	Description	Balance Construction Allocation	Balance Administration Allocation
2011	\$124,837.00		2012	\$124,837.00	ADA Curb Ramps	\$0.00	\$0.00
2012	\$107,043.00		2013	\$107,043.00	ADA Curb Ramps	\$0.00	\$0.00
2013	\$108,204.00		2014	\$108,204.00	ADA Curb Ramps	\$0.00	\$0.00
2014	\$110,601.00		2015	\$110,601.00	ADA Curb Ramps	\$0.00	\$0.00
2015	\$105,000.00	\$5,315.00	2016	\$105,000.00	ADA Curb Ramps	\$0.00	\$0.00
			2016	\$5,315.00	ADA Curb Ramps		
2016	\$110,688.00	\$2,000.00	2017	\$110,688.00	ADA Curb Ramps	\$0.00	\$0.00
			2017	\$2,000.00	ADA Curb Ramps		
2017	\$109,166.00	\$2,000.00	2018	\$109,166.00	ADA Curb Ramps	\$0.00	\$0.00
			2018	\$2,000.00	Admin. - Curb Ramps		
2018	\$120,298.00	\$3,000.00	2019	\$37,205.01	ADA Curb Ramps	\$0.00	\$0.00
			2021	\$3,000.00	Admin. - South Street		
			2021	\$83,092.99	South Street Streetscape		
2019	\$120,709.00	\$6,000.00	2021	\$120,709.00	South Street Streetscape	\$0.00	\$0.00
			2022	\$6,000.00	Admin. - Washington Street		
2020	\$123,775.00		2022	\$130,289.00	South Street Streetscape	\$0.00	\$0.00
2021	\$130,490.00	\$2,000.00	2023	\$130,490.00	Washington Street (GIL)	\$130,490.00	\$2,000.00
			2023	\$2,000.00	Admin. - Washington Street		
2022	\$127,094.00	\$2,000.00	2023	\$127,094.00	Washington Street (GIL)	\$127,094.00	\$2,000.00
			2023	\$2,000.00	Admin. - Washington Street		
					<i>Orange Shading Indicates Projected Use and Dollar Amounts</i>		
2023	TBD		Not Yet Allocated			TBD	



Table 82 – CDBG Fund Department 341 (Interest Earnings)

Revenue	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	341	010	Interest on Checking	\$5	\$7	\$7	\$7	\$5	\$15
			Department 341 TOTALS	\$5	\$7	\$7	\$7	\$5	\$15

Table 83 – CDBG Fund Department 351 (Federal Grants)

Revenue	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	351	900	HUD - CDBG	\$110,000	\$143,058	\$179,441	\$130,316	\$340,292	\$261,584
			Department 351 TOTALS	\$110,000	\$143,058	\$179,441	\$130,316	\$340,292	\$261,584

Revenues

Revenue in FY2023 is expected to total \$261,584 – which was awarded in CDBG program years 2021 and 2022. CDBG Program years, amount allocated, and the amount used are outlined in **Table 83**. The balance remaining is also noted in this **Table 81**.

Department 341 Interest Earnings

Whenever CDBG money is sent to the Borough, it is deposited into an interest-bearing account until an invoice is paid. This department accounts for any accumulated interest

What can CDBG be used for?

CDBG funds can be used for a wide range of activities such as housing rehabilitation, code enforcement, acquisition of real property, demolition, infrastructure and public facility improvements, economic development, and social services.

while the money is sitting in the account. See **Table 82**.

Object 010

Interest on Checking

Interest revenue from checking account.

Department 351 Federal Capital Grants

Each year, HUD allocates the Borough with an appropriation. These funds are then used to support a project, which is approved by Borough Council.

This department identifies the program year and amount of CDBG funds expended on each project. See **Table 83**.

Object 900
HUD - CDBG

This represents federally funded amounts of CDBG

funds. It total, this line item generates \$261,584 in FY2023 from the following categories:

- 2021 Program Year – Administration \$2000
- 2021 Program Year – Construction \$130,490
- 2022 Program Year – Administration \$2000
- 2020 Program Year – Construction \$127,094.

Expenditures

Total expenditures in FY2023 equal revenues at \$361,584 and can be viewed at **Table 84 and Table 85**. Only two departments fund projects in FY2023 – both related to CIP454-05 and CIP 454-06 (GIL Phase B1 and B2).

Department 409
General Government Administration

Administrative costs associated with the Gettysburg Inner Loop Project.

Department 435
Sidewalks & Crosswalks

Object 372
Repairs & Maintenance – Non-Buildings
This line item provides construction funding for the Gettysburg Inner Loop Project (CIP 454-05 (GFIL Phase B1 and CIP 454-06 (GIL Phase B2).

**Assessment of Community Development Needs
(2021 – 2023)**

**INCIDENCE AND CONCENTRATION OF
LOW AND MODERATE INCOME AND
MINORITY PERSONS**

Gettysburg Borough exhibits proportionally high minority populations when compared to the Adams County as a whole, according to the 2019 American Community Survey. The Borough's minority

Table 84 – CDBG Fund Department 409 (General Government Administration)

Expense	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	409	390	Bank Fees	^^^	^^^	^^^	^^^	^^^	\$4,000
			Department 435 TOTALS	\$0	\$0	\$0	\$0	\$0	\$4,000

population was 15%, while the County-wide proportion of minorities was only 7.3% during the same period. Gettysburg also has the highest proportion of Black/African American residents in Adams County at 5%, compared to 1.4% in the County as a whole.

The 2019 American Community Survey five-year estimates indicate that 21% of Gettysburg's population are low to moderate income, compared with 7.8% for Adams County. 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.

**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

Table 85 – CDBG Fund Department 435 (Sidewalks & Crosswalks)

Expense	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	435	372	Repairs & Maintenance - Non Buildings	^^^	^^^	^^^	^^^	\$340,297	\$257,584
			Department 435 TOTALS	\$0	\$0	\$0	\$0	\$340,297	\$257,584

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.

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

North Washington Street ADA Compliant Sidewalk and Streetscape Improvements

Gettysburg Borough receives frequent complaints from residents and visitors alike regarding safety and ADA compliance a result of inadequate or outdated sidewalk design and deferred maintenance, at times resulting in injury. The Borough is engaging in an effort to identify walkways with the least functional designs in terms of ADA compliance and general safety and ease of use. Considerations used to evaluate sidewalks targeted for replacement also include factors such as history of public investment in the neighborhood, and whether there are other infrastructure and

utility services that have a high level of deferred maintenance or are otherwise in need of repair or improvement. Additionally, is the sidewalk located in an area with high pedestrian traffic, such as walk to school routes, or common routes used by residents to get to employment, stores, or other necessary services.

Gettysburg Borough is proposing a multi-year project for 2021 and 2022 funds to bring the sidewalk on the west side North Washington Street between Racehorse Alley and West Railroad Street into compliance with ADA standards and improve lighting. This section of sidewalk is currently only two feet wide in some places and the slope at the crosswalk at Racehorse Alley far exceeds the maximum allowed for ADA compliance, and we currently do not have streetlights in this area. This route is a common pedestrian path for residents living on and near N. Washington Street to access downtown employers, stores, and amenities, as well as residents of Chambersburg Street heading east towards the bus station, farm market, etc. North Washington Street is also a busy thoroughfare for vehicles, and many people cut through Racehorse Alley to avoid traffic on Chambersburg Street, making this low-visibility intersection challenging for pedestrians and vehicles to navigate safely. The planned crosswalk, sidewalk, and lighting improvements will resolve both the accessibility and visibility issues in this location.

South Street Light Project

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.

South Street Sidewalks Project

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.

Intersection Sidewalk and Ramp Reconstruction to Comply with Americans with Disabilities (ADA) Regulations

Gettysburg Borough has been subject to a number of lawsuits regarding handicapped accessibility, highlighting significant deficiencies in ADA compliance at intersections throughout Gettysburg. The Borough has set aside over \$1,000,000.00 in previous CDBG programs to address compliance issues. The Borough allocated 2018 Program Year CDBG funds for this.

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 have benefited all those with disabilities who either live or visit the Borough.

CDBG funds were utilized through Program Year 2018 to complete 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, 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.

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 2021 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 and sidewalks into ADA compliance and the reconstruction of South Street, there are no requests for public service activities in the 2021 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, and
- Provide \$130,490.00 from CDBG FY 2021 to the Borough of Gettysburg to provide for sidewalks and curbing of the North Washington Street Sidewalks project

Housing:

- There are no allocations proposed for this category in the 2021 Program Year.

Public Services/Economic Development:

- There are no allocations proposed for this category in the 2021 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).

RESOURCES
CONSIDERED

**2011-2015 American
Community Survey**

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).

**Central Adams Joint
Comprehensive Plan**

**Elm Street 2013 S.
Washington St. & South
St. Project 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 as a whole, subject to the completion of the Borough's infrastructure priorities.

Polluted stormwater runoff is commonly transported through municipal separate storm sewer systems (MS4s)²²⁸, and then often discharged, untreated, into local water bodies.

The stormwater requirements of the federal Clean Water Act are administered under the Pennsylvania Department of Environmental Protection's MS4 Program. In December 2002, DEP issued a General Permit ("PAG-13") for use by MS4s that fall under the National Pollutant Discharge Elimination System (NPDES) Phase II program, requiring the implementation of a stormwater management program for minimizing the impacts from runoff. Several extensions have occurred since the expiry of the initial 5-year permit period, the latest of which extended the permit expiration date to midnight on June 11, 2013.

After much debate and extensive delays, the Pennsylvania Department of Environmental Protection released its new permit requirements in late 2011, so all MS4s are working to understand how they are affected and prepare their applications before they are due.

Under the MS4 Program, permittees are required to incorporate the following six elements (known as

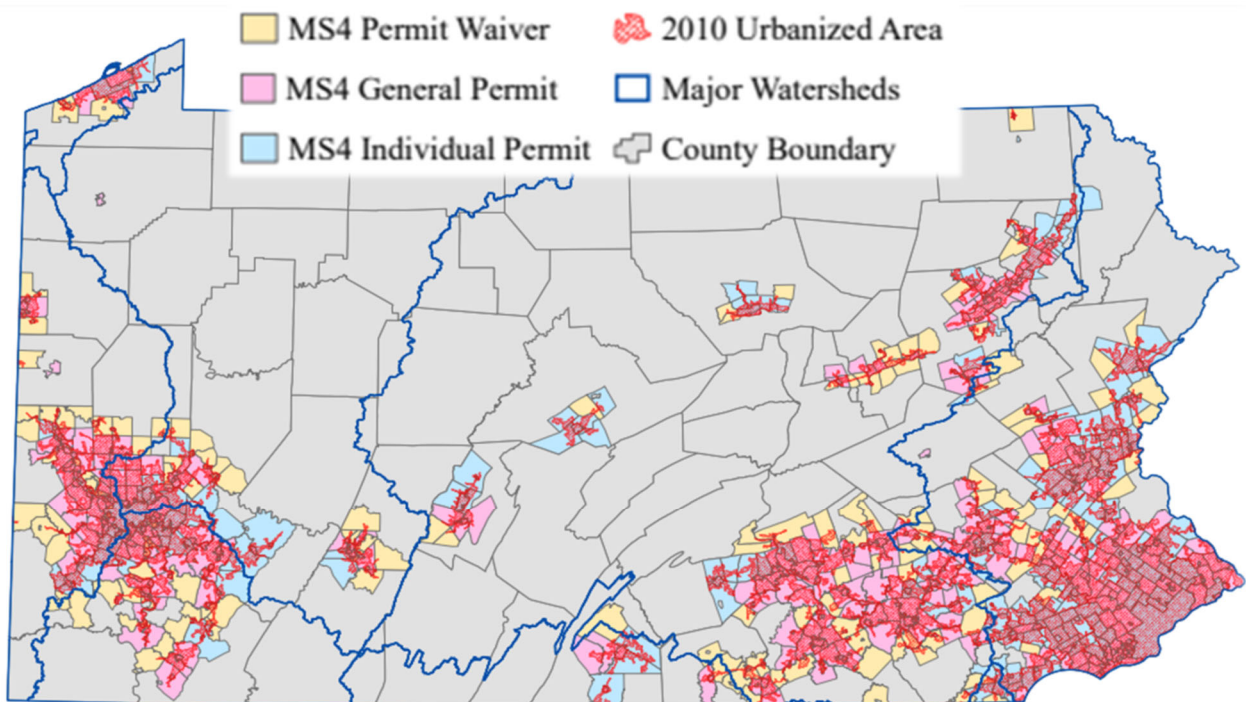
minimum control measures, or MCMs) into their stormwater management programs:

1. Public education and outreach
2. Public involvement and participation
3. Illicit discharge detection and elimination
4. Construction site runoff control
5. Post-construction stormwater management in new development and redevelopment
6. Pollution prevention and good housekeeping for municipal operations and maintenance.

Each MCM has a series of suggested best management practices (BMPs) associated with it to guide permit holders in program development, tracking, and reporting.

Pennsylvania has close to 1,000 jurisdictions that are considered small municipal separate stormwater systems (MS4s) and therefore require Phase II permits. Picture

Gettysburg Borough is a mandated MS4 community and must comply with the regulations. It is for this reason that the Gettysburg Borough Council incorporated the Gettysburg Borough Storm Water Authority in 2018. Refer to the GBSWA Articles of Incorporation at **Appendix VII**. **Appendix VIII** contains more resource



Picture 7 – MS4 Municipalities in Pennsylvania

²²⁸ MS4 – Municipal Separate Storm Sewer System.

information on MS4. Gettysburg's Pollution Reduction Plan can be viewed on the Boroughs website at <https://www.gettysburgpa.gov/gettysburg-borough-storm-water-authority-gbswa>.

Revenue

There are four sources of revenue for the Gettysburg Borough Storm Water Authority. They are a mixture of fines, interest, grants, and assessed fees.

Department 331 Fines and Forfeits

This department collects penalties assessed on late payments that resulted in a lien being placed against a property for lack of storm water fee payment. **Table 86** details fines and forfeits.

Object 400

Reimbursement – Solicitor Fees
In an average year the Authority's solicitor places enough liens on properties that require \$10,000 in reimbursements to the Authority.

Object 410

Reimbursement – Court Fees
These are filing fees incurred by the Authority by Adams County Courts while filing a lien against a property for nonpayment.

Object 415

Reimbursement – Postage
The Authority spends a notable amount in postage when sending delinquent notices to property owners for nonpayment of storm water fees.

Object 490

Reimbursement – Bank Fees
These are fees that are incurred by the Authority when a property owner submits a check to the Authority that is ultimately

declined payment from the bank for lack of sufficient funds.

Department 341 Interest Earnings

Table 87 highlights the interest earned on revenue in the Authorities numerous interest-bearing financial accounts.

Object 000

Interest on Checking

Annual interest on the Authority's checking account(s).

Object 030

Interest on Checking

Annual interest on the Authority's CD account(s).

Department 361 Charges for Services

Table 88 highlights the interest earned on revenue in the Authorities numerous interest-bearing financial accounts.

Object 320

Storm Water Plan Review
Money received from an applicant needing to have a storm water plan reviewed as part of a larger development project.



**Table 86 –
Gettysburg Borough Storm Water Authority Department 331
(Fines & Forfeits)**

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Revenue	331	400	Reimbursement - Solicitor Fees	^^^	^^^	^^^	^^^	\$10,000	\$10,000
	331	410	Reimbursement - Court Fees	^^^	^^^	^^^	^^^	\$1,440	\$1,440
	331	415	Reimbursement - Postage	^^^	^^^	^^^	^^^	\$317	\$317
	331	490	Reimbursement - Bank Fees	^^^	^^^	^^^	^^^	\$0	\$0
Department 331 TOTALS				\$0	\$0	\$0	\$0	\$11,757	\$11,757

**Table 87 –
Gettysburg Borough Storm Water Authority Department 341
(Interest Earnings)**

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Revenue	341	000	Interest on Checking	^^^	^^^	\$5,000	\$1,250	\$900	\$0
	341	030	Interest on CDs	^^^	^^^	^^^	^^^	\$849	\$120
Department 341 TOTALS				\$0	\$0	\$5,000	\$1,250	\$1,749	\$120

Object 740

Reimbursement – Postage
Revenue reimbursed to the GBSWA as a result of mailings going to property owners.

**Table 88 –
Gettysburg Borough Storm Water Authority Department 361
(Charges for Services)**

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Revenue	361	320	Storm Water Plan Review	^^^	^^^	^^^	^^^	^^^	\$500
	361	740	Reimbursement - Postage	^^^	^^^	^^^	^^^	^^^	\$50
	361	808	Reimbursement - Engineer Fees	^^^	^^^	^^^	^^^	^^^	\$3,150
	Department 361 TOTALS			\$0	\$0	\$0	\$0	\$0	\$3,700

Object 808

Reimbursement –
Engineering Fees

Even though there is no planned revenue in this line item, it is likely the Authority Engineer will charge the Authority for work performed on a property. Those fees are ultimately billed to the property owner, where this line item accounts for those payments back to the Authority.

**Table 89 –
Gettysburg Borough Storm Water Authority Department 383
(Storm Water Fees)**

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Revenue	383	200	Storm Water Fee - Discount	^^^	^^^	^^^	\$513,050	\$415,999	\$441,980
	383	210	Storm Water Fee - Face	^^^	^^^	^^^	\$8,551	\$60,412	\$41,318
	383	220	Storm Water Fee - Penalty	^^^	^^^	^^^	\$3,633	\$37,289	\$16,970
	Department 383 TOTALS			\$0	\$0	\$0	\$525,234	\$513,700	\$500,268

legal fees, bank fees, permitting fees, auditing services, and construction.

**Department 383
Storm Water Fees**

Table 89 shows the storm water fees collected from all properties in the Borough. Property owners may elect to pay within the first 45-days of an invoice at a 2% discount, at par (100%) within the subsequent 45-day period after bill issuance, and a 10% penalty after 90-days of invoice issuance.

Object 200Storm Water Fee - Discount

Assessed storm water fees collected at 2% discount.

Object 210Storm Water Fee - Discount

Assessed storm water fees collected at par.

Object 220Storm Water Fee - Penalty

Assessed storm water fees collected at 10% penalty for late payment.

Expenses

Expenses in this fund are solely allocated to one department – Storm Sewers & Drains. These account for all payrolls, insurances, professional services, operating supplies, software fees, IT support,

**Department 436
Storm Sewers & Drains**

Table 90 identifies all line items in this department. The Storm Water Cycle is shown in Picture

Object 110Salary – Administrative Manager

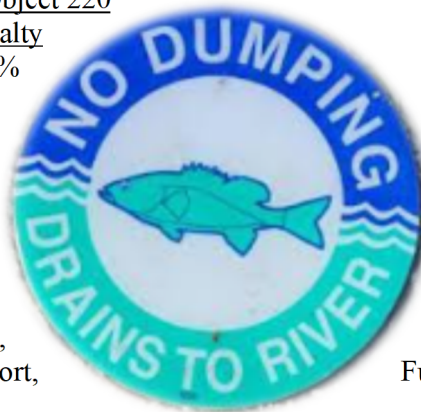
The Administrative Manager is a shared employee with Gettysburg Borough. The GBSWA pays 4% of this employee's overall salary (also budgeted in the General Fund, Department 401).

Object 112Salary – Full Time Staff

The employee is also the Accountant I for Gettysburg Borough. The GBSWA pays 20% of this employee's overall salary (also budgeted in the General Fund, Department 401).

Object 114Salary – Professional Staff

Also known as the MS4 Coordinator, this is a shared employee with Gettysburg Borough. The GBSWA pays 60% of this employee's overall salary (also budgeted in the General Fund, Department 414).



Object 172Other Comp./Leave-Holiday

Accounts for employee's paid time off. Shared cost with the General Fund.

Object 173Other Comp./Leave-Personal

Accounts for employee's paid time off. Shared cost with the General Fund.

Table 90 –

Gettysburg Borough Storm Water Authority Department 436
(Storm Sewers & Drains)

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Expenditure	436	110	Salary - Administrative Manager	^^^	^^^	^^^	^^^	\$7,720	\$3,761
	436	112	Salary - Full Time Staff	^^^	^^^	^^^	^^^	\$17,500	\$9,729
	436	114	Salary - Professional Staff	^^^	^^^	^^^	^^^	\$43,336	\$38,042
	436	172	Other Comp./Leave-Holiday	^^^	^^^	^^^	^^^	\$2,899	\$2,857
	436	173	Other Comp./Leave-Personal	^^^	^^^	^^^	^^^	^^^	\$727
	436	174	Other Comp./Leave-Sick	^^^	^^^	^^^	^^^	^^^	\$332
	436	175	Other Comp./Leave-Vacation	^^^	^^^	^^^	^^^	^^^	\$2,478
	436	184	Other Comp./SickPayBuyBack	^^^	^^^	^^^	^^^	^^^	\$0
	436	185	Other Comp./VacationPayBuyBack	^^^	^^^	^^^	^^^	^^^	\$558
	436	189	Benefit - Vision Insurance	^^^	^^^	^^^	^^^	\$367	\$176
	436	192	Benefit - FICA	^^^	^^^	^^^	^^^	\$5,298	\$3,542
	436	193	Benefit - Medicare	^^^	^^^	^^^	^^^	\$1,240	\$835
	436	194	Benefit - Unemployment Compensation	^^^	^^^	^^^	^^^	\$648	\$258
	436	196	Benefit - Health Insurance	^^^	^^^	^^^	^^^	\$16,774	\$7,208
	436	197	Benefit - Pension Contribution	^^^	^^^	^^^	^^^	\$5,601	\$5,398
	436	198	Benefit - Life/ADD/Short Term Disability	^^^	^^^	^^^	^^^	\$586	\$203
	436	199	Benefit - Dental Insurance	^^^	^^^	^^^	^^^	\$1,308	\$411
	436	210	Operating Supplies	^^^	\$2,000	\$1,500	\$1,615	\$1,321	\$1,875
	436	215	Postage	^^^	^^^	\$2,000	\$2,000	\$2,301	\$1,775
	436	218	Public Relations	^^^	^^^	\$800	\$1,500	\$2,000	\$2,000
	436	252	Computer/Copier Parts	^^^	\$2,000	\$250	\$250	\$550	\$750
	436	311	Accounting and Auditing Services	^^^	\$10,000	\$9,000	\$6,750	\$6,750	\$4,750
	436	313	Engineering Services	^^^	\$15,000	\$40,000	\$50,000	\$20,000	\$31,000
	436	314	Legal Expenses	^^^	\$5,000	\$10,000	\$6,000	\$4,836	\$8,750
	436	317	Legal Expenses - Liens/Filings	^^^	^^^	^^^	^^^	\$13,750	\$13,750
	436	321	Telephone (landline)	^^^	^^^	\$800	\$458	\$458	\$458
	436	325	Internet Fees	^^^	^^^	\$350	\$476	\$476	\$865
	436	329	Computer Software Fees	^^^	\$40,000	\$11,860	\$11,660	\$11,750	\$7,408
	436	341	Legal Advertising Expenses	^^^	\$1,000	\$2,000	\$350	\$450	\$425
	436	352	Liability Insurance	^^^	^^^	\$224	\$224	\$250	\$250
	436	354	Insurance - Workers' Compensation	^^^	^^^	^^^	^^^	^^^	\$88
	436	355	Insurance - Public Official	^^^	^^^	\$3,192	\$3,192	\$3,292	\$1,646
	436	358	Insurance - Cyber Risk	^^^	^^^	^^^	^^^	^^^	\$25
	436	361	Public Utility - Electric	^^^	^^^	^^^	^^^	^^^	\$750
	436	362	Public Utility - Gas	^^^	^^^	^^^	^^^	^^^	\$250
	436	364	Public Utility - Sewer	^^^	^^^	^^^	^^^	^^^	\$125
	436	366	Public Utility - Water	^^^	^^^	^^^	^^^	^^^	\$175
	436	368	Public Utility - Storm Water	^^^	^^^	^^^	^^^	^^^	\$1,425
	436	372	Repairs and Maintenance Storm Sewers	^^^	\$25,000	\$50,000	\$10,000	\$15,000	\$13,500
	436	390	Bank Service Charges/Fees	^^^	^^^	\$1,200	\$300	\$595	\$50
	436	391	Payment Processing Fees	^^^	^^^	\$3,000	\$2,400	\$2,400	\$2,250
	436	420	Dues, Subscriptions, Memberships	^^^	^^^	^^^	\$208	\$208	\$250
	436	450	Permits & Fees	^^^	^^^	^^^	\$500	\$500	\$500
	436	452	Contracted IT Services	^^^	^^^	\$1,100	\$1,100	\$1,100	\$6,412
	436	460	Continuing Education	^^^	^^^	^^^	^^^	\$5,000	\$3,250
	436	461	Public Outreach & Training	^^^	^^^	^^^	^^^	^^^	\$3,500
	436	720	Capital Improvements - Storm Sewers	^^^	\$75,000	\$218,224	\$302,674	\$830,942	\$331,078
Department 436 TOTALS				\$0	\$175,000	\$355,500	\$401,657	\$1,027,206	\$515,845

Object 174Other Comp./Leave-Sick

Accounts for employee's paid time off. Shared cost with the General Fund.

Object 175Other Comp./Leave-Vacation

Accounts for employee's paid time off. Shared cost with the General Fund.

Object 185Other Comp./Vacation Pay Buy Back

Accounts for a payout of the cash equivalent if an employee is unable to use vacation time before the fiscal years ends.

Object 189Benefit – Vision Insurance

Accounts for employee's vision insurance. Shared cost with the General Fund.

Object 192Benefit - FICA

A shared expense with the General Fund, it covers the cost of the employer's portion of Social Security Insurance.

Object 193Benefit - Medicare

A shared expense with the General Fund, it covers the cost of the employer's portion of Medicare Insurance.

Object 194Benefit – Unemployment Compensation

A shared expense with the General Fund, it covers the cost of the providing unemployment compensation insurance required by the State of Pennsylvania.

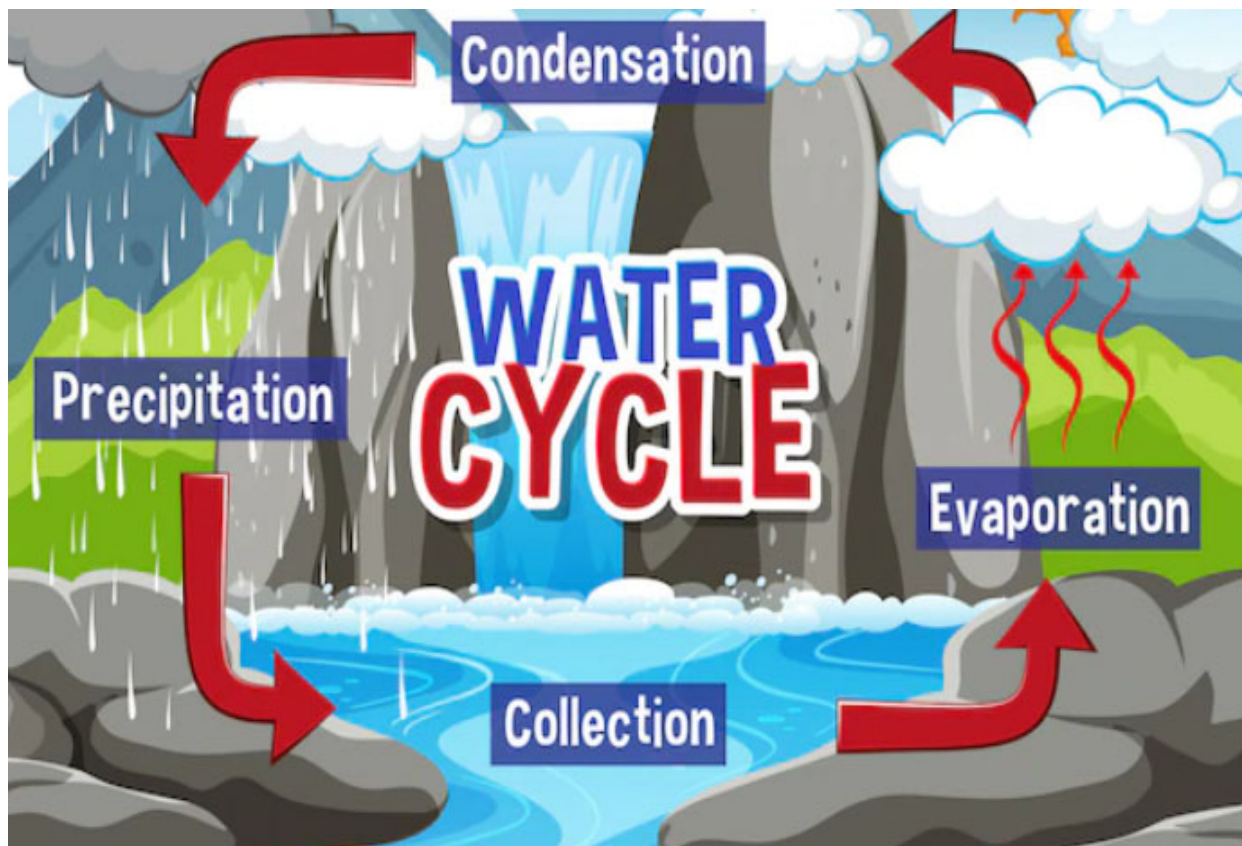
Object 196Benefit – Health Insurance

A shared expense with the General Fund, it covers the cost of the employer's portion to provide medical insurance. 12% of the premium is the responsibility of the employee.

Object 197Benefit – Pension Contribution

A shared expense with the General Fund, it covers the cost to provide pension benefits to the Authority's employees. Per Borough policy, employees are not required to contribute to their pension plans.

Picture 8 – Storm Water Cycle



Object 198Benefit – Life/ADD/Short Term Disability

A shared expense with the General Fund, it covers the cost to provide life insurance, accidental death/dismemberment insurance, and short-term disability insurance the Authority's employees.

Object 199Benefit – Dental Insurance

A shared expense with the General Fund, it covers the cost to provide the Authority's employees with dental insurance.

Object 210Operating Supplies

Covers the cost of routine office supplies.

Object 215Postage

Covers postal expenses for mailing (i.e., annual storm water fee invoices and letters of notice for late payments).

Object 118Public Relations

Provides a stipend to Community Media TV to video and broadcast all Storm Water Authority public meetings.

Object 252Computer/Copier Parts

Provides funds to support new equipment if needed. These costs, if incurred, would be shared with the General Fund.

Object 311Accounting and Auditing Services

Like Gettysburg Borough, the GBSWA is required to undergo an annual audit of its finances. This line item pays for these auditing services.

Object 313Engineering Services

This line item pays for routine engineering expenses, such as meeting attendance and project reviews.

Object 314Legal Expenses

This line item covers the cost for routine legal services by the Authority's solicitor, such as meeting attendance and project reviews.

Object 317Legal Expenses – Liens/Filings

This line item covers the cost for the Authority Solicitor to file liens against properties who are delinquent in paying assessed storm water fees.

Object 321Telephone (landline)

A shared cost with the General Fund, this line item pays a portion of the phone lines needed to conduct business.

Object 325Internet Fees

A shared cost with the General Fund, this line item pays a portion of the fees to gain access to the world-wide-web.

Object 329Computer Software Fees

A shared cost with the General Fund, this line item pays a portion of the fees to maintain computer software to process assessed storm water fees and maintain a database of all properties in Gettysburg Borough.

Object 341Legal Advertising Expenses

Statutorily, the Authority is required to publish notice in a paper of general circulation of its upcoming public meetings.

Object 352Liability Insurance

Insurance carried by the Authority.

Object 354Insurance – Workers' Compensation Insurance

Insurance carried by the Authority to protect its staff against a work-related injury.

Object 355Insurance – Public Official

Insurance carried by the Authority to protect its staff and Board Members against any potential legal action(s).

Object 358Insurance – Cyber Risk

Insurance carried by the Authority to protect against security breaches from the internet.

Object 361
Public Utility - Electric
A portion of the Borough's monthly bills for the cost of electricity.

Object 362
Public Utility - Gas
A portion of the Borough's monthly bills for the cost of gas.

Object 364
Public Utility - Sewer
A portion of the Borough's quarterly bills for the cost of sewer service.

Object 366
Public Utility - Water
A portion of the Borough's quarterly bills for the cost of water service.

Object 368
Public Utility – Storm Sewer
A portion of the Borough's annual bill for the cost of storm sewer service.

Object 372
Repairs and Maintenance – Storm Sewers
This line item provides funding to support unpredictable and/or unexpected repairs to storm water infrastructure that may fail throughout the year.

Object 390
Bank Service Charges/Fees
Covers the cost of returned checks and any fees bank fees that may arise from time-to-time.

Object 391
Payment Processing Fees
Pays for the fees associated with on-line payments and credit card payments charged by third party credit card processing companies.

Object 420
Dues, Subscriptions, Memberships
Provides funds to support staff and Board Members to participate in professional societies / organizations to remain current on best practices in the industry.

Object 450
Permits & Fees
Pays for the annual MS4 permit fee due to the State of Pennsylvania.

Object 452
Contracted IT Services
A shared cost with the General Fund, this line item pays a portion of the fees to maintain on-site computers and cloud hosting services.

Object 460
Continuing Education
A corollary to line item 420, this line item provides fund for staff and Board Members to attend professional conferences and training to remain current in the industry and to maintain best practices in the industry.

Object 461
Public Outreach & Training
Costs for programming kids activities like 'Lunch and Learn'. Also pays for programs to paint rain barrels and use them for collecting rain water for gardens. These education efforts assist with meeting the requirements of the Borough's PRPs.

Object 720
Capital Improvement – Storm Sewers
Any construction costs related to the Borough's MS4 Permit.

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. A significant amount of time was spent in 2021 working on updates to the Capital Improvement Plan and preparing for the next round of construction projects, which have begun in earnest in FY2022. A new five-year Capital

Improvement Plan was issued in August 2021, which is detailed in **Chapter 9** of this budget message. 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

Table 91 –
Grant Applications and Awards (2011 – 2023)

Year	Agency	Name of Grant	Amount Applied For	Amount Awarded	Capital Improvement Plan Project #	Purpose
2023	County ARPA	H2O Small	\$499,995	In Process	CIP21-454-05	Gettysburg Inner Loop - Phase B1/B2
		H2O Large	\$1,804,000	In Process		
	PennDOT	Transportation Alternative Funds (TA)	\$500,000	In Process	CIP21-439-04	Gettysburg Gateway Connectivity Project
	USDOT	Rebuilding American Infrastructure with Sustainability and Equity (RAISE)	\$7,329,198	In Process		
2022	USTD	American Rescue Plan Act of 2021 (ARPA) - Adams County Appropriation	\$0	\$28,001	N/A	Replacement of Liquid Fuels Funds by Pandemic
	PAOOB	Redevelopment Assistance Capital Program (RACP)	\$1,500,000	\$0	CIP21-465-01	Gettysburg Visitors Center
	PennDOT	MultiModal Transportation Fund (MTF) Grant	\$168,500	\$0	CIP21-454-05	Gettysburg Inner Loop - Phase B1/B2
	DCED	Commonwealth Finance Authority - MTF Grant	\$168,500	\$0		
	PennDOT	Transportation Alternative Funds (TA)	\$168,500	\$0		
	DCED	Commonwealth Finance Authority - GTRP Grant	\$168,500	\$168,500		
	NFWF	Chesapeake Bay Pennsylvania Local Government	\$500,000	\$0	CIP21-436-01A	Culps Run Stream Restoration
	FEMA	Non-Profit Security Grant Program (NSGP)	\$250,000	\$0	CIP21-415-04	Modular Barricades
	USDOT	Rebuilding American Infrastructure with Sustainability and Equity (RAISE)	\$7,329,198	\$0	CIP21-439-04	Gettysburg Gateway Connectivity Project
	USDOT	Rebuilding American Infrastructure with Sustainability and Equity (RAISE)	\$7,329,198	\$0	CIP21-439-04	Gettysburg Gateway Connectivity Project
2021	USTD	American Rescue Plan Act of 2021 (ARPA)	\$0	\$3,136,677	N/A	Financial Recovery from COVID-19 Pandemic
	NFWF	Chesapeake Bay Pennsylvania Local Government	\$500,000	\$0	CIP21-436-01A	Culps Run Stream Restoration
	DCNR	Community Conservation Partnerships Program (C2P2)	\$359,000	\$252,500	CIP21-454-06	Gettysburg inner Loop - Phase B2
	PennDOT	MultiModal Transportation Fund (MTF) Grant	\$486,000	\$0		
2020	DCNR	Community Conservation Partnerships Program (C2P2)	\$610,000	\$0	CIP21-454-06	Gettysburg Inner Loop - Phase B2
	DCED	Greenways, Trails, and Recreation Program (GTRP)	\$250,000	\$0		
	AC	Adams County Parks, Recreation & Greenspace	\$25,000	\$25,000		
	DCED	Fund for Adams Investment and Recovery (FAIR)	\$100,000	\$100,000	N/A	Financial Recovery from COVID-19 Pandemic
2019	NFWF	Chesapeake Bay Pennsylvania Local Government	\$106,259	\$0	CIP21-436-01A	Culps Run Stream Restoration
	DCNR	Community Conservation Partnerships Program (C2P2)	\$180,625	\$0	CIP21-454-06	Gettysburg Inner Loop - Phase B2
	DCED	Greenways, Trails, and Recreation Program (GTRP)	\$245,240	\$0		
	PennDOT	MultiModal Transportation Fund (MTF) Grant	\$470,540	\$0	CIP21-439-04	Gettysburg Gateway Connectivity Project
	FHWA	Federal Lands Access Program (FLAP)	\$1,253,917	\$800,000		
	DCNR	Park Rehabilitation & Development Program	\$25,980	\$25,980	PML Conference	GARA Small Playground Rebuild
2018	ACCF	Hoffman Trust	\$8,000	\$8,000	N/A	GIL - Gettysburg Station Spur Right-of-Way
2017	ACCF	Hoffman Trust	\$10,000	\$10,000	N/A	Biser Fitness Trail Relocation
2016	PEMA	Declaration #4267 - Winter Storm Jonas	\$36,566	\$36,566	N/A	Disaster Recovery
	AC	Adams County Parks, Recreation & Greenspace	\$19,846	\$19,846	N/A	GIL Phase A2 Matching Funds: 2015 DCNR Grant
2015	DCNR	Community Conservation Partnerships	\$250,000	\$250,000	N/A	GIL Phase A2
	PennDOT	Transportation Alternatives Program (TAP)	\$334,263	\$334,263	N/A	GIL Phase A2
	PennDOT	Congestion, Mitigation, and Air Quality Program (CMAQ)	\$1,464,973	\$1,464,973		
2014	PSATS	Internship Program	\$2,000	\$2,000	N/A	Summer Intern
	DCED	Governor's Center for Local Government Services	\$69,600	\$69,600	N/A	Early Intervention Program (EIP) : Phase II
	CBT	Green Street Program	\$47,262	\$47,262	N/A	GIL Phase A1
	PennDOT	Act 89 Multimodal Grant	\$191,517	\$191,517	N/A	Steinwehr Avenue Utility Pole Relocation
	DCED	Keystone Communities Grant	\$140,000	\$140,000	N/A	Elm Street Program
	FHWA	Federal Lands Access Program (FLAP)	\$3,746,000	\$3,746,000	N/A	Steinwehr Avenue Revitalization Project : Phase II
2013	DCNR	Community Conservation Partnerships Program (C2P2)	\$32,805	\$32,805	N/A	GARA Master Plan Development
2012	PennDOT	Pennsylvania Community Transportation Initiative (PCTI)	\$2,500,000	\$2,500,000	N/A	Steinwehr Avenue Revitalization Project : Phase I
2011	DCED	Keystone Communities Grant	\$400,000	\$400,000	N/A	Elm Street Program
	DCED	Governor's Center for Local Government Services (GCLGS)	\$35,000	\$35,000	N/A	Early Intervention Program (EIP) : Phase I

PAOOB = Pennsylvania Office of Budget
NFWF = National Fish and Wildlife Foundation
USDOT = United States Department of Transportation
AC = Adams County, Pennsylvania
FAIR = Fund for Adams Investment & Recovery
ACCF = Adams County Community Foundation
CBT = Chesapeake Bay Trust
PCTI = Pennsylvania Community Transportation Initiative
ARPA = American Rescue Plan Act of 2021

PennDOT = Pennsylvania Department of Transportation
DCNR = Department of Conservation & Natural Resources
USTD = United States Treasury Department
C2P2 = Community Conservation Partnerships Program
MTF = Multi-Modal Transportation Fund
PEMA = Pennsylvania Emergency Management Agency
G3 = Greens Streets, Green Jobs, Green Towns
EIP = Early Intervention Program
NSGP = Non-Profit Security Grant Program

DCED = Department of Community & Economic Development
FEMA = Federal Emergency Management Agency
RAISE = Rebuilding American Infrastructure with Sustainability & Equity
GTRP = Greenways, Trails, and Recreation Program
FLAP = Federal Lands Access Program
TAP = Transportation Alternatives Program
CMAQ = Congestion, Mitigation, and Air Quality Program
GCLGS = Governor's Center for Local Government Services

Fund also accounts for grant funds that are earmarked for specific projects.

Borough Council adopted a five-year Capital Improvement plan (CIP) in 2016 and renewed a new five-year plan in 2021. 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.

Table 92 – CIP Projects (2022 – 2026)

Ranked by Score (Highest to Lowest)			
CIP #	Score	Project Name	Cost
436-01A	100.00%	Culps Run Stream Restoration	\$775,000
436-01B	100.00%	Chambersburg Street Storm Sewer	\$143,000
439-14	100.00%	South Street Streetscape	\$390,000
439-04	78.40%	Gettysburg Gateway Connectivity Project (Baltimore Street Revitalization)	\$10,728,896
435-01	70.13%	Right-of-Way Master Plan (a.k.a. Complete Streets; Sidewalk Master Plan)	\$25,000
454-06	69.33%	Gettysburg Inner Loop (GIL) - Phase B2	\$1,327,000
454-05	67.33%	Gettysburg Inner Loop (GIL) - Phase B1	\$750,000
436-05	66.40%	Bream Alley	\$10,000
436-03	64.80%	Stevens Run Wall Construction	\$412,245
439-05	64.13%	Street Preservation Contract #1	\$205,000
439-09	64.13%	Long Lane Storm Sewer & Resurfacing	\$572,000
436-01	62.93%	SCCAP Storm Sewer Pipe Master Plan	\$20,000
439-01	62.93%	Lincoln Highway Master Plan (Rt. 30) (York St. / Chambersburg St. / Buford Hwy.)	\$100,000
435-02	62.00%	Sidewalk Replacement Program	\$300,000
439-06	62.00%	Street Preservation Contract #2	\$284,000
465-01	62.00%	Community Center / Visitor Center (a.k.a. Brown House)	\$1,500,000
438-02	61.73%	Bridge Construction	\$198,280
439-02	59.87%	Hanover Street Master Plan (Rt. 116)	\$50,000
465-02	59.87%	Gateways at Borough Limits Master Plan	\$50,000
430-01	59.33%	Public Works Equipment	\$756,752
439-07	59.33%	Highland & Johns Avenues (North of Queen Street)	\$608,000
439-13	59.33%	Breckenridge Streetscape	\$271,604
445-01	59.20%	RHA Garage Maintenance	\$130,000
430-02	58.67%	Public Works Facilities & Building Upgrades	\$1,783,980
436-06	58.13%	Mayor Alley Stream Stabilization	\$20,000
439-08	58.13%	Highland & Johns Avenues (South of Queen Street)	\$425,000
454-07	56.80%	Gettysburg Inner Loop (GIL) - Phase C	\$800,000
439-10	55.73%	East Railroad Street	\$100,000
454-02	55.33%	GARA Upgrades - Parking Lot Resurfacing	\$30,000
454-03	54.27%	GARA Upgrades - Seasonal Facilities (Splash Pad / Ice Rink)	\$1,680,000
445-02	54.13%	Public Parking Structure (Borough Lot on Middle Street)	\$1,350,000
415-03	53.73%	Area Segregation - Portable Traffic Signals	\$175,000
415-04	52.67%	Area Segregation - Portable Barricades/Bollards	\$147,000
439-11	51.33%	Wolf Alley	\$20,000
415-02	51.07%	Area Segregation - Portable Electronic Message Boards	\$124,000
439-12	50.53%	Sheely Alley	\$10,000
454-04	49.87%	GARA Upgrades (Pavilion / Security Cameras / Zero Turn Tractor / BR Remodel)	\$100,000
445-03	47.60%	Public Improvements for parking Structure (Steinwehr Avenue)	\$400,000
TOTAL Cost		\$26,771,757	NOTE: RED color indicates project complete.

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. **Table 90** highlights previous grant awards to Gettysburg and also summarizes the grant applications that were not successful. Of note, combined since 2011, Gettysburg has received \$13,627,989 in grant money – well over \$1 Million annually!

Main Street Gettysburg, on behalf of Gettysburg Borough, applied for a \$1.25 million FLAP Grant in 2019, which covers the cost for design and engineering of the entire Baltimore Street Revitalization Project – 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) have received over \$13.5 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) and discussed in detail in **Chapter 13**. Grant awards are vital to the successful completion of the 2022 – 2026 Capital Improvement Plan; Those projects are listed here at **Table 91** – with those completed being listed in **RED**.

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 and Interfund Transfers in are only sources of revenue identified in this fund for FY2023. There are no proceeds from debt issuance as the Borough does not intend to issue General Obligation Bonds in FY2023. The Borough intends to submit applications for numerous grants in 2023

(See **Table 92**). Should any of those grants be awarded, that revenue would be posted in this Fund.

Department 341 Interest Earnings

Interest rates remain low. As such this revenue line item is minimal. Refer to **Table 93**.

Object 010

Interest on Checking

Nominal Amount of interest income.

Department 392 Interfund Transfers In

In FY2022 the General Fund utilized a significant amount of ARPA Funds, which were transferred into the Capital Reserve Fund. A portion of these funds will be moved to the Capital Projects Fund in FY2023. Refer to **Table 94**.

Table 93 – Capital Projects Fund Department 341
(Interest Earnings)

Revenue	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	341	010	Interest on Checking	\$8,500	\$10,000	\$1,080	\$925	\$1,251	\$1,540
			Department 341 TOTALS	\$8,500	\$10,000	\$1,080	\$925	\$1,251	\$1,540

Table 94 – Capital Projects Fund Department 392
(Interfund Transfers In)

Revenue	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	392	010	Transfer from General Fund	^^^	^^^	^^^	^^^	\$713,319	\$0
	392	030	Transfer from Capital Reserve	^^^	^^^	^^^	^^^	^^^	\$113,250
			Department 392 TOTALS	\$0	\$0	\$0	\$0	\$713,319	\$113,250

Object 030

Transfer from Capital Reserve

A considerable amount of money was transferred into Capital Reserve from the General Fund in FY2022 in anticipation of its use in the future. This line item accounts for the earmarking of funds for specific projects when transferred into the Capital Project Fund.

An Additional Note Regarding Grant Funding

Table 91 identifies the multitude of grants the Borough's received over the past decade. All totaled, the Borough has been the recipient of over \$13.6 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 current and continuing economic realities of the Borough.

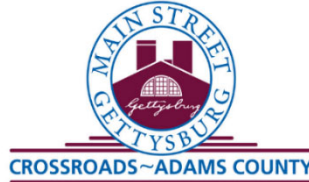
These grant monies have funded projects like the technology upgrades for the Borough (providing new parking management software, land management software, and financial management software), massive streetscape improvements on Steinwehr Avenue, relocating of the utility poles that bisected the sidewalks on Steinwehr Avenue, the relocation of the Biser Fitness Trail at GARA, and a significant stretch of the Gettysburg Inner Loop.

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 Street²²⁹

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 to receive the grant. However, Main Street Gettysburg continues to thrive and works diligently to fundraise and identify local matching funds for multiple grant applications. **Picture 9** 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*

**Picture 9 – Logos:
Main Street Gettysburg
and Elm Street**



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 and design of the *Gettysburg Gateway Connectivity Project*. The theme for this redevelopment project is Steppin' Out into Lincoln's Footsteps. See **Picture 10**.

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 for construction. 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 Project²³⁰ 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

**Picture 10 –
Steppin' Out into Lincoln's Footsteps**



Artist Rendition Courtesy of:
Wendy Allen,
[Lincoln Into Art](#)

²²⁹ Elm Street is no longer an active organization; however, the Elm Street Overlay District remains a zoning district within Historic District.

²³⁰ Since renamed "*The Gettysburg Gateway Connectivity Project*".



Picture 11 – Gettysburg Gateway Connectivity Project Committee

– where President Abraham Lincoln traveled to the site of 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 16 through 22**. **Picture 11** shows the committee's collaboration during the development of the master plan, while **Picture 12** 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 and civic engagement. Community building is part of Main Street Gettysburg's mission. Events build community. One such event continues to be the Annual '*A Gettysburg Christmas Festival*' which remains a success beyond anyone's most optimistic expectations. Main Street Gettysburg also hosts BINGOs to raise funds and build community. See **Picture 12**.

Expenses

Previous budgets advanced few projects in this fund, however, that changed with the aggressive funding strategy outlined in the 2022 - 2026 CIP.



Picture 12 – BINGOs Raising Local Match Dollars

Exhibit 12 – 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.

There are three departments with expenditures in FY2023.

Previous budget messages highlighted the numerous capital projects the Borough has undertaken between the years 2016 and 2019. All

Table 95 – Capital Projects Fund Department 438 (Bridges)

Expense	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	438	376	Repairs & Maintenance - Bridges	^^^	^^^	^^^	^^^	^^^	\$120,000
			Department 438 TOTALS	\$0	\$0	\$0	\$0	\$0	\$120,000

Table 96 – Capital Projects Fund Department 439 (Roads & Alleys)

Expense	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	439	313	Engineering - Roads	\$282,258	\$195,000	^^^	\$50,000	\$313,479	\$156,740
	439	378	Repairs & Maintenance - Streets/Alleys	\$2,821,940	\$610,000	^^^	^^^	\$30,000	\$247,000
			Department 439 TOTALS	\$3,104,198	\$805,000	\$0	\$50,000	\$343,479	\$403,740

Table 97 – Capital Projects Fund Department 445 (Parking Facilities)

Expense	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	445	373	Repairs & Maintenance - Buildings	^^^	^^^	^^^	^^^	\$40,000	\$10,000
	445	373	Repairs & Maintenance - Buildings	^^^	^^^	^^^	^^^	\$40,000	\$80,000
			Department 445 TOTALS	\$0	\$0	\$0	\$0	\$40,000	\$10,000

those capital projects were funded by the issuance of the 2016 General Obligation Bond. Like in FY2022, there are no bond-funded projects in FY2023, as these funds were completely expended in FY2019. For historical purposes and to review the 2016 – 2020 CIP, **Exhibit 12** shows all funded bond projects and associated costs. The 2016 Bond obligation will be paid off in 2029 (See **Chapter 16** – Debt Services Fund – Fund 23).

Department 438 Bridges

This department provides funding for routine maintenance on all the Borough's bridges. See **Exhibit 13**. Bridge maintenance work occurs periodically, not annually. See **Table 95** for bridge maintenance expenditures in FY2023.

Object 376 Repairs & Maintenance - Bridges

Expenses associated with repair work identified in CIP 438-02 Bridge Construction.

Department 439 Roads & Alleys

This department provides the local match dollars needed for the successful FLAP Grant application that was awarded for design and engineering and provides for the repair of some Borough alleys. See **Table 96**.

Object 313 Engineering - Roads

Supplies the local match dollars for CIP 439-04 (Gettysburg Gateway Connectivity Project).

Object 378 Repairs and Maintenance – Streets/Alleys

Provides funding for work on three projects:

- CIP 439-05 Street Preservation Project Contract #1,
- CIP 454-05 Gettysburg Inner Loop Phase B1, and
- CIP 454-06 Gettysburg Inner Loop Phase B2.

Department 445 Parking Facilities

Gettysburg Borough owns a \$4 Million parking structure on Racehorse Alley. As one of the municipality's most valuable assets, it is paramount to maintain the structure in good condition. Its useful life is at least another 50 years. **Table 97** shows expenditures in this category.

Object 313
Engineering - Roads
Supplies the local match dollars for CIP 4445-01 (RHA Garage Maintenance).

Object 373
Repair & Maintenance - Buildings
CIP 445-01 (RHA Garage Maintenance) combines funds set aside in FY2022 to complete an \$80,000 routine garage maintenance project.

Bridges²³¹

All work on Borough Bridges was completed in 2019 utilizing the 2016 GO Bond. No work on Borough bridges occurred in FY2021 and FY2022. That said, however, the Borough must remain

²³¹ Bridge condition last reported in 2015.

Picture 13 – Borough Bridge Locations

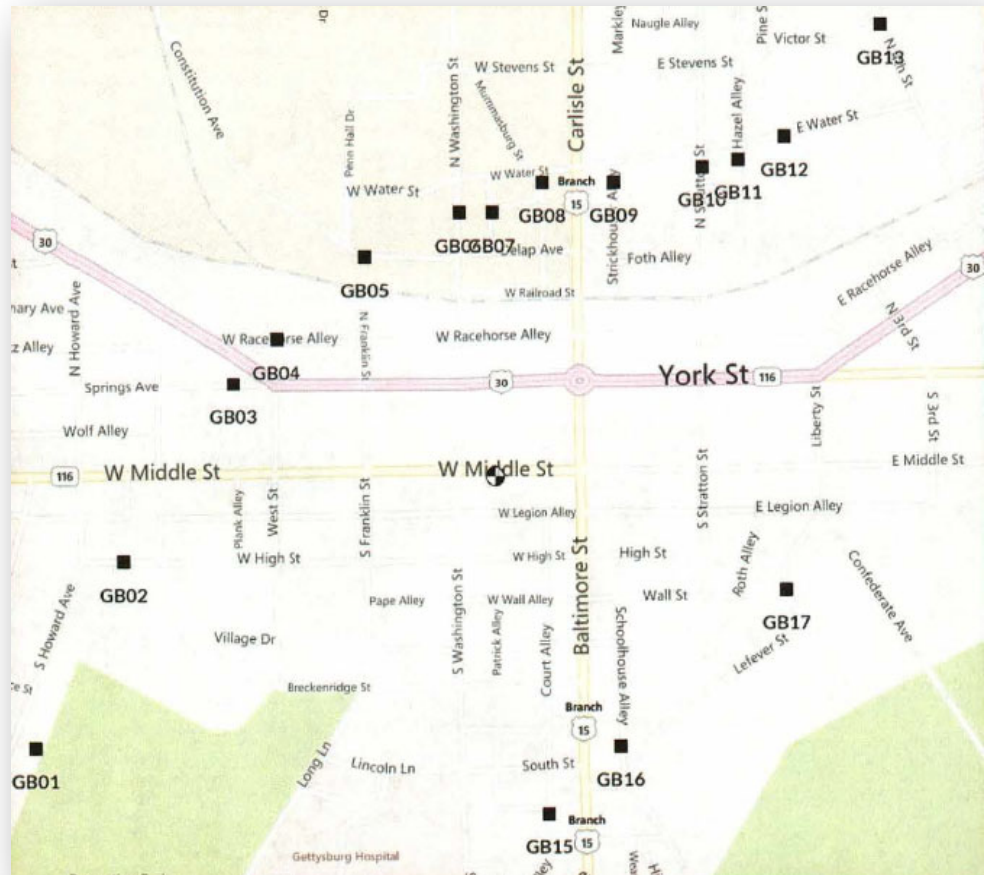
vigilant and assess the condition of its bridges, which did occur in 2022. In total, there are 15 (Fifteen) bridges throughout the Borough. Those bridges and their condition are listed in **Exhibit 13**. **Picture 13** helps to orient the reader to the locations of the various bridges across the Borough. All bridges in the Borough pass inspection with a minimum rating of ‘satisfactory’.

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 establishment of the Getty Station Access Spur, acquired in 2019. In 2022, multiple grant applications were submitted to various agencies to secure funding for both GIL Phases B1 and B2. **Picture 14** is a map detailing the planned bike loop. Those grant requests were not approved in FY2022 and will be resubmitted in FY2023.

Baltimore Street Revitalization Project aka Gettysburg Gateway Connectivity Project

Previously in this chapter, highlights of the Gettysburg Gateway Connectivity Project were discussed - another multi-year capital project. **Pictures 15 and 16** are an artist’s rendition of what the streetscape will look like after the project is

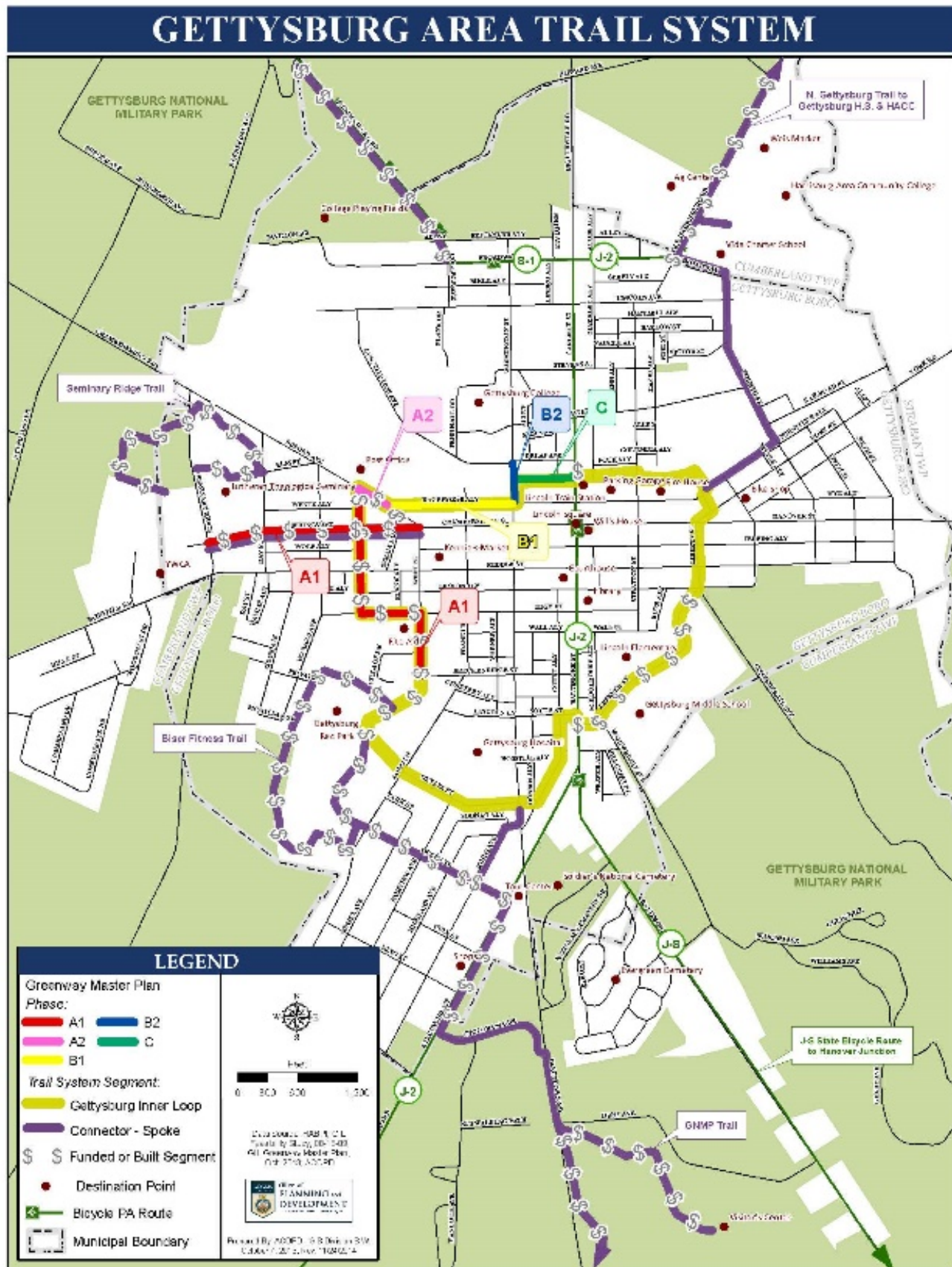


completed. **Pictures 17 through 23** show the design of the various phases of the project. The Gettysburg Gateway Connectivity Project has a committee of over 80 involved community members. **Graph 21** illustrates the Committee’s reporting Structure. **Appendix VII** details the project, while **Picture 26** highlights many of the community sponsors of the project.

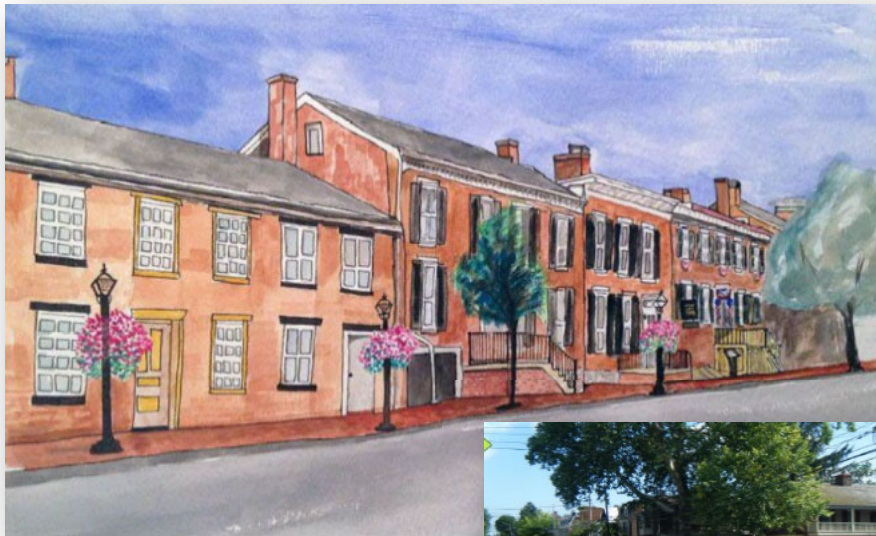
Gettysburg Welcome Center

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. Planning for the envisioned Community Center begins in earnest in 2022 and will require significant financial resources to make it happen. **Pictures 24 and 25** show conceptual designs and possible floor plans of what could become the property in the future.

Picture 14 – Map of Gettysburg Inner Loop and Trail System



A project of regional governments and institutions, with assistance from the National Park Service Rivers and Trails Program and DARRP.

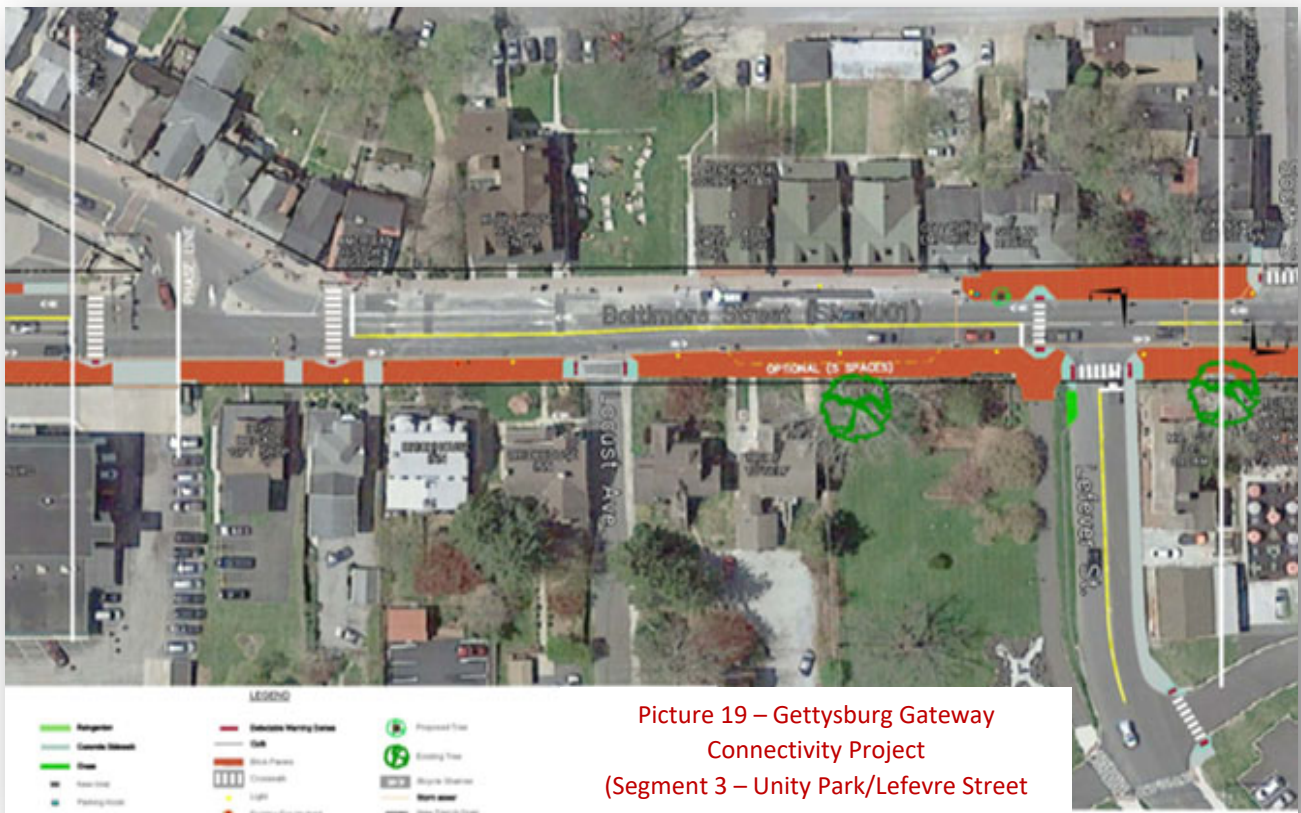
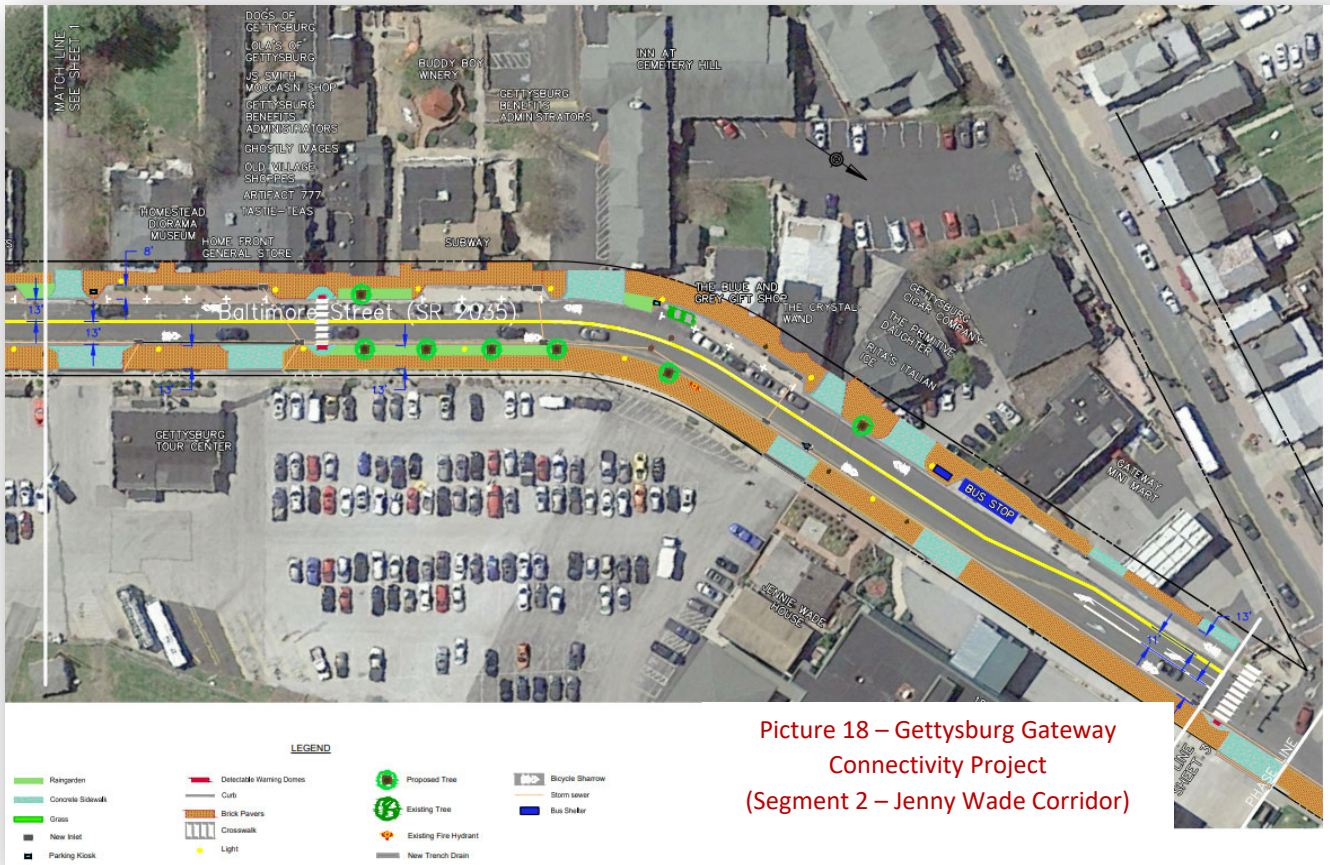


Picture 15 –
Rendition of Baltimore Street
By Wendy Allen

Picture 16 –
Rendition of Baltimore Street
at Lefevre Street

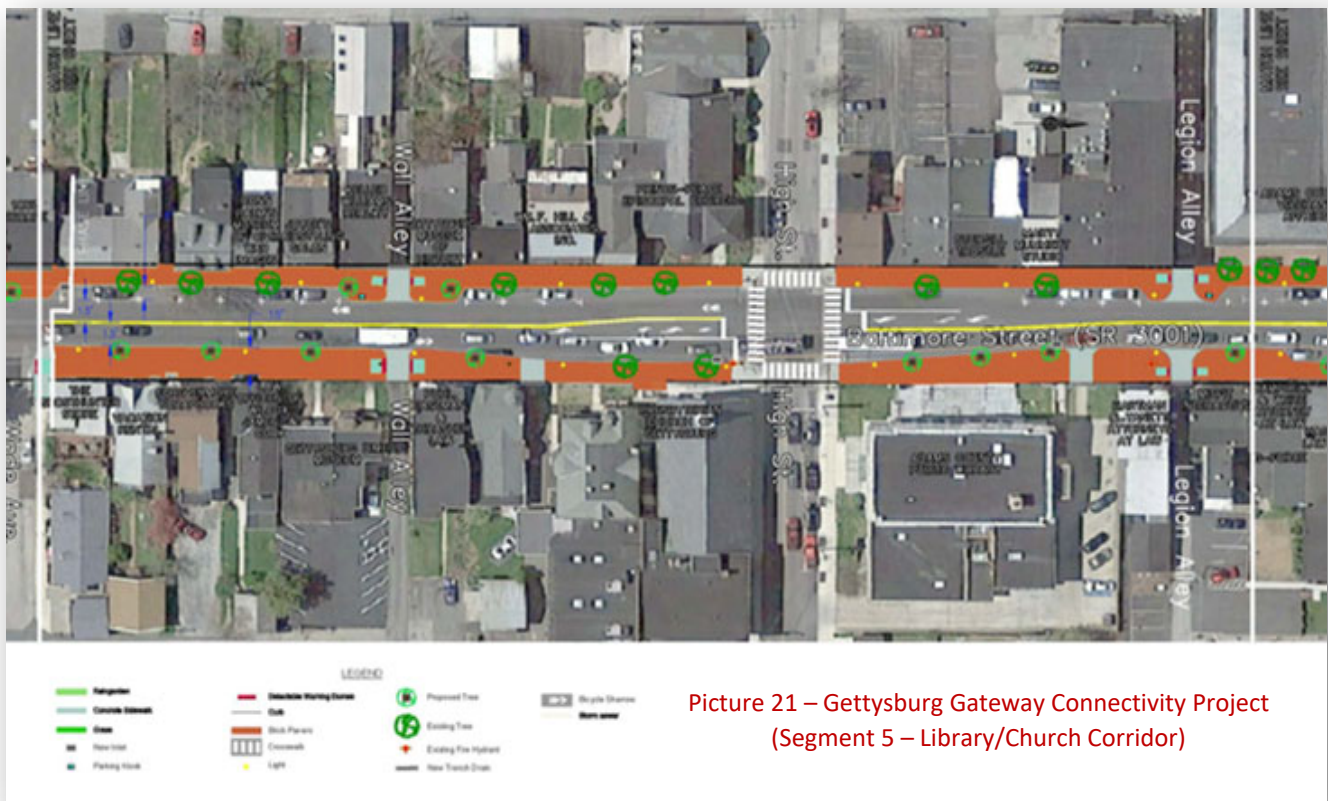


Picture 17 – Gettysburg Gateway Connectivity Project
(Segment 1 – Soldier's Cemetery Corridor)

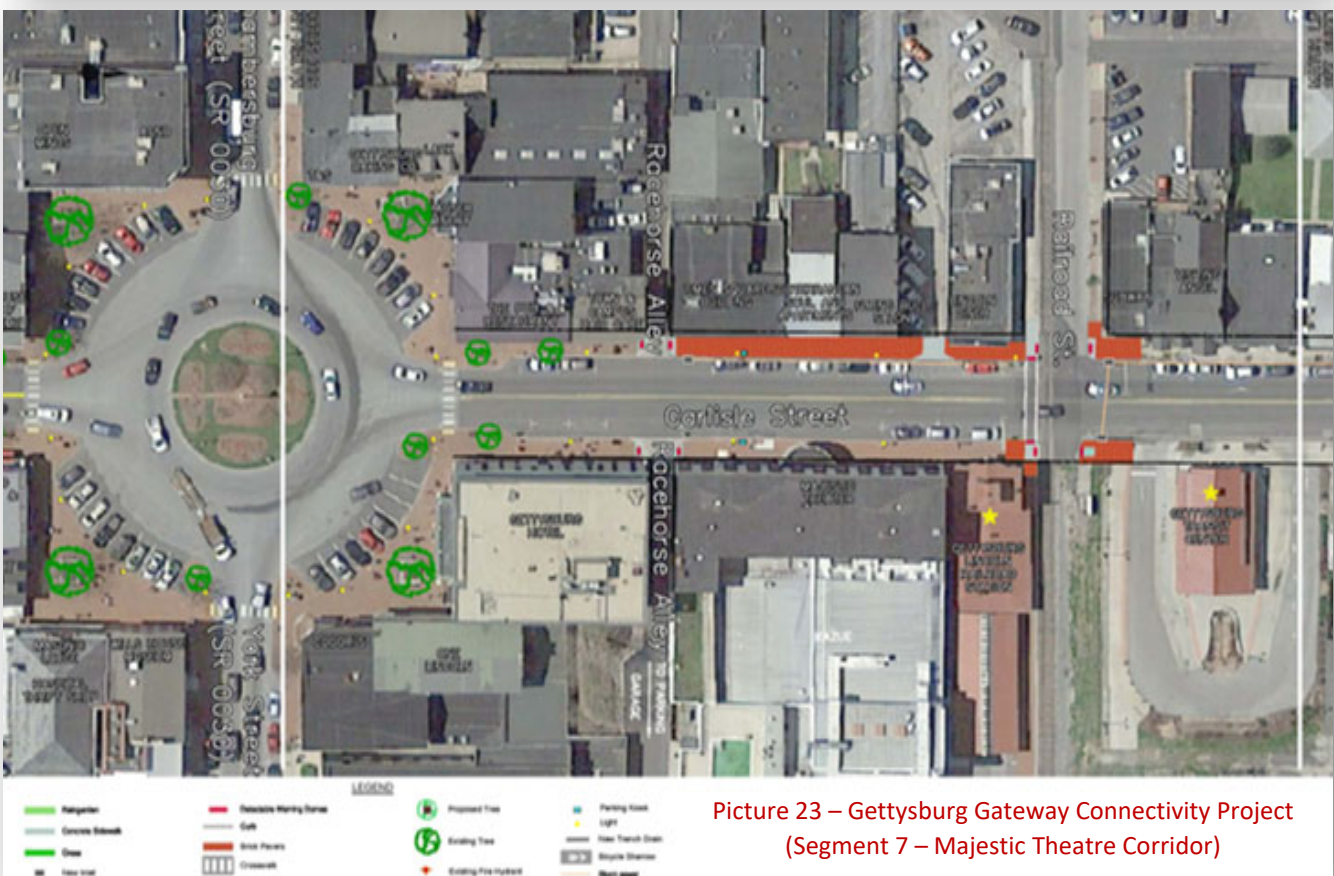
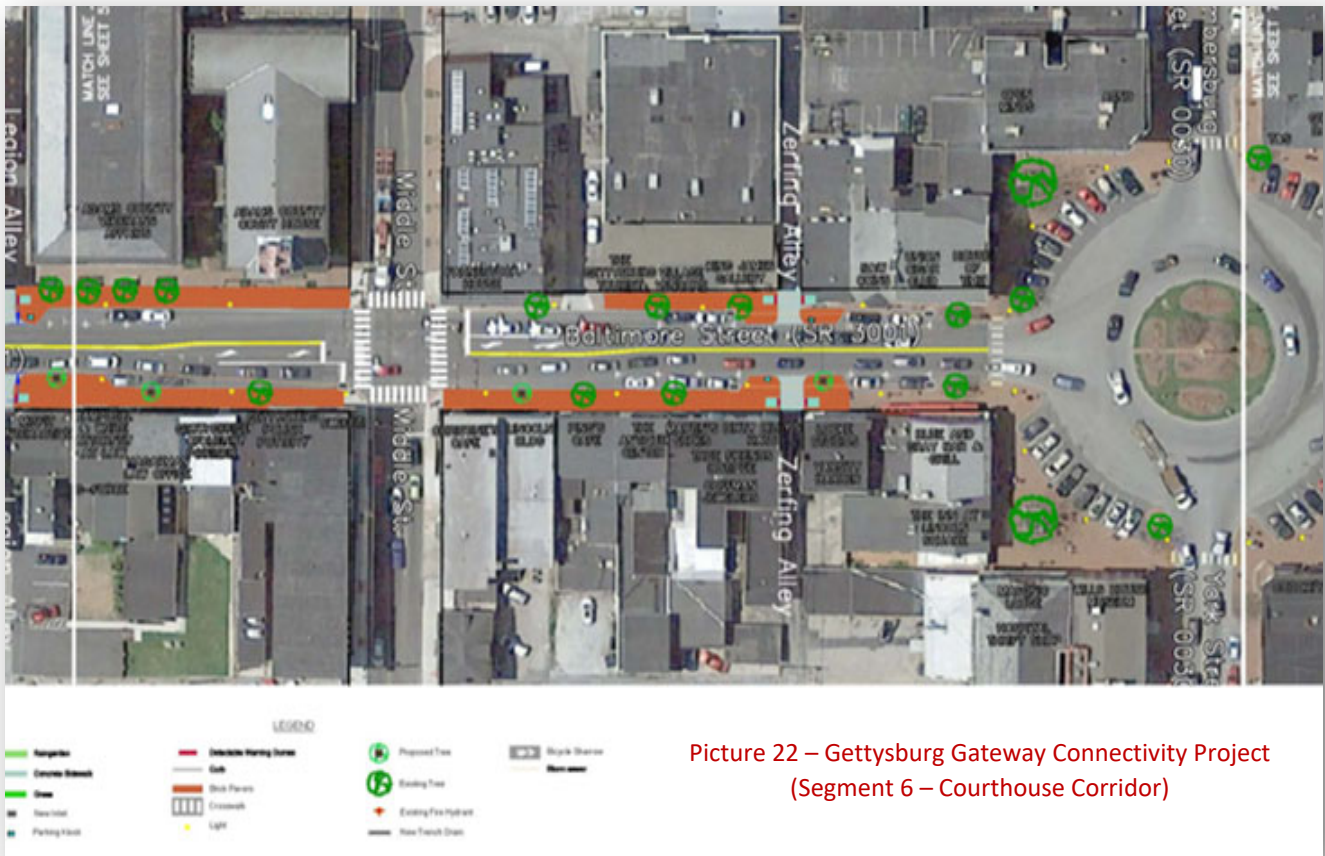




Picture 20 – Gettysburg Gateway Connectivity Project
(Segment 4 – Residential/Commercial Corridor)



Picture 21 – Gettysburg Gateway Connectivity Project
(Segment 5 – Library/Church Corridor)



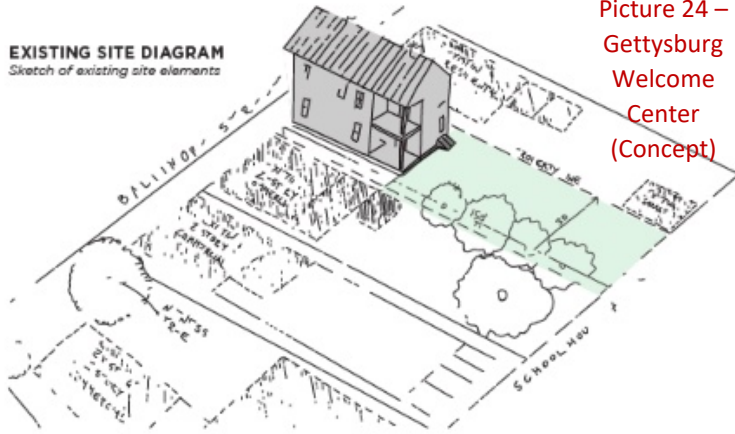
PROFESSIONAL WORK

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



Picture 24 –
Gettysburg
Welcome
Center
(Concept)

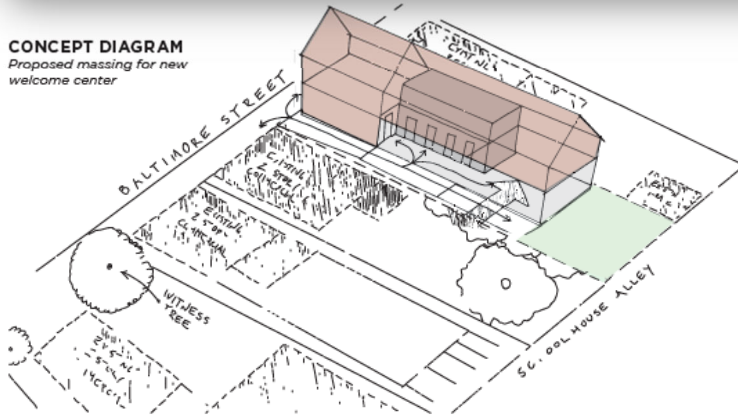


EXISTING STREETScape

The "Brown House" shown in the center, is the site for the new welcome center.

CONCEPT DIAGRAM

Proposed massing for new welcome center

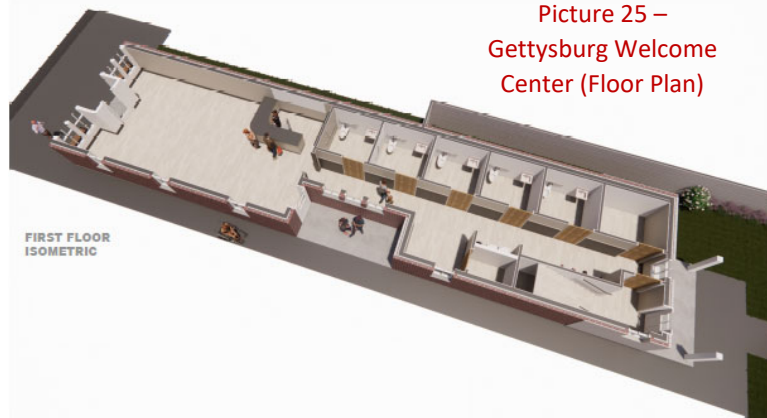


STREETSCAPE ILLUSTRATION

Concept for new welcome center and sidewalk enhancement is in conjunction with the proposed Baltimore Street Revitalization Plan.



FIRST FLOOR PLAN



Picture 25 –
Gettysburg Welcome
Center (Floor Plan)

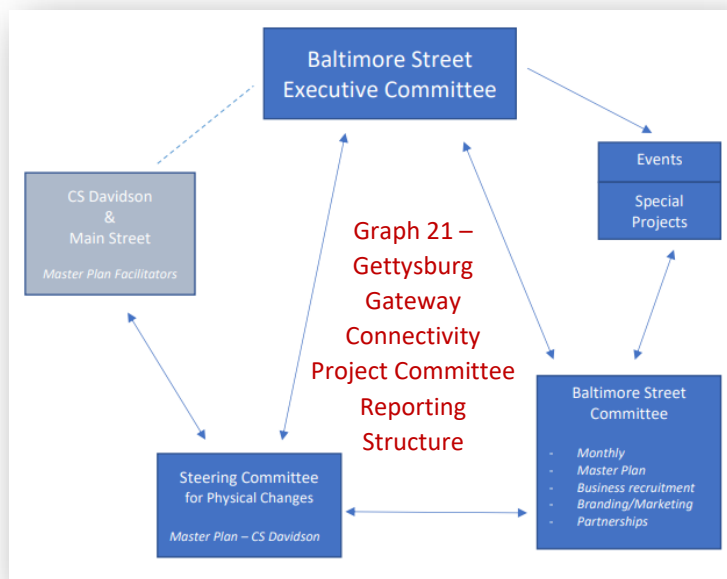


**GETTYSBURG
WELCOME CENTER**
340 BALTIMORE STREET GETTYSBURG, PA 17325

**WARE
HAUS**



Picture 26 – Gettysburg Gateway Connectivity Project Sponsors



Debt Services Fund (23)

The Debt Services Fund was created in 2015. Historically, the Borough has managed debt in the General Fund. This is problematic for the following reasons:

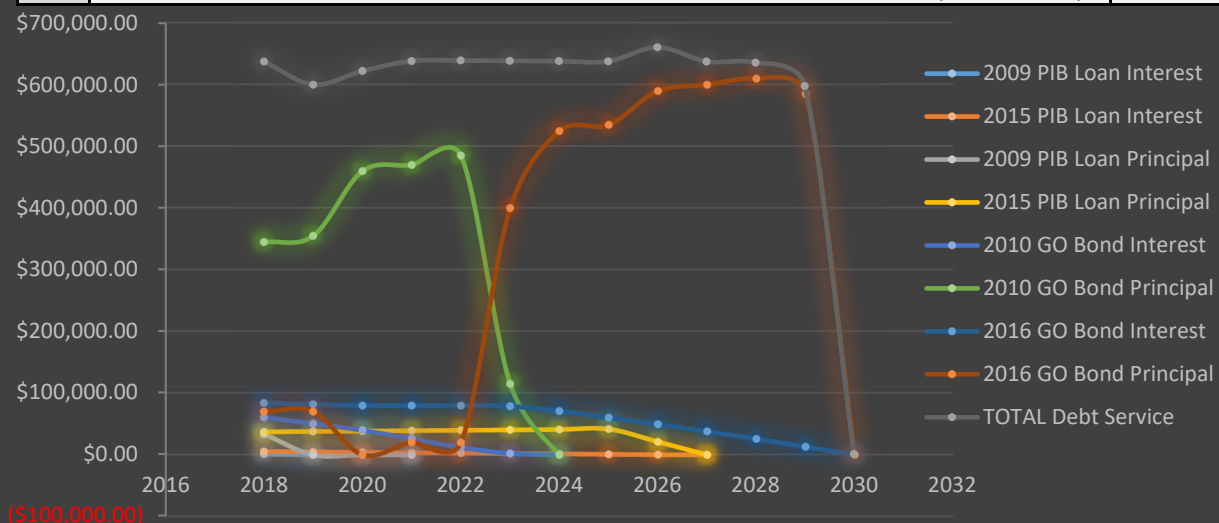
1. The General Fund is the Borough's operating fund. It is used to operate the daily and routine business of the Borough. The General Fund is not intended to manage longer term projects or debt.
2. There may be multiple types of long-term debt incurred by the Borough. It is difficult to ascertain the 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 amortization schedule of the debt and fluctuations in the total assessed valuation of all taxable property in the Borough. The millage required in FY2023 to meet the debt service needs of the Borough is 1.2671 mills, which is the same as FY2022. This is in large part due essentially to the same debt payment level as FY2022. The Borough continues to amass a slight reserve in the Debt Services Fund in anticipation of a large debt payment required in 2026. Debt Reserve Funds in anticipation of the year 2026, when the Borough's debt payment swells to over \$660,000 can be seen in **Graph 22**, which also shows the amortization

Graph 22 – Amortization Schedule of Borough Debt

Year	2009 PIB Loan Interest	2015 PIB Loan Interest	2009 PIB Loan Principal	2015 PIB Loan Principal	2010 GO Bond Interest	2010 GO Bond Principal	2016 GO Bond Interest	2016 GO Bond Principal	TOTAL Debt Service
2018	\$1,252.86	\$5,330.64	\$33,790.70	\$37,320.14	\$60,900.00	\$345,000.00	\$84,032.50	\$70,000.00	\$637,626.80
2019	\$0	\$4,721.73	\$0	\$37,929.05	\$50,550.00	\$355,000.00	\$81,932.50	\$70,000.00	\$600,133.28
2020	\$0	\$4,102.88	\$0	\$38,547.90	\$39,900.00	\$460,000.00	\$79,832.50	\$0.00	\$622,383.28
2021	\$0	\$3,473.93	\$0	\$39,176.85	\$26,100.00	\$470,000.00	\$79,832.50	\$20,000.00	\$638,583.30
2022	-	\$2,834.72	-	\$39,816.06	\$12,000.00	\$485,000.00	\$79,832.50	\$20,000.00	\$639,483.30
2023		\$2,185.09		\$40,465.69	\$2,300.00	\$115,000.00	\$78,832.50	\$400,000.00	\$638,783.30
2024		\$1,524.84		\$41,125.94	\$0	\$0	\$70,832.50	\$525,000.00	\$638,483.30
2025		\$853.83		\$41,796.95			\$60,332.50	\$535,000.00	\$637,983.30
2026		\$171.87		\$21,153.60			\$49,632.50	\$590,000.00	\$660,958.00
2027		\$0		\$0			\$37,832.50	\$600,000.00	\$637,832.50
2028							\$25,832.50	\$610,000.00	\$635,832.50
2029	NOTE: 2009 PIB Loan was paid off three years early.						\$12,870.00	\$585,000.00	\$597,870.00
2030							\$0	\$0	\$0



Amortization Schedule of Borough Debt

schedule of Borough debt until the debt is retired in 2029.



Table 98 – Debt Services Fund Department 341 (Interest Earnings)

Revenue	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	341	010	Interest on Checking	^^^	\$3,900	\$3,000	\$922	\$2,670	\$575
	341	030	Interest on CDs	^^^	^^^	\$3,000	\$3,250	\$891	\$75
			Department 341 TOTALS	\$0	\$3,900	\$3,000	\$922	\$3,561	\$650

Table 99 – Debt Services Fund Department 392 (Interfund Transfers In)

Revenue	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	392	010	Transfer from General Fund	\$637,628	\$604,855	\$622,383	\$562,500	\$639,484	\$638,785
			Department 392 TOTALS	\$637,628	\$604,855	\$622,383	\$562,500	\$639,484	\$638,785

Revenues

There are two primary sources of revenue in the Debt Services Fund. They are a direct transfer from the General Fund and interest earnings. **Tables 98 and 99** show the sources of revenue for the Debt Services Fund.

Department 341 Interest Earnings

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 FY2023. These funds are exclusively derived from real estate tax collections. It should be noted that the Borough's total debt obligation in FY2023 is \$638,783.

Expenditures

The only expenditures in this fund are to satisfy Borough debt. This includes debt principal, debt interest, and administrative costs associated with the financing of Borough debt. There are three types of debt that must be paid down in FY2023:

- ✚ General Obligation Bond (2010)
- ✚ Pennsylvania Infrastructure Bank (PIB) Loan (2015), and
- ✚ General Obligation Bond (2016).

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 Borough debt.

The General Obligation Bond Issue Series 2010 will be retired in FY2023!



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 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 current and upcoming projects) has funded the portions of the reconstruction that are not eligible to be funded via PIB loans and/or liquid fuels moneys. This PIB loan is slated to be paid off by 2026.

General Obligation Bond (2016)

The 2016 GO Bond issuance provided much needed capital to achieve many of the Boroughs capital project needs and goals through 2019. The Borough used these funds to complete the following projects identified in its 2016 – 2019 Capital Improvement Plan²³²:

- 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 through 2019. FY2019 was the final year that the 2016 GO Bond money could have been utilized. The 2016 Bond 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 22**.

Department 471 Debt Principal

This department solely funds debt principal as shown in **Table 100**.

Object 100
2010 General Obligation Bond

Funds the debt principal associated with this loan.

Table 100 –
Debt Services Fund Department 471
(Debt Principal)

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Expenditure	471	100	2010 GO Bond Principal	\$345,000	\$355,000	\$460,000	\$470,000	\$485,000	\$115,000
	471	101	2016 GO Bond Principal	\$70,000	\$70,000	^^^	\$20,000	\$20,000	\$400,000
	471	120	2009 PIB Loan - Steinwehr Phase I	\$33,791	^^^	^^^	^^^	^^^	^^^
	471	125	2015 PIB Loan - East Middle Street	\$37,320	\$42,651	\$38,548	\$39,177	\$39,817	\$40,466
			Department 471 TOTALS	\$345,000	\$467,651	\$498,548	\$529,177	\$544,817	\$555,466

²³² See Chapters 9 and 15 – Capital Projects.

Object 101
2016 GO Bond Principal
 Funds the debt principal associated with this loan.

Object 125
2015 PIB Loan – East Middle Street
 Funds the debt principal associated with this loan.

Department 472
Debt Interest

This department solely funds debt interest as shown in **Table 101**.

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 125
2015 PIB Loan – East Middle Street
 Funds the debt interest associated with this loan.

Table 101 – Debt Services Fund Department 472 (Debt Interest)

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Expenditure	472	100	2010 GO Bond Interest	\$60,900	\$50,550	\$39,900	\$26,100	\$12,000	\$2,300
	472	101	2016 GO Bond Interest	\$84,033	\$81,933	\$79,833	\$79,833	\$79,833	\$78,833
	472	120	2009 PIB Loan - Steinwehr Phase I	\$1,253	^^^	^^^	^^^	^^^	^^^
	472	125	2015 PIB Loan - East Middle Street	\$5,331	\$4,721	\$4,103	\$3,474	\$2,835	\$2,186
	Department 472 TOTALS			\$60,900	\$137,204	\$123,836	\$109,407	\$94,668	\$83,319

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. Prior to the Pandemic, the Capital Reserve Fund account balance was significantly decreasing and nearing zero – a dangerous position to be in. All that has changed beginning in FY2022 as the Borough began utilizing its ARPA Funds to support the ‘*provision of government service*’²³³. The use of these ARPA funds frees up other Borough revenue for use of capital improvement needs.

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 IV**.

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 was updated in 2021 and outlines capital projects and sources of funding for those projects beginning in 2022, extending through 2026.

Grant opportunities are needed 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.

Note:

After 2026, the Borough will continue to be at risk of having to issue debt to pay for its capital project needs if future Councils do not adequately plan for future infrastructure repairs/maintenance.

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 300 to 400 thousand dollars range each budget year²³⁴.

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

All sources of revenue in the Capital Reserve Fund only generate \$1,064 in FY2023 - highlighted in **Table 102**.

**Table 102 –
Capital Reserve Fund Department 341
(Interest Earnings)**

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Revenue	341	010	Interest on Checking	\$250	\$1,800	\$490	\$550	\$1,064	\$1,064
	341	030	Interest on CDs	^^^	^^^	\$3,300	\$2,210	\$150	\$0
	Department 341 TOTALS			\$250	\$1,800	\$490	\$2,760	\$1,214	\$1,064

²³³ The term is taken from the ARPA legislation which articulates the ‘*provision of government services*’ as an allowable use of ARPA funds.

²³⁴ This deficit will be masked through 2026 with the infusion of ARPA funding.

Department 341
Interest Earnings

Object 010

Interest on Checking

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.

Expenses

Overall, \$192,650 is scheduled to be spent in FY2023 with a transfer to Capital Projects (Fund 18) and the purchase of equipment for Public Works. **Table 103** and **Table 104** detail these expenses.

Department 430
Public Works

This item was budgeted in FY2022 and never purchased as the accompanying grant that was applied for was not awarded. The Borough resubmitted for this grant in late 2022 with the anticipation that it will be awarded by March 2023.

Object 740

Machinery & Equipment

If the Borough is successful with the Department of Environmental Protection (DEP) grant application, the Borough will purchase the following equipment:

- Single axel hook loader truck leaf vacuum/dump body
- Bandit 15XP chipper.

Department 492
Interfund Transfers Out

These funds will be transferred to Fund 18 (Capital Projects) to assist with payment of future projects identified and consistent with the 2022 – 2026 CIP.

Object 180

Transfer to Capital Projects

Fund moved to cover the cost of future capital projects.

Table 103 – Capital Reserve Fund Department 430 (Public Works)

Expenditure	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	430	740	Machinery & Equipment	\$30,000	\$29,580	\$29,580	\$34,884	^^^	\$79,400
			Department 430 TOTALS	\$30,000	\$29,580	\$29,580	\$34,884	\$0	\$79,400

Table 104 – Capital Reserve Fund Department 492 (Interfund Transfer Out)

Expenditure	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	492	180	Transfer to Capital Projects	^^^	^^^	^^^	^^^	^^^	\$113,250
			Department 430 TOTALS	\$0	\$0	\$0	\$0	\$0	\$113,250

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.

State legislation strictly limits the use of these funds. Liquid Fuels 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.

Table 105 – Liquid Fuels Fund Department 341 (Interest Earnings)

Revenue	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	341	010	Interest on Checking	\$270	\$1,950	\$500	\$650	\$2,200	\$2,200
			Department 341 TOTALS	\$270	\$1,950	\$500	\$650	\$2,200	\$2,200

Table 106 – Liquid Fuels Fund Department 355 (State Shared Revenue)

Revenue	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	355	020	Motor Vehicle Fuel Taxes	\$195,203	\$197,937	\$193,950	\$178,364	\$182,000	\$173,125
			Department 355 TOTALS	\$195,203	\$197,937	\$193,950	\$178,364	\$182,000	\$173,125

Revenues

Gettysburg's share of state liquid fuels funding in FY2023 is expected to be \$173,125 – a notable decrease from recent years as the implementation and windfall resulting from Act 89 has decreased.

The Borough's share under Act 89 had been increasing in recent years. Act 89 was implemented to create additional funding for roadwork statewide. The decreased Liquid Fuels appropriation in FY2023 shows that the revenue generated via Act 89 has generally leveled off, or slightly decreased statewide.

Interest earnings on principal remain at historic lows. **Table 105** and **Table 106** identify the Liquid Fuels Fund revenue sources.

Department 341 Interest Earnings

Object 010 Interest on Checking

Interest rates on checking accounts remain low. As such, this line item is only expected to generate \$2200 in FY2023.

Department 355 State Shared Revenue

Object 020 Motor Vehicle Fuel Taxes

Gasoline taxes collected by the state of Pennsylvania and distributed to Gettysburg Borough.

Expenses

There are limited expenses planned in the fund for FY2023, with the continuing goal of building up surplus funds for future large projects in the next few years, consistent with the 2022 – 2026 CIP. In FY2023, 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.

Five (5) departments will utilize only \$87,050 in anticipated expenditures in FY2023. Those departments are Winter Maintenance Services, Traffic Control Devices, Street Lighting, Bridges, and Roads & Alleys. **Tables 106, 107, 108, 109, and 110**, respectively, describe the use of Liquid Fuels funds.

Department 432
Winter Maintenance Services

This department, shown in **Table 107**, provides for the purchase of snow removal materials and rental equipment, if necessary.

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 needed but cannot be anticipated at time of budget development.

Department 433
Traffic Control Devices

Table 108 identifies expenses associated with the purchase of materials to replace missing or damages road signs and other miscellaneous materials needed to maintain the Borough's traffic signals.

Object 245
Signs & Road Markings

\$13,250 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

Shown in **Table 109** are expenses associated with repairs to machinery and equipment.

Object 374

Machinery & Equipment Repair

Miscellaneous payments for repairs to equipment which may arise from time-to-time.

Department 438
Bridges

Table 110 shows a very modest amount spent to repair some Borough bridges. Bigger expenses are budgeted in the Borough's Capital Projects Fund.

Department 439
Roads & Alleys

Table 111 shows a very modest amount spent to repair some Borough alleys. Bigger expenses are budgeted in the Borough's Capital Projects Fund.

Object 245

Highway Maintenance Materials

Used to fix or replace unforeseen maintenance issues.

Object 661

Construction - Roads

Construction on various Borough roads and alleys.

Table 107 – Liquid Fuels Fund Department 432 (Winter Maintenance Services)

	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
Expenses	432	200	Snow & Ice Materials	\$13,000	\$16,000	\$20,000	\$17,500	\$18,000	\$15,500
	432	384	Rental of Machinery & Equipment	\$20,000	\$20,000	\$20,000	\$15,000	\$15,000	\$10,000
			Department 432 TOTALS	\$33,000	\$36,000	\$40,000	\$32,500	\$33,000	\$25,500

Table 108 – Liquid Fuels Fund Department 433 (Traffic Control Devices)

Expenditure	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	433	245	Signs & Road Markings	\$20,500	\$15,000	\$15,000	\$12,500	\$13,250	\$13,250
	433	321	Communication - Telephone	\$2,000	\$2,500	\$2,700	\$2,700	\$3,116	\$3,100
	433	361	Traffic Signal Electricity	\$5,600	\$6,500	\$6,000	\$6,000	\$7,711	\$7,700
	433	374	Repairs & Maintenance of Traffic Devices	\$26,000	\$8,000	\$8,000	\$8,000	\$8,000	\$7,500
	Department 433 TOTALS			\$54,100	\$32,000	\$31,700	\$29,200	\$32,077	\$31,550

Table 109 – Liquid Fuels Fund Department 434 (Street Lighting)

Expense	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	434	374	Machinery & Equipment Repairs	\$12,000	\$12,000	\$12,000	\$7,500	\$7,000	\$5,000
	Department 434 TOTALS			\$12,000	\$12,000	\$12,000	\$7,500	\$7,000	\$5,000

Table 110 – Liquid Fuels Fund Department 438 (Bridges)

Expense	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	438	245	Highway Maintenance Materials	\$35,000	\$10,000	\$10,000	\$100,000	^^^	\$2,500
	438	313	Engineering Fees	^^^	^^^	^^^	\$15,400	^^^	\$0
	Department 438 TOTALS			\$35,000	\$10,000	\$10,000	\$100,000	\$0	\$2,500

Table 111 – Liquid Fuels Fund Department 439 (Roads & Alleys)

Expense	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	439	245	Highway Maintenance Materials	^^^	^^^	^^^	\$7,000	\$6,500	\$2,500
	439	313	Engineering Fees	^^^	^^^	^^^	\$10,000	^^^	^^^
	439	661	Construction - Roads	\$40,000	\$200,000	\$100,750	\$50,000	^^^	\$20,000
	Department 439 TOTALS			\$0	\$0	\$0	\$7,000	\$6,500	\$22,500

Revolving Loan Fund (40)

Table 112 –

Revolving Loan Fund Department 341 (Interest Earnings)

ARound 2013, 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 at PGLIT whose current balance is approximately \$258,128. A portion of these funds have been moved to PGLIT to get a better interest rate. After languishing for many years, the Revolving Loan Fund Policies were finalized in 2020. There are two loan programs in total²³⁵:

Revenues	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	341	010	Interest on Checking	\$195	\$480	\$400	\$1,020	\$584	\$1,150
	341	030	Interest on CDs	\$2,000	\$2,200	\$4,000	\$3,555	\$584	\$0
			Department 341 TOTALS	\$2,195	\$2,680	\$4,400	\$4,575	\$1,168	\$1,150

Table 113 –

Revolving Loan Fund Department 389 (Miscellaneous Revenue)

Revenues	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	389	632	COVID Loan Payments	^^^	^^^	^^^	^^^	^^^	\$16,450
			Department 389 TOTALS	\$0	\$0	\$0	\$0	\$0	\$16,450

Object 010**Interest on Checking**

Accumulated interest from the fund's interest-bearing checking account.

Object 030**Interest on Checking**

Accumulated interest from the fund's CDs.

Department 389
Miscellaneous Revenue

Loan repayments from the Borough's COVID-19 emergency loan program. See **Table 113**.

Object 632**COVID loan payments**

The Borough created an emergency zero interest loan program during the COVID-19 Pandemic. These loans were disbursed in 2020, with repayments schedules through FY2023.

Revenues

There are only two revenue sources in this department: interest earnings and loan repayments.

Department 341
Interest Earnings

Interest rates remain low. Only \$1150 is expected to be generated in this department. See **Table 112**.

Expenses

Only \$15,000 is expected to be spent from this fund in FY2023. More may be used should an applicant apply for use of either the Residential ZILP Loan or the Emerging Enterprise Loan program. See **Table 114**.

Table 114 –

Revolving Loan Fund Department 462 (HUD – Community Development)

Expense	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	462	373	Community Dvlp. & Housing	^^^	^^^	^^^	^^^	^^^	\$15,000
			Department 462 TOTALS	\$0	\$0	\$0	\$0	\$0	\$15,000

²³⁵ In 2020 and 2021, Borough Council created two additional zero-interest loan programs to assist local businesses recover from the COVID-19 Pandemic. Both the COVID-19 Zero Interest Business Loan (ZILP), and the COVID-19 Emergency Restaurant Zero Interest Loan

(ERZILP) have not been renewed, with businesses currently repaying the borrowed money. Eighteen (18) business utilized the COVID-19 ZILP program in 2020 – with \$54,000 being dispersed to these local businesses, and one (1) restaurant took advantage of a \$50,000 ERZILP loan.

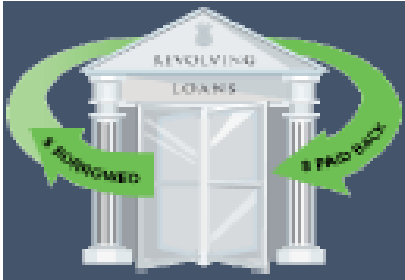
Picture 27 – Residential ZILP Loan Program

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.




The Residential Property Maintenance and Improvement Loan seeks to preserve the beauty of Gettysburg and provide maintenance relief to residents in the Historic District.



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 HAUS 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.




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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 terms 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.



Residential Property Maintenance and Improvement Loan



LOAN REQUIREMENTS

- Must be current on all taxes.
- An applicant's family income must be between \$42,900 and \$85,800.
- 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 HAUS 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!

Picture 28 – Emerging Enterprise Loan Program

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.



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.

Emerging Microenterprise Loan

59 E. HIGH STREET GETTYSBURG, PA 17325 717-334-1160 WWW.GETTYSBURGPA.GOV MMCHENRY@GETTYSBURGPA.GOV

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 Guarantor.

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 American Rescue Plan Act of 2021²³⁶, also called the COVID-19 Stimulus Package or American Rescue Plan²³⁷, is a \$1.9 Trillion economic stimulus bill passed by the 117th United States Congress and signed into law by President Joe Biden on March 11, 2021, to speed up the country's recovery from the economic and health effects of the COVID-19 pandemic and the ongoing recession. First proposed on January 14, 2021, the package builds upon many of the measures in the CARES Act from March 2020 and in the Consolidated Appropriations Act, 2021, from December 2020.

Beginning on February 2, 2021, Democrats in the United States Senate started to open debate on a budget resolution that would allow them to pass the stimulus package through the process of reconciliation which would not require support from Republicans.

The House of Representatives voted 218–212 to approve its version of the budget resolution. A vote-a-rama session started two days later after the resolution was approved, and the Senate introduced amendments in the relief package. The day after, Vice President Kamala Harris cast her first tie-breaking vote as vice president in order to give the Senate's approval to start the reconciliation process, with the House following suit by voting 219–209 to agree to the Senate version of the resolution.

On February 8, 2021, the Financial Services and Education and Labor committees released a draft of \$1.9 Trillion stimulus legislation. A portion of the relief package was approved by the House Ways and Means on February 11th, setting it up for a vote in the House. The legislation was also approved by the Transportation and Infrastructure, Small Business, and House Veterans Affairs committees. On February 22, the House Budget Committee voted 19–16 to advance the bill to the House for a floor vote. The bill passed the House by a vote of 219–212 on February 27th. All but two Democrats voted for the bill and all Republicans voted against the bill. A modified version passed the Senate on March 6th by a vote of 50–49. The final amended bill was passed by the House on March 10th by a vote of 220–211 with one Democrat voting against it with all Republicans.

The bill was signed into law by President Biden on March 11, 2021, which was the first anniversary of COVID-19 being declared a pandemic by the World Health Organization.

Impact of the COVID-19 Pandemic

The United States is currently undergoing an economic recession, and over 900,000 Americans have died due to the public health crisis. Additionally, over 29 million Americans have tested positive for COVID-19 since the start of the pandemic. The United States has also faced an eviction, unemployment, and hunger crisis since the start of the pandemic in 2020. Over 30 to 40 million Americans faced a risk of being evicted from their homes by January 2021. Then-president Donald Trump also faced criticism for not having a federal strategy to combat the pandemic such as nationwide mask mandates on transportation, a testing strategy, health guidelines, providing medical-grade protective gear, and having an effective vaccine distribution strategy. On January 20th, the day after Joe Biden was inaugurated, he warned that the death toll could exceed 500,000. However, according to Snopes, Biden inherited a vaccine distribution strategy from Trump, and disease expert Anthony Fauci said that his administration would incorporate some aspects of that Trump-era strategy in its ongoing work.

Previous COVID-19 Pandemic Legislation

Prior to the passing of the American Rescue Plan, the CARES Act and Consolidated Appropriations Act of 2021 were signed into law by then-president Donald Trump in March and December 2020, respectively. Trump previously expressed support for direct payments of \$2,000 along with Joe Biden and many Democrats. Even though Trump called for Congress to pass a bill increasing direct payments from \$600 to \$2,000, then-Senate Majority Leader Mitch McConnell blocked the effort. Additionally, the House voted on the HEROES Act in May 2020, which would operate as a \$3 Trillion relief package. Despite approval in the lower chamber, the Republican-led Senate would not consider such a bill, citing it to be "dead on arrival". Prior to the Georgia Senate runoffs, Biden said that the direct payments of \$2,000 would be passed only if Democratic

²³⁶ Much of this chapter is sourced via Wikipedia.

²³⁷ Pub L. No. 117-2 (March 11, 2021).

candidates Jon Ossoff and Raphael Warnock won; the promise of comprehensive COVID-19 relief legislation was reported as a factor in their eventual victories. On January 14th, prior to being inaugurated as president, Biden announced the \$1.9 Trillion stimulus package.

Details of ARPA funds in the FY2022 budget can be reviewed in **Chapter 10**. The specific sources of revenue for this fund and its expenses are found here.

Revenues

Revenue generation in Fund 96 come from one source: Interest Earnings. The US Treasury has already awarded the Borough its allotment of ARPA funds in both FY2021 and FY2022. See **Table 115**. No other significant revenue stream is anticipated in this fund through FY2026, when all ARPA funds must be expended.

Department 341 Interest Earnings

Fund 96 has both a checking account and a PGLIT investment account. Interest revenue generated in both is expected to be minimal as interest rates remain very low.

Object 010

Interest on Checking

Accrued interest from the fund's checking account.

Object 030

Interest on CDs

Accrued interest from the fund's certificate(s) of deposit (CDs).

Expenses

Expenses in this fund direct transfers to the General Fund (Fund 01) for the explicit purpose of the 'provision of government services'. See **Table 116**.

Department 492 Interfund Transfers Out

Per the ARPA legislation, this is money permitted to be transferred to other accounts to support the intent of the ARPA legislation.

Object 010

Transfer to General Fund

Money moved to the General Fund as outlined in Chapter 10.

Table 115 – American Rescue Plan Act Fund Department 341 (Interest Earnings)

Revenue	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	341	010	Interest on Checking	^^^	^^^	^^^	^^^	\$261	\$675
	341	030	Interest on CDs	^^^	^^^	^^^	^^^	\$532	\$885
			Department 341 TOTALS	\$0	\$0	\$0	\$0	\$793	\$1,560

Table 116 – American Rescue Plan Act Fund Department 492 (Interfund Transfers Out)

Expense	Dept.	Object	Description	2018	2019	2020	2021	2022	2023
	492	10	Transfer to General Fund	^^^	^^^	^^^	^^^	\$1,047,009	\$749,000
			Department 492 TOTALS	\$0	\$0	\$0	\$0	\$1,047,009	\$749,000

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.

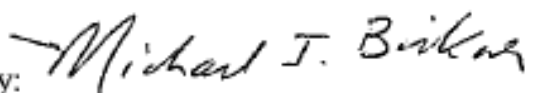
8. Posting of Financial Policies. A copy of this resolution adopting financial policies of the Borough shall be conspicuously posted at the Borough municipal offices at 59 East High Street, Gettysburg, Pennsylvania 17325.

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



Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule

U.S. DEPARTMENT OF THE TREASURY

January 2022



U.S. DEPARTMENT OF THE TREASURY

The Overview of the Final Rule provides a summary of major provisions of the final rule for informational purposes and is intended as a brief, simplified user guide to the final rule provisions.

The descriptions provided in this document summarize key provisions of the final rule but are non-exhaustive, do not describe all terms and conditions associated with the use of SLFRF, and do not describe all requirements that may apply to this funding. Any SLFRF funds received are also subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which incorporate the provisions of the final rule and the guidance that implements this program.



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Introduction

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan, delivers \$350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. The program ensures that governments have the resources needed to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts,
- Maintain vital public services, even amid declines in revenue, and
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

EARLY PROGRAM IMPLEMENTATION

In May 2021, Treasury published the Interim final rule (IFR) describing eligible and ineligible uses of funds (as well as other program provisions), sought feedback from the public on these program rules, and began to distribute funds. The IFR went immediately into effect in May, and since then, governments have used SLFRF funds to meet their immediate pandemic response needs and begin building a strong and equitable recovery, such as through providing vaccine incentives, development of affordable housing, and construction of infrastructure to deliver safe and reliable water.

As governments began to deploy this funding in their communities, Treasury carefully considered the feedback provided through its public comment process and other forums. Treasury received over 1,500 comments, participated in hundreds of meetings, and received correspondence from a wide range of governments and other stakeholders.

KEY CHANGES AND CLARIFICATIONS IN THE FINAL RULE

The final rule delivers broader flexibility and greater simplicity in the program, responsive to feedback in the comment process. Among other clarifications and changes, the final rule provides the features below.

Replacing Lost Public Sector Revenue

The final rule offers a standard allowance for revenue loss of \$10 million, allowing recipients to select between a standard amount of revenue loss or complete a full revenue loss calculation. Recipients that select the standard allowance may use that amount – in many cases their full award – for government services, with streamlined reporting requirements.

Public Health and Economic Impacts

In addition to programs and services, the final rule clarifies that recipients can use funds for capital expenditures that support an eligible COVID-19 public health or economic response. For example, recipients may build certain affordable housing, childcare facilities, schools, hospitals, and other projects consistent with final rule requirements.

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In addition, the final rule provides an expanded set of households and communities that are presumed to be “impacted” and “disproportionately impacted” by the pandemic, thereby allowing recipients to provide responses to a broad set of households and entities without requiring additional analysis. Further, the final rule provides a broader set of uses available for these communities as part of COVID-19 public health and economic response, including making affordable housing, childcare, early learning, and services to address learning loss during the pandemic eligible in all impacted communities and making certain community development and neighborhood revitalization activities eligible for disproportionately impacted communities.

Further, the final rule allows for a broader set of uses to restore and support government employment, including hiring above a recipient’s pre-pandemic baseline, providing funds to employees that experienced pay cuts or furloughs, avoiding layoffs, and providing retention incentives.

Premium Pay

The final rule delivers more streamlined options to provide premium pay, by broadening the share of eligible workers who can receive premium pay without a written justification while maintaining a focus on lower-income and frontline workers performing essential work.

Water, Sewer & Broadband Infrastructure

The final rule significantly broadens eligible broadband infrastructure investments to address challenges with broadband access, affordability, and reliability, and adds additional eligible water and sewer infrastructure investments, including a broader range of lead remediation and stormwater management projects.

FINAL RULE EFFECTIVE DATE

The final rule takes effect on April 1, 2022. Until that time, the interim final rule remains in effect; funds used consistently with the IFR while it is in effect are in compliance with the SLFRF program.

However, recipients can choose to take advantage of the final rule’s flexibilities and simplifications now, even ahead of the effective date. Treasury will not take action to enforce the interim final rule to the extent that a use of funds is consistent with the terms of the final rule, regardless of when the SLFRF funds were used. Recipients may consult the *Statement Regarding Compliance with the Coronavirus State and Local Fiscal Recovery Funds Interim Final Rule and Final Rule*, which can be found on Treasury’s website, for more information on compliance with the interim final rule and the final rule.



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Overview of the Program

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program provides substantial flexibility for each jurisdiction to meet local needs within the four separate eligible use categories. This Overview of the Final Rule addresses the four eligible use categories ordered from the broadest and most flexible to the most specific.

Recipients may use SLFRF funds to:

- **Replace lost public sector revenue**, using this funding to provide government services up to the amount of revenue loss due to the pandemic.
 - Recipients may determine their revenue loss by choosing between two options:
 - A standard allowance of up to \$10 million in aggregate, not to exceed their award amount, during the program;
 - Calculating their jurisdiction's specific revenue loss each year using Treasury's formula, which compares actual revenue to a counterfactual trend.
 - Recipients may use funds up to the amount of revenue loss for government services; generally, services traditionally provided by recipient governments are government services, unless Treasury has stated otherwise.
- **Support the COVID-19 public health and economic response** by addressing COVID-19 and its impact on public health as well as addressing economic harms to households, small businesses, nonprofits, impacted industries, and the public sector.
 - Recipients can use funds for programs, services, or capital expenditures that respond to the public health and negative economic impacts of the pandemic.
 - To provide simple and clear eligible uses of funds, Treasury provides a list of enumerated uses that recipients can provide to households, populations, or classes (i.e., groups) that experienced pandemic impacts.
 - Public health eligible uses include COVID-19 mitigation and prevention, medical expenses, behavioral healthcare, and preventing and responding to violence.
 - Eligible uses to respond to negative economic impacts are organized by the type of beneficiary: assistance to households, small businesses, and nonprofits.
 - Each category includes assistance for "impacted" and "disproportionately impacted" classes: impacted classes experienced the general, broad-based impacts of the pandemic, while disproportionately impacted classes faced meaningfully more severe impacts, often due to preexisting disparities.
 - To simplify administration, the final rule presumes that some populations and groups were impacted or disproportionately impacted and are eligible for responsive services.

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- Eligible uses for assistance to impacted households include aid for re-employment, job training, food, rent, mortgages, utilities, affordable housing development, childcare, early education, addressing learning loss, and many more uses.
- Eligible uses for assistance to impacted small businesses or nonprofits include loans or grants to mitigate financial hardship, technical assistance for small businesses, and many more uses.
- Recipients can also provide assistance to impacted industries like travel, tourism, and hospitality that faced substantial pandemic impacts, or address impacts to the public sector, for example by re-hiring public sector workers cut during the crisis.
- Recipients providing funds for enumerated uses to populations and groups that Treasury has presumed eligible are clearly operating consistently with the final rule. Recipients can also identify (1) other populations or groups, beyond those presumed eligible, that experienced pandemic impacts or disproportionate impacts and (2) other programs, services, or capital expenditures, beyond those enumerated, to respond to those impacts.
- Provide premium pay for eligible workers performing essential work, offering additional support to those who have and will bear the greatest health risks because of their service in critical sectors.
 - Recipients may provide premium pay to eligible workers – generally those working in-person in key economic sectors – who are below a wage threshold or non-exempt from the Fair Labor Standards Act overtime provisions, or if the recipient submits justification that the premium pay is responsive to workers performing essential work.
- Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, to support vital wastewater and stormwater infrastructure, and to expand affordable access to broadband internet.
 - Recipients may fund a broad range of water and sewer projects, including those eligible under the EPA's Clean Water State Revolving Fund, EPA's Drinking Water State Revolving Fund, and certain additional projects, including a wide set of lead remediation, stormwater infrastructure, and aid for private wells and septic units.
 - Recipients may fund high-speed broadband infrastructure in areas of need that the recipient identifies, such as areas without access to adequate speeds, affordable options, or where connections are inconsistent or unreliable; completed projects must participate in a low-income subsidy program.

While recipients have considerable flexibility to use funds to address the diverse needs of their communities, some restrictions on use apply across all eligible use categories. These include:

- For states and territories: No offsets of a reduction in net tax revenue resulting from a change in state or territory law.

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- For all recipients except for Tribal governments: No extraordinary contributions to a pension fund for the purpose of reducing an accrued, unfunded liability.
- For all recipients: No payments for debt service and replenishments of rainy day funds; no satisfaction of settlements and judgments; no uses that contravene or violate the American Rescue Plan Act, Uniform Guidance conflicts of interest requirements, and other federal, state, and local laws and regulations.

Under the SLFRF program, funds must be used for costs incurred on or after March 3, 2021. Further, funds must be obligated by December 31, 2024, and expended by December 31, 2026. This time period, during which recipients can expend SLFRF funds, is the “period of performance.”

In addition to SLFRF, the American Rescue Plan includes other sources of funding for state and local governments, including the [Coronavirus Capital Projects Fund](#) to fund critical capital investments including broadband infrastructure; the [Homeowner Assistance Fund](#) to provide relief for our country’s most vulnerable homeowners; the [Emergency Rental Assistance Program](#) to assist households that are unable to pay rent or utilities; and the [State Small Business Credit Initiative](#) to fund small business credit expansion initiatives. Eligible recipients are encouraged to visit the Treasury website for more information.



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Replacing Lost Public Sector Revenue

The Coronavirus State and Local Fiscal Recovery Funds provide needed fiscal relief for recipients that have experienced revenue loss due to the onset of the COVID-19 public health emergency. Specifically, SLFRF funding may be used to pay for “government services” in an amount equal to the revenue loss experienced by the recipient due to the COVID-19 public health emergency.

Government services generally include any service traditionally provided by a government, including construction of roads and other infrastructure, provision of public safety and other services, and health and educational services. Funds spent under government services are subject to streamlined reporting and compliance requirements.

In order to use funds under government services, recipients should first determine revenue loss. They may, then, spend up to that amount on general government services.

DETERMINING REVENUE LOSS

Recipients have two options for how to determine their amount of revenue loss. Recipients must choose one of the two options and cannot switch between these approaches after an election is made.

1. Recipients may elect a “standard allowance” of \$10 million to spend on government services through the period of performance.

Under this option, which is newly offered in the final rule Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services.” The standard allowance provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss, particularly for SLFRF’s smallest recipients.

All recipients may elect to use this standard allowance instead of calculating lost revenue using the formula below, including those with total allocations of \$10 million or less. Electing the standard allowance does not increase or decrease a recipient’s total allocation.

2. Recipients may calculate their actual revenue loss according to the formula articulated in the final rule.

Under this option, recipients calculate revenue loss at four distinct points in time, either at the end of each calendar year (e.g., December 31 for years 2020, 2021, 2022, and 2023) or the end of each fiscal year of the recipient. Under the flexibility provided in the final rule, recipients can choose whether to use calendar or fiscal year dates but must be consistent throughout the period of performance. Treasury has also provided several adjustments to the definition of general revenue in the final rule.

To calculate revenue loss at each of these dates, recipients must follow a four-step process:

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- a. Calculate revenues collected in the most recent full fiscal year prior to the public health emergency (i.e., last full fiscal year before January 27, 2020), called the *base year revenue*.
- b. Estimate *counterfactual revenue*, which is equal to the following formula, where *n* is the number of months elapsed since the end of the base year to the calculation date:

$$\text{base year revenue} \times (1 + \text{growth adjustment})^{\frac{n}{12}}$$

The *growth adjustment* is the greater of either a standard growth rate—5.2 percent—or the recipient’s average annual revenue growth in the last full three fiscal years prior to the COVID-19 public health emergency.

- c. Identify *actual revenue*, which equals revenues collected over the twelve months immediately preceding the calculation date.

Under the final rule, recipients must adjust actual revenue totals for the effect of tax cuts and tax increases that are adopted after the date of adoption of the final rule (January 6, 2022). Specifically, the estimated fiscal impact of tax cuts and tax increases adopted after January 6, 2022, must be added or subtracted to the calculation of actual revenue for purposes of calculation dates that occur on or after April 1, 2022.

Recipients may subtract from their calculation of actual revenue the effect of tax increases enacted prior to the adoption of the final rule. Note that recipients that elect to remove the effect of tax increases enacted before the adoption of the final rule must also remove the effect of tax decreases enacted before the adoption of the final rule, such that they are accurately removing the effect of tax policy changes on revenue.

- d. Revenue loss for the calculation date is equal to *counterfactual revenue* minus *actual revenue* (adjusted for tax changes) for the twelve-month period. If actual revenue exceeds counterfactual revenue, the loss is set to zero for that twelve-month period. Revenue loss for the period of performance is the sum of the revenue loss on for each calculation date.

The supplementary information in the final rule provides an example of this calculation, which recipients may find helpful, in the Revenue Loss section.



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SPENDING ON GOVERNMENT SERVICES

Recipients can use SLFRF funds on government services up to the revenue loss amount, whether that be the standard allowance amount or the amount calculated using the above approach. Government services generally include *any service* traditionally provided by a government, unless Treasury has stated otherwise. Here are some common examples, although this list is not exhaustive:

- ✓ Construction of schools and hospitals
- ✓ Road building and maintenance, and other infrastructure
- ✓ Health services
- ✓ General government administration, staff, and administrative facilities
- ✓ Environmental remediation
- ✓ Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)

Government services is the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements. Recipients should be mindful that certain restrictions, which are detailed further in the Restrictions on Use section and apply to all uses of funds, apply to government services as well.



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Responding to Public Health and Economic Impacts of COVID-19

The Coronavirus State and Local Fiscal Recovery Funds provide resources for governments to meet the public health and economic needs of those impacted by the pandemic in their communities, as well as address longstanding health and economic disparities, which amplified the impact of the pandemic in disproportionately impacted communities, resulting in more severe pandemic impacts.

The eligible use category to respond to public health and negative economic impacts is organized around the types of assistance a recipient may provide and includes several sub-categories:

- public health,
- assistance to households,
- assistance to small businesses,
- assistance to nonprofits,
- aid to impacted industries, and
- public sector capacity.

In general, to identify eligible uses of funds in this category, recipients should (1) identify a COVID-19 public health or economic impact on an individual or class (i.e., a group) and (2) design a program that responds to that impact. Responses should be related and reasonably proportional to the harm identified and reasonably designed to benefit those impacted.

To provide simple, clear eligible uses of funds that meet this standard, Treasury provides a non-exhaustive list of enumerated uses that respond to pandemic impacts. Treasury also presumes that some populations experienced pandemic impacts and are eligible for responsive services. In other words, recipients providing enumerated uses of funds to populations presumed eligible are clearly operating consistently with the final rule.¹

Recipients also have broad flexibility to (1) identify and respond to other pandemic impacts and (2) serve other populations that experienced pandemic impacts, beyond the enumerated uses and presumed eligible populations. Recipients can also identify groups or “classes” of beneficiaries that experienced pandemic impacts and provide services to those classes.

¹ However, please note that use of funds for enumerated uses may not be grossly disproportionate to the harm. Further, recipients should consult the Capital Expenditures section for more information about pursuing a capital expenditure; please note that enumerated capital expenditures are not presumed to be reasonably proportional responses to an identified harm except as provided in the Capital Expenditures section.

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Step	1. Identify COVID-19 public health or economic impact	2. Design a response that addresses or responds to the impact
Analysis	<ul style="list-style-type: none"> Can identify impact to a specific household, business or nonprofit or to a class of households, businesses, or nonprofits (i.e., group) Can also identify disproportionate impacts, or more severe impacts, to a specific beneficiary or to a class 	<ul style="list-style-type: none"> Types of responses can include a program, service, or capital expenditure Response should be related and reasonably proportional to the harm Response should also be reasonably designed to benefit impacted individual or class
Simplifying Presumptions	<ul style="list-style-type: none"> Final Rule presumes certain populations and classes are impacted and disproportionately impacted 	<ul style="list-style-type: none"> Final Rule provides non-exhaustive list of enumerated eligible uses that respond to pandemic impacts and disproportionate impacts

To assess eligibility of uses of funds, recipients should first determine the sub-category where their use of funds may fit (e.g., public health, assistance to households, assistance to small businesses), based on the entity that experienced the health or economic impact.² Then, recipients should refer to the relevant section for more details on each sub-category.

While the same overall eligibility standard applies to all uses of funds to respond to the public health and negative economic impacts of the pandemic, each sub-category has specific nuances on its application. In addition:

- Recipients interested in using funds for capital expenditures (i.e., investments in property, facilities, or equipment) should review the Capital Expenditures section in addition to the eligible use sub-category.
- Recipients interested in other uses of funds, beyond the enumerated uses, should refer to the section on “Framework for Eligible Uses Beyond Those Enumerated.”

² For example, a recipient interested in providing aid to unemployed individuals is addressing a negative economic impact experienced by a household and should refer to the section on assistance to households. Recipients should also be aware of the difference between “beneficiaries” and “sub-recipients.” Beneficiaries are households, small businesses, or nonprofits that can receive assistance based on impacts of the pandemic that they experienced. On the other hand, sub-recipients are organizations that carry out eligible uses on behalf of a government, often through grants or contracts. Sub-recipients do not need to have experienced a negative economic impact of the pandemic; rather, they are providing services to beneficiaries that experienced an impact.

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RESPONDING TO THE PUBLIC HEALTH EMERGENCY

While the country has made tremendous progress in the fight against COVID-19, including a historic vaccination campaign, the disease still poses a grave threat to Americans' health and the economy. Providing state, local, and Tribal governments the resources needed to fight the COVID-19 pandemic is a core goal of the Coronavirus State and Local Fiscal Recovery Funds, as well as addressing the other ways that the pandemic has impacted public health. Treasury has identified several public health impacts of the pandemic and enumerated uses of funds to respond to impacted populations.

- **COVID-19 mitigation and prevention.** The pandemic has broadly impacted Americans and recipients can provide services to prevent and mitigate COVID-19 to the general public or to small businesses, nonprofits, and impacted industries in general. Enumerated eligible uses include:
 - ✓ Vaccination programs, including vaccine incentives and vaccine sites
 - ✓ Testing programs, equipment and sites
 - ✓ Monitoring, contact tracing & public health surveillance (e.g., monitoring for variants)
 - ✓ Public communication efforts
 - ✓ Public health data systems
 - ✓ COVID-19 prevention and treatment equipment, such as ventilators and ambulances
 - ✓ Medical and PPE/protective supplies
 - ✓ Support for isolation or quarantine
 - ✓ Ventilation system installation and improvement
 - ✓ Technical assistance on mitigation of COVID-19 threats to public health and safety
 - ✓ Transportation to reach vaccination or testing sites, or other prevention and mitigation services for vulnerable populations
 - ✓ Support for prevention, mitigation, or other services in congregate living facilities, public facilities, and schools
 - ✓ Support for prevention and mitigation strategies in small businesses, nonprofits, and impacted industries
 - ✓ Medical facilities generally dedicated to COVID-19 treatment and mitigation (e.g., ICUs, emergency rooms)
 - ✓ Temporary medical facilities and other measures to increase COVID-19 treatment capacity
 - ✓ Emergency operations centers & emergency response equipment (e.g., emergency response radio systems)
 - ✓ Public telemedicine capabilities for COVID-19 related treatment



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- **Medical expenses.** Funds may be used for expenses to households, medical providers, or others that incurred medical costs due to the pandemic, including:
 - ✓ Unreimbursed expenses for medical care for COVID-19 testing or treatment, such as uncompensated care costs for medical providers or out-of-pocket costs for individuals
 - ✓ Paid family and medical leave for public employees to enable compliance with COVID-19 public health precautions
 - ✓ Emergency medical response expenses
 - ✓ Treatment of long-term symptoms or effects of COVID-19
- **Behavioral health care, such as mental health treatment, substance use treatment, and other behavioral health services.** Treasury recognizes that the pandemic has broadly impacted Americans' behavioral health and recipients can provide these services to the general public to respond. Enumerated eligible uses include:
 - ✓ Prevention, outpatient treatment, inpatient treatment, crisis care, diversion programs, outreach to individuals not yet engaged in treatment, harm reduction & long-term recovery support
 - ✓ Enhanced behavioral health services in schools
 - ✓ Services for pregnant women or infants born with neonatal abstinence syndrome
 - ✓ Support for equitable access to reduce disparities in access to high-quality treatment
 - ✓ Peer support groups, costs for residence in supportive housing or recovery housing, and the 988 National Suicide Prevention Lifeline or other hotline services
 - ✓ Expansion of access to evidence-based services for opioid use disorder prevention, treatment, harm reduction, and recovery
 - ✓ Behavioral health facilities & equipment
- **Preventing and responding to violence.** Recognizing that violence – and especially gun violence – has increased in some communities due to the pandemic, recipients may use funds to respond in these communities through:
 - ✓ Referrals to trauma recovery services for victims of crime
 - ✓ Community violence intervention programs, including:
 - Evidence-based practices like focused deterrence, with wraparound services such as behavioral therapy, trauma recovery, job training, education, housing and relocation services, and financial assistance
 - ✓ In communities experiencing increased gun violence due to the pandemic:
 - Law enforcement officers focused on advancing community policing
 - Enforcement efforts to reduce gun violence, including prosecution
 - Technology & equipment to support law enforcement response

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RESPONDING TO NEGATIVE ECONOMIC IMPACTS

The pandemic caused severe economic damage and, while the economy is on track to a strong recovery, much work remains to continue building a robust, resilient, and equitable economy in the wake of the crisis and to ensure that the benefits of this recovery reach all Americans. While the pandemic impacted millions of American households and businesses, some of its most severe impacts fell on low-income and underserved communities, where pre-existing disparities amplified the impact of the pandemic and where the most work remains to reach a full recovery.

The final rule recognizes that the pandemic caused broad-based impacts that affected many communities, households, and small businesses across the country; for example, many workers faced unemployment and many small businesses saw declines in revenue. The final rule describes these as “impacted” households, communities, small businesses, and nonprofits.

At the same time, the pandemic caused disproportionate impacts, or more severe impacts, in certain communities. For example, low-income and underserved communities have faced more severe health and economic outcomes like higher rates of COVID-19 mortality and unemployment, often because pre-existing disparities exacerbated the impact of the pandemic. The final rule describes these as “disproportionately impacted” households, communities, small businesses, and nonprofits.

To simplify administration of the program, the final rule presumes that certain populations were “impacted” and “disproportionately impacted” by the pandemic; these populations are presumed to be eligible for services that respond to the impact they experienced. The final rule also enumerates a non-exhaustive list of eligible uses that are recognized as responsive to the impacts or disproportionate impacts of COVID-19. Recipients providing enumerated uses to populations presumed eligible are clearly operating consistently with the final rule.

As discussed further in the section Framework for Eligible Uses Beyond Those Enumerated, recipients can also identify other pandemic impacts, impacted or disproportionately impacted populations or classes, and responses.



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Assistance to Households***Impacted Households and Communities***

Treasury presumes the following households and communities are impacted by the pandemic:

- ✓ Low- or moderate income households or communities
- ✓ Households that experienced unemployment
- ✓ Households that experienced increased food or housing insecurity
- ✓ Households that qualify for the Children's Health Insurance Program, Childcare Subsidies through the Child Care Development Fund (CCDF) Program, or Medicaid
- ✓ *When providing affordable housing programs:* households that qualify for the National Housing Trust Fund and Home Investment Partnerships Program
- ✓ *When providing services to address lost instructional time in K-12 schools:* any student that lost access to in-person instruction for a significant period of time

Low- or moderate-income households and communities are those with (i) income at or below 300 percent of the Federal Poverty Guidelines for the size of the household based on the most recently published poverty guidelines or (ii) income at or below 65 percent of the area median income for the county and size of household based on the most recently published data. For the vast majority of communities, the Federal Poverty Guidelines are higher than the area's median income and using the Federal Poverty Guidelines would result in more households and communities being presumed eligible. Treasury has provided an easy-to-use spreadsheet with Federal Poverty Guidelines and area median income levels on its website.

Recipients can measure income for a specific household or the median income for the community, depending on whether the response they plan to provide serves specific households or the general community. The income thresholds vary by household size; recipients should generally use income thresholds for the appropriate household size but can use a default household size of three when easier for administration or when measuring income for a general community.

The income limit for 300 percent of the Federal Poverty Guidelines for a household of three is \$65,880 per year.³ In other words, recipients can always presume that a household earning below this level, or a community with median income below this level, is impacted by the pandemic and eligible for services to respond. Additionally, by following the steps detailed in the section Framework for Eligible Uses Beyond Those Enumerated, recipients may designate additional households as impacted or disproportionately impacted beyond these presumptions, and may also pursue projects not listed below in response to these impacts consistent with Treasury's standards.

³ For recipients in Alaska, the income limit for 300 percent of the Federal Poverty Guidelines for a household of three is \$82,350 per year. For recipients in Hawaii, the income limit for 300 percent of the Federal Poverty Guidelines for a household of three is \$75,780 per year.



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Treasury recognizes the enumerated projects below, which have been expanded under the final rule, as eligible to respond to impacts of the pandemic on households and communities:

- ✓ Food assistance & food banks
- ✓ Emergency housing assistance: rental assistance, mortgage assistance, utility assistance, assistance paying delinquent property taxes, counseling and legal aid to prevent eviction and homelessness & emergency programs or services for homeless individuals, including temporary residences for people experiencing homelessness
- ✓ Health insurance coverage expansion
- ✓ Benefits for surviving family members of individuals who have died from COVID-19
- ✓ Assistance to individuals who want and are available for work, including job training, public jobs programs and fairs, support for childcare and transportation to and from a jobsite or interview, incentives for newly-employed workers, subsidized employment, grants to hire underserved workers, assistance to unemployed individuals to start small businesses & development of job and workforce training centers
- ✓ Financial services for the unbanked and underbanked
- ✓ Burials, home repair & home weatherization
- ✓ Programs, devices & equipment for internet access and digital literacy, including subsidies for costs of access
- ✓ Cash assistance
- ✓ Paid sick, medical, and family leave programs
- ✓ Assistance in accessing and applying for public benefits or services
- ✓ Childcare and early learning services, home visiting programs, services for child welfare-involved families and foster youth & childcare facilities
- ✓ Assistance to address the impact of learning loss for K-12 students (e.g., high-quality tutoring, differentiated instruction)
- ✓ Programs or services to support long-term housing security: including development of affordable housing and permanent supportive housing
- ✓ Certain contributions to an Unemployment Insurance Trust Fund⁴

⁴ Recipients may only use SLFRF funds for contributions to unemployment insurance trust funds and repayment of the principal amount due on advances received under Title XII of the Social Security Act up to an amount equal to (i) the difference between the balance in the recipient's unemployment insurance trust fund as of January 27, 2020 and the balance of such account as of May 17, 2021, plus (ii) the principal amount outstanding as of May 17, 2021 on any advances received under Title XII of the Social Security Act between January 27, 2020 and May 17, 2021. Further, recipients may use SLFRF funds for the payment of any interest due on such Title XII advances. Additionally, a recipient that deposits SLFRF funds into its unemployment insurance trust fund to fully restore the pre-pandemic balance may not draw down that balance and deposit more SLFRF funds, back up to the pre-pandemic balance. Recipients that deposit SLFRF funds into an unemployment insurance trust fund, or use SLFRF funds to repay principal on Title XII advances, may not take action to reduce benefits available to unemployed workers by changing the computation method governing regular unemployment compensation in a way that results in a reduction of average weekly benefit amounts or the number of weeks of benefits payable (i.e., maximum benefit entitlement).

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Disproportionately Impacted Households and Communities

Treasury presumes the following households and communities are disproportionately impacted by the pandemic:

- ✓ Low-income households and communities
- ✓ Households residing in Qualified Census Tracts
- ✓ Households that qualify for certain federal benefits⁵
- ✓ Households receiving services provided by Tribal governments
- ✓ Households residing in the U.S. territories or receiving services from these governments

Low-income households and communities are those with (i) income at or below 185 percent of the Federal Poverty Guidelines for the size of its household based on the most recently published poverty guidelines or (ii) income at or below 40 percent of area median income for its county and size of household based on the most recently published data. For the vast majority of communities, the Federal Poverty Guidelines level is higher than the area median income level and using this level would result in more households and communities being presumed eligible. Treasury has provided an easy-to-use spreadsheet with Federal Poverty Guidelines and area median income levels on its website.

Recipients can measure income for a specific household or the median income for the community, depending on whether the service they plan to provide serves specific households or the general community. The income thresholds vary by household size; recipients should generally use income thresholds for the appropriate household size but can use a default household size of three when easier for administration or when measuring income for a general community.

The income limit for 185 percent of the Federal Poverty Guidelines for a household of three is \$40,626 per year.⁶ In other words, recipients can always presume that a household earning below this level, or a community with median income below this level, is disproportionately impacted by the pandemic and eligible for services to respond.

⁵ These programs are Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Free- and Reduced-Price Lunch (NSLP) and/or School Breakfast (SBP) programs, Medicare Part D Low-Income Subsidies, Supplemental Security Income (SSI), Head Start and/or Early Head Start, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), Section 8 Vouchers, Low-Income Home Energy Assistance Program (LIHEAP), and Pell Grants. For services to address educational disparities, Treasury will recognize Title I eligible schools as disproportionately impacted and responsive services that support the school generally or support the whole school as eligible.

⁶ For recipients in Alaska, the income limit for 185 percent of the Federal Poverty Guidelines for a household of three is \$50,783 per year. For recipients in Hawaii, the income limit for 185 percent of the Federal Poverty Guidelines for a household of three is \$46,731 per year.



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Treasury recognizes the enumerated projects below, which have been expanded under the final rule, as eligible to respond to disproportionate impacts of the pandemic on households and communities:

- ✓ Pay for community health workers to help households access health & social services
- ✓ Remediation of lead paint or other lead hazards
- ✓ Primary care clinics, hospitals, integration of health services into other settings, and other investments in medical equipment & facilities designed to address health disparities
- ✓ Housing vouchers & assistance relocating to neighborhoods with higher economic opportunity
- ✓ Investments in neighborhoods to promote improved health outcomes
- ✓ Improvements to vacant and abandoned properties, including rehabilitation or maintenance, renovation, removal and remediation of environmental contaminants, demolition or deconstruction, greening/vacant lot cleanup & conversion to affordable housing⁷
- ✓ Services to address educational disparities, including assistance to high-poverty school districts & educational and evidence-based services to address student academic, social, emotional, and mental health needs
- ✓ Schools and other educational equipment & facilities

⁷ Please see the final rule for further details and conditions applicable to this eligible use. This includes Treasury's presumption that demolition of vacant or abandoned residential properties that results in a net reduction in occupiable housing units for low- and moderate-income individuals in an area where the availability of such housing is lower than the need for such housing is ineligible for support with SLFRF funds.

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Assistance to Small Businesses

Small businesses have faced widespread challenges due to the pandemic, including periods of shutdown, declines in revenue, or increased costs. The final rule provides many tools for recipients to respond to the impacts of the pandemic on small businesses, or disproportionate impacts on businesses where pre-existing disparities like lack of access to capital compounded the pandemic's effects.

Small businesses eligible for assistance are those that experienced negative economic impacts or disproportionate impacts of the pandemic and meet the definition of "small business," specifically:

1. Have no more than 500 employees, or if applicable, the size standard in number of employees established by the Administrator of the Small Business Administration for the industry in which the business concern or organization operates, and
2. Are a small business concern as defined in section 3 of the Small Business Act⁸ (which includes, among other requirements, that the business is independently owned and operated and is not dominant in its field of operation).

Impacted Small Businesses

Recipients can identify small businesses impacted by the pandemic, and measures to respond, in many ways; for example, recipients could consider:

- | | |
|---------------------------------------|--|
| ✓ Decreased revenue or gross receipts | ✓ Capacity to weather financial hardship |
| ✓ Financial insecurity | ✓ Challenges covering payroll, rent or mortgage, and other operating costs |
| ✓ Increased costs | |

Assistance to small businesses that experienced negative economic impacts includes the following enumerated uses:

- | | |
|---|--|
| ✓ Loans or grants to mitigate financial hardship, such as by supporting payroll and benefits, costs to retain employees, and mortgage, rent, utility, and other operating costs | ✓ Technical assistance, counseling, or other services to support business planning |
|---|--|

Disproportionately Impacted Small Businesses

Treasury presumes that the following small businesses are disproportionately impacted by the pandemic:

⁸ 15 U.S.C. 632.



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- ✓ Small businesses operating in Qualified Census Tracts
- ✓ Small businesses operating in the U.S. territories
- ✓ Small businesses operated by Tribal governments or on Tribal lands

Assistance to disproportionately impacted small businesses includes the following enumerated uses, which have been expanded under the final rule:

- ✓ Rehabilitation of commercial properties, storefront improvements & façade improvements
- ✓ Support for microbusinesses, including financial, childcare, and transportation costs
- ✓ Technical assistance, business incubators & grants for start-up or expansion costs for small businesses



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Assistance to Nonprofits

Nonprofits have faced significant challenges due to the pandemic's increased demand for services and changing operational needs, as well as declines in revenue sources such as donations and fees. Nonprofits eligible for assistance are those that experienced negative economic impacts or disproportionate impacts of the pandemic and meet the definition of "nonprofit"—specifically those that are 501(c)(3) or 501(c)(19) tax-exempt organizations.

Impacted Nonprofits

Recipients can identify nonprofits impacted by the pandemic, and measures to respond, in many ways; for example, recipients could consider:

- ✓ Decreased revenue (e.g., from donations and fees)
- ✓ Financial insecurity
- ✓ Increased costs (e.g., uncompensated increases in service need)
- ✓ Capacity to weather financial hardship
- ✓ Challenges covering payroll, rent or mortgage, and other operating costs

Assistance to nonprofits that experienced negative economic impacts includes the following enumerated uses:

- ✓ Loans or grants to mitigate financial hardship
- ✓ Technical or in-kind assistance or other services that mitigate negative economic impacts of the pandemic

Disproportionately Impacted Nonprofits

Treasury presumes that the following nonprofits are disproportionately impacted by the pandemic:

- ✓ Nonprofits operating in Qualified Census Tracts
- ✓ Nonprofits operated by Tribal governments or on Tribal lands
- ✓ Nonprofits operating in the U.S. territories

Recipients may identify appropriate responses that are related and reasonably proportional to addressing these disproportionate impacts.



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Aid to Impacted Industries

Recipients may use SLFRF funding to provide aid to industries impacted by the COVID-19 pandemic. Recipients should first designate an impacted industry and then provide aid to address the impacted industry's negative economic impact.

This sub-category of eligible uses does not separately identify disproportionate impacts and corresponding responsive services.

1. Designating an impacted industry. There are two main ways an industry can be designated as "impacted."

1. If the industry is in the travel, tourism, or hospitality sectors (including Tribal development districts), the industry is impacted.
2. If the industry is outside the travel, tourism, or hospitality sectors, the industry is impacted if:
 - a. The industry experienced at least 8 percent employment loss from pre-pandemic levels,⁹ or
 - b. The industry is experiencing comparable or worse economic impacts as the national tourism, travel, and hospitality industries as of the date of the final rule, based on the totality of economic indicators or qualitative data (if quantitative data is unavailable), and if the impacts were generally due to the COVID-19 public health emergency.

Recipients have flexibility to define industries broadly or narrowly, but Treasury encourages recipients to define narrow and discrete industries eligible for aid. State and territory recipients also have flexibility to define the industries with greater geographic precision; for example, a state may identify a particular industry in a certain region of a state as impacted.

- 2. Providing eligible aid to the impacted industry.** Aid may only be provided to support businesses, attractions, and Tribal development districts operating prior to the pandemic and affected by required closures and other efforts to contain the pandemic. Further, aid should be generally broadly available to all businesses within the impacted industry to avoid potential conflicts of interest, and Treasury encourages aid to be first used for operational expenses, such as payroll, before being used on other types of costs.

⁹ Specifically, a recipient should compare the percent change in the number of employees of the recipient's identified industry and the national Leisure & Hospitality sector in the three months before the pandemic's most severe impacts began (a straight three-month average of seasonally-adjusted employment data from December 2019, January 2020, and February 2020) with the latest data as of the final rule (a straight three-month average of seasonally-adjusted employment data from September 2021, October 2021, and November 2021). For parity and simplicity, smaller recipients without employment data that measure industries in their specific jurisdiction may use data available for a broader unit of government for this calculation (e.g., a county may use data from the state in which it is located; a city may use data for the county, if available, or state in which it is located) solely for purposes of determining whether a particular industry is an impacted industry.

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Treasury recognizes the enumerated projects below as eligible responses to impacted industries.

- ✓ Aid to mitigate financial hardship, such as supporting payroll costs, lost pay and benefits for returning employees, support of operations and maintenance of existing equipment and facilities
- ✓ Technical assistance, counseling, or other services to support business planning
- ✓ COVID-19 mitigation and infection prevention measures (see section Public Health)

As with all eligible uses, recipients may pursue a project not listed above by undergoing the steps outlined in the section Framework for Eligible Uses Beyond Those Enumerated.



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PUBLIC SECTOR CAPACITY

Recipients may use SLFRF funding to restore and bolster public sector capacity, which supports government's ability to deliver critical COVID-19 services. There are three main categories of eligible uses to bolster public sector capacity and workforce: Public Safety, Public Health, and Human Services Staff; Government Employment and Rehiring Public Sector Staff; and Effective Service Delivery.

Public Safety, Public Health, and Human Services Staff

SLFRF funding may be used for payroll and covered benefits for public safety, public health, health care, human services and similar employees of a recipient government, for the portion of the employee's time spent responding to COVID-19. Recipients should follow the steps below.

1. Identify eligible public safety, public health, and human services staff. Public safety staff include:

- ✓ Police officers (including state police officers)
- ✓ Sheriffs and deputy sheriffs
- ✓ Firefighters
- ✓ Emergency medical responders
- ✓ Correctional and detention officers
- ✓ Dispatchers and supervisor personnel that directly support public safety staff

Public health staff include:

- ✓ Employees involved in providing medical and other physical or mental health services to patients and supervisory personnel, including medical staff assigned to schools, prisons, and other such institutions
- ✓ Laboratory technicians, medical examiners, morgue staff, and other support services essential for patient care
- ✓ Employees of public health departments directly engaged in public health matters and related supervisory personnel

Human services staff include:

- ✓ Employees providing or administering social services and public benefits
- ✓ Child welfare services employees
- ✓ Child, elder, or family care employees

2. Assess portion of time spent on COVID-19 response for eligible staff.

Recipients can use a variety of methods to assess the share of an employees' time spent responding to COVID-19, including using reasonable estimates—such as estimating the share of time based on discussions with staff and applying that share to all employees in that position.

For administrative convenience, recipients can consider public health and safety employees entirely devoted to responding to COVID-19 (and their payroll and benefits fully covered by SLFRF) if the

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employee, or his or her operating unit or division, is “primarily dedicated” to responding to COVID-19. Primarily dedicated means that more than half of the employee, unit, or division’s time is dedicated to responding to COVID-19.

Recipients must periodically reassess their determination and maintain records to support their assessment, although recipients do not need to track staff hours.

3. Use SLFRF funding for payroll and covered benefits for the portion of eligible staff time spent on COVID-19 response. SLFRF funding may be used for payroll and covered benefits for the portion of the employees’ time spent on COVID-19 response, as calculated above, through the period of performance.

Government Employment and Rehiring Public Sector Staff

Under the increased flexibility of the final rule, SLFRF funding may be used to support a broader set of uses to restore and support public sector employment. Eligible uses include hiring up to a pre-pandemic baseline that is adjusted for historic underinvestment in the public sector, providing additional funds for employees who experienced pay cuts or were furloughed, avoiding layoffs, providing worker retention incentives, and paying for ancillary administrative costs related to hiring, support, and retention.

- **Restoring pre-pandemic employment.** Recipients have two options to restore pre-pandemic employment, depending on the recipient’s needs.
 - *If the recipient simply wants to hire back employees for pre-pandemic positions:* Recipients may use SLFRF funds to hire employees for the same positions that existed on January 27, 2020 but that were unfilled or eliminated as of March 3, 2021. Recipients may use SLFRF funds to cover payroll and covered benefits for such positions through the period of performance.
 - *If the recipient wants to hire above the pre-pandemic baseline and/or would like to have flexibility in positions:* Recipients may use SLFRF funds to pay for payroll and covered benefits associated with the recipient increasing its number of budgeted FTEs up to 7.5 percent above its pre-pandemic baseline. Specifically, recipients should undergo the following steps:
 - a. Identify the recipient’s budgeted FTE level on January 27, 2020. This includes all budgeted positions, filled and unfilled. This is called the *pre-pandemic baseline*.
 - b. Multiply the pre-pandemic baseline by 1.075. This is called the *adjusted pre-pandemic baseline*.
 - c. Identify the recipient’s budgeted FTE level on March 3, 2021, which is the beginning of the period of performance for SLFRF funds. Recipients may, but are not required to, exclude the number of FTEs dedicated to responding to the COVID-19 public health emergency. This is called the *actual number of FTEs*.
 - d. Subtract the *actual number of FTEs* from the *adjusted pre-pandemic baseline* to calculate the number of FTEs that can be covered by SLFRF funds. Recipients do not have to hire for the same roles that existed pre-pandemic.

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Recipients may use SLFRF funds to cover payroll and covered benefits through the period of performance; these employees must have begun their employment on or after March 3, 2021. Recipients may only use SLFRF funds for additional FTEs hired over the March 3, 2021 level (i.e., the *actual number of FTEs*).

- **Supporting and retaining public sector workers.** Recipients can also use funds in other ways that support the public sector workforce.¹⁰ These include:
 - **Providing additional funding for employees who experienced pay reductions or were furloughed** since the onset of the pandemic, up to the difference in the employee's pay, taking into account unemployment benefits received.
 - **Maintaining current compensation levels to prevent layoffs.** SLFRF funds may be used to maintain current compensation levels, with adjustments for inflation, in order to prevent layoffs that would otherwise be necessary.
 - **Providing worker retention incentives, including reasonable increases in compensation** to persuade employees to remain with the employer as compared to other employment options. Retention incentives must be entirely additive to an employee's regular compensation, narrowly tailored to need, and should not exceed incentives traditionally offered by the recipient or compensation that alternative employers may offer to compete for the employees. Treasury presumes that retention incentives that are less than 25 percent of the rate of base pay for an individual employee or 10 percent for a group or category of employees are reasonably proportional to the need to retain employees, as long as other requirements are met.
- **Covering administrative costs associated with administering the hiring, support, and retention programs above.**

Effective Service Delivery

SLFRF funding may be used to improve the efficacy of public health and economic programs through tools like program evaluation, data, and outreach, as well as to address administrative needs caused or exacerbated by the pandemic. Eligible uses include:

- **Supporting program evaluation, data, and outreach through:**

¹⁰ Recipients should be able to substantiate that these uses of funds are substantially due to the public health emergency or its negative economic impacts (e.g., fiscal pressures on state and local budgets) and respond to its impacts. See the final rule for details on these uses.

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- ✓ Program evaluation and evidence resources
- ✓ Data analysis resources to gather, assess, share, and use data
- ✓ Technology infrastructure to improve access to and the user experience of government IT systems, as well as technology improvements to increase public access and delivery of government programs and services
- ✓ Community outreach and engagement activities
- ✓ Capacity building resources to support using data and evidence, including hiring staff, consultants, or technical assistance support
- Addressing administrative needs, including:
 - ✓ Administrative costs for programs responding to the public health emergency and its economic impacts, including non-SLFRF and non-federally funded programs
 - ✓ Address administrative needs caused or exacerbated by the pandemic, including addressing backlogs caused by shutdowns, increased repair or maintenance needs, and technology infrastructure to adapt government operations to the pandemic (e.g., video-conferencing software, data and case management systems)



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CAPITAL EXPENDITURES

As described above, the final rule clarifies that recipients may use funds for programs, services, and capital expenditures that respond to the public health and negative economic impacts of the pandemic. Any use of funds in this category for a capital expenditure must comply with the capital expenditure requirements, in addition to other standards for uses of funds.

Capital expenditures are subject to the same eligibility standard as other eligible uses to respond to the pandemic's public health and economic impacts; specifically, they must be related and reasonably proportional to the pandemic impact identified and reasonably designed to benefit the impacted population or class.

For ease of administration, the final rule identifies enumerated types of capital expenditures that Treasury has identified as responding to the pandemic's impacts; these are listed in the applicable sub-category of eligible uses (e.g., public health, assistance to households, etc.). Recipients may also identify other responsive capital expenditures. Similar to other eligible uses in the SLFRF program, no pre-approval is required for capital expenditures.

To guide recipients' analysis of whether a capital expenditure meets the eligibility standard, recipients (with the exception of Tribal governments) must complete and meet the requirements of a written justification for capital expenditures equal to or greater than \$1 million. For large-scale capital expenditures, which have high costs and may require an extended length of time to complete, as well as most capital expenditures for non-enumerated uses of funds, Treasury requires recipients to submit their written justification as part of regular reporting. Specifically:

If a project has total capital expenditures of	and the use is enumerated by Treasury as eligible, then	and the use is beyond those enumerated by Treasury as eligible, then
Less than \$1 million	No Written Justification required	No Written Justification required
Greater than or equal to \$1 million, but less than \$10 million	Written Justification required but recipients are not required to submit as part of regular reporting to Treasury	Written Justification required and recipients must submit as part of regular reporting to Treasury
\$10 million or more	Written Justification required and recipients must submit as part of regular reporting to Treasury	

A Written Justification includes:

- *Description of the harm or need to be addressed.* Recipients should provide a description of the specific harm or need to be addressed and why the harm was exacerbated or caused by the public health emergency. Recipients may provide quantitative information on the extent and the type of harm, such as the number of individuals or entities affected.

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- *Explanation of why a capital expenditure is appropriate.* For example, recipients should include an explanation of why existing equipment and facilities, or policy changes or additional funding to pertinent programs or services, would be inadequate.
- *Comparison of proposed capital project against at least two alternative capital expenditures and demonstration of why the proposed capital expenditure is superior.* Recipients should consider the effectiveness of the capital expenditure in addressing the harm identified and the expected total cost (including pre-development costs) against at least two alternative capital expenditures.

Where relevant, recipients should consider the alternatives of improving existing capital assets already owned or leasing other capital assets.

Treasury presumes that the following capital projects are generally ineligible:

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| <ul style="list-style-type: none"> ✗ Construction of new correctional facilities as a response to an increase in rate of crime ✗ Construction of new congregate facilities to decrease spread of COVID-19 in the facility | <ul style="list-style-type: none"> ✗ Construction of convention centers, stadiums, or other large capital projects intended for general economic development or to aid impacted industries |
|---|---|

In undertaking capital expenditures, Treasury encourages recipients to adhere to strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions. Treasury also encourages recipients to prioritize in their procurements employers with high labor standards and to prioritize employers without recent violations of federal and state labor and employment laws.



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FRAMEWORK FOR ELIGIBLE USES BEYOND THOSE ENUMERATED

As described above, recipients have broad flexibility to identify and respond to other pandemic impacts and serve other populations that experienced pandemic impacts, beyond the enumerated uses and presumed eligible populations. Recipients should undergo the following steps to decide whether their project is eligible:

Step	1. Identify COVID-19 public health or economic impact	2. Design a response that addresses or responds to the impact
Analysis	<ul style="list-style-type: none"> Can identify impact to a specific household, business or nonprofit or to a class of households, businesses or nonprofits (i.e., group) Can also identify disproportionate impacts, or more severe impacts, to a specific beneficiary or to a class 	<ul style="list-style-type: none"> Types of responses can include a program, service, or capital expenditure Response should be related and reasonably proportional to the harm Response should also be reasonably designed to benefit impacted individual or class

1. **Identify a COVID-19 public health or negative economic impact on an individual or a class.** Recipients should identify an individual or class that is “impacted” or “disproportionately impacted” by the COVID-19 public health emergency or its negative economic impacts as well as the specific impact itself.

- “Impacted” entities are those impacted by the disease itself or the harmful consequences of the economic disruptions resulting from or exacerbated by the COVID-19 public health emergency. For example, an individual who lost their job or a small business that saw lower revenue during a period of closure would both have experienced impacts of the pandemic.
- “Disproportionately impacted” entities are those that experienced disproportionate public health or economic outcomes from the pandemic; Treasury recognizes that pre-existing disparities, in many cases, amplified the impacts of the pandemic, causing more severe impacts in underserved communities. For example, a household living in a neighborhood with limited access to medical care and healthy foods may have faced health disparities before the pandemic, like a higher rate of chronic health conditions, that contributed to more severe health outcomes during the COVID-19 pandemic.

The recipient may choose to identify these impacts at either the individual level or at a class level. If the recipient is identifying impacts at the individual level, they should retain documentation supporting the impact the individual experienced (e.g., documentation of lost revenues from a small business). Such documentation can be streamlined in many cases (e.g., self-attestation that a household requires food assistance).

Recipients also have broad flexibility to identify a “class” – or a group of households, small businesses, or nonprofits – that experienced an impact. In these cases, the recipients should

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first identify the class and the impact that it faced. Then, recipients only need to document that the individuals served fall within that class; recipients do not need to document a specific impact to each individual served. For example, a recipient could identify that restaurants in the downtown area faced substantial declines in revenue due to decreased foot traffic from workers; the recipient could develop a program to respond to the impact on that class and only needs to document that the businesses being served are restaurants in the downtown area.

Recipients should keep the following considerations in mind when designating a class:

- There should be a relationship between the definition of the class and the proposed response. Larger and less-specific classes are less likely to have experienced similar harms, which may make it more difficult to design a response that appropriately responds to those harms.
- Classes may be determined on a population basis or on a geographic basis, and the response should be appropriately matched. For example, a response might be designed to provide childcare to single parents, regardless of which neighborhood they live in, or a response might provide a park to improve the health of a disproportionately impacted neighborhood.
- Recipients may designate classes that experienced disproportionate impact, by assessing the impacts of the pandemic and finding that some populations experienced meaningfully more severe impacts than the general public. To determine these disproportionate impacts, recipients:
 - May designate classes based on academic research or government research publications (such as the citations provided in the supplementary information in the final rule), through analysis of their own data, or through analysis of other existing data sources.
 - May also consider qualitative research and sources to augment their analysis, or when quantitative data is not readily available. Such sources might include resident interviews or feedback from relevant state and local agencies, such as public health departments or social services departments.
 - Should consider the quality of the research, data, and applicability of analysis to their determination in all cases.
- Some of the enumerated uses may also be appropriate responses to the impacts experienced by other classes of beneficiaries. It is permissible for recipients to provide these services to other classes, so long as the recipient determines that the response is also appropriate for those groups.
- Recipients may designate a class based on income level, including at levels higher than the final rule definition of "low- and moderate-income." For example, a recipient may identify that households in their community with incomes above the final rule threshold for low-income nevertheless experienced disproportionate impacts from the pandemic and provide responsive services.

2. Design a response that addresses or responds to the impact. Programs, services, and other interventions must be reasonably designed to benefit the individual or class that experienced

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the impact. They must also be related and reasonably proportional to the extent and type of impact experienced. For example, uses that bear no relation or are grossly disproportionate to the type or extent of the impact would not be eligible.

“Reasonably proportional” refers to the scale of the response compared to the scale of the harm, as well as the targeting of the response to beneficiaries compared to the amount of harm they experienced; for example, it may not be reasonably proportional for a cash assistance program to provide a very small amount of aid to a group that experienced severe harm and a much larger amount to a group that experienced relatively little harm. Recipients should consider relevant factors about the harm identified and the response to evaluate whether the response is reasonably proportional. For example, recipients may consider the size of the population impacted and the severity, type, and duration of the impact. Recipients may also consider the efficacy, cost, cost-effectiveness, and time to delivery of the response.

For disproportionately impacted communities, recipients may design interventions that address broader pre-existing disparities that contributed to more severe health and economic outcomes during the pandemic, such as disproportionate gaps in access to health care or pre-existing disparities in educational outcomes that have been exacerbated by the pandemic.



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Premium Pay

The Coronavirus State and Local Fiscal Recovery Funds may be used to provide premium pay to eligible workers performing essential work during the pandemic. Premium pay may be awarded to eligible workers up to \$13 per hour. Premium pay must be in addition to wages or remuneration (i.e., compensation) the eligible worker otherwise receives. Premium pay may not exceed \$25,000 for any single worker during the program.

Recipients should undergo the following steps to provide premium pay to eligible workers.

1. Identify an “eligible” worker. Eligible workers include workers “needed to maintain continuity of operations of essential critical infrastructure sectors.” These sectors and occupations are eligible:

- | | |
|--|---|
| ✓ Health care | ✓ State, local, or Tribal government workforce |
| ✓ Emergency response | ✓ Workers providing vital services to Tribes |
| ✓ Sanitation, disinfection & cleaning | ✓ Educational, school nutrition, and other work required to operate a school facility |
| ✓ Maintenance | ✓ Laundry |
| ✓ Grocery stores, restaurants, food production, and food delivery | ✓ Elections |
| ✓ Pharmacy | ✓ Solid waste or hazardous materials management, response, and cleanup |
| ✓ Biomedical research | ✓ Work requiring physical interaction with patients |
| ✓ Behavioral health | ✓ Dental care |
| ✓ Medical testing and diagnostics | ✓ Transportation and warehousing |
| ✓ Home and community-based health care or assistance with activities of daily living | ✓ Hotel and commercial lodging facilities that are used for COVID-19 mitigation and containment |
| ✓ Family or child care | |
| ✓ Social services | |
| ✓ Public health | |
| ✓ Mortuary | |
| ✓ Critical clinical research, development, and testing necessary for COVID-19 response | |

Beyond this list, the chief executive (or equivalent) of a recipient government may designate additional non-public sectors as critical so long as doing so is necessary to protecting the health and wellbeing of the residents of such jurisdictions.

2. Verify that the eligible worker performs “essential work,” meaning work that:

- Is not performed while teleworking from a residence; and
- Involves either:
 - a. regular, in-person interactions with patients, the public, or coworkers of the individual that is performing the work; or
 - b. regular physical handling of items that were handled by, or are to be handled by, patients, the public, or coworkers of the individual that is performing the work.

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3. Confirm that the premium pay “responds to” workers performing essential work during the COVID-19 public health emergency. Under the final rule, which broadened the share of eligible workers who can receive premium pay without a written justification, recipients may meet this requirement in one of three ways:
 - Eligible worker receiving premium pay is earning (with the premium included) at or below 150 percent of their residing state or county’s average annual wage for all occupations, as defined by the Bureau of Labor Statistics’ [Occupational Employment and Wage Statistics](#), whichever is higher, on an annual basis; or
 - Eligible worker receiving premium pay is not exempt from the Fair Labor Standards Act overtime provisions; or
 - If a worker does not meet either of the above requirements, the recipient must submit written justification to Treasury detailing how the premium pay is otherwise responsive to workers performing essential work during the public health emergency. This may include a description of the essential worker’s duties, health, or financial risks faced due to COVID-19, and why the recipient determined that the premium pay was responsive. Treasury anticipates that recipients will easily be able to satisfy the justification requirement for front-line workers, like nurses and hospital staff.

Premium pay may be awarded in installments or lump sums (e.g., monthly, quarterly, etc.) and may be awarded to hourly, part-time, or salaried or non-hourly workers. Premium pay must be paid in addition to wages already received and may be paid retrospectively. A recipient may not use SLFRF to merely reimburse itself for premium pay or hazard pay already received by the worker, and premium pay may not be paid to volunteers.



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Water & Sewer Infrastructure

The Coronavirus State and Local Fiscal Recovery Funds may be used to make necessary investments in water and sewer infrastructure. State, local, and Tribal governments have a tremendous need to address the consequences of deferred maintenance in drinking water systems and removal, management, and treatment of sewage and stormwater, along with additional resiliency measures needed to adapt to climate change.

Recipients may undertake the eligible projects below:

PROJECTS ELIGIBLE UNDER EPA'S CLEAN WATER STATE REVOLVING FUND (CWSRF)

Eligible projects under the CWSRF, and the final rule, include:

- ✓ Construction of publicly owned treatment works
- ✓ Projects pursuant to implementation of a nonpoint source pollution management program established under the Clean Water Act (CWA)
- ✓ Decentralized wastewater treatment systems that treat municipal wastewater or domestic sewage
- ✓ Management and treatment of stormwater or subsurface drainage water
- ✓ Water conservation, efficiency, or reuse measures
- ✓ Development and implementation of a conservation and management plan under the CWA
- ✓ Watershed projects meeting the criteria set forth in the CWA
- ✓ Energy consumption reduction for publicly owned treatment works
- ✓ Reuse or recycling of wastewater, stormwater, or subsurface drainage water
- ✓ Security of publicly owned treatment works

Treasury encourages recipients to review the EPA handbook for the [CWSRF](#) for a full list of eligibilities.

PROJECTS ELIGIBLE UNDER EPA'S DRINKING WATER STATE REVOLVING FUND (DWSRF)

Eligible drinking water projects under the DWSRF, and the final rule, include:

- ✓ Facilities to improve drinking water quality
- ✓ Transmission and distribution, including improvements of water pressure or prevention of contamination in infrastructure and lead service line replacements
- ✓ New sources to replace contaminated drinking water or increase drought resilience, including aquifer storage and recovery system for water storage
- ✓ Green infrastructure, including green roofs, rainwater harvesting collection, permeable pavement
- ✓ Storage of drinking water, such as to prevent contaminants or equalize water demands
- ✓ Purchase of water systems and interconnection of systems
- ✓ New community water systems

Treasury encourages recipients to review the EPA handbook for the [DWSRF](#) for a full list of eligibilities.

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ADDITIONAL ELIGIBLE PROJECTS

With broadened eligibility under the final rule, SLFRF funds may be used to fund additional types of projects— such as additional stormwater infrastructure, residential wells, lead remediation, and certain rehabilitations of dams and reservoirs — beyond the CWSRF and DWSRF, if they are found to be “necessary” according to the definition provided in the final rule and outlined below.

- ✓ Culvert repair, resizing, and removal, replacement of storm sewers, and additional types of stormwater infrastructure
- ✓ Infrastructure to improve access to safe drinking water for individual served by residential wells, including testing initiatives, and treatment/remediation strategies that address contamination
- ✓ Dam and reservoir rehabilitation if primary purpose of dam or reservoir is for drinking water supply and project is necessary for provision of drinking water
- ✓ Broad set of lead remediation projects eligible under EPA grant programs authorized by the Water Infrastructure Improvements for the Nation (WIIN) Act, such as lead testing, installation of corrosion control treatment, lead service line replacement, as well as water quality testing, compliance monitoring, and remediation activities, including replacement of internal plumbing and faucets and fixtures in schools and childcare facilities

A “necessary” investment in infrastructure must be:

- (1) responsive to an identified need to achieve or maintain an adequate minimum level of service, which may include a reasonable projection of increased need, whether due to population growth or otherwise,
- (2) a cost-effective means for meeting that need, taking into account available alternatives, and
- (3) for investments in infrastructure that supply drinking water in order to meet projected population growth, projected to be sustainable over its estimated useful life.

Please note that DWSRF and CWSRF-eligible projects are generally presumed to be necessary investments. Additional eligible projects generally must be responsive to an identified need to achieve or maintain an adequate minimum level of service. Recipients are only required to assess cost-effectiveness of projects for the creation of new drinking water systems, dam and reservoir rehabilitation projects, or projects for the extension of drinking water service to meet population growth needs. Recipients should review the supplementary information to the final rule for more details on requirements applicable to each type of investment.

APPLICABLE STANDARDS & REQUIREMENTS

Treasury encourages recipients to adhere to strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions. Treasury also encourages recipients to prioritize in their procurements employers with high labor standards and to prioritize employers without recent violations of federal and state labor and employment laws.

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Broadband Infrastructure

The Coronavirus State and Local Fiscal Recovery Funds may be used to make necessary investments in broadband infrastructure, which has been shown to be critical for work, education, healthcare, and civic participation during the public health emergency. The final rule broadens the set of eligible broadband infrastructure investments that recipients may undertake.

Recipients may pursue investments in broadband infrastructure meeting technical standards detailed below, as well as an expanded set of cybersecurity investments.

BROADBAND INFRASTRUCTURE INVESTMENTS

Recipients should adhere to the following requirements when designing a broadband infrastructure project:

1. **Identify an eligible area for investment.** Recipients are encouraged to prioritize projects that are designed to serve locations without access to reliable wireline 100/20 Mbps broadband service (meaning service that reliably provides 100 Mbps download speed and 20 Mbps upload speed through a wireline connection), but are broadly able to invest in projects designed to provide service to locations with an identified need for additional broadband investment. Recipients have broad flexibility to define need in their community. Examples of need could include:
 - ✓ Lack of access to a reliable high-speed broadband connection
 - ✓ Lack of affordable broadband
 - ✓ Lack of reliable service

If recipients are considering deploying broadband to locations where there are existing and enforceable federal or state funding commitments for reliable service of at least 100/20 Mbps, recipients must ensure that SLFRF funds are designed to address an identified need for additional broadband investment that is not met by existing federal or state funding commitments. Recipients must also ensure that SLFRF funds will not be used for costs that will be reimbursed by the other federal or state funding streams.

2. **Design project to meet high-speed technical standards.** Recipients are required to design projects to, upon completion, reliably meet or exceed symmetrical 100 Mbps download and upload speeds. In cases where it is not practicable, because of the excessive cost of the project or geography or topography of the area to be served by the project, eligible projects may be designed to reliably meet or exceed 100/20 Mbps and be scalable to a minimum of symmetrical 100 Mbps download and upload speeds.

Treasury encourages recipients to prioritize investments in fiber-optic infrastructure wherever feasible and to focus on projects that will achieve last-mile connections. Further, Treasury encourages recipients to prioritize support for broadband networks owned, operated by, or affiliated with local governments, nonprofits, and co-operatives.

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3. **Require enrollment in a low-income subsidy program.** Recipients must require the service provider for a broadband project that provides service to households to either:

- ✓ Participate in the FCC's Affordable Connectivity Program (ACP)
- ✓ Provide access to a broad-based affordability program to low-income consumers that provides benefits commensurate to ACP

Treasury encourages broadband services to also include at least one low-cost option offered without data usage caps at speeds sufficient for a household with multiple users to simultaneously telework and engage in remote learning. Recipients are also encouraged to consult with the community on affordability needs.

CYBERSECURITY INVESTMENTS

SLFRF may be used for modernization of cybersecurity for existing and new broadband infrastructure, regardless of their speed delivery standards. This includes modernization of hardware and software.

APPLICABLE STANDARDS & REQUIREMENTS

Treasury encourages recipients to adhere to strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions. Treasury also encourages recipients to prioritize in their procurements employers with high labor standards and to prioritize employers without recent violations of federal and state labor and employment laws.



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Restrictions on Use

While recipients have considerable flexibility to use Coronavirus State and Local Fiscal Recovery Funds to address the diverse needs of their communities, some restrictions on use of funds apply.

OFFSET A REDUCTION IN NET TAX REVENUE

- States and territories may not use this funding to directly or indirectly offset a reduction in net tax revenue resulting from a change in law, regulation, or administrative interpretation beginning on March 3, 2021, through the last day of the fiscal year in which the funds provided have been spent. If a state or territory cuts taxes during this period, it must demonstrate how it paid for the tax cuts from sources other than SLFRF, such as by enacting policies to raise other sources of revenue, by cutting spending, or through higher revenue due to economic growth. If the funds provided have been used to offset tax cuts, the amount used for this purpose must be repaid to the Treasury.

DEPOSITS INTO PENSION FUNDS

- No recipients except Tribal governments may use this funding to make a deposit to a pension fund. Treasury defines a “deposit” as an extraordinary contribution to a pension fund for the purpose of reducing an accrued, unfunded liability. While pension deposits are prohibited, recipients may use funds for routine payroll contributions connected to an eligible use of funds (e.g., for public health and safety staff). Examples of extraordinary payments include ones that:

<ul style="list-style-type: none"> × Reduce a liability incurred prior to the start of the COVID-19 public health emergency and occur outside the recipient’s regular timing for making the payment 	<ul style="list-style-type: none"> × Occur at the regular time for pension contributions but is larger than a regular payment would have been
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ADDITIONAL RESTRICTIONS AND REQUIREMENTS

Additional restrictions and requirements that apply across all eligible use categories include:

- **No debt service or replenishing financial reserves.** Since SLFRF funds are intended to be used prospectively, recipients may not use SLFRF funds for debt service or replenishing financial reserves (e.g., rainy day funds).
- **No satisfaction of settlements and judgments.** Satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring in a judicial, administrative, or regulatory proceeding is itself not an eligible use. However, if a settlement requires the recipient to provide services or incur other costs that are an eligible use of SLFRF funds, SLFRF may be used for those costs.
- **Additional general restrictions.** SLFRF funds may not be used for a project that conflicts with or contravenes the purpose of the American Rescue Plan Act statute (e.g., uses of funds that

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undermine COVID-19 mitigation practices in line with CDC guidance and recommendations) and may not be used in violation of the Award Terms and Conditions or conflict of interest requirements under the Uniform Guidance. Other applicable laws and regulations, outside of SLFRF program requirements, may also apply (e.g., laws around procurement, contracting, conflicts-of-interest, environmental standards, or civil rights).



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Program Administration

The Coronavirus State and Local Fiscal Recovery Funds final rule details a number of administrative processes and requirements, including on distribution of funds, timeline for use of funds, transfer of funds, treatment of loans, use of funds to meet non-federal match or cost-share requirements, administrative expenses, reporting on use of funds, and remediation and recoupment of funds used for ineligible purposes. This section provides a summary for the most frequently asked questions.

TIMELINE FOR USE OF FUNDS

Under the SLFRF, funds must be used for costs incurred on or after March 3, 2021. Further, costs must be obligated by December 31, 2024, and expended by December 31, 2026.

TRANSFERS

Recipients may undertake projects on their own or through subrecipients, which carry out eligible uses on behalf of a recipient, including pooling funds with other recipients or blending and braiding SLFRF funds with other sources of funds. Localities may also transfer their funds to the state through section 603(c)(4), which will decrease the locality's award and increase the state award amounts.

LOANS

Recipients may generally use SLFRF funds to provide loans for uses that are otherwise eligible, although there are special rules about how recipients should track program income depending on the length of the loan. Recipients should consult the final rule if they seek to utilize these provisions.

NON-FEDERAL MATCH OR COST-SHARE REQUIREMENTS

Funds available under the "revenue loss" eligible use category (sections 602(c)(1)(C) and 603(c)(1)(C) of the Social Security Act) generally may be used to meet the non-federal cost-share or matching requirements of other federal programs. However, note that SLFRF funds may not be used as the non-federal share for purposes of a state's Medicaid and CHIP programs because the Office of Management and Budget has approved a waiver as requested by the Centers for Medicare & Medicaid Services pursuant to 2 CFR 200.102 of the Uniform Guidance and related regulations.

SLFRF funds beyond those that are available under the revenue loss eligible use category may not be used to meet the non-federal match or cost-share requirements of other federal programs, other than as specifically provided for by statute. As an example, the Infrastructure Investment and Jobs Act provides that SLFRF funds may be used to meet the non-federal match requirements of authorized Bureau of Reclamation projects and certain broadband deployment projects. Recipients should consult the final rule for further details if they seek to utilize SLFRF funds as a match for these projects.

ADMINISTRATIVE EXPENSES

SLFRF funds may be used for direct and indirect administrative expenses involved in administering the program. For details on permissible direct and indirect administrative costs, recipients should refer to Treasury's [Compliance and Reporting Guidance](#). Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect costs.

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REPORTING, COMPLIANCE & RECOUPMENT

Recipients are required to comply with Treasury's [Compliance and Reporting Guidance](#), which includes submitting mandatory periodic reports to Treasury.

Funds used in violation of the final rule are subject to remediation and recoupment. As outlined in the final rule, Treasury may identify funds used in violation through reporting or other sources. Recipients will be provided with an initial written notice of recoupment with an opportunity to submit a request for reconsideration before Treasury provides a final notice of recoupment. If the recipient receives an initial notice of recoupment and does not submit a request for reconsideration, the initial notice will be deemed the final notice. Treasury may pursue other forms of remediation and monitoring in conjunction with, or as an alternative to, recoupment.

Compliance and Reporting Guidance

State and Local Fiscal Recovery Funds



November 5, 2021

Version: 2.0



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Coronavirus State and Local Fiscal Recovery Funds Guidance on Recipient Compliance and Reporting Responsibilities

On March 11, 2021, the American Rescue Plan Act was signed into law, and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Fund, which together make up the Coronavirus State and Local Fiscal Recovery Funds ("SLFRF") program. This program is intended to provide support to State, territorial, local, and Tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses.

This guidance provides additional detail and clarification for each recipient's compliance and reporting responsibilities under the SLFRF program, and should be read in concert with the Award Terms and Conditions, the authorizing statute, the [SLFRF implementing regulation](#), and other regulatory and statutory requirements, including regulatory requirements under [the Uniform Guidance \(2 CFR Part 200\)](#). Please see the [Assistance Listing](#) in SAM.gov under assistance listing number (formerly known as CFDA number), 21.027 for more information.

Please Note: This guidance document applies to the SLFRF program only and does not change nor impact reporting and compliance requirements for the Coronavirus Relief Fund ("CRF") established by the CARES Act.

This guidance includes two parts:

Part 1: General Guidance

This section provides an orientation to recipients' compliance responsibilities and the U.S. Department of the Treasury's ("Treasury") expectations, and recommends best practices where appropriate under the SLFRF Program.

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B. Statutory Eligible Uses.....	P. 3
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Part 2: Reporting Requirements

This section provides information on the reporting requirements for the SLFRF program.

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Part 1: General Guidance

This section provides an orientation on recipients' compliance responsibilities and Treasury's expectations and recommended best practices where appropriate under the SLFRF program.

Recipients under the SLFRF program are the eligible entities identified in sections 602 and 603 of the Social Security Act as added by section 9901 of the American Rescue Plan Act of 2021 (the "SLFRF statute") that receive a SLFRF award. Subrecipients under the SLFRF program are entities that receive a subaward from a recipient to carry out the purposes (program or project) of the SLFRF award on behalf of the recipient.

Recipients are accountable to Treasury for oversight of their subrecipients, including ensuring their subrecipients comply with the SLFRF statute, SLFRF Award Terms and Conditions, Treasury's Interim Final Rule, and reporting requirements, as applicable.

A. Key Principles

There are several guiding principles for developing your own effective compliance regimes:

- Recipients and subrecipients are the first line of defense, and responsible for ensuring the SLFRF award funds are not used for ineligible purposes, and there is no fraud, waste, or abuse associated with their SLFRF award;
- Many SLFRF-funded projects respond to the COVID-19 public health emergency and meet urgent community needs. Swift and effective implementation is vital, and recipients must balance facilitating simple and rapid program access widely across the community and maintaining a robust documentation and compliance regime;
- Treasury encourages recipients to use SLFRF-funded projects to advance shared interests and promote equitable delivery of government benefits and opportunities to underserved communities, as outlined in [Executive Order 13985, On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#); and
- Transparency and public accountability for SLFRF award funds and use of such funds are critical to upholding program integrity and trust in all levels of government, and SLFRF award funds should be managed consistent with Administration guidance per [Memorandum M-21-20](#) and [Memorandum M-20-21](#).

B. Statutory Eligible Uses

As a recipient of an SLFRF award, your organization has substantial discretion to use the award funds in the ways that best suit the needs of your constituents – as long as such use fits into one of the following four statutory categories:

1. To respond to the COVID-19 public health emergency or its negative economic impacts;
2. To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to such eligible workers of the recipient, or by providing grants to eligible employers that have eligible workers who performed essential work;
3. For the provision of government services, to the extent of the reduction in revenue of such recipient due to the COVID-19 public health emergency, relative to revenues collected in the most recent full fiscal year of the recipient prior to the emergency; and
4. To make necessary investments in water, sewer, or broadband infrastructure.



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Treasury adopted an [Interim Final Rule](#) to implement these eligible use categories and other restrictions on the use of funds under the SLFRF program.¹ It is the recipient's responsibility to ensure all SLFRF award funds are used in compliance with these requirements. In addition, recipients should be mindful of any additional compliance obligations that may apply – for example, additional restrictions imposed upon other sources of funds used in conjunction with SLFRF award funds, or statutes and regulations that may independently apply to water, broadband, and sewer infrastructure projects. Recipients should ensure they maintain proper documentation supporting determinations of costs and applicable compliance requirements, and how they have been satisfied as part of their award management, internal controls, and subrecipient oversight and management.

C. Treasury's Rule

Treasury's [Interim Final Rule](#) details recipients' compliance responsibilities and provides additional information on eligible and restricted uses of SLFRF award funds and reporting requirements. Your organization should review and comply with the information contained in Treasury's Interim Final Rule, and any subsequent final rule when building appropriate controls for SLFRF award funds.

1. **Eligible and Restricted Uses of SLFRF Funds.** As described in the SLFRF statute and summarized above, there are four enumerated eligible uses of SLFRF award funds. As a recipient of an award under the SLFRF program, your organization is responsible for complying with requirements for the use of funds. In addition to determining a given project's eligibility, recipients are also responsible for determining subrecipient's or beneficiaries' eligibility and must monitor use of SLFRF award funds.

To help recipients build a greater understanding of eligible uses, Treasury's Interim Final Rule establishes a framework for determining whether a specific project would be eligible under the SLFRF program, including some helpful definitions. For example, Treasury's Interim Final Rule establishes:

- A framework for determining whether a project "responds to" a "negative economic impact" caused by the COVID-19 public health emergency;
- Definitions of "eligible employers", "essential work", "eligible workers", and "premium pay" for cases where premium pay is an eligible use;
- A definition of "general revenue" and a formula for calculating revenue lost due to the COVID-19 public health emergency;
- A framework for eligible water and sewer infrastructure projects that aligns eligible uses with projects that are eligible under the Environmental Protection Agency's Drinking Water and Clean Water State Revolving Funds; and
- A framework for eligible broadband projects designed to provide service to unserved or underserved households, or businesses at speeds sufficient to enable users to generally meet household needs, including the ability to support the simultaneous use of work, education, and health applications, and also sufficiently robust to meet increasing household demands for bandwidth.

Treasury's Interim Final Rule also provides more information on four important restrictions on use of SLFRF award funds: recipients may not deposit SLFRF funds into a pension fund; recipients that are States or territories may not use SLFRF funds to offset a reduction in net tax revenue caused by the recipient's change in law, regulation, or administrative interpretation; and recipients may not use SLFRF funds as non-Federal match where

¹ Treasury's Interim Final Rule is effective as of May 17, 2021, and public comments are due July 16, 2021. This guidance may be clarified consistent with the final rule.

<https://www.govinfo.gov/content/pkg/FR-2021-05-17/pdf/2021-10283.pdf>



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prohibited. In addition, the Interim Final Rule clarifies certain uses of SLFRF funds outside the scope of eligible uses, including that recipients generally may not use SLFRF funds directly to service debt, satisfy a judgment or settlement, or contribute to a "rainy day" fund. Recipients should refer to Treasury's Interim Final Rule for more information on these restrictions.

2. **Eligible Costs Timeframe.** Your organization, as a recipient of an SLFRF award, may use SLFRF funds to cover eligible costs that your organization incurred during the period that begins on March 3, 2021 and ends on December 31, 2024, as long as the award funds for the obligations incurred by December 31, 2024 are expended by December 31, 2026. Costs for projects incurred by the recipient State, territorial, local, or Tribal government prior to March 3, 2021 are not eligible, as provided for in Treasury's Interim Final Rule.

Recipients may use SLFRF award funds to provide assistance to households, businesses, nonprofits, and individuals within the eligible use categories described in Treasury's Interim Final Rule for costs that those households, businesses, nonprofits, and individuals incurred prior to March 3, 2021. For example,

- a. **Public Health/Negative Economic Impacts:** Recipients may use SLFRF award funds to provide assistance to households, small businesses, and nonprofits – such as rent, mortgage, or utility assistance – for costs incurred by the household prior to March 3, 2021, provided that the recipient state, territorial, local or Tribal government did not incur the cost of providing such assistance prior to March 3, 2021.
- b. **Premium Pay:** Recipients may provide premium pay retrospectively for work performed at any time since the start of the COVID-19 public health emergency. Such premium pay must be "in addition to" wages and remuneration already received and the obligation to provide such premium pay must not have been incurred by the recipient prior to March 3, 2021.
- c. **Revenue Loss:** Treasury's Interim Final Rule gives recipients broad discretion to use funds for the provision of government services to the extent of reduction in revenue. While calculation of lost revenue begins with the recipient's revenue in the last full fiscal year prior to the COVID-19 public health emergency and includes the 12-month period ending December 31, 2020, use of funds for government services must be forward looking for costs incurred by the recipient after March 3, 2021.
- d. **Investments in Water, Sewer, and Broadband:** Recipients may use SLFRF award funds to make necessary investments in water, sewer, and broadband. Recipients may use SLFRF award funds to cover costs incurred for eligible projects planned or started prior to March 3, 2021, provided that the project costs covered by the SLFRF award funds were incurred by the recipient after March 3, 2021.

Any funds not obligated or expended for eligible uses by the timelines above must be returned to Treasury, including any unobligated or unexpended funds that have been provided to subrecipients and contractors as part of the award closeout process pursuant to 2 C.F.R. 200.344(d). For the purposes of determining expenditure eligibility, Treasury's Interim Final Rule provides that "incurred" has the same meaning given to "financial obligation" in 2 CFR 200.1.

3. **Reporting.** Generally, recipients must submit one initial interim report, quarterly or annual Project and Expenditure reports which include subaward reporting, and in some cases annual Recovery Plan reports. Treasury's Interim Final Rule and Part 2 of this guidance provide more detail around SLFRF reporting requirements.



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Assistance Listing

The [Assistance Listing](#) for the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) was published May 28, 2021 on SAM.gov under Assistance Listing Number ("ALN"), formerly known as CFDA Number, 21.027.

The assistance listing includes helpful information including program purpose, statutory authority, eligibility requirements, and compliance requirements for recipients. The ALN is the unique 5-digit number assigned to identify a federal assistance listing, and can be used to search for federal assistance program information, including funding opportunities, spending on USASpending.gov, or audit results through the Federal Audit Clearinghouse.

To expedite payments and meet statutory timelines Treasury issued initial payments under an existing ALN, 21.019, assigned to the CRF. If you have already received funds or captured the initial number in your records, please update your systems and reporting to reflect the new ALN 21.027 for the SLFRF program. **Recipients must use ALN 21.027 for all financial accounting, subawards, and associated program reporting requirements for the SLFRF awards.**

D. Uniform Administrative Requirements

The SLFRF awards are generally subject to the requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, [2 CFR Part 200](#) (the "Uniform Guidance"). In all instances, your organization should review the Uniform Guidance requirements applicable to your organization's use of SLFRF funds, and SLFRF-funded projects. Recipients should consider how and whether certain aspects of the Uniform Guidance apply.

The following sections provide a general summary of your organization's compliance responsibilities under applicable statutes and regulations, including the Uniform Guidance, as described in the [2020 OMB Compliance Supplement Part 3, Compliance Requirements \(Issued August 18, 2020\)](#). Note that the descriptions below are only general summaries and all recipients and subrecipients are advised to carefully review the Uniform Guidance requirements and any additional regulatory and statutory requirements applicable to the program.

1. **Allowable Activities.** Each recipient should review program requirements, including Treasury's Interim Final Rule and the recipient's Award Terms and Conditions, to determine and record eligible uses of SLFRF funds. Per 2 CFR Part 200.303, your organization must develop and implement effective internal controls to ensure that funding decisions under the SLFRF award constitute eligible uses of funds, and document determinations.
2. **Allowable Costs/Cost Principles.** As outlined in the Uniform Guidance at 2 CFR Part 200, Subpart E regarding Cost Principles, allowable costs are based on the premise that a recipient is responsible for the effective administration of Federal awards, application of sound management practices, and administration of Federal funds in a manner consistent with the program objectives and terms and conditions of the award. Recipients must implement robust internal controls and effective monitoring to ensure compliance with the Cost Principles, which are important for building trust and accountability.

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SLFRF Funds may be, but are not required to be, used along with other funding sources for a given project. Note that SLFRF Funds may not be used for a non-Federal cost share or match where prohibited by other Federal programs, e.g., funds may not be used for the State share for Medicaid.²

Treasury's Interim Final Rule and guidance and the Uniform Guidance outline the types of costs that are allowable, including certain audit costs. For example, per 2 CFR 200.425, a reasonably proportionate share of the costs of audits required by the Single Audit Act Amendments of 1996 are allowable; however, costs for audits that were not performed in accordance with 2 CFR Part 200, Subpart F are not allowable. Please see 2 CFR Part 200, Subpart E regarding the Cost Principles for more information.

- a. **Administrative costs:** Recipients may use funds for administering the SLFRF program, including costs of consultants to support effective management and oversight, including consultation for ensuring compliance with legal, regulatory, and other requirements.³ Further, costs must be reasonable and allocable as outlined in 2 CFR 200.404 and 2 CFR 200.405. Pursuant to the SLFRF Award Terms and Conditions, recipients are permitted to charge both direct and indirect costs to their SLFRF award as administrative costs. Direct costs are those that are identified specifically as costs of implementing the SLFRF program objectives, such as contract support, materials, and supplies for a project. Indirect costs are general overhead costs of an organization where a portion of such costs are allocable to the SLFRF award such as the cost of facilities or administrative functions like a director's office.⁴ Each category of cost should be treated consistently in like circumstances as direct or indirect, and recipients may not charge the same administrative costs to both direct and indirect cost categories, or to other programs. If a recipient has a current Negotiated Indirect Costs Rate Agreement (NICRA) established with a Federal cognizant agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals, then the recipient may use its current NICRA. Alternatively, if the recipient does not have a NICRA, the recipient may elect to use the de minimis rate of 10 percent of the modified total direct costs pursuant to 2 CFR 200.414(f).
 - b. **Salaries and Expenses:** In general, certain employees' wages, salaries, and covered benefits are an eligible use of SLFRF award funds. Please see Treasury's Interim Final Rule for details.
3. **Cash Management.** SLFRF payments made to recipients are not subject to the requirements of the Cash Management Improvement Act and Treasury's implementing regulations at 31 CFR part 205 or 2 CFR 200.305(b)(8)-(9).

As such, recipients can place funds in interest-bearing accounts, do not need to remit interest to Treasury, and are not limited to using that interest for eligible uses under the SLFRF award.
 4. **Eligibility.** Under this program, recipients are responsible for ensuring funds are used for eligible purposes. Generally, recipients must develop and implement policies and

² See 42 CFR 433.51 and 45 CFR 75.306.

³ Recipients also may use SLFRF funds directly for administrative costs to improve efficacy of programs that respond to the COVID-19 public health emergency. 31 CFR 35.6(b)(10).

⁴ 2 CFR 200.413 Direct Costs.

⁵ 2 CFR 200.414 Indirect Costs.



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procedures, and record retention, to determine and monitor implementation of criteria for determining the eligibility of beneficiaries and/or subrecipients. Your organization, and if applicable, the subrecipient(s) administering a program on behalf of your organization, will need to maintain procedures for obtaining information evidencing a given beneficiary, subrecipient, or contractor's eligibility including a valid SAM.gov registration. Implementing risk-based due diligence for eligibility determinations is a best practice to augment your organization's existing controls.

5. **Equipment and Real Property Management.** Any purchase of equipment or real property with SLFRF funds must be consistent with the Uniform Guidance at 2 CFR Part 200, Subpart D. Equipment and real property acquired under this program must be used for the originally authorized purpose. Consistent with 2 CFR 200.311 and 2 CFR 200.313, any equipment or real property acquired using SLFRF funds shall vest in the non-Federal entity. Any acquisition and maintenance of equipment or real property must also be in compliance with relevant laws and regulations.
6. **Matching, Level of Effort, Earmarking.** There are no matching, level of effort, or earmarking compliance responsibilities associated with the SLFRF award. See Section C.1 (Eligible and Restricted Uses of SLFRF Funds) for a discussion of restrictions on use of SLFRF funds. SLFRF funds may only be used for non-Federal match in other programs where costs are eligible under both SLFRF and the other program and use of such funds is not prohibited by the other program.
7. **Period of Performance.** Your organization should also develop and implement internal controls related to activities occurring outside the period of performance. For example, each recipient should articulate each project's policy on allowability of costs incurred prior to award or start of the period of performance. All funds remain subject to statutory requirements that they must be used for costs incurred by the recipient during the period that begins on March 3, 2021, and ends on December 31, 2024, and that award funds for the financial obligations incurred by December 31, 2024 must be expended by December 31, 2026. Any funds not used must be returned to Treasury as part of the award closeout process pursuant to 2 C.F.R. 200.344(d).
8. **Procurement, Suspension & Debarment.** Recipients are responsible for ensuring that any procurement using SLFRF funds, or payments under procurement contracts using such funds are consistent with the procurement standards set forth in the Uniform Guidance at 2 CFR 200.317 through 2 CFR 200.327, as applicable. The Uniform Guidance establishes in 2 CFR 200.319 that all procurement transactions for property or services must be conducted in a manner providing full and open competition, consistent with standards outlined in 2 CFR 200.320, which allows for non-competitive procurements only in circumstances where at least one of the conditions below is true: the item is below the micro-purchase threshold; the item is only available from a single source; the public exigency or emergency will not permit a delay from publicizing a competitive solicitation; or after solicitation of a number of sources, competition is determined inadequate.⁶ Recipients must have and use documented procurement procedures that are consistent with the standards outlined in 2 CFR 200.317 through 2 CFR 200.320. The Uniform Guidance requires an infrastructure for competitive bidding and contractor oversight, including maintaining written standards of conduct and prohibitions on dealing with suspended or debarred parties. Your organization must ensure adherence to all applicable local, State, and federal procurement laws and regulations.
9. **Program Income.** Generally, program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under

⁶ 2 CFR 200.320(c)(1)-(3) and (5)



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Federal awards and principal and interest on loans made with Federal award funds. Program income does not include interest earned on advances of Federal funds, rebates, credits, discounts, or interest on rebates, credits, or discounts. Recipients of SLFRF funds should calculate, document, and record the organization's program income. Additional controls that your organization should implement include written policies that explicitly identify appropriate allocation methods, accounting standards and principles, compliance monitoring checks for program income calculations, and records.

The Uniform Guidance outlines the requirements that pertain to program income at 2 CFR 200.307. Treasury intends to provide additional guidance regarding program income and the application of 2 CFR 200.307(e)(1), including with respect to lending programs.

10. **Reporting.** All recipients of federal funds must complete financial, performance, and compliance reporting as required and outlined in Part 2 of this guidance. Expenditures may be reported on a cash or accrual basis, as long as the methodology is disclosed and consistently applied. Reporting must be consistent with the definition of expenditures pursuant to 2 CFR 200.1. Your organization should appropriately maintain accounting records for compiling and reporting accurate, compliant financial data, in accordance with appropriate accounting standards and principles.

In addition, where appropriate, your organization needs to establish controls to ensure completion and timely submission of all mandatory performance and/or compliance reporting. See Part 2 of this guidance for a full overview of recipient reporting responsibilities.

11. **Subrecipient Monitoring.** SLFRF recipients that are pass-through entities as described under 2 CFR 200.1 are required to manage and monitor their subrecipients to ensure compliance with requirements of the SLFRF award pursuant to 2 CFR 200.332 regarding requirements for pass-through entities.

First, your organization must clearly identify to the subrecipient: (1) that the award is a subaward of SLFRF funds; (2) any and all compliance requirements for use of SLFRF funds; and (3) any and all reporting requirements for expenditures of SLFRF funds.

Next, your organization will need to evaluate each subrecipient's risk of noncompliance based on a set of common factors. These risk assessments may include factors such as prior experience in managing Federal funds, previous audits, personnel, and policies or procedures for award execution and oversight. Ongoing monitoring of any given subrecipient should reflect its assessed risk and include monitoring, identification of deficiencies, and follow-up to ensure appropriate remediation.

Accordingly, your organization should develop written policies and procedures for subrecipient monitoring and risk assessment and maintain records of all award agreements identifying or otherwise documenting subrecipients' compliance obligations.

Recipients should note that non-entitlement units of local government (NEUs) are not subrecipients under the SLFRF program. They are SLFRF recipients that will report directly to Treasury.

Recipients should also note that subrecipients do not include individuals and organizations that received SLFRF funds as end users to respond to the negative economic impacts of COVID-19 on these organizations. Such individuals and organizations are beneficiaries and not subject to audit pursuant to the Single Audit Act and 2 C.F.R. Part 200, Subpart F.



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Separately or in addition, many recipients may choose to provide a subaward (e.g., via contract or grant) to other entities to provide services to other end—users. For example, a recipient may provide a grant to a nonprofit to provide homeless services to individuals experiencing homelessness. In this case, the subaward to a nonprofit is based on the services that the Recipient intends to provide, assistance to households experiencing homelessness, and the nonprofit is serving as the subrecipient, providing services on behalf of the recipient. Subrecipients are subject to audit pursuant to the Single Audit Act and 2 CFR part 200, subpart F regarding audit requirements.

- 12. Special Tests and Provisions.** Treasury has received comments on the Interim Final Rule and will adopt a final rule after responding to these comments. In addition, Treasury may add clarifications to the Final Rule and other subregulatory guidance as well as frequently asked questions.

Across each of the compliance requirements above, Treasury described some best practices for development of internal controls. The table below provides a brief description and example of each best practice.

Table 1: Internal controls best practices

Best Practice	Description	Example
Written policies and procedures	Formal documentation of recipient policies and procedures	Documented procedure for determining worker eligibility for premium pay
Written standards of conduct	Formal statement of mission, values, principles, and professional standards	Documented code of conduct / ethics for subcontractors
Risk-based due diligence	Pre-payment validations conducted according to an assessed level of risk	Enhanced eligibility review of subrecipient with imperfect performance history
Risk-based compliance monitoring	Ongoing validations conducted according to an assessed level of risk	Higher degree of monitoring for projects that have a higher risk of fraud, given program characteristics
Record maintenance and retention	Creation and storage of financial and non-financial records.	Storage of all subrecipient payment information.

E. Award Terms and Conditions

The Award Terms and Conditions of the SLFRF financial assistance agreement sets forth the compliance obligations for recipients pursuant to the SLFRF statute, the Uniform Guidance, and Treasury's Interim Final Rule. Recipients should ensure they remain in compliance with all Award Terms and Conditions. These obligations include the following items in addition to those described above:

- 1. SAM.gov Requirements.** All eligible recipients are also required to have an active registration with the System for Award Management (SAM) (<https://www.sam.gov>). To ensure timely receipt of funding, Treasury has stated that Non-entitlement Units of Government (NEUs) who have not previously registered with SAM.gov may do so after receipt of the award, but before the submission of mandatory reporting.⁷
- 2. Recordkeeping Requirements.** Generally, your organization must maintain records and financial documents for five years after all funds have been expended or returned to Treasury, as outlined in paragraph 4.c. of the Award Terms and Conditions. Treasury may

⁷ See flexibility provided in https://www.whitehouse.gov/wp-content/uploads/2021/03/M_21_20.pdf.



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request transfer of records of long-term value at the end of such period. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.

Your organization must agree to provide or make available such records to Treasury upon request, and to the Government Accountability Office ("GAO"), Treasury's Office of Inspector General ("OIG"), and their authorized representative in order to conduct audits or other investigations.

3. **Single Audit Requirements.** Recipients and subrecipients that expend more than \$750,000 in Federal awards during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 CFR Part 200, Subpart F regarding audit requirements.⁶ Recipients and subrecipients may also refer to the [Office of Management and Budget \(OMB\) Compliance Supplements for audits of federal funds and related guidance](#) and the [Federal Audit Clearinghouse](#) to see examples and single audit submissions.
4. **Civil Rights Compliance.** Recipients of Federal financial assistance from the Treasury are required to meet legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds. Those requirements include ensuring that entities receiving Federal financial assistance from the Treasury do not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. 2000d-1 et seq., and the Department's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department's implementing regulations at 31 CFR part 23.

In order to carry out its enforcement responsibilities under Title VI of the Civil Rights Act, Treasury will collect and review information from non-Tribal recipients to ascertain their compliance with the applicable requirements before and after providing financial assistance. Treasury's implementing regulations, 31 CFR part 22, and the Department of Justice (DOJ) regulations, [Coordination of Non-discrimination in Federally Assisted Programs, 28 CFR part 42](#), provide for the collection of data and information from recipients (see 28 CFR 42.406). Treasury may request that recipients submit data for post-award compliance reviews, including information such as a narrative describing their Title VI compliance status. Treasury will provide a forthcoming update regarding civil rights compliance certifications for Tribal Governments.

⁶ For-profit entities that receive SLFRF subawards are not subject to Single Audit requirements. However, they are subject to other audits as deemed necessary by authorized governmental entities, including Treasury, the GAO, and Treasury's OIG.



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Part 2: Reporting Guidance

There are three types of reporting requirements for the SLFRF program.

- **Interim Report:** Provide initial overview of status and uses of funding. This is a one-time report. [See Section A, page 14.](#)
- **Project and Expenditure Report:** Report on projects funded, expenditures, and contracts and subawards over \$50,000, and other information. [See Section B, page 15.](#)
- **Recovery Plan Performance Report:** The Recovery Plan Performance Report (the "Recovery Plan") will provide information on the projects that large recipients are undertaking with program funding and how they plan to ensure program outcomes are achieved in an effective, efficient, and equitable manner. It will include key performance indicators identified by the recipient and some mandatory indicators identified by Treasury. The Recovery Plan will be posted on the website of the recipient as well as provided to Treasury. [See Section C, page 22.](#)

The reporting threshold is based on the total award amount allocated by Treasury under the SLFRF program, not the funds received by the recipient as of the time of reporting.

States and territories are also required to submit information on their distributions to NEUs. Please refer to Section D for additional details.



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Table 2: Reporting requirements by recipient type

Tier	Recipient	Interim Report	Project and Expenditure Report	Recovery Plan Performance Report
1	States, U.S. territories, metropolitan cities and counties with a population that exceeds 250,000 residents	By August 31, 2021 or 60 days after receiving funding if funding was received by October 15, with expenditures by category	By January 31, 2022, and then 30 days after the end of each quarter thereafter ⁹	By August 31, 2021 or 60 days after receiving funding, and annually thereafter by July 31 ¹⁰
2	Metropolitan cities and counties with a population below 250,000 residents which received more than \$10 million in SLFRF funding			Not required
3	Tribal Governments which received more than \$30 million in SLFRF funding			
4	Tribal Governments which received less than \$30 million in SLFRF funding		By April 30, 2022, and then annually thereafter ¹¹	
5	Metropolitan cities and counties with a population below 250,000 residents which received less than \$10 million in SLFRF funding			
6	NEUs	Not required		

Note: Based on the period of performance, reports will be collected through April 30, 2027. See the specific due dates listed in Sections B and C.

The remainder of this document describes these reporting requirements. User guides describing how and where to submit required reports will be posted at www.treasury.gov/SLFRFReporting and updated on a regular basis.

⁹ Interim Final Rule Page 111

¹⁰ Interim Final Rule page 112

¹¹ Interim Final Rule Page 111



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Comparison to reporting for the CRF

This guidance does not change the reporting or compliance requirements pertaining to the CRF. Reporting and compliance requirements for the SLFRF are separate from CRF reporting requirements. Changes from CRF to SLFRF include:

- **Project, Expenditure, and Subaward Reporting:** The SLFRF reporting requirements leverage the existing reporting regime used for CRF to foster continuity and provide many recipients with a familiar reporting mechanism. The data elements for the Project and Expenditure Report will largely mirror those used for CRF, with some minor exceptions noted in this guidance. The users' guide will describe how reporting for CRF funds will relate to reporting for the SLFRF.
- **Timing of Reports:** CRF reports were due within 10 days of each calendar quarter end. For quarterly reporters, SLFRF reporting will be due 30 days from quarter end. For annual reporters, SLFRF reporting will be due on an annual schedule (see table below).
- **Program and Performance Reporting:** The CRF reporting did not include any program or performance reporting. To build public awareness and accountability and allow Treasury to monitor compliance with eligible uses, some program and performance reporting is required for SLFRF.

A. Interim Report

States, U.S. territories, metropolitan cities, counties, and Tribal governments are required to submit a one-time Interim report with expenditures¹² by Expenditure Category covering the period from March 3rd to July 31, 2021, by August 31, 2021 or sixty (60) days after first receiving funding if the recipient's date of award is between July 15, 2021 and October 15, 2021. The recipient will be required to enter obligations¹³ and expenditures and, for each, select the specific expenditure category from the available options. See Appendix 1 for Expenditure Categories (EC).

1. Required Programmatic Data

Recipients will also be required to provide the following information if they have or plan to have expenditures in the following Expenditure Categories.

- a. **Revenue replacement (EC 6.1¹⁴):** Key inputs into the revenue replacement formula in the Interim Final Rule and estimated revenue loss due to the Covid-19 public health emergency calculated using the formula in the Interim Final Rule as of December 31, 2020.
 - Base year general revenue (e.g., revenue in the last full fiscal year prior to the public health emergency)
 - Fiscal year end date
 - Growth adjustment used (either 4.1 percent or average annual general revenue growth over 3 years prior to pandemic)
 - Actual general revenue as of the twelve months ended December 31, 2020

¹² For purposes of reporting in the SLFRF portal, an expenditure is the amount that has been incurred as a liability of the entity (the service has been rendered or the good has been delivered to the entity).

¹³ For purposes of reporting in the SLFRF portal, an obligation is an order placed for property and services, contracts and subawards made, and similar transactions that require payment.

¹⁴ See Appendix 1 for the full Expenditure Category (EC) list. References to Expenditure Categories are identified by "EC" followed by numbers from the table in Appendix 1.



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- Estimated revenue loss due to the Covid-19 public health emergency as of December 31, 2020
- An explanation of how revenue replacement funds were allocated to government services (Note: additional instructions and/or template to be provided in users' guide)

In calculating general revenue and the other items discussed above, recipients should use audited data if it is available. When audited data is not available, recipients are not required to obtain audited data if substantially accurate figures can be produced on an unaudited basis. Recipients should use their own data sources to calculate general revenue, and do not need to rely on revenue data published by the Census Bureau. Treasury acknowledges that due to differences in timing, data sources, and definitions, recipients' self-reported general revenue figures may differ from those published by the Census Bureau. Recipients may provide data on a cash, accrual, or modified accrual basis, provided that recipients are consistent in their choice of methodology throughout the covered period and until reporting is no longer required. Recipients' reporting should align with their own financial reporting.

In calculating general revenue, recipients should exclude all intergovernmental transfers from the federal government. This includes, but is not limited to, federal transfers made via a State to a locality pursuant to the CRF or SLFRF. To the extent federal funds are passed through States or other entities or intermingled with other funds, recipients should attempt to identify and exclude the federal portion of those funds from the calculation of general revenue on a best-efforts basis.

Consistent with the broad latitude provided to recipients to use funds for government services to the extent of reduction in revenue, recipients will be required to submit a description of services provided. This description may be in narrative or in another form, and recipients are encouraged to report based on their existing budget processes and to minimize administrative burden. For example, a recipient with \$100 in revenue replacement funds available could indicate that \$50 were used for law enforcement operating expenses and \$50 were used for pay-go building of sidewalk infrastructure. As discussed in the Interim Final Rule, these services can include a broad range of services but may not be used directly for pension deposits or debt service.

Reporting requirements will not require tracking the indirect effects of Fiscal Recovery Funds, apart from the restrictions on use of Fiscal Recovery Funds to offset a reduction in net tax revenue. In addition, recipients must indicate that Fiscal Recovery Funds were not used to make a deposit in a pension fund.

B. Project and Expenditure Report

All recipients are required to submit Project and Expenditure Reports.

1. Quarterly Reporting

The following recipients are required to submit quarterly Project and Expenditure Reports:

- States and U.S. territories
- Tribal governments that received more than \$30 million in SLFRF funding
- Metropolitan cities and counties with a population that exceeds 250,000 residents
- Metropolitan cities and counties with a population below 250,000 residents that are allocated more than \$10 million in SLFRF funding



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For these recipients, the initial quarterly Project and Expenditure Report will cover three calendar quarters from March 3, 2021 to December 31, 2021 and must be submitted to Treasury by January 31, 2022. The subsequent quarterly reports will cover one calendar quarter and must be submitted to Treasury within 30 calendar days after the end of each calendar quarter. Quarterly reports are not due concurrently with applicable annual reports. The table below summarizes the quarterly report timelines:

Report	Year	Quarter	Period Covered	Due Date
1	2021	2 - 4	March 3 – December 31	January 31, 2022
2	2022	1	January 1 – March 31	April 30, 2022
3	2022	2	April 1 – June 30	July 31, 2022
4	2022	3	July 1 – September 30	October 31, 2022
5	2022	4	October 1 – December 31	January 31, 2023
6	2023	1	January 1 – March 31	April 30, 2023
7	2023	2	April 1 – June 30	July 31, 2023
8	2023	3	July 1 – September 30	October 31, 2023
9	2023	4	October 1 – December 31	January 31, 2024
10	2024	1	January 1 – March 31	April 30, 2024
11	2024	2	April 1 – June 30	July 31, 2024
12	2024	3	July 1 – September 30	October 31, 2024
13	2024	4	October 1 – December 31	January 31, 2025
14	2025	1	January 1 – March 31	April 30, 2025
15	2025	2	April 1 – June 30	July 31, 2025
16	2025	3	July 1 – September 30	October 31, 2025
17	2025	4	October 1 – December 31	January 31, 2026
18	2026	1	January 1 – March 31	April 30, 2026
19	2026	2	April 1 – June 30	July 31, 2026
20	2026	3	July 1 – September 30	October 31, 2026
21	2026	4	October 1 – December 31	March 31, 2027

2. Annual Reporting

The following recipients are required to submit annual Project and Expenditure Reports:

- Tribal governments that received less than \$30 million in SLFRF funding
- Metropolitan cities and counties with a population below 250,000 residents that are allocated less than \$10 million in SLFRF funding
- NEUs. To facilitate reporting, each NEU will need a NEU Recipient Number. This is a unique Identification code for each NEU assigned by the State or territory to the NEU as part of its request for funding.

For these recipients, the initial Project and Expenditure Report will cover from March 3, 2021 to March 31, 2022 and must be submitted to Treasury by April 30, 2022. The subsequent annual reports will cover one calendar year and must be submitted to Treasury by April 30. The table below summarizes the report timelines:

Report	Period Covered	Due Date
1	March 3, 2021 – March 31, 2022	April 30, 2022
2	April 1, 2022 – March 31, 2023	April 30, 2023
3	April 1, 2023 – March 31, 2024	April 30, 2024
4	April 1, 2024 – March 31, 2025	April 30, 2025
5	April 1, 2025 – March 31, 2026	April 30, 2026
6	April 1, 2026 – December 31, 2026	April 30, 2027

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3. Required Information

The following information will be required in Project and Expenditure Reports for both quarterly and annual reporting:

- a. **Projects:** Provide information on all SLFRF funded projects. Projects are new or existing eligible government services or investments funded in whole or in part by SLFRF funding. For each project, the recipient will be required to enter the project name, identification number (created by the recipient), project expenditure category (see Appendix 1), description, and status of completion. Project descriptions must describe the project in sufficient detail to provide understanding of the major activities that will occur, and will be required to be between 50 and 250 words. Projects should be defined to include only closely related activities directed toward a common purpose. Recipients should review the Required Programmatic Data described in 3.g. below and define their projects at a sufficient level of granularity.

Note: For each project, the recipient will be asked to select the appropriate Expenditure Category based on the scope of the project (see Appendix 1). Projects should be scoped to align to a single Expenditure Category. For select Expenditure Categories, the recipient will also be asked to provide additional programmatic data (described further below).

- b. **Expenditures:** Once a project is entered the recipient will be able to report on the project's obligations and expenditures. Recipients will be asked to report:
- Current period obligation
 - Cumulative obligation
 - Current period expenditure
 - Cumulative expenditure
- c. **Project Status:** Once a project is entered the recipient will be asked to report on project status each reporting period, in four categories:
- Not Started
 - Completed less than 50 percent
 - Completed 50 percent or more
 - Completed
- d. **Adopted Budget (States, U.S. territories, metropolitan cities and counties with a population that exceeds 250,000 residents only):** Each state, territory and metropolitan city and county with a population that exceeds 250,000 residents will provide the budget adopted for each project by its jurisdiction associated with SLFRF funds. Treasury will use this information to better understand the intended impact, identify opportunities for technical assistance, and understand the recipient's progress in program implementation. Treasury is not approving or pre-approving projects or budgets.
- Recipients will enter the Adopted Budget based on information that exists currently in the recipient's financial systems and the recipient's established budget process. Treasury understands that recipients may use different budget processes. For example, a recipient may consider a project budgeted once a legislature has appropriated funds; whereas another recipient may consider a project budgeted at the moment when the funds have been obligated.
 - Additional information will be provided on the differences between Adopted Budget, Obligations, and Expenditures as part of the forthcoming User Guide.
- e. **Project Demographic Distribution – Collection of this data will be phased in; no data will be collected in this area before April 2022:** Recognizing the disproportionate impact of the pandemic-related recession on low-income and economically disadvantaged communities,



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the Interim Final Rule encourages recipients to direct Fiscal Recovery Funds toward disproportionately impacted communities. Recipients are encouraged to design projects that prioritize economic and racial equity and promote equitable outcomes. Treasury is committed to supporting recipients in executing and reporting on projects that promote equity. In a subsequent version of the Reporting Guidance and User Guide, which will be released after the issuance of the Fiscal Recovery Fund Final Rule, Treasury will issue detailed requirements for reporting the project demographic distribution of Fiscal Recovery Fund projects.

- f. **Subawards:** Each recipient shall also provide detailed obligation and expenditure information for any contracts and grants awarded, loans issued, transfers made to other government entities, and direct payments made by the recipient that are greater than \$50,000.

Recipients do not also need to submit separate monthly subaward reports to FSRS.gov as required pursuant to the 2 CFR Part 170, Appendix A award term regarding reporting subaward and executive compensation, which is included in the SLFRF Award Terms and Conditions. Treasury will submit this reporting on behalf of recipients using the \$50,000 reporting threshold, timing, and data elements discussed in this guidance. If recipients choose to continue reporting to FSRS.gov in addition to reporting directly to Treasury on these funds, they may do so and will be asked to notify Treasury as part of their quarterly submission.

In general, recipients will be asked to provide the following information for each Contract, Grant, Loan, Transfer, or Direct Payment greater than \$50,000:

- Subrecipient identifying and demographic information (e.g., DUNS number and location)
- Award number (e.g., Award number, Contract number, Loan number)
- Award date, type, amount, and description
- Award payment method (reimbursable or lump sum payment(s))
- For loans, expiration date (date when loan expected to be paid in full)
- Primary place of performance
- Related project name(s)
- Related project identification number(s) (created by the recipient)
- Period of performance start date
- Period of performance end date
- Quarterly obligation amount
- Quarterly expenditure amount
- Project(s)
- Additional programmatic performance indicators for select Expenditure Categories (see below)

Aggregate reporting is required for contracts, grants, transfers made to other government entities, loans, direct payments, and payments to individuals that are below \$50,000. This information will be accounted for by expenditure category at the project level.

As required by the 2 CFR Part 170, Appendix A award term regarding reporting subaward and executive compensation, recipients must also report the names and total compensation of their five most highly compensated executives and their subrecipients' executives for the preceding completed fiscal year if (1) the recipient received 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as provided by 2 CFR 170.320 (and subawards), and received \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the



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Transparency Act (and subawards), and (2) if the information is not otherwise public. In general, most SLFRF Recipients are governmental entities with executive salaries that are already disclosed, so no additional information must be reported. The recipient is responsible for the subrecipients' compliance with registering and maintaining an updated profile on SAM.gov.

- g. Civil Rights Compliance: Treasury will request information on recipients' compliance with Title VI of the Civil Rights Act of 1964, as applicable, on an annual basis. This information may include a narrative describing the recipient's compliance with Title VI, along with other questions and assurances. Treasury will provide a forthcoming update regarding civil rights compliance certifications for Tribal Governments.
- h. Ineligible Activities: Tax Offset Provision (States and territories only): Treasury may collect additional information related to the Tax Offset Provision as described in section 602(c)(2) of the Social Security Act and implemented under 31 CFR 35.8 as part of the Project and Expenditure Report, such as but not limited to revenue reducing covered changes. Please see Section C.11 (Recovery Plan, Ineligible Activities: Tax Offset Provision) for more information.
- i. Required Programmatic Data (other than Infrastructure projects): For all projects listed under the following Expenditure Categories (see Appendix 1), the information listed must be provided in each report.
 1. Payroll for Public Health and Safety Employees (EC 1.9) – *Collection to begin in January 2022:*
 - Number of government FTEs responding to COVID-19 supported under this authority
 2. Household Assistance (EC 2.1-2.5) – *Collection to begin January 2022:*
 - Brief description of structure and objectives of assistance program(s) (e.g., nutrition assistance for low-income households)
 - Number of households served (by program if recipient establishes multiple separate household assistance programs)
 - Brief description of recipient's approach to ensuring that aid to households responds to a negative economic impact of Covid-19, as described in the Interim Final Rule
 3. Small Business Economic Assistance (EC 2.9) – *Collection of this data will be phased in; no data will be collected in this area before April 2022:*
 - Brief description of the structure and objectives of assistance program(s) (e.g., grants for additional costs related to Covid-19 mitigation)
 - Number of small businesses served (by program if recipient establishes multiple separate small businesses assistance programs)
 - Brief description of recipient's approach to ensuring that aid to small businesses responds to a negative economic impact of COVID-19, as described in the Interim Final Rule
 4. Aid to Travel, Tourism, and Hospitality or Other Impacted Industries (EC 2.11-2.12) – *Collection of this data will be phased in; no data will be collected in this area before April 2022:*
 - If aid is provided to industries other than travel, tourism, and hospitality (EC 2.12), a description of pandemic impact on the industry and rationale for providing aid to the industry



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- Brief narrative description of how the assistance provided responds to negative economic impacts of the COVID-19 pandemic
 - For each subaward:
 - Sector of employer (Note: additional detail, including list of sectors to be provided in a users' guide)
 - Purpose of funds (e.g., payroll support, safety measure implementation)
5. Rehiring Public Sector Staff (EC 2.14) – Collection to begin in January 2022:
- Number of FTEs rehired by governments under this authority
6. Education Assistance (EC 3.1-3.5) – Collection to begin in January 2022:
- The National Center for Education Statistics ("NCES") School ID or NCES District ID. List the School District if all schools within the school district received some funds. If not all schools within the school district received funds, list the School ID of the schools that received funds. These can allow evaluators to link data from the NCES to look at school-level demographics and, eventually, student performance.¹⁵
7. Premium Pay (both Public Sector EC 4.1 and Private Sector EC 4.2) – Collection to begin in January 2022:
- List of sectors designated as critical to the health and well-being of residents by the chief executive of the jurisdiction, if beyond those included in the Interim Final Rule (Note: a list of sectors will be provided in the forthcoming users' guide).
 - Number of workers to be served
 - Employer sector for all subawards to third-party employers (i.e., employers other than the State, local, or Tribal government) (Note: a list of sectors will be provided in the forthcoming users' guide).
 - For groups of workers (e.g., an operating unit, a classification of worker, etc.) or, to the extent applicable, individual workers, for whom premium pay would increase total pay above 150 percent of their residing State's average annual wage, or their residing county's¹⁶ average annual wage, whichever is higher, on an annual basis:
 - A brief written narrative justification of how the premium pay or grant is responsive to workers performing essential work during the public health emergency. This could include a description of the essential workers' duties, health or financial risks faced due to COVID-19, and why the recipient government determined that the premium pay was responsive to workers performing essential work during the pandemic. This description should not include personally identifiable information; when addressing individual workers, recipients should be careful not to include this information. Recipients may consider describing the workers' occupations and duties in a general manner as necessary to protect privacy.
8. Revenue replacement (EC 6.1) – Collection began in August 2021:
Under the Interim Final Rule, recipients calculate revenue loss using data as of four discrete points during the program: December 31, 2020, December 31, 2021, December 31, 2022, and December 31, 2023. Revenue loss calculated as of December 31, 2020 will be reported in the Interim Report, as described above. For future calculation dates, revenue loss will be reported only in the Quarter 4 reports

¹⁵ For more information on NCES Identification numbers see <https://nces.ed.gov/ipeds/data/districtsearch/> (districts) and <https://nces.ed.gov/ipeds/data/schoolsearch/> (schools).

¹⁶ County means a county, parish, or other equivalent county division (as defined by the Census Bureau). See 31 CFR 35.3.



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due January 31, 2022, January 31, 2023, and January 31, 2024. Reporting on revenue loss should include:

- General revenue collected over the past 12 months as of the most recent calculation date, as outlined in the Interim Final Rule (for example, for the January 31, 2022 report, recipients should provide 12 month general revenue as of December 31, 2021).
- Calculated revenue loss due to the Covid-19 public health emergency; and
- An explanation of how the revenue replacement funds were allocated to government services (note: additional instructions and/or template to be provided in user guide).

In calculating general revenue and the revenue loss due to the COVID-19 public health emergency, recipients should follow the same guidance as described above for the Interim Report.

- J. Required Programmatic Data for Infrastructure Projects (EC 5): For all projects listed under the Water, Sewer, and Broadband Expenditure Categories (see Appendix 1), more detailed project-level information is required. Each project will be required to report expenditure data as described above, but will also report the following information:

1. All Infrastructure projects (EC 5) – Collection to begin in January 2022:

- Projected/actual construction start date (month/year)
- Projected/actual initiation of operations date (month/year)
- Location (for broadband, geospatial location data)
- For projects over \$10 million (based on expected total cost):
 - a. A recipient may provide a certification that, for the relevant project, all laborers and mechanics employed by contractors and subcontractors in the performance of such project are paid wages at rates not less than those prevailing, as determined by the U.S. Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (commonly known as the "Davis-Bacon Act"), for the corresponding classes of laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the State (or the District of Columbia) in which the work is to be performed, or by the appropriate State entity pursuant to a corollary State prevailing-wage-in-construction law (commonly known as "baby Davis-Bacon Acts"). If such certification is not provided, a recipient must provide a project employment and local impact report detailing:
 - The number of employees of contractors and sub-contractors working on the project;
 - The number of employees on the project hired directly and hired through a third party;
 - The wages and benefits of workers on the project by classification; and
 - Whether those wages are at rates less than those prevailing.¹⁷
 Recipients must maintain sufficient records to substantiate this information upon request.
 - b. A recipient may provide a certification that a project includes a project labor agreement, meaning a pre-hire collective bargaining agreement consistent with section 8(f) of the National Labor Relations Act (29 U.S.C. 158(f)). If the recipient does not provide such certification, the recipient must provide a project workforce continuity plan, detailing:

¹⁷ As determined by the U.S. Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (commonly known as the "Davis-Bacon Act"), for the corresponding classes of laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the State (or the District of Columbia) in which the work is to be performed.



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- How the recipient will ensure the project has ready access to a sufficient supply of appropriately skilled and unskilled labor to ensure high-quality construction throughout the life of the project;
 - How the recipient will minimize risks of labor disputes and disruptions that would jeopardize timeliness and cost-effectiveness of the project;
 - How the recipient will provide a safe and healthy workplace that avoids delays and costs associated with workplace illnesses, injuries, and fatalities;
 - Whether workers on the project will receive wages and benefits that will secure an appropriately skilled workforce in the context of the local or regional labor market; and
 - Whether the project has completed a project labor agreement.
- c. Whether the project prioritizes local hires.
- d. Whether the project has a Community Benefit Agreement, with a description of any such agreement.

2. Water and sewer projects (EC 5.1-5.15) *Collection to begin in January 2022 and required once the project starts:*

- National Pollutant Discharge Elimination System (NPDES) Permit Number (if applicable; for projects aligned with the Clean Water State Revolving Fund)
- Public Water System (PWS) ID number (if applicable; for projects aligned with the Drinking Water State Revolving Fund)

3. Broadband projects (EC 5.16-5.17) *Collection to begin in January 2022:*

- Confirm that the project is designed to, upon completion, reliably meet or exceed symmetrical 100 Mbps download and upload speeds.
 - If the project is not designed to reliably meet or exceed symmetrical 100 Mbps download and upload speeds, explain why not, and
 - Confirm that the project is designed to, upon completion, meet or exceed symmetrical 100 Mbps download speed and between at least 20 Mbps and 100 Mbps upload speed, and be scalable to a minimum of 100 Mbps download speed and 100 Mbps upload speed.
- Please note: additional programmatic data will be required for broadband projects beginning in July 2022 and will be defined in a subsequent version of the Reporting Guidance.

k. NEU Documentation (NEUs only): Each NEU will also be asked to provide the following information once their accounts are established in Treasury's Reporting Portal and prior to the due date for their first annual Project and Expenditure Report (due April 30, 2022):

- Copy of the signed award terms and conditions agreement (which was signed and submitted to the State as part of the request for funding)
- Copy of the signed assurances of compliance with Title VI of the Civil Rights Act of 1964 (which was signed and submitted to the State as part of the request for funding)
- Copy of actual budget documents validating the top-line budget total provided to the State as part of the request for funding

NEU accounts will be established in Treasury's Portal based on information provided by the States or territories, as further described in Section Part 2 D below.

C. Recovery Plan Performance Report

States, territories, metropolitan cities, and counties with a population that exceeds 250,000 residents will also be required to publish and submit to Treasury a Recovery Plan performance report ("Recovery Plan"). Each Recovery Plan must be posted on the public-facing website of



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the recipient by the same date the recipient submits the report to Treasury. This reporting requirement includes uploading a link to the publicly available document report along with providing data in the Treasury reporting portal.

The Recovery Plan will provide the public and Treasury information on the projects recipients are undertaking with program funding and how they are planning to ensure program outcomes are achieved in an effective, efficient, and equitable manner. While this guidance outlines some minimum requirements for the Recovery Plan, each recipient is encouraged to add information to the plan they feel is appropriate to provide information to their constituents on efforts they are taking to respond to the pandemic and promote economic recovery. Each jurisdiction may determine the general form and content of the Recovery Plan, as long as it includes the minimum information determined by Treasury. Treasury will provide a recommended template but recipients may modify this template as appropriate for their jurisdiction. The Recovery Plan will include key performance indicators identified by the recipient and some mandatory indicators identified by Treasury.

The Initial Recovery Plan will cover the period from the date of award to July 31, 2021 and must be submitted to Treasury by August 31, 2021, or 60 days after receiving funding. Thereafter, the Recovery Plan will cover a 12-month period and recipients will be required to submit the report to Treasury within 30 days after the end of the 12-month period (by July 31). The table below summarizes the report timelines:

Annual Report	Period Covered	Due Date
1	Award Date – July 31, 2021	August 31, 2021
2	July 1, 2021 – June 30, 2022	July 31, 2022
3	July 1, 2022 – June 30, 2023	July 31, 2023
4	July 1, 2023 – June 30, 2024	July 31, 2024
5	July 1, 2024 – June 30, 2025	July 31, 2025
6	July 1, 2025 – June 30, 2026	July 31, 2026
7	July 1, 2026 – December 31, 2026	March 31, 2027

The Recovery Plan will include, at a minimum, the following information:

1. Executive Summary

Provide a high-level overview of the jurisdiction's intended and actual uses of funding including, but not limited to: the jurisdiction's plan for use of funds to promote a response to the pandemic and economic recovery, key outcome goals, progress to date on those outcomes, and any noteworthy challenges or opportunities identified during the reporting period.

2. Uses of Funds

Describe in further detail your jurisdiction's intended and actual uses of the funds, such as how your jurisdiction's approach would help support a strong and equitable recovery from the COVID-19 pandemic and economic downturn. Describe any strategies employed to maximize programmatic impact and effective, efficient, and equitable outcomes. Given the broad eligible uses of funds and the specific needs of the jurisdiction, please also explain how the funds would support the communities, populations, or individuals in your jurisdiction. Your description should address how you are promoting each of the following, to the extent they apply:

- a. **Public Health (EC 1):** As relevant, describe how funds are being used to respond to COVID-19 and the broader health impacts of COVID-19 and the COVID-19 public health emergency.



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- b. Negative Economic Impacts (EC 2): As relevant, describe how funds are being used to respond to negative economic impacts of the COVID-19 public health emergency, including to households and small businesses.
- c. Services to Disproportionately Impacted Communities (EC 3): As relevant, describe how funds are being used to provide services to communities disproportionately impacted by the COVID-19 public health emergency.
- d. Premium Pay (EC 4): As relevant, describe the approach, goals, and sectors or occupations served in any premium pay program. Describe how your approach prioritizes low-income workers.
- e. Water, sewer, and broadband infrastructure (EC 5): Describe the approach, goals, and types of projects being pursued, if pursuing.
- f. Revenue Replacement (EC 6): Describe the loss in revenue due to the COVID-19 public health emergency and how funds have been used to provide government services.

Where appropriate, recipients should also include information on your jurisdiction's use (or planned use) of other federal recovery funds including other programs under the American Rescue Plan such as Emergency Rental Assistance, Housing Assistance, and so forth, to provide broader context on the overall approach for pandemic recovery.

3. Promoting equitable outcomes

Describe efforts to promote equitable outcomes, including how programs were designed with equity in mind. Please include in your description how your jurisdiction will consider and measure equity at the various stages of the program, including:

- a. Goals: Are there particular historically underserved, marginalized, or adversely affected groups that you intend to serve within your jurisdiction?
- b. Awareness: How equal and practical is the ability for residents or businesses to become aware of the services funded by the SLFRF?
- c. Access and Distribution: Are there differences in levels of access to benefits and services across groups? Are there administrative requirements that result in disparities in ability to complete applications or meet eligibility criteria?
- d. Outcomes: Are intended outcomes focused on closing gaps, reaching universal levels of service, or disaggregating progress by race, ethnicity, and other equity dimensions where relevant for the policy objective?

Treasury encourages uses of funds that promote strong, equitable growth, including racial equity. Please describe how your jurisdiction's planned or current use of funds prioritizes economic and racial equity as a goal, names specific targets intended to produce meaningful equity results at scale, and articulates the strategies to achieve those targets. In addition, please explain how your jurisdiction's overall equity strategy translates into the specific services or programs offered by your jurisdiction in the following Expenditure Categories:

- a. Negative Economic Impacts (EC 2): assistance to households, small businesses, and non-profits to address impacts of the pandemic, which have been most severe among low-income populations. This includes assistance with food, housing, and other needs; employment programs for people with barriers to employment who faced negative economic impacts from the pandemic (such as residents of low-income neighborhoods, minorities, disconnected youth, the unemployed, formerly incarcerated people, veterans, and people with disabilities); and other strategies that provide disadvantaged groups with access to education, jobs, and opportunity.
- b. Services to Disproportionately Impacted Communities (EC 3): services to address health disparities and the social determinants of health, build stronger neighborhoods and communities (e.g., affordable housing), address educational disparities (e.g., evidence-based tutoring, community schools, and academic, social-emotional, and mental health



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supports for high poverty schools), and promote healthy childhood environments (e.g., home visiting, child care).

The initial report must describe efforts to date and intended outcomes to promote equity. Each annual report thereafter must provide an update, using qualitative and quantitative data, on how the recipients' approach achieved or promoted equitable outcomes or progressed against equity goals during the performance period. Please also describe any constraints or challenges that impacted project success in terms of increasing equity. In particular, this section must describe the geographic and demographic distribution of funding, including whether it is targeted toward traditionally marginalized communities.

For the purposes of the SLFRF, equity is described in the [Executive Order 13985 On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#), as issued on January 20, 2021.

4. Community Engagement

Please describe how your jurisdiction's planned or current use of funds incorporates written, oral, and other forms of input that capture diverse feedback from constituents, community-based organizations, and the communities themselves. Where relevant, this description must include how funds will build the capacity of community organizations to serve people with significant barriers to services, including people of color, people with low incomes, limited English proficient populations, and other traditionally underserved groups.

5. Labor Practices

Describe workforce practices on any infrastructure projects being pursued (EC 5). How are projects using strong labor standards to promote effective and efficient delivery of high-quality infrastructure projects while also supporting the economic recovery through strong employment opportunities for workers? For example, report whether any of the following practices are being utilized: project labor agreements, community benefits agreements, prevailing wage requirements, and local hiring.

6. Use of Evidence

The Recovery Plan should identify whether SLFRF funds are being used for evidence-based interventions¹⁸ and/or if projects are being evaluated through rigorous program evaluations that are designed to build evidence. Recipients must briefly describe the goals of the project, and the evidence base for the interventions funded by the project. Recipients must specifically identify the dollar amount of the total project spending that is allocated towards evidence-based interventions for each project in the Public Health (EC 1), Negative Economic Impacts (EC 2), and Services to Disproportionately Impacted Communities (EC 3) Expenditure Categories.¹⁹

Recipients are exempt from reporting on evidence-based interventions in cases where a program evaluation is being conducted. Recipients are encouraged to use relevant evidence clearinghouses, among other sources, to assess the level of evidence for their interventions and identify evidence-based models that could be applied in their jurisdiction; such evidence clearinghouses include the U.S. Department of Education's [What Works Clearinghouse](#), the U.S. Department of Labor's [CLEAR](#), and the [Childcare & Early Education Research Connections and the Home Visiting Evidence of Effectiveness](#) clearinghouses from

¹⁸As noted in Appendix 2, evidence-based refers to interventions with strong or moderate levels of evidence.

¹⁹Of note, recipients are only required to report the amount of the total funds that are allocated to evidence-based interventions in the areas of Public Health, Negative Economic Impacts, and Services to Disproportionately Impacted Communities that are marked by an asterisk in Appendix 1: Expenditure Categories.



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Administration for Children and Families, as well as other clearinghouses relevant to particular projects conducted by the recipient. In such cases where a recipient is conducting a program evaluation in lieu of reporting the amount of spending on evidence-based interventions, they must describe the evaluation design including whether it is a randomized or quasi-experimental design; the key research questions being evaluated; whether the study has sufficient statistical power to disaggregate outcomes by demographics; and the timeframe for the completion of the evaluation (including a link to completed evaluation if relevant).²⁰ Once the evaluation has been completed, recipients must post the evaluation publicly and link to the completed evaluation in the Recovery Plan. Once an evaluation has been completed (or has sufficient interim findings to determine the efficacy of the intervention), recipients should determine whether the spending for the evaluated interventions should be counted towards the dollar amount categorized as evidence-based for the relevant project.

For all projects, recipients may be selected to participate in a national evaluation, which would study their project along with similar projects in other jurisdictions that are focused on the same set of outcomes. In such cases, recipients may be asked to share information and data that is needed for the national evaluation.

Recipients are encouraged to consider how a Learning Agenda, either narrowly focused on SLFRF or broadly focused on the recipient's broader policy agenda, could support their overarching evaluation efforts in order to create an evidence-building strategy for their jurisdiction.²¹

Appendix 2 contains additional information on evidence-based interventions for the purposes of the Recovery Plan.

7. Table of Expenses by Expenditure Category

Please include a table listing the amount of funds used in each Expenditure Category (See Appendix 1). The table should include cumulative expenses to date within each category, and the additional amount spent within each category since the last annual Recovery Plan.

8. Project Inventory

List the name and provide a brief description of all SLFRF funded projects. Projects are new or existing eligible government services or investments funded in whole or in part by SLFRF funding. For each project, include the project name, funding amount, identification number (created by the recipient and used thereafter in the quarterly Program and Expenditure Report), project Expenditure Category (see Appendix 1), and a description of the project which includes an overview of the main activities of the project, the approximate timeline, primary delivery mechanisms and partners, if applicable, and intended outcomes. Include a link to the website of the project if available. This information will provide context and additional detail for the information reported quarterly in the Project and Expenditure Report.

For infrastructure investment projects (EC 5), project-level reporting will be more detailed, as described for the Project and Expenditure Report above. Projects in this area may be grouped by Expenditure Category if needed, with further detail (such as the specific project name and identification number) provided in the Project and Expenditure Report. For infrastructure projects, descriptions should note how the project contributes to addressing climate change.

9. Performance Report

The Recovery Plan must include key performance indicators for the major SLFRF funded projects undertaken by the recipient. The recipient has flexibility in terms of how this information is presented in the Recovery Plan, and may report key performance indicators for

²⁰ For more information on the required standards for program evaluation, see [OMB M-20-12](#).

²¹ For more information on learning agendas, please see [OMB M-19-23](#).



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each project, or may group projects with substantially similar goals and the same outcome measures. In some cases, the recipient may choose to include some indicators for each individual project as well as crosscutting indicators.

Performance indicators should include both output and outcome measures. Output measures, such as number of students enrolled in an early learning program, provide valuable information about the early implementation stages of a project. Outcome measures, such as the percent of students reading on grade level, provide information about whether a project is achieving its overall goals. Recipients are encouraged to use logic models²² to identify their output and outcome measures. While the initial report will focus heavily on early output goals, recipients must include the related outcome goal for each project and provide updated information on achieving these outcome goals in annual reports. In cases where recipients are conducting a program evaluation for a project (as described above), the outcome measures in the performance report should be aligned with those being evaluated in the program. To support their performance measurement and program improvement efforts, recipients are permitted to use funds to make improvements to data or technology infrastructure and data analytics, as well as program evaluations.

10. Required Performance Indicators and Programmatic Data

While recipients have discretion on the full suite of performance indicators to include, a number of mandatory performance indicators and programmatic data must be included. These are necessary to allow Treasury to conduct oversight as well as understand and aggregate program outcomes across recipients. This section provides an overview of the mandatory performance indicators and programmatic data. This information may be included in each recipient's Recovery Plan as they determine most appropriate, including combining with the section above, but this data will also need to be entered directly into the Treasury reporting portal. Below is a list of required data for each Expenditure Category:

- a. Household Assistance (EC 2.2 & 2.5) and Housing Support (EC 3.10-3.12):
 - Number of people or households receiving eviction prevention services (including legal representation)
 - Number of affordable housing units preserved or developed
- b. Negative Economic Impacts (EC 2):
 - Number of workers enrolled in sectoral job training programs
 - Number of workers completing sectoral job training programs
 - Number of people participating in summer youth employment programs
- c. Education Assistance (EC 3.1-3.5):
 - Number of students participating in evidence-based tutoring programs²³
- d. Healthy Childhood Environments (EC 3.6-3.9):
 - Number of children served by childcare and early learning (pre-school/pre-K/ages 3-5)
 - Number of families served by home visiting

The initial report should include the key indicators above. Each annual report thereafter should include updated data for the performance period as well as prior period data, and a brief

²² A logic model is a tool that depicts the intended links between program investments and outcomes, specifically the relationships among the resources, activities, outputs, outcomes, and impact of a program.

²³ For more information on evidence-based tutoring programs, refer to the U.S. Department of Education's [2021 ED COVID-19 Handbook \(Volume 2\)](#), which summarizes research on evidence-based tutoring programs (see the bottom of page 20).



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narrative adding any additional context to help the reader interpret the results and understand the any changes in performance indicators over time. To the extent possible, Treasury also encourages recipients to provide data disaggregated by race, ethnicity, gender, income, and other relevant factors.

11. Ineligible Activities: Tax Offset Provision (States and territories only)

The following information is required for Treasury to ensure SLFRF funding is not used for ineligible activities.

In each reporting year, States and territories will report certain items related to the Tax Offset Provision as described in section 602(c)(2) of the Social Security Act and implemented by 31 CFR 35.8. Additional guidance will be forthcoming for reporting requirements regarding the tax offset provision and additional information that Recipients will report once the Final Rule goes into effect.

a. Revenue-reducing Covered Changes: Collection began August 2021:

For each reporting year, a recipient must report the value of covered changes that the recipient predicts will have the effect of reducing tax revenue in a given reporting year (revenue-reducing covered changes), similar to the way it would in the ordinary course of its budgeting process. The value of these covered changes may be reported based on estimated values produced by a budget model, incorporating reasonable assumptions, that aligns with the recipient government's existing approach for measuring the effects of fiscal policies, and that measures relative to a current law baseline. The covered changes may also be reported based on actual values using a statistical methodology to isolate the change in year-over-year revenue attributable to the covered change(s), relative to the current law baseline prior to the change(s). Estimation approaches should not use dynamic methodologies that incorporate the projected effects of the policies on macroeconomic growth. In general, and where possible, reported values should be produced by the agency of the recipient government responsible for estimating the costs and effects of fiscal policy changes. Recipients must maintain records regarding the identification and predicted effects of revenue-reducing covered changes. The term "covered change," and "tax revenue" are described in the Interim Final Rule, 31 CFR 35.3. For additional information, see 602(c)(2) of the Social Security Act, the Interim Final Rule, and 31 CFR 35.8.

D. Distributions to NEUs

Each State and territory is asked to provide regular updates on their NEU distribution as well as their distributions to units of general local government within counties that are not units of general local government (Non-UGLG). The distribution template generally requests information on whether the local government has (1) received funding; (2) declined funding and requested a transfer to the State under Section 603(c)(4) of the Act; or (3) not taken action on its funding or declined funding.

For NEUs, states and territories should be prepared to report on their information, including the following:

- NEU name
- NEU DUNS number
- NEU Taxpayer Identification Number (TIN)
- NEU Recipient Number (a unique identification code for each NEU assigned by the State or territory to the NEU as part of the request for funding)
- NEU contact information (e.g., address, point of contact name, point of contact email address, and point of contact phone number)
- NEU authorized representative name and email address



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- Initial allocation and, if applicable, subsequent allocation to the NEU (before application of the 75 percent cap)
- Total NEU reference budget (as submitted by the NEU to the State or territory as part of the request for funding)
- Amount of the initial and, if applicable, subsequent allocation above 75 percent of the NEU's reference budget which will be returned to Treasury
- Payment amount(s)
- Payment date(s)

States with "weak" minor civil divisions (i.e., Illinois, Indiana, Kansas, Missouri, Nebraska, North Dakota, Ohio, and South Dakota) should also list any minor civil divisions that the State deemed ineligible.

For each eligible NEU that declined funding and requested a transfer to the State under Section 603(c)(4), the State or territory must also attach a form signed by the NEU, as detailed in the [Guidance on Distributions of Funds to Non-Entitlement Units of Local Government](#).



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Appendix 1: Expenditure Categories

The Expenditure Categories (EC) listed below must be used to categorize each project as noted in Part 2 above. The term "Expenditure Category" refers to the detailed level (e.g., 1.1 COVID-19 Vaccination). When referred to as a category (e.g., EC 1) it includes all Expenditure Categories within that level.

1: Public Health	
1.1	COVID-19 Vaccination ^
1.2	COVID-19 Testing ^
1.3	COVID-19 Contact Tracing
1.4	Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, etc.)*
1.5	Personal Protective Equipment
1.6	Medical Expenses (Including Alternative Care Facilities)
1.7	Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency
1.8	Other COVID-19 Public Health Expenses (Including Communications, Enforcement, Isolation/Quarantine)
1.9	Payroll Costs for Public Health, Safety, and Other Public Sector Staff Responding to COVID-19
1.10	Mental Health Services*
1.11	Substance Use Services*
1.12	Other Public Health Services
2: Negative Economic Impacts	
2.1	Household Assistance: Food Programs* ^
2.2	Household Assistance: Rent, Mortgage, and Utility Aid* ^
2.3	Household Assistance: Cash Transfers* ^
2.4	Household Assistance: Internet Access Programs* ^
2.5	Household Assistance: Eviction Prevention* ^
2.6	Unemployment Benefits or Cash Assistance to Unemployed Workers*
2.7	Job Training Assistance (e.g., Sectoral job-training, Subsidized Employment, Employment Supports or Incentives)* ^
2.8	Contributions to UI Trust Funds
2.9	Small Business Economic Assistance (General)* ^
2.10	Aid to Nonprofit Organizations*
2.11	Aid to Tourism, Travel, or Hospitality
2.12	Aid to Other Impacted Industries
2.13	Other Economic Support* ^
2.14	Rehiring Public Sector Staff
3: Services to Disproportionately Impacted Communities	
3.1	Education Assistance: Early Learning* ^
3.2	Education Assistance: Aid to High-Poverty Districts ^
3.3	Education Assistance: Academic Services* ^
3.4	Education Assistance: Social, Emotional, and Mental Health Services* ^
3.5	Education Assistance: Other* ^
3.6	Healthy Childhood Environments: Child Care* ^
3.7	Healthy Childhood Environments: Home Visiting* ^
3.8	Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System* ^

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3.9	Healthy Childhood Environments: Other* ^
3.10	Housing Support: Affordable Housing* ^
3.11	Housing Support: Services for Unhoused Persons* ^
3.12	Housing Support: Other Housing Assistance* ^
3.13	Social Determinants of Health: Other* ^
3.14	Social Determinants of Health: Community Health Workers or Benefits Navigators* ^
3.15	Social Determinants of Health: Lead Remediation ^
3.16	Social Determinants of Health: Community Violence Interventions* ^
4: Premium Pay	
4.1	Public Sector Employees
4.2	Private Sector: Grants to Other Employers
5: Infrastructure²⁴	
5.1	Clean Water: Centralized Wastewater Treatment
5.2	Clean Water: Centralized Wastewater Collection and Conveyance
5.3	Clean Water: Decentralized Wastewater
5.4	Clean Water: Combined Sewer Overflows
5.5	Clean Water: Other Sewer Infrastructure
5.6	Clean Water: Stormwater
5.7	Clean Water: Energy Conservation
5.8	Clean Water: Water Conservation
5.9	Clean Water: Nonpoint Source
5.10	Drinking water: Treatment
5.11	Drinking water: Transmission & Distribution
5.12	Drinking water: Transmission & Distribution: Lead Remediation
5.13	Drinking water: Source
5.14	Drinking water: Storage
5.15	Drinking water: Other water infrastructure
5.16	Broadband: "Last Mile" projects
5.17	Broadband: Other projects
6: Revenue Replacement	
6.1	Provision of Government Services
7: Administrative	
7.1	Administrative Expenses
7.2	Evaluation and Data Analysis
7.3	Transfers to Other Units of Government
7.4	Transfers to Non-entitlement Units (States and territories only)

*Denotes areas where recipients must identify the amount of the total funds that are allocated to evidence-based interventions (see Use of Evidence section above for details)

^Denotes areas where recipients must report on whether projects are primarily serving disadvantaged communities (see Project Demographic Distribution section above for details)

²⁴ Definitions for water and sewer Expenditure Categories can be found in the EPA's handbooks. For "clean water" expenditure category definitions, please see: <https://www.epa.gov/sites/production/files/2018-03/documents/cwdefinitions.pdf>. For "drinking water" expenditure category definitions, please see: <https://www.epa.gov/dwsrd/drinking-water-state-revolving-fund-national-information-management-system-reports>.

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Appendix 2: Evidenced-Based Intervention Additional Information

What is evidence-based?

For the purposes of the SLFRF, evidence-based refers to interventions with strong or moderate evidence as defined below:

Strong evidence means that the evidence base can support causal conclusions for the specific program proposed by the applicant with the highest level of confidence. This consists of one or more well-designed and well-implemented experimental studies conducted on the proposed program with positive findings on one or more intended outcomes.

Moderate evidence means that there is a reasonably developed evidence base that can support causal conclusions. The evidence base consists of one or more quasi-experimental studies with positive findings on one or more intended outcomes OR two or more non-experimental studies with positive findings on one or more intended outcomes. Examples of research that meet the standards include: well-designed and well-implemented quasi-experimental studies that compare outcomes between the group receiving the intervention and a matched comparison group (i.e., a similar population that does not receive the intervention).

Preliminary evidence means that the evidence base can support conclusions about the program's contribution to observed outcomes. The evidence base consists of at least one non-experimental study. A study that demonstrates improvement in program beneficiaries over time on one or more intended outcomes OR an implementation (process evaluation) study used to learn and improve program operations would constitute preliminary evidence. Examples of research that meet the standards include: (1) outcome studies that track program beneficiaries through a service pipeline and measure beneficiaries' responses at the end of the program; and (2) pre- and post-test research that determines whether beneficiaries have improved on an intended outcome.



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Revision Log

Version	Date Published	Summary of changes
1.0	June 17, 2021	Initial publication
1.1	June 24, 2021	<ul style="list-style-type: none"> Pg. 12, removed references to "summary" level with respect to reporting by Expenditure Categories in the Interim Report to avoid confusion. Pg. 13, revised the coverage period end date for the Interim Report from June 30, 2021 to July 31, 2021 to align with the IFR. Pg. 13, removed references to "summary" level with respect to reporting by Expenditure Categories in the Interim Report to avoid confusion. Pg. 31, removed references to "summary level" with respect to Expenditure Categories in Appendix 1 to avoid confusion.
1.1	September 30, 2021	<ul style="list-style-type: none"> Announced the extension in the Project and Expenditure Report submission date, originally due on October 31, 2021.
2.0	November 5, 2021	<ul style="list-style-type: none"> Updated Subrecipient Monitoring section to clarify beneficiaries and recipients. Updated references to Interim Final Rule comment period as comment period is closed. Updated reporting tiers, thresholds and timelines in Part 2 Table 2, Reporting Requirements by recipient type, as well as Part 2 A and Part 2 B. Updated reporting periods for Interim Report and Project and Expenditure reports. Added concept of Adopted Budget to Project and Expenditure Report data fields. Noted phase in of Required Programmatic Data in the Project and Expenditure Report. Removed certain data fields from the Ineligible Activities: Tax Offset Provision under the Recovery Plan. Separated reporting of NEU Distributions (for States and territories) from the Interim Report and Project and Expenditure Reports as information will be provided on an ongoing basis.

**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.



FOR THE PERIOD

January 1, 2023 through December 31, 2026

**COLLECTIVE
BARGAINING
AGREEMENT**

between

**THE BOROUGH OF
GETTYSBURG
(Uniform)
(Police Officers)**

and

**TEAMSTERS
LOCAL 776
HARRISBURG, PA**

Ratified:

Teamster's Vote:
Borough Council Vote:

September 22, 2022 10 - 2
October 11, 2022 7 - 0

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AGREEMENT

THIS AGREEMENT is made and entered into this 11th day of October 2022, by the BOROUGH OF GETTYSBURG, a Municipal Corporation of Adams County, Pennsylvania (hereinafter referred to as the “BOROUGH”) and Teamsters Local Union #776 (hereinafter referred to as the “UNION”).

WITNESSETH:

WHEREAS, the Act of June 24, 1968, P.L. 237, No. 111, as amended, provides for collective and orderly bargaining between municipal employers and their employed police officers, and

WHEREAS, the BOROUGH has recognized the UNION as the duly designated representative of the police officers employed by the BOROUGH, and

WHEREAS, the BOROUGH and the UNION have engaged in the collective bargaining process regarding the terms and conditions of such officers’ employment, and have reached an Agreement regarding such terms and conditions for the calendar years of 2023, 2024, 2025, and 2026.

WHEREAS, the hereinafter stated provisions are deemed by both parties to constitute said Agreement.

NOW, THEREFORE, in consideration of these provisions and the mutual promises of the parties hereto to faithfully perform hereby, it is agreed as follows, TO WIT:

PREAMBLE

The Parties recognize that it is desirable to preserve harmonious relations between the BOROUGH and the UNION and the Employees represented by the UNION.

It is recognized by the UNION that this Collective Bargaining Agreement is made with the specific understanding that the UNION and the represented Employees will cooperate with and assist the BOROUGH in promoting better efficiency and presenting a continually improving police protection program in the BOROUGH. It is recognized that the successful operation of the BOROUGH's police force can be assured only through the cooperation of the Parties hereto.

ARTICLE I
RECOGNITION

1.01 The provisions of the Agreement shall apply to all full-time and regular part-time Police Officers (unless specifically denoted otherwise herein), but excluding the Chief of Police and any other Police employees exercising managerial authority, as certified by the Pennsylvania Labor Relations Board (PLRB) on February 4, 2010, in case No. PF-R-90-142-E.

ARTICLE II
CIVIL SERVICE

2.01 Bound by Borough Code: The parties recognize and acknowledge that the Employer is a BOROUGH and therefore bound by terms and provisions of the Borough Code of the Commonwealth of Pennsylvania, including in particular, but not limited to, Article XL (J) (53 P.S. § 46171, *et. seq.*) thereof relating to Civil Service for Police and Firemen. In the event that any of the terms or provisions of this Agreement conflict with or are contrary to any of the terms or provisions of the Borough Code, then in such event, the terms and provisions of the Borough Code shall supersede.

2.02 Use of Part-Time Officers While Full-Time Officers Furloughed¹: Any furloughed full-time Officer shall be given the opportunity to work any work shift which may be available, before the opportunity to work that shift is offered to a part-time Officer.

Any furloughed Officer working an available shift shall be compensated at the then current part-time hourly rate of pay, consistent with Section 17.05 (Part Time Police Officers). Any furloughed Officer working in a part-time capacity shall not be eligible for benefits as defined by this Agreement.

The Borough Code shall control the sequence of furloughing and recalling full-time Officers.

¹ See Section 10.01.03 – Page 12.
See Section 10.07 – Page 14.
See Section 13.03.02 – Page 19.

ARTICLE III
MANAGEMENT’S RIGHTS

3.01 It is recognized that the well-being of both parties to an Agreement is directly dependent upon the skills and efficiency with which the police business of the BOROUGH is conducted, and that any assumption of the functions of management by representatives of the UNION is contrary to the intent and purpose of such Agreement. The authority and responsibility for management of the police business and activities of the BOROUGH shall rest with the BOROUGH and its appointed or elected representatives, and the UNION, or its representatives, shall not unlawfully interfere with the exercise of such authority and responsibility.

3.02 The UNION recognizes that management retains certain rights, and the management representatives of the BOROUGH may exercise the following rights unless specifically modified by a term or provision of the Agreement:

- 3.02.01** Hire, direct, transfer, assign, promote, retain, lay off, and recall Police personnel;
- 3.02.02** Discipline, including, but not limited to, suspension, demotion, or discharge Officers only for just cause, subject to the provisions of this Agreement and applicable law;
- 3.02.03** Determine the methods and means by which the operations of the Police Department are to be conducted, and to maintain the efficiency thereof;
- 3.02.04** Nothing herein shall, in any manner, be construed as a waiver of any right guaranteed to municipal employees by the applicable Civil Service Acts of the Commonwealth pertaining to Borough Police Forces, or any terms of this Agreement.

ARTICLE IV
INTERFERENCE WITH BOROUGH OPERATIONS

4.01 Employees agree there shall be no strike, work stoppages, slow-downs or any actual interference with Borough operations by any of them.

ARTICLE V
DUTIES OF POLICE OFFICERS

5.01 Specifically, the duties of a police officer are defined by the Municipal Police Officers' Education and Training Commission (MPOETC) and is incorporated herein as the job description for Gettysburg Borough Police Officers. Additionally, the duties of a Gettysburg Borough Police Officer covered by this Agreement shall include the enforcement of all BOROUGH ordinances, together with state and federal statutes, where that authority is delegated to them. It is agreed that the Borough's Police Department is the only department providing service 24-hours per day, and as such, duties performed by officers is shared with other Borough Departments – most notably when Borough Parking Department have no staffing on duty. Officers shall be required to perform any duties which are reasonably related to criminal law enforcement, crime prevention, police community relations, protection of life and property, public safety, the arrest and apprehension of offenders, or the enforcement of BOROUGH ordinances which reasonably require the interaction of the Police Department.

ARTICLE VI
UNION SECURITY

6.01 Voluntary Contribution: As of the date this Agreement is signed, employees may pay the UNION a voluntary contribution. The voluntary contribution rate for non-union members of the bargaining unit shall be based upon the cost of representation reflected in the Union's Annual Report. The BOROUGH shall be notified of that cost on or about July 1st of each year. This payment shall be deducted in accordance with **ARTICLE VII – Union Dues (Check-Off)**.

6.01.01 Union Membership: After the effective date of this agreement, any employee may become a member of the UNION, subject to the right to resign during the fifteen (15) day period immediately prior to the expiration of the Agreement, without penalty, by serving written notice to Teamsters Local 776, 2552 Jefferson Street, Harrisburg, PA 17110-2505, and to the Borough. Failure or refusal of an employee to remain a member shall not be a basis for discipline or discharge of such employee.

6.02 Save Harmless: The UNION shall indemnify and save the BOROUGH harmless against any and all claims, demands, suits or other forms of liability that shall arise out of, or by reason of, action taken or not taken by the BOROUGH for the purpose of complying with any of the provisions of this Fair Share clause.

6.03 Merger, Disbanding, Privatization: During the term of this Agreement the BOROUGH agrees it will not merge, disband, or privatize the department.

ARTICLE VII
UNION DUES (CHECK-OFF)

7.01 Dues/Fees and Assessments: The UNION agrees to invoice the BOROUGH the amount of the initiation fees. After receipt of the invoice, the BOROUGH agrees to deduct the invoiced fee(s) over the four (4) pay periods following receipt of the invoice. The BOROUGH shall provide the name and contact information to the UNION for new employees.

7.01.01 Deduction of Fees in First Two Pays: Membership dues and assessments will be deducted from the first two (2) pays of each calendar month from those employees who individually request in writing that such deduction be made.

7.01.02 Certification of Deductions: The amount to be deducted shall be certified to the BOROUGH by the UNION, and the aggregate deductions of all employees shall be remitted together with an itemized statement to the UNION by the last business day of the month that such deductions are made providing the monthly billing roster used for the transmission of dues to the UNION must be received by the BOROUGH's payroll department no later than one (1) week prior to the first payday of the calendar month from which the deductions are to be taken.

7.01.03 Pay-Day Schedules: The BOROUGH will provide a payday schedule by December 15th of the preceding year.

7.01.04 Irrevocability of Authorization: This authorization shall be irrevocable during the term of this Agreement.

7.02 Indemnification: The UNION shall indemnify and hold the BOROUGH harmless against any and all claims, suits, orders, or judgements brought or issued against the BOROUGH as a result of action taken or not taken by the BOROUGH under the terms of this Article.

ARTICLE VIII
UNION BUSINESS

8.01 Bulletin Boards: The BOROUGH agrees to provide two UNION bulletin boards for the posting of notices, election, and other pertinent UNION information. The UNION shall designate reasonable locations for these bulletin boards to be placed in non-public areas.

8.02 Grievance Investigations During Work Hours: UNION representatives shall be permitted to investigate and discuss grievances during working hours on the BOROUGH's premises.

8.03 Payment of Shop Stewards: The BOROUGH agrees to pay one (1) UNION shop steward for time spent during contract negotiations and the processing of grievances. The UNION will pay any additional Officers involved.

8.04 Copies of the CBA to Employees: The BOROUGH agrees to provide all new bargaining unit employees a copy of the existing contract. Expenses are to be equally borne by the BOROUGH and the UNION.

ARTICLE IX
PROBATIONARY PERIOD

9.01 Probationary Period Defined: All newly hired Police Officers shall have a twelve (12) month period of probation that commences after the Field Training (FTO) program has been successfully completed.

9.01.01 Commencement of Probationary Period with Act 120 Certification:

In the case of newly hired Police Officers who have previously received Act 120 certification (as defined by the Pennsylvania Municipal Police Officers' Education and Training Commission), and where that certification is current at the time of hire, the probationary period will begin after Field Training (FTO) is completed.

9.01.02 Commencement of Probationary Period without Act 120 Certification:

The probationary period for newly hired Officers who have not received Act 120 certification will commence on the date that formal certification is granted by the Pennsylvania Municipal Police Officers' Education and Training Commission and after Field Training (FTO) is successfully completed.

9.01.03 Extension of Probation Period: The probationary period may be extended an additional six (6) months. Such Officers are covered by the applicable provisions of the Agreement from initial date of hire, and by certain specific provisions of the Borough Code, namely 53 P.S. §§ 46183 and §§ 46186. An Officer who receives a permanent appointment shall have his seniority relate back to the date of hire.

9.02 New Hires Who Are Not Act 120 Certified: Any newly employed Police Officer who is not certified by the Municipal Police Officers' Education and Training Commission shall be enrolled, as soon as reasonably possible, in a certified training course, upon being hired by the BOROUGH. During such training an Officer shall receive his contractual salary and benefits and shall have all reasonable costs associated with such training paid by the BOROUGH. The BOROUGH shall not assign any newly employed uncertified Officer to any patrol or other line function prior to becoming certified by the Commission. The successful completion of such certification process shall be an integral part of an Officer's probationary requirements.

ARTICLE X
HOURS OF WORK, WORK PERIODS, AND SCHEDULING

10.01 Work Period: A work period shall consist of the fourteen (14) day period from Sunday through Saturday, inclusive.

10.01.01 Full-Time Officers: Each full-time Officer shall work seven (7) eleven and one half (11.5) hour shifts per work period and shall have seven (7) regular days off per work period, at the discretion of the Chief of Police (or in his absence, the Mayor), subject to the overtime provisions in this Agreement.

10.01.02 Criminal Investigators: Each full-time Criminal Investigator shall work eight (8) ten (10) hour shifts Monday through Thursday per work period and shall have six (6) regular days off per work period, at the discretion of the Chief of Police (or in his absence, the Mayor), subject to the overtime provisions in this Agreement.

10.01.03 Part-Time Officers²: Part-time Officers may be utilized to fill any staff vacancy created for any reason and to augment police staffing levels at any time, on an ‘as-needed’ basis, at the discretion of the Chief of Police (or in his absence, the Mayor).

10.02 Work Schedule/Shifts: An Officer’s work schedule shall be subject to the following terms and conditions, which shall be deemed to have the stated meanings and intent, unless the context of the same clearly imparts a different meaning and intent:

10.02.01 Bidding for Permanent Work Schedule/Shift: Annually, the Officers will select and be awarded in seniority order on a permanent work schedule, on or before December 1st. The Chief of Police will prepare and post a work schedule for the year starting January 1st. Such schedule shall clearly state each full-time Officer’s workdays (on-duty), his non-workdays (off-duty), and his work shift for each workday, and shall consist of continuously cycling work periods. The Officers will select and be awarded their desired work schedule from the positions available, in seniority order. See **Table 1 – Shift Schedules**.

10.02.02 Right to Establish Shifts: **Table 1 – Shift Schedules**, approved by the Borough Council, identifies established shift schedules for patrol officers for the term of this Collective Bargaining Agreement.

Table 1 – Shift Schedules

Squad A	Squad B

Nothing in this language shall be deemed to impair the BOROUGH’s right to establish additional shifts beyond those articulated in **Table 1 – Shift Schedules**, subject to the approval of the Borough Council, to meet public safety needs.

² See Section 2.02 – Page 4.

See Section 10.07 – Page 14.

See Section 13.03.02 – Page 19.

10.02.03 Exigent Circumstances and Reassignment: In instances where, disciplinary action, sick leave, vacation, personal time, or exigent circumstances creates a manpower necessity, on a shift, the Chief or his designee will determine which officer should be reassigned to accommodate the vacancy. Employees may be transferred by the Chief, temporarily, to another shift where events or circumstances, including pending litigation or disciplinary action, jeopardize the ability of the officers to safely perform the duties of their position. Transfers, for the purpose of affording necessary police service, shall as far as practicable, be in the reverse order of length of continuous service.

10.03 Rest Period: Each Officer shall be provided a rest period of twelve (12) hours off-duty between any consecutive scheduled work shifts bona fide emergencies excepted; however, if departmental scheduling shall absolutely require, an Officer may be scheduled to return to work after an eight (8) hour rest period, but such short rest periods shall only occur once in any work period. If an Officer is required to come to work during said twelve (12) hour or eight (8) hour rest period, as the case may be, he shall be paid at his overtime rate for the additional work time outside such Officer's regular work shift.

10.04 Exchange of Work Shifts: Two (2) or more Officers may voluntarily exchange work shifts, provided prior approval has been obtained from the Chief of Police, which approval shall not be unreasonably withheld. Requests for an exchange of work shifts shall be submitted in writing through the chain of command. Any such shift exchanging shall not result in premium or overtime compensation which would not have otherwise accrued to such Officers. When two (2) Officers voluntarily exchange work shifts each Officer shall be responsible for ensuring that his new shift is filled and shall not further be responsible for the old shift that was changed.

10.05 Meal Periods: All Officers shall be entitled to a meal period of forty-five (45) minutes per work shift. If an Officer works overtime for a period of more than three (3) hours in addition to his regular work shift, he shall be entitled to another such meal period. During a meal period, an Officer shall remain on call for emergency calls which require immediate police action. An Officer shall be permitted to exercise his meal period at any location within the BOROUGH or within three (3) miles of the geographic boundary of the BOROUGH, when there is at least one (1) other Officer on-duty within the BOROUGH.

10.06 Earned Time Off: Each full-time Officer shall be entitled to time off (such as vacation, sick leave, and personal days).

10.06.01 Earned Time Off for Officers Hired On or Before June 30, 2017³: Earned time off shall be adjusted so that a day so earned shall equal the length of the relevant Officer's standard workday at the time the earned day off is actually used according to the schedule provided in **Table 2 - Earned Leave Time (Officers Hired Before June 30, 2017)⁴**.

³ Page 23.

⁴ Conditioned upon the approval of this CBA by the UNION, the BOROUGH agrees to amend, via Memorandum of Understanding (MOU), the CBA expiring on December 31, 2022, to allow each Officer to carry over 92 vacation hours into the next year, currently limited to 80 hours.

10.06.02 Earned Time Off for Officers Hired After June 30, 2017⁵: Earned time off shall be accrued in hours and used in hours every month of employment according to the schedule provided in **Table 3 - Earned Leave Time (Officers Hired After June 30, 2017)**⁶.

10.07 Part-Time Officers⁷: Part-time Officers may be used by the department at any time and at the discretion of the Chief of Police (or in his absence, the Mayor) to fill any full-time staff vacancies created for any reason, supplement the workforce, and increase manpower.

10.08 Seniority: Seniority shall be a factor, along with valid public safety considerations, in shift/squad selection.

10.08.01 Discipline and Shift Selection: Regardless of seniority, shift assignment may be changed, on a temporary basis, (not to exceed an initial period of 30 days and subject to the review of the Borough Manager), for disciplinary reasons. In making a temporary shift reassignment, the Borough will not disrupt the shifts of full-time Officers unless the officers agree to move temporarily to accommodate the shift reassignment.

⁵ Page 23.

⁶ Conditioned upon the approval of this CBA by the UNION, the BOROUGH agrees to amend, via Memorandum of Understanding (MOU), the CBA expiring on December 31, 2022, to allow each Officer to carry over 92 vacation hours into the next year, currently limited to 80 hours.

⁷ See Section 2.02 – Page 4.

See Section 10.01.03 – Page 12.

See Section 13.03.02 – Page 19.

ARTICLE XI
OVERTIME

11.01 Overtime Rate: An Officer shall be paid at the rate of one and one-half (1½) times his hourly rate for all time worked in excess of eleven and one-half (11.5) hours per work shift, or eighty (80) hours per work period.

11.01.01 Calculation of Hourly Rate-of-Pay: A full-time Officer's applicable regular hourly rate of pay shall be determined by dividing his annual salary by 2080 hours.

11.01.02 Hours Worked Toward the Calculation of Overtime Pay: In determining an Officer's eligibility for overtime pay, any of the following shall be counted as time worked for the purpose of determining the fulfillment of an Officer's work shift or work period requirements:

- Regular work hours,
- Vacation,
- Sick leave,
- Bereavement leave,
- Personal leave,
- Court time,
- Training time, and
- Work-related disability.

11.01.03 Overtime if on Administrative Leave: An Officer on Administrative Leave shall not receive overtime pay.

11.02 Assignment of Overtime Hours: Overtime work shall be at the discretion of the BOROUGH and shall be assigned by the Chief of Police among the Department members on a rotating basis, according to seniority (most senior first) whereby the annual opportunity for overtime work shall be equitably afforded to each Officer.

11.02.01 Equitable Allocation of Overtime Hours: The foregoing provisions concern equitable allocation of regular overtime, but shall not affect the assignment of an Officer as a detective or to a specialized overtime task which emanates from some other matter which requires such individual extra duty (i.e., court attendance, completion of reports, etc.).

11.02.02 Emergency Overtime Hours: In an emergency situation, with less than 24-hours' notice, the Chief of Police shall have the authority to assign overtime without regard to seniority. A full-time Officer who has his work schedule changed from a day shift to a night shift to cover a slot, shall be compensated at his overtime rate for all hours worked.

11.03 Court Appearances: Any appearances, of whatever nature, in any judicial or administrative proceeding, which arise by virtue of an Officer's performance of duty, shall be deemed to be work time; and as such, an Officer shall be compensated at this regular or overtime rate, as the case may be.

11.03.01 ‘Standby’ Court Appearances: Any Officer who is required to be on ‘standby’ for any such appearance, during his off-duty time, shall be paid at his applicable rate of pay. An Officer shall be considered to be on ‘standby’ wherever he is under the authority of a subpoena or other notice to attend, or the time at which the Officer is placed on standby status, as the case may be, and shall continue until the Officer returns to an on-duty status, or is called to appear at such proceeding, or is otherwise notified that he is no longer on standby status and is totally released from the effect of any subpoena which may have been issued for his attendance at any such proceeding. Once an off-duty Officer is called to appear at any proceeding, he shall be paid at his overtime rate for a minimum of two (2) hours.

ARTICLE XII
EXTRA DUTY

12.01 Recall to Duty: A Police Officer recalled to duty at a time other than his normally scheduled work hours shall be compensated for the extra duty time worked but for not less than a minimum of three (3) hours at the existing overtime rate.

12.01.01 Recall Compensation Provisions: For this purpose, a Police Officer recalled to duty less than three (3) hours before his normally scheduled work hours begin shall, if such duty continues to or past the time his scheduled work hours begin, be compensated only for the extra duty time worked. A Police Officer recalled for duty shall be relieved from duty promptly upon completion of the specific assignment for which the Police Officer was recalled unless held over because of an actual emergency arising from that specific duty assignment.

12.02 Secondary Employment/Outside Employment: Police officers may engage in secondary or outside employment activities if approved by the Chief of Police annually or if the employment has been grandfathered. To be grandfathered, police officers must be working secondary/outside employment prior to January 1, 2023, and those secondary/outside employment opportunities must be known to the Borough. All other secondary/outside employment opportunities will require annual approval.

For non-grandfathered secondary/outside employment opportunities, Police Officers will be required to provide the names of their secondary/outside employers, the type of work to be performed, and the anticipated schedule (if known) on a form provided by the Borough. The Borough may require the officer to refrain from excessive level of outside work which would tend to render the Officer unfit for duty and refrain from secondary/outside employment which would tend to bring disrepute on the Officer or the department or would constitute a conflict of interest. Officers should have eight (8) hours of rest between their secondary/outside employment and their work shift for the BOROUGH. The Chief may deny secondary/outside employment requests. Officers who are approved to work secondary/outside employment must comply with BOROUGH policy or their approval may be revoked.

ARTICLE XIII
VACATION

13.01 Accumulation of Vacation Time: All full-time Officers are entitled to accumulate vacation time during their employment.

13.01.01 Vacation Time for Full-Time Officers Employed On or Before June 30, 2017: Officers hired on or before June 30, 2017 shall be subject to the vacation allotment as specified in **Table 2 - Earned Leave Time (Officers Hired Before June 30, 2017)**⁸.

13.01.02 Vacation Time for Full-Time Officers Employed After June 30, 2017: Officers hired after June 30, 2017 shall be subject to the vacation allotment as specified in **Table 3 - Earned Leave Time (Officers Hired After June 30, 2017)**⁹.

13.01.03 Use of Accumulated or Accrued Vacation Time: Any full-time Officer may use accumulated or accrued vacation time at any point in employment after his first six (6) months of employment. Vacation time must be appropriately scheduled as outlined in **Article X**.

13.02 Use of Bereavement Leave While on Vacation: Officers will be permitted to use bereavement leave, if needed, while on vacation. Officers who become sick, however, while on vacation, will be required to use the previously arranged vacation leave.

13.03 Scheduling Vacation Time: Accommodations shall be made to enable an Officer to schedule in advance vacations that require advanced planning and scheduling.

13.03.01 Vacation Time Balances When Not Able To Be Used: In the event vacation time is requested and denied, by December 31st each year, the Officer may carry those hours over to the next calendar/budget year (not to exceed ninety-two (92) carried hours) or be paid out the hours in cash equivalent, consistent with the schedule in **Table 2 - Earned Leave Time (Officers Hired Before June 30, 2017)**¹⁰ and **Table 3 - Earned Leave Time (Officers Hired After June 30, 2017)**¹¹.

- A. All vacation requests must be submitted in writing through the chain of command.
- B. If an Officer chooses to either carry forward to the next budget year the vacation time not used or to have the balance of the unused vacation time paid out in cash equivalent (or a combination thereof), it shall be the Officer's responsibility to provide his preference, in writing, to the Borough Manager (or his designee) no later than November 30th each year.

⁸ Page 23.

⁹ Page 23.

¹⁰ Page 23.

¹¹ Page 23.

- C. In the event the Officer leaves employment prior to the end of the budget year, the unused portion of accumulated or accrued vacation time shall be paid out in one lump sum in the Officer's final pay.

This provision shall not apply to any Officer who leaves employment prior to the completion of their probationary period.

- D. In the event an Officer is terminated for cause, there shall not be any payout for accumulated or accrued but unused vacation hours.

13.03.02 Seniority When Scheduling Vacation/Personal Time¹²: When two or more officers on the same duty shift request vacation to coincide with the same periods of time, seniority shall prevail. This means if two officers have requested the same day off then the senior officer will be granted the time off request.

Consistent with Section **10.07 (Part Time Officers)**, all attempts shall be made to utilize part-time officers first to fill vacation/personal time requests in a good faith effort to approve the less senior Officer's time off request. For the purposes of **Section 13.03.02**, the BOROUGH's decisional sequencing follows:

- The BOROUGH determines if a vacant shift created by this scenario must be filled,
 - If the answer to the above is 'YES', then the BOROUGH will ask Part-Time Officers to work the vacant shift,
- If no Part-Time Officers accept the shift offered, then the BOROUGH will offer the vacant shift to Full-Time Officers to work the vacant shift consistent with the overtime provisions in **ARTICLE XI (Overtime)**,
- If no Full-Time Officer accepts the vacant shift, then the BOROUGH may not approve the vacation request of the less senior Officer.

Deviation from these requirements may be considered if it is necessary for an officer to make long term arrangements or reservations for a planned vacation.

It shall be the Officer's responsibility to ensure they use their respective vacation/personal time as enumerated in this labor agreement.

¹² See Section 2.02 – Page 4.
See Section 10.01.03 – Page 12.
See Section 10.07 – Page 14.

ARTICLE XIV
SICK LEAVE

14.01 Sick Leave Provisions: Each full-time Officer shall be granted sick leave, with pay, according to the following schedule and conditions:

14.01.01 Accumulation and Accrual: Sick Leave shall be accumulated or accrued beginning with the first full month of employment according to the schedule provided in **Table 2 - Earned Leave Time (Officers Hired Before June 30, 2017)**¹³ and **Table 3 - Earned Leave Time (Officers Hired After June 30, 2017)**¹⁴. An Officer must be employed for more than half the days in a month to be credited with sick leave for that month. Sick leave may be utilized as needed throughout the year.

14.01.02 Usage: An Officer may utilize his sick leave for his own personal illness, or for an illness or injury in his immediate family which absolutely requires him to be at home, or for medical and/or dental appointments, or as the result of the birth of a child which requires the Officer to remain either at home or with his spouse (for a maximum of forty six (46) hours), or as a result of legal quarantine. The BOROUGH may require a doctor's certificate for sick leave usage in excess of three (3) consecutive workdays.

14.01.03 Accumulation: Each Officer may accumulate or accrue unused sick leave to a maximum of one-thousand three-hundred eighty (1380) hours. Accumulated or accrued and unused sick leave hours, subject to the 1380 hour maximum, shall be carried forward from year-to-year for the length of employment.

14.01.04 Termination Value: Officers with one-hundred forty-four (144), or more, months of service upon retirement from the Department shall be entitled to compensation for his unused, accumulated or accrued sick leave at a rate of seventy-five percent (75%) for unused sick hours.

The amount an Officer shall receive in payment for his accumulated sick leave shall be calculated by utilizing the Officer's Article XVII compensation figure divided by 2080 hours multiplied times the number of sick hours.

This compensation shall be paid to the Officer after the severance of the employment relationship, and it shall not calculate in the Officer's 'final average salary' for pension purposes.

In the case of an Officer who dies during the term of this Agreement, his surviving spouse or dependent children, as the case may be, otherwise his estate, shall immediately receive a sum equal to one hundred percent (100%) of the unused sick hours.

14.02 Disability for a Non-Occupational Illness or Injury: In the event an Officer is disabled as a result of a non-occupational illness or injury, he shall be permitted to use regular sick

¹³ Page 23.

¹⁴ Page 23.

Appendix V

leave on account of such occurrence, until all accrued sick leave is exhausted. The Officer may then choose to use his unused accumulated or accrued vacation and personal time until those accumulated or accrued hours have been exhausted.

Alternatively, the Officer may choose to immediately use his disability insurance provision, augmented by a maximum of forty (40) sick hours each pay period he is out on disability to ensure a compensation level commensurate with his normal pay period compensation. This insurance benefit is identified in **Article XVIII (Section 18.05)**.

ARTICLE XV
PAID HOLIDAYS, PERSONAL LEAVE, AND BEREAVEMENT LEAVE

15.01 Holidays: The following days shall be considered paid holidays for full-time Officers:

- | | | |
|---------------------------------|--------------------|--------------------|
| • New Year's Day | • Memorial Day | • Columbus Day |
| • Martin Luther King's Birthday | • Juneteenth | • Veteran's Day |
| • Presidents' Day | • Independence Day | • Thanksgiving Day |
| • Easter Day | • Labor Day | • Christmas Day. |

15.01.01 Holiday Compensation Provisions: If an Officer works a holiday, he shall be paid his normal holiday pay, plus two-times his hourly rate of pay (2x or double time) for the hours worked on the holiday.

Example: Officer John Doe works a Holiday as outlined in Section 15.01. Officer John Doe would receive the following compensation for the hours worked on that Holiday:

- *Either 10 hours or 11.5 hours (1x) of normal hourly rate of pay depending on John Doe's normal work schedule, plus*
- *Double Time (2x) his normal hourly rate of pay for the hours worked on a Holiday up to a maximum of either 10 hours or 11.5 hours depending on John Doe's normal work schedule.*

15.01.02 Overtime Worked on a Holiday: Any overtime worked on a paid holiday (in excess of either a 10-hour shift or 11.5-hour shift) shall be paid at double time and a half (2¹/₂x) the Officer's regular hourly rate for the hours worked in excess of either a 10-hour shift or 11.5-hour shift, depending on the Officer's normal work schedule.

NOTE: If an officer who was scheduled to be off on a Holiday, but had his schedule changed to work the Holiday, he shall be paid in accordance with section 15.01.01.

Example: Officer John Doe was originally scheduled to be off on a Holiday, but then had his schedule changed to work the Holiday, thus, Officer John Doe is compensated as outlined in Section 15.01.01 and then works an addition 1.5 hours past his normal 11.5-hour work schedule. Officer John Doe would receive the following compensation for the hours worked on that Holiday:

- *Either 10 hours or 11.5 hours (1x) of normal hourly rate of pay depending on John Doe's normal work schedule, plus*
- *Double Time (2x) his normal hourly rate of pay for the hours worked on a Holiday up to a maximum of either 10 hours or 11.5 hours depending on John Doe's normal work schedule, plus*
- *Double Time and a half (2¹/₂x) the Officer's regularly hourly rate of pay for an additional 1.5-hours for working overtime on the Holiday.*

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**Table 2 –
Earned Leave Time (Officers Hired Before June 30, 2017)**

Officers Hired On or Before June 30, 2017				
Vacation		Personal Leave		Sick Leave
Years of Service	Annual Leave in Hours	Years of Service	Hours	
At least 1 but less than 5	120	Up to 15	80.5	Accrual: On the first day of each calendar year, each Officer with more than one (1) year of service shall be credited with one hundred thirty-eight (138) hours of sick leave.
At least 5 but less than 10	180	15+	92	
At least 10 but less than 20	230			
20+	290			

NOTES:

- A maximum of ninety-two (92) hours may be carried forward into a new calendar/budget year.
- Unused vacation time may be paid out in one lump sum payment at the last pay period of a calendar/budget year if the time requested was denied.

NOTES:

- All time credited at the beginning of the year and must be used in the year earned/credited. No time may be carried forward to the next calendar/budget year.

NOTES:

- Accrued time may be used for illness at any time during employment.

15.01.03 Taking Off on a Holiday Scheduled to Work:

If an Officer is scheduled to work on a holiday and chooses to take the day off, the Officer shall receive straight-time holiday pay in the amount of the Officer's base hourly rate of pay times the Officer's normal scheduled hours of work in a single work shift (either 10-hours or 11.5 hours).

**Table 3 –
Earned Leave Time (Officers Hired After June 30, 2017)**

Officers Hired After June 30, 2017				
Vacation			Personal Leave	Sick Leave
Months of Service	Accrued Hours per Month	Annual Leave in Hours	Annual Leave in Hours	Accrued Hours per Month
0-60	6.6667	80	80.5	11.5
61-120	10.0000	120		
121-240	13.3334	160		
241+	16.6667	200		

NOTES:

- A maximum of ninety-two (92) hours may be carried forward into a new calendar/budget year.
- Unused vacation time may be paid out in one lump sum payment at the last pay period of a calendar/budget year if the time requested was denied.

NOTES:

- All time credited at the beginning of the year and must be used in the year earned/credited. No time may be carried forward to the next calendar/budget year.

NOTES:

- Accrued time may be used for illness at any time during employment.

15.01.04 Holiday on a Regularly Scheduled Day Off:

When a paid holiday falls on an Officer's regularly scheduled day off, the Officer shall receive straight-time holiday pay in the amount of the Officer's base hourly rate of pay times the Officer's normal scheduled hours of work in a single shift (either 10-hours or 11.5 hours).

15.02 Personal Leave:

Each full-time Officer shall be entitled to paid personal leave as defined in **Table 2 - Earned Leave Time (Officers Hired Before June 30, 2017)** and

Table 3 - Earned Leave Time (Officers Hired After June 30, 2017). A request for personal leave must be made to the Chief of Police in advance, and such request may be denied if there are an excessive number of requests for that date. All Personal Leave requests shall be submitted in writing through the chain of command.

15.02.01 Awarding of Personal Leave Time:

Personal leave will be awarded at the beginning of each calendar/budget year consistent with **Table 2 - Earned Leave Time (Officers Hired Before June 30, 2017)** and **Table 3 - Earned Leave Time (Officers Hired After June 30, 2017)** and must be used in the year awarded. No personal leave time shall be carried forward into the following calendar/budget year.

15.02.02 Personal Leave – Employees Hired After June 30, 2017: Employees shall receive personal leave time credited on the first day of the month following their month of hire and shall be prorated to eleven and one half (11.5) hours per month, not to exceed eighty and a half (80.5) hours of personal leave time in the year they were hired.

15.03 Bereavement Leave: A full-time Officer shall be granted bereavement leave, with pay, according to the following terms and schedule:

15.03.01 Immediate Family: An Officer shall be entitled to take three (3) days off-duty following the date of death of a member of his immediate family for the purpose of attending to the funeral or other related necessities of such occurrence.

Immediate family is defined as:

- Spouse
- Child
- Parent
- Brother
- Sister
- Parent-in-Law
- Grandparent
- Grandparent-in-Law
- Stepparent, and
- Step grandparent.

15.03.02 Next of Kin: An Officer shall be entitled to take one (1) day off-duty following the date of death of a next of kin, for the purpose of attending the funeral or other related necessity of such occurrence. Next of Kin is defined as:

- Uncle
- Aunt, and
- Brother/Sister-in-Law.

15.03.03 Special Leave: In the event, due to the need to travel, an Officer requires the use of additional bereavement leave beyond the above benefit levels, he shall be entitled to take up to three (3) additional leave days, which additional leave shall be first charged against his available vacation time and personal leave time, and if none of these are available, then against his sick leave time.

15.04 Mandatory Workday: An Officer who is mandated to work on a ‘Mandatory Workday’ shall be paid in accordance with the Holiday provisions set forth above. The BOROUGH will not mandate Officers to work except in cases of unforeseen emergency.

ARTICLE XVI
TRAINING

16.01 Scheduling of Training Days: Whenever an Officer is requested, directed, or otherwise approved to attend any in-service training (or is requested, directed, or otherwise approved to attend or participate in a similar function), and is required to attend such training on days which were previously scheduled as non-work (off-duty) days for such Officer, the Officer, at the discretion of the Chief, may be granted previously unscheduled non-work days immediately following such training days. All training time pursuant to this provision shall be paid at the Officer's applicable hourly rate and shall be computed from the time the Officer departs his duty station or such other place as may be designated as a departure site and shall continue until he shall return to station or such other departure site.

16.02 Expense Reimbursement for Training Days: The BOROUGH shall reimburse any Officer who attends any such training for the cost of any tuition, mileage, or other related expense.

16.02.01 Mode of Transportation: The Officer shall use a mode of transportation as stipulated by the Chief of Police, or the Mayor.

16.02.02 Food/Lodging Reimbursement: The BOROUGH shall also reimburse an Officer for reasonable expenses for food and/or lodging associated with such training, consistent with the Borough's approved annual training budget.

Food and Lodging reimbursements shall be approved by the Chief of Police and shall conform to Federal IRS guidelines for such reimbursement.

16.03 Awarding of Training Opportunities: Training opportunities will be awarded on the basis of individual and BOROUGH needs, taking into account seniority and other reasonably relevant factors including public safety considerations.

16.03.01 Notification of Training Opportunities: The BOROUGH shall notify all Police Officers, via email notification, of all such training opportunities prior to the commencement of such training endeavors so that all Police Officers shall have a reasonably adequate notice of same and an opportunity to submit a request to be considered for approval to attend such training.

16.04 Training Hours Worked: All training that is attended on an Officer's workday in excess of eight (8) consecutive hours is considered the Officer's workday. Accordingly, the Officer does not have to report to work prior to the start of training and is relieved from duty at the end of the training.

16.04.01 Training Time Compensation Provisions – More than 8 Hours: If the training is more than eight (8) consecutive hours but less than an eleven and a half (11^{1/2}) hours, the Officer will be paid for his full eleven and a half (11^{1/2}) hour shift.

16.04.02 Training Time Compensation Provisions – Less than 8 Hours : If the training is less than eight (8) consecutive hours, the Officer shall report to work before

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and/or after the training and perform work assigned for the additional hours until the eleven and a half (11½) hour shift is completed.

16.05 Police Training Agreement: The BOROUGH retains the right to require, as a condition of employment, that an Officer be Act 120 certified prior to taking the oath of office. If, however, at the sole discretion of the BOROUGH, the BOROUGH finds it desirable to employ an officer prior to being Act 120 certified, then that Officer shall be required to sign a Police Training Agreement.

16.05.01 Purpose of Police Training Agreement: The purpose of the Police Training Agreement is to ensure that the Borough does not invest time and money training Police Officers without receiving the full services of a duly trained Police Officer, and because many of the costs involved in training are difficult to allocate, it is agreed that the BOROUGH shall require each probationary patrolman to enter into a written agreement with the BOROUGH in the form attached hereto (**Exhibit A**), agreeing to reimburse the BOROUGH for all costs incurred by the BOROUGH for such training as liquidated damages in the event he shall terminate his employment during training or within the first twenty-four (24) months subsequent to taking the oath of office.

Exhibit A - Police Training Agreement

I, _____, fully understand and acknowledge that as a condition of my employment, the BOROUGH requires me to have Act 120 certification. The BOROUGH has deemed it desirable to retain my services prior to my acquiring this certification and has hired me as a probationary Patrolman. Further, the BOROUGH has agreed to incur the cost for me to obtain Act 120 certification during my probationary period.

Understanding the investment and cost associated with Act 120 certification and that the BOROUGH is incurring these costs on my behalf, I agree to the following:

1. Should I voluntarily resign from employment in the first twenty-four (24) months of employment, I agree to reimburse the BOROUGH the total cost incurred by the BOROUGH for my training.
2. Should I be terminated, for cause, within the first twenty-four (24) months of employment, I agree to reimburse the BOROUGH the total cost incurred by the BOROUGH for my training.
3. This reimbursement shall be made to the BOROUGH within thirty (30) business days from the date of separation.

Signature

Date

Printed Name

ARTICLE XVII
COMPENSATION

17.01 Base Grade Salary: The Department's and Officer's compensation schedules are outlined in **Table 4 – Base Grade Salary by Year**¹⁵. Increases in compensation shall be based on months of service as further defined in this Article and accompanying exhibits.

17.02 Annual Salary: A Police Officer's annual salary shall be calculated based on the addition of the following:

- Base Grade Salary
- Longevity Bonus (if applicable)
- Rank Bonus (if applicable)

17.02.01 Salary Advancements: Salary advancements for base grade salary, Rank Bonus, and longevity shall take effect on the first pay period of a budget year. Specifically, annual salary shall be adjusted at the first pay period of the budget year, which shall include any increases in compensation that will be earned later in the year as a result of the Officer's employment anniversary date.

Example: Officer John Doe was hired on March 31, 2020. That would mean by December 31, 2020, Officer John Doe had been employed for exactly 9 months. Consistent with the base grade salary system, Officer John Doe worked these nine (9) months at Grade One (1) pay. Officer John Doe would continue to work an additional three (3) months in 2021 at Grade One (1) pay. Then on March 31, 2021, Officer John Doe would advance to Grade Two (2) pay. Therefore, Officer John Doe, in budget year 2021, would work three (3) months at Grade One (1) and Nine (9) months at Grade Two (2). Officer John Doe's annual salary for 2021 would be calculated with the following equation and awarded as an hourly wage rate on January 1, 2021:

$$\frac{(3 \text{ months} * \text{Grade 1})}{12 \text{ months}} + \frac{(9 \text{ months} * \text{Grade 2})}{12 \text{ months}} = \frac{\text{Annual Salary}}{2080 \text{ hours}} = \text{Hourly Rate}$$

17.03 Hourly Rate of Pay: A Police Officer's hourly rate of pay shall be calculated by taking the Officer's annual salary and dividing it by the traditional 2080-hour work year.

17.04 Compensation Categories: Police Officers are eligible for multiple types of compensation based on a base grade system, rank bonus, and seniority (longevity).

17.04.01 Base Grade Salary System: Each level of pay is known as a pay grade. Each pay grade constitutes twelve (12) months of continuous service/employment. There shall be six (6) grades of pay for a Police Officer. An entry level Police Officer (1st 12-months of employment) will enter the pay grade system at Grade One (1). After each twelve

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Table 4 – Base Grade Salary by Year

Grade Level	Months of Service	Base Grade Salary Level				
		2022	Contract Year			
		Base Year	2023 *	2024**	2025***	2026****
Grade 1	0-12 months	\$53,914	\$56,205	\$58,454	\$60,792	\$63,223
Grade 2	13-24 months	\$57,149	\$59,578	\$61,961	\$64,439	\$67,017
Grade 3	25-36 months	\$60,577	\$63,152	\$65,678	\$68,305	\$71,037
Grade 4	37-48 months	\$62,697	\$65,362	\$67,976	\$70,695	\$73,523
Grade 5	49-60 months	\$64,892	\$67,650	\$70,356	\$73,170	\$76,097
Grade 6	61+ months	\$67,163	\$70,017	\$72,818	\$75,731	\$78,760

* 4.25% increase in Base Grade Salary over 2022 Base Grade Salary

** 4.00% increase in Base Grade Salary over 2023 Base Grade Salary

*** 4.00% increase in Base Grade Salary over 2024 Base Grade Salary

**** 4.00% increase in Base Grade Salary over 2025 Base Grade Salary

(12) months of service, the Officer will advance to the next pay grade level. At 61+ months of service, the Officer will achieve the maximum pay grade level of six (6). This grade system is outlined in **Table 4 – Base Grade Salary by Year**.

In fiscal year 2023, the base grade salary shall increase 4.25% over the 2022 hourly rate, followed by a 4.00% increase in 2024, 4.00% increase in 2025, and a 4.00% increase in 2026.

Table 5 – Rank Bonus

Rank Bonus *	
Master Sergeant	\$7,000
Sergeant	\$6,000
Corporal	\$5,000
Officer in Charge	\$5,000
Detective	\$4,000
Field Training Officer	5.00%

*Rank Bonus is added to the Base Grade Salary for purposes of calculating the employees' overall Base Salary.

17.04.02 Rank Bonus Pay: Rank Bonus Pay is defined by the Police Officer's position title or rank and is outlined in **Table 5 – Rank Bonus**. Each position title or rank receives either a fixed dollar amount or percentage increase in compensation above the base pay grade outlined in Section 17.04.01.

17.04.03 Longevity Bonus¹⁶: Longevity is a pay classification to reward the employee for length of service. Longevity pay is calculated on the Police Officer's combined Base Grade Salary plus a Rank Bonus (if applicable).

For every twelve (12) months of service, the Officer will receive one-quarter ($\frac{1}{4}$) of one percent (1%) of their Base Grade Salary plus Rank Bonus (if applicable) as additional compensation. No longevity pay shall be awarded in the first 60 months of service, even though the Officer is being credited with time served toward the calculation of longevity pay to commence in the sixty-first (61st) month of service.

Table 6 – Longevity Bonus Schedule

Longevity Bonus					
0-12 months	0.00%	61-72 months	1.50%	121-132 months	2.75%
13-24 months	0.00%	73-84 months	1.75%	133-144 months	3.00%
25-36 months	0.00%	85-96 months	2.00%	145-156 months	3.25%
37-48 months	0.00%	97-108 months	2.25%	157-168 months	3.50%
49-60 months	0.00%	109-120 months	2.50%	169-180 months	3.75%
				229+ months	5.00%

Longevity pay shall begin to be awarded in the sixty-first (61st) month of service and

¹⁶ Longevity was separated out in previous CBAs and then rolled into the base salary for the three CBAs predating this current CBA. A new longevity bonus was created for the previous CBA (expired on December 31, 2022 based on the already incorporated longevity bonus in previous CBAs) for two reasons: (1) as an inducement to accept the economic provisions of this CBA and (2) to help the Officers understand which portion of their salary is attributable to longevity service.

increase each additional twelve (12) months of service until a maximum of two-hundred twenty-eight (228) months of service is achieved. Beginning in the two-hundred twenty ninth (229) month of service, and thereafter, longevity pay will achieve its maximum bonus of five percent (5%) of Base Grade Salary plus Rank Bonus (if applicable). No additional longevity increases will be awarded beyond the five percent (5%) level. Longevity Pay schedule is outlined in **Table 6 – Longevity Bonus Schedule**¹⁷.

17.04.04 Shift Differential: Differential Pay is defined by the time of day an employee begins his assigned shift, commonly referred to as a shift differential. Full-time employees shall be paid the following Differential Pay when beginning work between the following times as shown in **Table 7 – Shift Differential Pay**.

Shift Differential Pay shall not be used toward the calculation of base grade salary or for the calculation of overtime pay, longevity pay, rank bonus, or holiday pay. Differential pay shall be a straight additional amount earned per hour worked.

Part Time Officers are not eligible for Shift Differential Pay.

Table 7 – Shift Differential Pay

Hour Begin Work	Differential Pay per Hour
	\$0.35/hr. (Thirty-Five Cents)
	No Differential

17.05 Part Time Police Officers: Part-time Police Officers shall be paid 85% of the Grade One (1) Base Salary for each calendar year. See **Table 4 – Base Grade Salary by Year**¹⁸.

- 2023 \$22.97 per hour
- 2024 \$23.89 per hour
- 2025 \$24.84 per hour
- 2026 \$25.84 per hour

17.06 Special Compensation Provisions: An Officer who performs the following special functions shall receive additional compensation as follows:

17.06.01 Master Sergeant: Master Sergeants shall receive additional compensation above the base grade salary as outlined in **Table 5 - Rank Bonus**¹⁹.

17.06.02 Sergeant: Sergeants shall receive additional compensation above the base grade salary as outlined in **Table 5 - Rank Bonus**²⁰.

17.06.03 Corporal: Corporals shall receive additional compensation above the base grade salary as outlined in **Table 5 - Rank Bonus**²¹.

17.06.04 Officer-In-Charge (OIC): In the event that a Patrol Officer is assigned to the duty and/or responsibility of acting as a supervisor and/or Officer-In-Charge (OIC) of a work shift or other duty assignment, he shall be paid additional compensation above

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base grade salary according to the schedule outlined in **Table 5 - Rank Bonus**²². All work shifts shall have a supervisor or designated Officer-In-Charge (OIC) assigned to the shift.

17.06.05 Criminal Investigator/Detective: A Criminal Investigator/Detective shall receive additional compensation above base grade salary as outlined in **Table 5 - Rank Bonus**²³.

17.06.06 Field Training Officer: At its sole discretion, the BOROUGH shall designate Officers as Field Training Officers (FTOs), consistent with the Department's Standard Operating Procedures (SOPs). When engaged in the training of another Officer as an FTO, the training Officer shall receive additional compensation above base grade salary as outlined in **Table 5 - Rank Bonus**²⁴.

The FTO program is compulsory and mandatory for all new hires.

17.07 Officer Annual Salaries Calculated: **Table 8 – Officers' Annual Salary and Hourly Wage Calculation**²⁵ shows each Officer's annual salary as calculated combining the Base Grade Salary, Rank Bonus and Longevity Bonus (excluding shift differential, if applicable). Supporting calculations for **Table 8 – Officers' Annual Salary and Hourly Wage Calculation** are shown in **Appendix A-1 – Base Grade Salary Calculation**²⁶ and **Appendix A-2 – Longevity Bonus Calculation**²⁷.

17.08 Retirement Provision: The BOROUGH will provide a one-time payment the employee's last year of employment if the employee meets the following criteria:

1. The employee is eligible to retire meeting both the service and age requirements established by the Pension Plan; and
2. The employee notifies the BOROUGH of their intent to retire and executes an irrevocable letter of retirement with his/her retirement date specified, no less than one-year prior to his/her retirement date.

If these two (2) conditions are met, the BOROUGH will provide an additional, one time, five thousand (\$5,000) Dollar provision on his/her last day of employment. The BOROUGH will permit the employee to continue to access any Health Reimbursement Account (HRA) funds remaining in their Health Reimbursement Account (HRA) account for a maximum of 90 days per IRS guidelines, in addition to the retirement bonus, for eligible medical expenses, if applicable, per IRS guidelines.

The employee participating in this program will not be permitted to remain on the BOROUGH's group insurance coverage(s).

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This additional bonus will not apply to employees who fail to meet the two (2) conditions noted above.

This benefit will be forfeited if an employee is terminated for cause or becomes permanently disabled before his/her retirement date.

This provision will sunset on December 31, 2026 and will not be subject to any status quo requirement if the parties are unable to reach the terms of a successor agreement.

Table 8 – Officers' Annual Salary and Hourly Wage

Annual Salary and Hourly Wage Calculation		Year	Base Grade Salary	Rank Bonus	Base Grade Salary + Rank Bonus	Longevity Bonus	Annual Salary (Base Grade Salary + Rank Bonus + Longevity Bonus)	Hourly Rate of Pay	\$ Increase Over Previous Year	% Increase Over Previous Year
Squad A	Seniority Date: [REDACTED]	2023	\$70,017	\$6,000	\$76,017	\$3,801	\$79,818	\$38.19	\$4,702	6.26%
		2024	\$72,818	\$6,000	\$78,818	\$3,941	\$82,759	\$39.79	\$2,941	3.68%
		2025	\$75,731	\$6,000	\$81,731	\$4,087	\$85,817	\$41.26	\$3,058	3.70%
		2026	\$78,760	\$6,000	\$84,760	\$4,238	\$88,998	\$42.79	\$3,181	3.71%
Squad A	Seniority Date: 2 [REDACTED]	2023	\$70,017		\$70,017	\$3,472	\$73,489	\$35.16	\$3,140	4.46%
		2024	\$72,818		\$72,818	\$3,641	\$76,459	\$36.76	\$2,970	4.04%
		2025	\$75,731		\$75,731	\$3,787	\$79,517	\$38.23	\$3,058	4.00%
		2026	\$78,760		\$78,760	\$3,938	\$82,698	\$39.76	\$3,181	4.00%
Squad B	Seniority Date: [REDACTED]	2023	\$70,017	\$4,000	\$74,017	\$2,961	\$76,978	\$36.83	\$5,949	8.38%
		2024	\$72,818	\$4,000	\$76,818	\$3,265	\$80,083	\$38.50	\$3,105	4.03%
		2025	\$75,731	\$4,000	\$79,731	\$3,588	\$83,319	\$40.06	\$3,236	4.04%
		2026	\$78,760	\$4,000	\$82,760	\$3,931	\$86,691	\$41.68	\$3,372	4.05%
Squad B	Seniority Date: [REDACTED]	2023	\$70,017		\$70,017	\$2,669	\$72,687	\$34.78	\$3,098	4.45%
		2024	\$72,818		\$72,818	\$2,958	\$75,776	\$36.43	\$3,090	4.25%
		2025	\$75,731		\$75,731	\$3,266	\$78,997	\$37.98	\$3,220	4.25%
		2026	\$78,760		\$78,760	\$3,593	\$82,354	\$39.59	\$3,357	4.25%
Squad B	Seniority Date: [REDACTED]	2023	\$70,017	\$6,000	\$76,017	\$2,740	\$78,757	\$37.68	\$4,914	6.65%
		2024	\$72,818	\$6,000	\$78,818	\$3,038	\$81,856	\$39.35	\$3,099	3.93%
		2025	\$75,731	\$6,000	\$81,731	\$3,354	\$85,085	\$40.91	\$3,229	3.95%
		2026	\$78,760	\$6,000	\$84,760	\$3,691	\$88,451	\$42.52	\$3,365	3.96%
Squad B	Seniority Date: [REDACTED]	2023	\$70,017		\$70,017	\$1,357	\$71,374	\$34.15	\$3,078	4.51%
		2024	\$72,818		\$72,818	\$1,593	\$74,411	\$35.77	\$3,037	4.26%
		2025	\$75,731		\$75,731	\$1,846	\$77,577	\$37.30	\$3,166	4.25%
		2026	\$78,760		\$78,760	\$2,117	\$80,877	\$38.88	\$3,300	4.25%
Squad A	Seniority Date: [REDACTED]	2023	\$70,017		\$70,017	\$1,269	\$71,286	\$34.11	\$3,074	4.51%
		2024	\$72,818		\$72,818	\$1,502	\$74,320	\$35.73	\$3,034	4.26%
		2025	\$75,731		\$75,731	\$1,751	\$77,482	\$37.25	\$3,162	4.25%
		2026	\$78,760		\$78,760	\$2,018	\$80,778	\$38.84	\$3,296	4.25%
Squad B	Seniority Date: [REDACTED]	2023	\$70,017	\$4,000	\$74,017	\$1,157	\$75,174	\$35.97	\$8,474	12.70%
		2024	\$72,818	\$4,000	\$76,818	\$1,392	\$78,210	\$37.60	\$3,037	4.04%
		2025	\$75,731	\$4,000	\$79,731	\$1,644	\$81,375	\$39.12	\$3,165	4.05%
		2026	\$78,760	\$4,000	\$82,760	\$1,914	\$84,674	\$40.71	\$3,299	4.05%
Squad B	Seniority Date: [REDACTED]	2023	\$69,820		\$69,820	\$873	\$70,693	\$33.82	\$6,166	9.56%
		2024	\$72,818		\$72,818	\$1,244	\$74,062	\$35.61	\$3,369	4.77%
		2025	\$75,731		\$75,731	\$1,483	\$77,214	\$37.12	\$3,152	4.26%
		2026	\$78,760		\$78,760	\$1,739	\$80,499	\$38.70	\$3,285	4.26%
Squad A	Seniority Date: [REDACTED]	2023	\$69,031		\$69,031	\$518	\$69,549	\$33.28	\$5,754	9.02%
		2024	\$72,818		\$72,818	\$1,183	\$74,001	\$35.58	\$4,453	6.40%
		2025	\$75,731		\$75,731	\$1,420	\$77,151	\$37.09	\$3,149	4.26%
		2026	\$78,760		\$78,760	\$1,674	\$80,434	\$38.67	\$3,283	4.26%
Squad B	Seniority Date: [REDACTED]	2023	\$58,735		\$58,735	\$0	\$58,735	\$28.10	\$4,821	8.94%
		2024	\$64,748		\$64,748	\$0	\$64,748	\$31.13	\$6,014	10.24%
		2025	\$70,098		\$70,098	\$0	\$70,098	\$33.70	\$5,349	8.26%
		2026	\$75,453		\$75,453	\$0	\$75,453	\$36.28	\$5,356	7.64%

ARTICLE XVIII
INSURANCE

18.01 Types of Insurance Coverage: The BOROUGH shall provide each full-time Officer with the following insurance coverages:

18.01.01 Life Insurance: Life Insurance coverage totaling Fifty Thousand Dollars (\$50,000.00) shall be carried on each Police Officer regardless of rank, to be carried through the Group Policy covering all persons employed by the BOROUGH.

18.01.02 Health Insurance: This section is inclusive of other terms used to describe health insurance (i.e., medical insurance, surgical insurance, hospitalization insurance, etc.).

A. **Employee Eligibility:** Full-time employees shall continue to be eligible for hospitalization through the BOROUGH's existing insurance plan.

B. **Wellness Committee:** The BOROUGH shall establish a Wellness Committee comprised of representatives from each bargaining unit, non-bargaining unit employees and management. The Wellness Committee shall meet each year for the purposes of discussing any changes to the BOROUGH's health care insurance. The Committee shall meet to investigate and discuss changes to the health care product, including but not limited to changes to coverage or carrier, increases to co-payments, deductibles, or participation in a wellness program(s) or other cost savings plans to decrease the overall health insurance premium.

The Borough shall provide a health insurance plan comparable to the coverages outlined in **Appendix B** (See Section 18.01.05).

C. **Premium Contribution by Payroll Deduction:** Full-time Police Officers shall contribute a percentage of the health insurance premium at the applicable benefit level, by payroll deduction, for the duration of this CBA. The annual amount of this premium contribution shall be divided out over twenty-six (26) pay periods per calendar/fiscal year.

The percentage of employee health insurance premium contribution by payroll deduction and associated caps follows in **Table 9 – Employee Health Care Premium Contributions:**

D. **Health Reimbursement**

Account:

The Borough will provide all full-time employees with a Borough funded Health Reimbursement

Table 9 –

Employee Health Care Premium Contributions

Employee Health Premium Contributions per Pay				
Year	Employee Contribution		Employee Contribution Caps per Pay	
2023	15.0%	fifteen percent	\$145	one hundred forty-five dollars
2024	16.0%	sixteen percent	\$155	one hundred fifty-five dollars
2025	17.0%	seventeen percent	\$165	one hundred sixty-five dollars
2026	17.0%	seventeen percent	\$175	one hundred seventy-five dollars

Account (HRA) in accordance with the regulations established by the Internal Revenue Service. The Borough's obligation to fund the employee's HRA shall be capped annually at the following maximums depending on the level of health insurance coverage taken by the employee and the balance in the employee's HRA account as of December 31st of each calendar year.

**Table 10 –
HRA Capped Funding Amounts**

Year	HRA Limits	
	Annual Capped Amount	
	Single Plan	Two or More
2023	\$750	\$2,000
2024	\$850	\$2,050
2025	\$900	\$2,150
2026	\$950	\$2,250

For clarification, **Table 10 – HRA Capped Funding Amounts** shows these amounts that do not compound and the Borough will only be required to fund the employee's account up to the annual amount for the level of health insurance coverage taken by the employee.

- E. Medicare Eligibility: Upon the attainment of the age 65 or Medicare eligibility, the BOROUGH will provide educational resources to the active employee and applicable family members, so that the employee can make an educated decision as to which plan is better suited for their needs:

1. the group medical plan or
2. Medicare and/or supplemental plans.

If the employee chooses to enroll in a Medicare and/or supplemental plans, the dependents of the active employee will no longer be covered under the group medical plan. Those dependents would be eligible for COBRA coverage for 18-36 months (depending on the applicable circumstances).

The Medicare eligible employee may elect to continue under the group medical plan, so long as they are an active full-time employee, based on the BOROUGH's group medical plan contract.

18.01.03 Dental Insurance: Dental Insurance coverage shall be carried on each Police Officer regardless of rank, and his dependents (as defined in the policy) through the Group Policy covering all persons employed by the BOROUGH. The Borough shall provide a health insurance plan comparable to the coverages outlined in **Appendix C** (See Section 18.01.05).

18.01.04 Vision Insurance: Vision Insurance coverage shall be carried on each Police Officer regardless of rank, and his dependents (as defined in the policy) through the Group Policy covering all persons employed by the BOROUGH.

The Borough shall provide a health insurance plan comparable to the coverages outlined in **Appendix D** (See Section 18.01.05).

18.01.05 Right to Change Coverage: The BOROUGH shall have the right to change the existing medical, dental, vision, and prescription drug insurance coverage to a plan(s) which are comparable to the coverages outlined in **Appendices B, C, and D** but will provide a plan whose benefits are not lower than the comparable plan(s) in **Appendices B, C, and D**.

The UNION, however, retains the right to grieve the BOROUGH's determination that the plan is 'comparable'. It will so state, in writing, to the BOROUGH within thirty (30) days of the plan being provided to the UNION by the BOROUGH, or such longer period as mutually agreed to by the parties.

In that event, the BOROUGH may not unilaterally implement the proposed new plan, however, it may immediately process the dispute before a neutral arbitrator selected pursuant to the arbitration step of the grievance procedure. The decision of the arbitrator, on this comparable issue, shall be issued within forty-five (45) calendar days of the UNION's written notice contesting that the plan selected by the BOROUGH is 'comparable' and shall be final and binding and will determine if the BOROUGH is authorized to implement the new plan.

18.01.06 Dispute Rights: This provision is subject to the notice and dispute rights of the UNION, as stated above in Sections (18.01.02) and (18.01.05), where the BOROUGH may change insurance carriers/coverage.

18.02 Legal Expenses and Attorney Fees: The BOROUGH shall be responsible on behalf of all Officers covered in this CBA, regardless of rank, to pay specified and reasonable legal expenses and attorneys' fees incurred in the defense of any criminal actions initiated against any Officer as a result of acts performed by such Officer in the scope/course of employment as a Police Officer.

Payment shall be permitted only in criminal actions wherein prosecution of charges against such Officer has been withdrawn, dismissed, or terminated by the entry of a nolle prosequi or by an adjudication of not guilty. (NOTE: This subsection of Article XVIII is related directly to Senate Bill No. 535, Act of 1979.)

18.03 Liability Insurance: The BOROUGH shall provide all members of the Department with a policy of insurance for any claim of liability on account of false arrest or other civil action arising by virtue of an Officer's performance of duty, in an overall amount of not less than Five Hundred Thousand Dollars (\$500,000.00); and shall, in any event, indemnify and hold such Officers harmless on account of any judgment which may arise from any and all acts which an Officer shall perform or fail to perform while acting as a Police Officer for the BOROUGH.

18.03.01 Indemnification: The foregoing insurance and indemnification provision shall not apply to any intentional acts which were performed outside the scope and course of employment, except that an Officer's good faith belief that such acts were within his scope and course of employment shall entitle him to such insurance coverage and indemnification.

18.03.02 Conflict of Interest: In the event that there is a conflict of interest between an Officer and the BOROUGH, or between Police Officers, all Officers involved shall have the right to secure private counsel and such counsel's fees and related expenses shall not exceed reasonable amounts for similar services rendered in Adams County Court of Common Pleas or the United States District Court for the Middle District of Pennsylvania, as the case may be.

Any dispute regarding fees or expenses shall be referred to the Fee Dispute Committee of the Adams County Bar Union.

18.04 Short-Term Disability: The BOROUGH shall provide short-term disability insurance in the amount of sixty-six-point sixty-seven percent (66.67%) of the Officer's weekly salary up to a maximum of Eight Hundred Dollars (\$800.00) per week.

18.04.01 Person's Covered: This insurance provision covers the Police Officer only, and not the Police Officer's spouse or dependents.

18.05 Incentive to have Spouse/Dependent Children Covered by Their Spouses Employer:

In the case where an Officer's spouse is also employed and has the option to be covered by their employer's health care plan, the BOROUGH employee may opt to not have their spouse and/or their dependent children covered under the BOROUGH's health insurance plan.

If an employee chooses to exercise this provision. He shall provide proof of alternative coverage and shall not be entitled to be reinstated to the BOROUGH's health insurance coverage for a period of at least six (6) months after their voluntary removal thereof from said health care coverage. Such reinstatement shall occur during the annual enrollment period or during a life event as defined by the insurance plan.

18.05.01 Benefit to Employee Waiving Health Care Coverage: The employee waiving benefit coverage shall receive a lump sum payment, before taxes, as stated below:

- Four Thousand (\$4000) Dollars for single plan coverage, or
- Six Thousand (\$6000) Dollars for all other health insurance plan coverages.

These lump sum payments will occur each year the employee waives health insurance coverage for the previous twelve (12) months and will be paid at the end of the calendar year, in accordance with IRS regulations.

ARTICLE XIX
ISSUANCE OF UNIFORM ITEMS

19.01 Uniform Items: The term ‘uniform items’ shall be interpreted as the Officer’s Uniform, which is comprised of clothing, equipment, and other items as required/defined by Departmental Policy.

19.01.01 Persons Who Can Wear Uniform: Only sworn Police Officers shall be permitted to wear the Police Uniform.

19.01.02 Issuance of Uniform: The BOROUGH shall provide each newly hired Officer with the uniform, items, and equipment as determined by the Chief of Police or his designee, at the BOROUGH’s expense.

**Table 11 –
Uniform, Equipment, & Items Issued**

The BOROUGH shall supply all Officers with a [REDACTED] as approved by the Chief of Police or his designee. [REDACTED] shall be made available to each Police Officer as needed, to be dispensed by the Chief of Police.

Any [REDACTED] purchased by the BOROUGH or any [REDACTED] for which reimbursement is paid will remain the property of the BOROUGH (see Section 19.01.05) and may only be used for Gettysburg Police Department functions and duties.

19.01.03 Replacement of Clothing and Equipment: All Officers (other than those assigned to plain clothes work) shall be permitted to replace the uniform, items, and equipment specified in Table 11 up to an amount of Six Hundred Dollars (\$600.00) per budget year. All items must be purchased through the BOROUGH’s approved vendor list, which is annually approved with the adoption of the BOROUGH’s Fee Resolution annually by the Borough Council.

Quantity	Item(s) Issued
8	[REDACTED]
	5 [REDACTED]
	3 [REDACTED]
3	[REDACTED]
1	[REDACTED]
1	[REDACTED]
1	[REDACTED]
1	[REDACTED]
1	[REDACTED]
1	[REDACTED]
1	[REDACTED]
	1 [REDACTED]
	1 [REDACTED]
	1 [REDACTED]
	1 [REDACTED]
2	[REDACTED]
3	2 [REDACTED]
	1 [REDACTED]
1	[REDACTED]
2	[REDACTED]
1	[REDACTED]
1	[REDACTED]
1	[REDACTED]
1	[REDACTED]
1	[REDACTED]
1	[REDACTED]
1	[REDACTED]
1	[REDACTED]
1	[REDACTED]

19.01.03 A. Purchase of Non-Specified Equipment: In addition, Officers, with permission of the Chief of Police or his designee, may also purchase non-

specified police equipment. Such purchases shall also be deducted from the Six Hundred Dollars (\$600.00) per annum allotment (**as outlined in Section 19.01.02**). All items must be purchased through the BOROUGH's approved vendor list, which is approved with the adoption of the BOROUGH's Fee Resolution annually by the Borough Council.

19.01.05 Voucher/Purchase Order System: Officers will not directly receive any monies from the uniform allotment described in **Section 19.01.02**, **Section 19.01.03**, or **Section 19.01.03 A**, but instead will purchase these items through a voucher/purchase order system maintained by the Borough Manager or his designee.

19.01.06 Property of the Borough: All purchases made from these per annum allotments will remain the property of the BOROUGH.

All uniform items and equipment shall be returned to the BOROUGH upon termination of employment for any reason, unless otherwise agreed to by the BOROUGH.

19.01.07 Plain Clothes Detail: In addition to the usual and customary uniform and equipment assigned to all Police Officers, each Police Officer assigned to plain clothes detail shall be reimbursed up to an annual sum, not to exceed, Five Hundred Dollars (\$500.00) and such other equipment as may be approved by the Chief of Police and is tracked via the same voucher/purchase order system as outlined above (**Section 19.01.05**).

19.01.08 Uniform Maintenance: All clothing and equipment issued to each Officer will be maintained in good condition by the Officer, normal wear and tear excepted.

19.02 Neglect: All uniform items and equipment issued that is damaged by the carelessness or neglect of an Officer shall be replaced by him at his own expense.

19.03 Uniform When Off-Duty: An Officer may carry his Police Department Badge, ID Holder, Duty Weapon, and Holster while off-duty.

None of the other uniform items and equipment specified in **Table 11** shall be worn or carried by an Officer while he is off duty.

19.04 Personal Damaged Clothing/Property: In the event that an Officer's personal clothing and/or property is damaged in the line of duty, the BOROUGH shall compensate him for the replacement value of same, up to a maximum of One Hundred Fifty Dollars (\$150.00) per incident.

19.04.01 Claim of Loss: An Officer making such a claim shall verify that such damage/loss occurred in the line of duty and provide the BOROUGH with a reasonable basis for the replacement cost of same. Any such payments shall not be deducted from any other benefit provision herein.

Appendix V

19.04.02 Officer Negligence: The BOROUGH shall not be required, under this Article, to compensate a Police Officer for clothing or property damaged as a result of the Officer's negligence (see Section 19.02).

19.05 Use of Fleet Vehicle: No Officer shall be required to use any fleet vehicle which is unsafe to be operated on the highway as a police vehicle, or does not comply with the requirements of the Vehicle Code and Regulations adopted by the Department of Transportation, which establishes minimum criteria for a police vehicle.

19.05.01 Reporting of Defect: Any Officer who encounters a defect or damage shall report the same to his superior immediately, in writing, whereupon no Officer shall operate said vehicle until such time as repairs are made, or the vehicle is found to be in operating condition by a BOROUGH-approved and Commonwealth-certified mechanic, according to Commonwealth vehicle inspection standards and the vehicle manufacturer's specifications.

However, it is agreed and understood that an Officer will make a good faith attempt to temporarily rectify any minor problem which may be encountered with a vehicle while on patrol, prior to initiating a call for road service or towing.

19.06 [REDACTED]: All [REDACTED] shall be replaced in accordance with the manufacturer's recommendations at the expense of the BOROUGH.

Each Uniformed Officer shall [REDACTED] when on duty, per the approved [REDACTED].

ARTICLE XX
PENSIONS

20.01 Notice of Pension Benefits: It shall be the BOROUGH's responsibility to see that each Police Officer covered by this Agreement shall receive a written statement of his most current amount in the Police Pension Fund.

20.02 Military Buy-Back Time: Any Officer who has served in the armed forces (as defined by the US Department of Defense) of the United States shall be permitted to buy back his military service time for any purpose permitted by law, including, but not limited to, pension eligibility calculations.

If state pension law requires, as a precondition to the implementation of this provision, that an appropriate actuarial study be done, and that the right to purchase such time be determined in accordance with that actuarial study, then the parties are committed to adherence to the law. In addition, if not prohibited from doing so by the Auditor General, any Officer who had previously served as a member of the BOROUGH Police force shall be entitled to purchase such prior service time in the same manner and to the same extent that military time shall be purchased.

20.03 Pension Contributions: The BOROUGH and the Pension Plan Administrator will not require contribution from Police Officers to the Police Pension Plan for any year in which the Act 205 actuarial analysis demonstrates that the level of actuarially derived liabilities of the Plan (as determined by the Plan Actuary), when compared to the actuarially derived assets of the Plan, do not require an annual contribution to properly fund the Plan under Act 205.

Provided, however, that in determining the need for an annual contribution, the BOROUGH and the Plan Actuary shall assume that the State Act 205 pension aid, coming to the BOROUGH because it has a police department, shall be added to the Plan asset pool.

Explanation: The state raises monies to support municipal pension plans by imposing a tax on foreign fire and foreign casualty insurers. In general, this money is then distributed to municipalities utilizing a 'unit' concept. A borough receives two (2) units of state income per Police Officer and One (1) unit of state income for each non-uniformed employee. Borough police officer contributions to the Police Pension Plan are capped at five percent (5%) and, where required, shall be only the amount calculated to increase plan assets to the point, when compared to plan liabilities, that eliminates the need for an annual contribution to properly fund the Plan under Act 205, subject to above-referenced provision concerning the distribution of Act 205 state pension aid.

In this subsection, the BOROUGH is committing to applying all of the money it receives from the state because it has a Police Department to its uniformed pension plan as a pre-condition to imposing any duty of contribution on its Police Officers.

For various reasons, municipalities do not necessarily receive full unit funding from the state. In any year when the BOROUGH does not receive full unit funding, it is nevertheless committed to applying all of the funding it does receive as a result of the fact that it has a Police Department to

Appendix V

the police pension fund before it seeks supplemental contributions from Police Officers, if such contributions are needed to maintain the plan's actuarial soundness per Act 600.

20.04 Early Retirement Pension Amendments: The pension plan for the 'Police Officers' shall be amended to include the provisions in Act 24 of 1998, which amends Act 600. That legislation provides for an early retirement benefit to Officers with twenty (20) or more years of service who terminate employment prior to completion of superannuation retirement age and service requirements and who file a written application to the BOROUGH.

The early retirement benefit shall become effective as of the date the application is filed with the BOROUGH or the date designated on the application, whichever is later, and shall be the actuarial equivalent of a partial superannuation retirement benefit as more fully prescribed in Act 24 of 1998.

20.05 Pension Calculations: The pension plan for Police Officers shall be amended to provide that pension payments shall be calculated upon an Officer's total gross wages, including overtime, but excluding one-time, lump-sum payments which do not constitute part of normal base pay, and in regard to which overtime is not paid.

ARTICLE XXI
SENIORITY

21.01 Scheduling Time-Off Conflicts: In the event of a conflict between a junior Officer and a senior Officer as to the scheduling of paid time off, if the conflict occurs at a point where both are simultaneously seeking to use the same paid time off in the same pay period, the senior employee shall prevail.

21.02 Specialty Work: Specialty work opportunities will be awarded primarily on the basis of public safety considerations, also taking into account an Officer's training, interest, seniority, ability, and job assignments may be considered.

ARTICLE XXII
GRIEVANCE PROCEDURE

22.01 Process: Whenever an Officer, or the UNION, desires to contest or otherwise challenge the interpretation and/or implementation of any provision of this Agreement or any disciplinary action, he/it may proceed as follows.

However, the election by an Officer to proceed under this grievance provision for disposition of a disciplinary matter shall constitute a waiver of his right to proceed under the Civil Service provisions of the Borough Code concerning the same matter.

22.01.01 Step 1: The Officer, either alone or accompanied by a representative, or the UNION by a representative, shall present the grievance, in writing, to the Chief of Police within ten (10) working days of its occurrence, or knowledge of its occurrence, whichever is later. The Chief of Police shall report his decision, in writing, to the grievant within ten (10) working days of its receipt.

22.01.02 Step 2: In the event the grievance is not settled at Step 1, an appeal must be presented by the grievant, or his/its representative, the Borough Manager within ten (10) working days after receipt of the response at Step 1 was due. The Borough Manager shall meet and discuss the grievance with the grievant and/or his/its representative, together with the person(s) against whom the grievance is directed, and his/their representatives. The Borough Manager shall respond to the grievant, in writing, within ten (10) working days after the receipt of the appeal.

22.01.03 Step 3: In the event the grievance is not settled at Step 2, the UNION shall serve the BOROUGH with a written notice declaring an intention to proceed to final and binding arbitration of the dispute. Such notice must be served within thirty (30) working days after the response at Step 2 was provided.

22.02 Binding Arbitration: The UNION shall have the absolute right to proceed to final resolution of the dispute through binding arbitration once the Step 3 notice has been served.

22.02.01 Selection of Arbitrator: The neutral arbitrator shall be selected using alternate strikes from a list of seven (7) obtained from the Pennsylvania Bureau of Mediation. In requesting a panel of arbitrators from the Bureau of Mediation, the Party(ies) shall inform the Bureau that, per the Collective Bargaining Agreement, each of the seven (7) arbitrators listed shall be a member of the National Academy of Arbitrators and shall have, as his/her primary residence, the Commonwealth of Pennsylvania.

No one on the panel of seven (7) shall presently represent either labor or management entities. The first strike shall alternate from arbitration to arbitration.

22.02.02 CBA Shall Remain Whole: The Arbitrator so selected shall not add to, subtract from, or modify the provisions of this Agreement, or any other prior contracts or awards. The Arbitrator shall confine himself to the precise issues submitted to him for decision, and shall have no authority to determine any issue(s) not so submitted.

22.02.03 Past Practices: ‘Past practices’, as that phrase has generally been defined through arbitration case law, not modified by the award which immediately preceded this contract, or made, in whole or in part, part of the collective bargaining agreement by that award, may be enforced by either party.

22.02.04 Arbitrator’s Binding Decision: The decision of the Arbitrator shall be final and binding on both Parties, and shall not be appealable into any Court. The Arbitrator shall be requested to issue his decision within thirty (30) days after the hearing, or receipt of the transcript of the hearing.

The Arbitrator may order the proceedings to be reported by a court reporter, and any party may request a copy of the notes of testimony at his/its own expense.

All time limits contained herein may be extended by the mutual consent of the parties. Any reference to ‘day’ through this grievance provision shall be construed to mean working days.

Each party shall bear his/its own expenses and cost. The fees and expenses of the neutral arbitrator shall be equally split between the parties.

ARTICLE XXIII
DISCIPLINE

23.01 Progressive Discipline: In general, discipline shall be progressive.

23.01.01 Immediate Suspension/Dismissal: Certain offenses, however, will justify, in and of themselves, the immediate use of suspension without pay or dismissal.

23.02 Forms of Discipline: Discipline may take the form of demotion, a written reprimand, a suspension without pay, or dismissal (removal).

23.02.01 Demotion: Demotions can be either non-disciplinary or disciplinary in nature. The nature of any demotion decision shall be specifically stated.

23.02.02 Non-Disciplinary Demotion: The asserted basis for non-disciplinary demotion may be challenged in the same manner as discipline may be challenged (Section 23.05).

23.03 Standards of Conduct: The Pennsylvania Courts hold Police Officers to a particularly high standard of conduct and this is a factor in disciplinary actions.

23.04 Loudermill Hearing: Prior to the implementation of any discipline which would result in a loss of compensation, a non-probationary Police Officer shall receive a due process proceeding of the type required by *Cleveland Board of Education v. Loudermill*, 470 U.S. 532, 105 S.Ct. 1487, 84 L. Ed.2d 494 (1985). However, any such *Loudermill* type proceedings shall not, in any way, constitute a waiver of any hearing rights or other rights afforded an Officer pursuant to the Civil Service provisions of the Borough Code or this Agreement.

23.05 Challenge to Discipline: An Officer may challenge the imposition of discipline either through Civil Service procedures or the grievance procedure, but not both. Initiating an appeal in one of these forums shall be an election of that forum and a waiver of the alternative forum.

ARTICLE XXIV
RESIDENCY

24.01 Residency Requirement: All Full-Time Officers, hired after January 1, 2023, shall maintain a residence within 30-minute travel time or a maximum of twenty (20) air-miles from the jurisdictional boundaries of the Borough of Gettysburg.

24.01.01 Extenuating Circumstances: It is expected that all Officers shall report for regularly scheduled duty shifts, extra duty assignments that the Officer has accepted, judicial appearances and actual emergency occurrences, regardless of the location of the Officer's residence.

ARTICLE XXV
MASCULINE TO INCLUDE THE FEMININE

The use of the masculine gender in this Agreement shall be deemed to include the feminine.

ARTICLE XXVI
NON-DISCRIMINATION

The BOROUGH and the UNION agree not to discriminate against any person with respect to hiring, compensation, terms or conditions of employment, on account of such person's race, color, religion, sex, national origin, age, or non-disqualifying disability, nor shall it limit, segregate or classify employees in any way so as to deprive any individual employee of employment opportunities on account of race, color, religion, sex, national origin, age, or non-disqualifying disability.

ARTICLE XXVII
PAYROLL

27.01 Pay Periods: Each Officer shall be paid on a bi-weekly basis. All compensation shall include an Officer's regular pay and any other payment which may be then due. Overtime pay shall be paid in the pay period following the period in which it was worked.

27.02 Direct Deposit: All UNION member's compensation shall be delivered into a bank account at cooperating financial institutions, via electronic fund transfer (EFT) or Automated Clearing House (ACH), of the Police Officer's choosing. The BOROUGH shall make this transfer no later than the final business day of the pay period in which the Officer's compensation is due.

ARTICLE XXVIII
ENTIRE AGREEMENT

28.01 The Parties agree that this Agreement constitutes the entire contract between them governing the rates of pay, working conditions and pension rights of the Police Officers in the bargaining unit during the term hereof and settles all demands and issues on all matters subject to collective bargaining, including demands made during negotiations. However, the foregoing shall not be construed as a waiver of the UNION's right to assert a claim for violation of a past practice.

ARTICLE XXIX
CONFORMITY TO LAW

29.01 This Agreement shall be subordinate to all present and future federal and state laws applying to the BOROUGH and in case of conflict between any part of this Agreement and any such laws, the laws shall govern.

ARTICLE XXX
TERM OF AGREEMENT

30.01 This Agreement shall become effective on January 1, 2023 and shall remain in effect until December 31, 2026.

SIGNATURE PAGE


IN WITNESS WHEREOF, the BOROUGH has caused these presents to be executed by the President of Gettysburg Borough Council and attested by its Secretary after approval of the same by the Gettysburg Borough Council, and the UNION has caused these presents to be executed by their Designated Representative the day and year first above written.

THE BOROUGH OF GETTYSBURG

ATTEST:  BY: 
Borough Secretary President of Council
Sara L. Stull Wesley K. Heyser

TEAMSTERS, LOCAL 776

ATTEST:  BY: 
Union Secretary Edgar H. Thompson
President, Teamsters Local 776

BY: 
Mark P. Andreozzi
Business Agent, Teamsters Local 776

BY: 
Brian J. Weikert
Union Steward

BY: 
William A. Orth
Union Steward

NOTE: Calculations Based on Table 4 (pg. 28) – Base Grade Salary Chart

Base Grade Salary Calculations	Year	Months of Service on January 1st	Grade Level	Months Worked at 1st Rate **	1st Rate (Calculated by Base Grade Salary Level Chart)	1st Rate Calculation	Months Worked at 2nd Rate **	2nd Rate (Calculated by Base Grade Salary Level Chart)	2nd Rate Calculation	Base Salary (1st Rate + 2nd Rate)
[REDACTED] Seniority Date [REDACTED]	2023	228	6	1	\$70,017	\$5,835	11	\$70,017	\$64,183	\$70,017
	2024	240	6	1	\$72,818	\$6,068	11	\$72,818	\$66,750	\$72,818
	2025	252	6	1	\$75,731	\$6,311	11	\$75,731	\$69,420	\$75,731
	2026	264	6	1	\$78,760	\$6,563	11	\$78,760	\$72,197	\$78,760
[REDACTED] Seniority Date [REDACTED]	2023	226	6	2	\$70,017	\$11,670	10	\$70,017	\$58,348	\$70,017
	2024	238	6	2	\$72,818	\$12,136	10	\$72,818	\$60,682	\$72,818
	2025	250	6	2	\$75,731	\$12,622	10	\$75,731	\$63,109	\$75,731
	2026	262	6	2	\$78,760	\$13,127	10	\$78,760	\$65,633	\$78,760
[REDACTED] Seniority Date [REDACTED]	2023	180	6	1	\$70,017	\$5,835	11	\$70,017	\$64,183	\$70,017
	2024	192	6	1	\$72,818	\$6,068	11	\$72,818	\$66,750	\$72,818
	2025	204	6	1	\$75,731	\$6,311	11	\$75,731	\$69,420	\$75,731
	2026	216	6	1	\$78,760	\$6,563	11	\$78,760	\$72,197	\$78,760
[REDACTED] Seniority Date [REDACTED]	2023	171	6	9	\$70,017	\$52,513	3	\$70,017	\$17,504	\$70,017
	2024	183	6	9	\$72,818	\$54,614	3	\$72,818	\$18,205	\$72,818
	2025	195	6	9	\$75,731	\$56,798	3	\$75,731	\$18,933	\$75,731
	2026	207	6	9	\$78,760	\$59,070	3	\$78,760	\$19,690	\$78,760
[REDACTED] Seniority Date [REDACTED]	2023	161	6	7	\$70,017	\$40,843	5	\$70,017	\$29,174	\$70,017
	2024	173	6	7	\$72,818	\$42,477	5	\$72,818	\$30,341	\$72,818
	2025	185	6	7	\$75,731	\$44,176	5	\$75,731	\$31,555	\$75,731
	2026	197	6	7	\$78,760	\$45,943	5	\$78,760	\$32,817	\$78,760
[REDACTED] Seniority Date [REDACTED]	2023	81	6	3	\$70,017	\$17,504	9	\$70,017	\$52,513	\$70,017
	2024	93	6	3	\$72,818	\$18,205	9	\$72,818	\$54,614	\$72,818
	2025	105	6	3	\$75,731	\$18,933	9	\$75,731	\$56,798	\$75,731
	2026	117	6	3	\$78,760	\$19,690	9	\$78,760	\$59,070	\$78,760
[REDACTED] Seniority Date [REDACTED]	2023	75	6	9	\$70,017	\$52,513	3	\$70,017	\$17,504	\$70,017
	2024	87	6	9	\$72,818	\$54,614	3	\$72,818	\$18,205	\$72,818
	2025	99	6	9	\$75,731	\$56,798	3	\$75,731	\$18,933	\$75,731
	2026	111	6	9	\$78,760	\$59,070	3	\$78,760	\$19,690	\$78,760
[REDACTED] Seniority Date [REDACTED]	2023	63	6	9	\$70,017	\$52,513	3	\$70,017	\$17,504	\$70,017
	2024	75	6	9	\$72,818	\$54,614	3	\$72,818	\$18,205	\$72,818
	2025	87	6	9	\$75,731	\$56,798	3	\$75,731	\$18,933	\$75,731
	2026	99	6	9	\$78,760	\$59,070	3	\$78,760	\$19,690	\$78,760
[REDACTED] Seniority Date [REDACTED]	2023	58	5/6	1	\$67,650	\$5,637	11	\$70,017	\$64,183	\$69,820
	2024	70	6	1	\$72,818	\$6,068	11	\$72,818	\$66,750	\$72,818
	2025	82	6	1	\$75,731	\$6,311	11	\$75,731	\$69,420	\$75,731
	2026	94	6	1	\$78,760	\$6,563	11	\$78,760	\$72,197	\$78,760
[REDACTED] Seniority Date [REDACTED]	2023	54	5/6	5	\$67,650	\$28,187	7	\$70,017	\$40,843	\$69,031
	2024	66	6	5	\$72,818	\$30,341	7	\$72,818	\$42,477	\$72,818
	2025	78	6	5	\$75,731	\$31,555	7	\$75,731	\$44,176	\$75,731
	2026	90	6	5	\$78,760	\$32,817	7	\$78,760	\$45,943	\$78,760
[REDACTED] Seniority Date [REDACTED]	2023	9	1/2	3	\$56,205	\$14,051	9	\$59,578	\$44,683	\$58,735
	2024	21	2/3	3	\$61,961	\$15,490	9	\$65,678	\$49,258	\$64,748
	2025	33	3/4	3	\$68,305	\$17,076	9	\$70,695	\$53,021	\$70,098
	2026	45	4/5	3	\$73,523	\$18,381	9	\$76,097	\$57,073	\$75,453

** Based on the month in which the employee was hired and months of service on January 1st each fiscal year.

NOTE: Calculations Based on Table 6 (pg. 28) - Longevity Bonus Schedule

Longevity Bonus Calculation	Year	Months of Service on January 1st	Base Salary from Appendix A-1	Rank Bonus from Table 5	SubTOTAL Base Salary (Base Salary + Rank Bonus)	Months Worked at 1st % Rate	Longevity % Based on Months of Service	1st Rate Longevity Bonus Calculation	Months Worked at 1st % Rate	Longevity % Based on Months of Service	2nd Rate Longevity Bonus Calculation	TOTAL Longevity Bonus (1st Rate Longevity Bonus + 2nd Rate Longevity Bonus)
Seniority Date	2023	228	\$70,017	\$6,000	\$76,017	12	5.00%	\$3,801	0	5.00%	\$0	\$3,801
	2024	240	\$72,818	\$6,000	\$78,818	12	5.00%	\$3,941	0	5.00%	\$0	\$3,941
	2025	252	\$75,731	\$6,000	\$81,731	12	5.00%	\$4,087	0	5.00%	\$0	\$4,087
	2026	264	\$78,760	\$6,000	\$84,760	12	5.00%	\$4,238	0	5.00%	\$0	\$4,238
Seniority Date	2023	226	\$70,017		\$70,017	2	4.75%	\$554	10	5.00%	\$2,917	\$3,472
	2024	238	\$72,818		\$72,818	2	5.00%	\$607	10	5.00%	\$3,034	\$3,641
	2025	250	\$75,731		\$75,731	2	5.00%	\$631	10	5.00%	\$3,155	\$3,787
	2026	262	\$78,760		\$78,760	2	5.00%	\$656	10	5.00%	\$3,282	\$3,938
Seniority Date	2023	180	\$70,017	\$4,000	\$74,017	12	4.00%	\$2,961	0	4.25%	\$0	\$2,961
	2024	192	\$72,818	\$4,000	\$76,818	12	4.25%	\$3,265	0	4.50%	\$0	\$3,265
	2025	204	\$75,731	\$4,000	\$79,731	12	4.50%	\$3,588	0	4.75%	\$0	\$3,588
	2026	216	\$78,760	\$4,000	\$82,760	12	4.75%	\$3,931	0	5.00%	\$0	\$3,931
Seniority Date	2023	171	\$70,017		\$70,017	9	3.75%	\$1,969	3	4.00%	\$700	\$2,669
	2024	183	\$72,818		\$72,818	9	4.00%	\$2,185	3	4.25%	\$774	\$2,958
	2025	195	\$75,731		\$75,731	9	4.25%	\$2,414	3	4.50%	\$852	\$3,266
	2026	207	\$78,760		\$78,760	9	4.50%	\$2,658	3	4.75%	\$935	\$3,593
Seniority Date	2023	161	\$70,017	\$6,000	\$76,017	7	3.50%	\$1,552	5	3.75%	\$1,188	\$2,740
	2024	173	\$72,818	\$6,000	\$78,818	7	3.75%	\$1,724	5	4.00%	\$1,314	\$3,038
	2025	185	\$75,731	\$6,000	\$81,731	7	4.00%	\$1,907	5	4.25%	\$1,447	\$3,354
	2026	197	\$78,760	\$6,000	\$84,760	7	4.25%	\$2,101	5	4.50%	\$1,589	\$3,691
Seniority Date	2023	81	\$70,017		\$70,017	3	1.75%	\$306	9	2.00%	\$1,050	\$1,357
	2024	93	\$72,818		\$72,818	3	2.00%	\$364	9	2.25%	\$1,229	\$1,593
	2025	105	\$75,731		\$75,731	3	2.25%	\$426	9	2.50%	\$1,420	\$1,846
	2026	117	\$78,760		\$78,760	3	2.50%	\$492	9	2.75%	\$1,624	\$2,117
Seniority Date	2023	75	\$70,017		\$70,017	9	1.75%	\$919	3	2.00%	\$350	\$1,269
	2024	87	\$72,818		\$72,818	9	2.00%	\$1,092	3	2.25%	\$410	\$1,502
	2025	99	\$75,731		\$75,731	9	2.25%	\$1,278	3	2.50%	\$473	\$1,751
	2026	111	\$78,760		\$78,760	9	2.50%	\$1,477	3	2.75%	\$541	\$2,018
Seniority Date	2023	63	\$70,017	\$4,000	\$74,017	9	1.50%	\$833	3	1.75%	\$324	\$1,157
	2024	75	\$72,818	\$4,000	\$76,818	9	1.75%	\$1,008	3	2.00%	\$384	\$1,392
	2025	87	\$75,731	\$4,000	\$79,731	9	2.00%	\$1,196	3	2.25%	\$448	\$1,644
	2026	99	\$78,760	\$4,000	\$82,760	9	2.25%	\$1,397	3	2.50%	\$517	\$1,914
Seniority Date	2023	58	\$69,820		\$69,820	2	0.00%	\$0	10	1.50%	\$873	\$873
	2024	70	\$72,818		\$72,818	2	1.50%	\$182	10	1.75%	\$1,062	\$1,244
	2025	82	\$75,731		\$75,731	2	1.75%	\$221	10	2.00%	\$1,262	\$1,483
	2026	94	\$78,760		\$78,760	2	2.00%	\$263	10	2.25%	\$1,477	\$1,739
Seniority Date	2023	54	\$69,031		\$69,031	6	0.00%	\$0	6	1.50%	\$518	\$518
	2024	66	\$72,818		\$72,818	6	1.50%	\$546	6	1.75%	\$637	\$1,183
	2025	78	\$75,731		\$75,731	6	1.75%	\$663	6	2.00%	\$757	\$1,420
	2026	90	\$78,760		\$78,760	6	2.00%	\$788	6	2.25%	\$886	\$1,674
Seniority Date	2023	9	\$58,735		\$58,735	3	0.00%	\$0	9	0.00%	\$0	\$0
	2024	21	\$64,748		\$64,748	3	0.00%	\$0	9	0.00%	\$0	\$0
	2025	33	\$70,098		\$70,098	3	0.00%	\$0	9	0.00%	\$0	\$0
	2026	45	\$75,453		\$75,453	3	0.00%	\$0	9	0.00%	\$0	\$0

** Based on the month in which the employee was hired and months of service on January 1st each fiscal year.


www.capbluecross.com

Benefit Highlights

Platinum PPO 250/0/15 Rx 0

THIS IS NOT A CONTRACT. This information highlights some of the benefits available through this program and is NOT intended to be a complete list or description of available services. Benefits are subject to the exclusions and limitations contained in your Certificate of Coverage (COC). Refer to your COC for benefit details.

SUMMARY OF COST-SHARING		Amounts Members Are Responsible For:	
		Participating Providers	Non-Participating Providers
Deductible (per benefit period)		\$250 per member \$500 per family	\$5,000 per member \$10,000 per family
Copayments			
• Office Visits (performed by a Family Practitioner, General Practitioner, Internist, Pediatrician, Preventive Medicine specialist, or participating Retail Clinic)		\$15 copayment per visit	50% coinsurance
• Specialist Office Visit		\$30 copayment per visit	50% coinsurance
• Emergency Room		\$150 copayment per visit, waived if admitted	
• Urgent Care		\$75 copayment per visit	
• Inpatient (Per Admission)		Not Applicable	50% coinsurance
• Outpatient Surgery Copayment (facility)		Not Applicable	50% coinsurance
• High Tech Imaging		Not Applicable	50% coinsurance
Coinsurance		Not Applicable	50% coinsurance
Out-of-Pocket Maximum (includes Deductible, Copayments and Coinsurance for Medical (including ER), Prescription Drug, Pediatric Dental, and Pediatric Vision services) for Participating Providers only		\$6,350 per member \$12,700 per family	\$10,000 per member \$20,000 per family
When the out-of-pocket maximum is reached, benefits are paid at 100% of the allowable amount until the benefit period ends.			
SUMMARY OF BENEFITS		Limits and Maximums	
		Amounts Members Are Responsible For:	
		Participating Providers	Non-Participating Providers
PREVENTIVE CARE: Administered in accordance with Preventive Health Guidelines and PA state mandates			
Preventive Care Services			
• Pediatric Preventive Care		Covered in full, waive deductible	50% coinsurance after deductible
• Adult Preventive Care		Covered in full, waive deductible	50% coinsurance after deductible
Immunizations		Covered in full, waive deductible	50% coinsurance, waive deductible
Mammograms			
• Screening Mammogram	One per benefit period	Covered in full, waive deductible	50% coinsurance, waive deductible
• Diagnostic Mammogram		Covered in full after deductible	50% coinsurance after deductible
Gynecological Services			
• Screening Gynecological Exam & Pap Smear	One per benefit period	Covered in full, waive deductible	50% coinsurance, waive deductible
BENEFITS LISTED BELOW APPLY ONLY AFTER BENEFIT PERIOD DEDUCTIBLE IS MET			
Acute Care Hospital Room & Board		Covered in full after deductible	50% coinsurance after deductible
Acute Inpatient Rehabilitation	60 days/benefit period	Covered in full after deductible	50% coinsurance after deductible
Skilled Nursing Facility	120 days/benefit period	Covered in full after deductible	50% coinsurance after deductible
Surgery			
• Surgical Procedure & Anesthesia		Covered in full after deductible	50% coinsurance after deductible
Maternity Services and Newborn Care		Covered in full after deductible	50% coinsurance after deductible
Diagnostic Services			
• High Tech Imaging (MRI, CT, PET, SPECT Scans, etc.)		Covered in full after deductible	50% coinsurance after deductible
• Radiology (other than High Tech Imaging)		Covered in full after deductible	50% coinsurance after deductible
• Independent Laboratory		Covered in full, waive deductible	50% coinsurance after deductible
• Facility-owned Laboratory		Covered in full after deductible	50% coinsurance after deductible
Outpatient Surgery		Covered in full after deductible	50% coinsurance after deductible
Outpatient Therapy Services			
• Physical Medicine & Occupational Therapy	30 visits combined rehabilitative 30 visits combined habilitative (per benefit period)	\$30 copayment per visit	50% coinsurance after deductible
• Speech Therapy	30 visits combined rehabilitative 30 visits combined habilitative (per benefit period)	\$30 copayment per visit	50% coinsurance after deductible
• Respiratory/Pulmonary Therapy (rehabilitative)	36 visits/benefit period	\$30 copayment per visit	50% coinsurance after deductible
• Manipulation Therapy	20 visits/benefit period	\$30 copayment per visit	50% coinsurance after deductible
Emergency Services		Covered in full, waive deductible Emergency room copayment applies, waived if admitted inpatient	
Mental Health Care Services			
• Inpatient Services		Covered in full after deductible	50% coinsurance after deductible
• Outpatient Services		\$30 copayment per visit	50% coinsurance after deductible
Substance Abuse Services			
• Rehabilitation – Inpatient		Covered in full after deductible	50% coinsurance after deductible
• Rehabilitation – Outpatient		\$30 copayment per visit	50% coinsurance after deductible
Home Health Care Services	60 visits/benefit period	Covered in full after deductible	50% coinsurance after deductible
Durable Medical Equipment (DME)		Covered in full after deductible	50% coinsurance after deductible
Prosthetic Appliances		Covered in full after deductible	50% coinsurance after deductible
Orthotic Devices		Covered in full after deductible	50% coinsurance after deductible

Benefits are underwritten by Capital Advantage Assurance Company®, a subsidiary of Capital BlueCross. An independent licensee of the BlueCross BlueShield of Michigan.

Platinum PPO 250/0/15 Rx 0

CBC-1021 M (1/1/2017)

SUMMARY OF BENEFITS (CONTINUED)	Limits and Maximums	Amounts Members Are Responsible For:	
BENEFITS LISTED BELOW DO NOT APPLY BENEFIT PERIOD MEDICAL DEDUCTIBLE			
		Participating Providers	Non-Participating Providers
PRESCRIPTION DRUG DEDUCTIBLE		None	\$5,000 per member \$10,000 per family
Per benefit period			
	Retail Pharmacy (up to a 30-day supply)	Mail Service Pharmacy (up to a 90-day supply)	Specialty Pharmacy (up to a 30-day supply)
PRESCRIPTION DRUG TIER	BENEFIT		
Generic Preferred Prescription Drugs	\$4 copayment	\$10 copayment	20% coinsurance up to \$250/refill
Generic Non-Preferred Prescription Drugs	\$15 copayment	\$38 copayment	20% coinsurance up to \$250/refill
Brand Preferred Prescription Drugs	\$45 copayment	\$113 copayment	20% coinsurance up to \$350/refill
Brand Non-Preferred Prescription Drugs	\$70 copayment	\$175 copayment	20% coinsurance up to \$450/refill
Preventive Coverage	Covered in full, waive deductible		
Network	CVS Caremark National Pharmacy Network		
PRESCRIPTION DRUG TIER (Contraceptives)	BENEFIT		
Generic Prescription Drugs	\$0 copayment	\$0 copayment	Not covered
Select Brand Prescription Drugs*	\$0 copayment	\$0 copayment	Not covered
Brand Preferred Prescription Drugs	\$45 copayment	\$113 copayment	Not covered
Brand Non-Preferred Prescription Drugs	\$70 copayment	\$175 copayment	Not covered
FORMULARY SYSTEM	Open		
UTILIZATION PROGRAM	BENEFIT		
Generic Substitution Program	Restrictive Generic Substitution – in addition to the coinsurance/ copayment, the member pays the difference between the brand and generic drug price (when there is a generic alternative) unless the physician requests the brand be dispensed.		
Voluntary Maintenance Choice	The dispensing of maintenance covered drugs for up to a 90 day supply is available through Mail Service or at CVS Pharmacies.		
Specialty Pharmacy	For most specialty medications, coverage is available only when dispensed by a Capital BlueCross Preferred Specialty Network. For a list of Preferred Specialty Networks, please refer to the Specialty Pharmacy information located in The Guide to Rx Benefits at www.capbluecross.com .		
Quantity Level Limits (per prescription, day supply or copayment)	Applicable to selected drugs. Refer to the Capital BlueCross formulary or go to www.capbluecross.com .		
Prior Authorization and Enhanced Prior Authorization	Applicable to selected drugs. Refer to the Capital BlueCross formulary or go to www.capbluecross.com .		
Pediatric Vision Services - Benefit frequencies are based on date of service			
• Vision Exam	Once every 12 months	Covered in full	\$32 allowance
• Eyeglass Lenses	Once every 12 months	Single – Covered in full Bi-focal – Covered in full Tri-focal – Covered in full Polycarbonate – Covered in full	Single - \$24 Bi-focal - \$36 Tri-focal - \$46 Polycarbonate – Not covered
• Frames**	Once every 12 months	Standard Frames: Paid in full on frames selected from a frame collection All Other Frames: Balance of retail charge less 30% after \$100 allowance	Balance of retail charge after \$30 allowance
• Contact Lenses** Payment will be made for either lenses or contact lenses within a benefit period. Payment will not be made for both.	Once every 12 months	Balance of retail charge less 25% after \$75 allowance	\$50 allowance
Pediatric Dental Services			
• Deductible		\$50 per person	
• Preventive Services		Covered full, waive deductible	
• Basic Services		20% coinsurance after deductible	
• Major Services		50% coinsurance after deductible	
• Orthodontia (Medically Necessary)	12 month waiting period	50% coinsurance after deductible	
• Annual Program Maximum	Per Person	Not Applicable	
• Lifetime Orthodontia Maximum		Not Applicable	

Deductibles, coinsurance and copayments under this program are separate from any deductibles, coinsurance and copayments required under any other health benefits coverage you may have.

*Select Brands include contraceptives for which there is no generic equivalent.

**Frames and contact lens allowances at Walmart® Vision Centers may vary from any allowances indicated above. Refer to your COC for benefit details.

Participating providers and pharmacies agree to accept our allowance as payment in full—often less than their normal charge. If you visit a non-participating provider or pharmacy, you are responsible for paying the deductible, coinsurance and the difference between the non-participating provider's or non-participating pharmacy's charges and the allowable amount. Non-Participating Providers may balance bill the member. Some non-participating facility providers are not covered. Deductibles, any differences paid between brand drug and generic drug prices, and any balances paid to non-participating pharmacies are not applied to the out-of-pocket maximum. In certain situations a facility fee may be associated with an outpatient visit to a professional provider. Members should consult with the provider of the services to determine whether a facility fee may apply to that provider. An additional cost sharing amount may apply to the facility fee.

On behalf of Capital BlueCross, CVS/caremark™ assists in the administration of our prescription drug program. CVS/caremark is an independent pharmacy benefit manager.

On behalf of Capital BlueCross, Dominion National assists in the administration of the BlueCross Dental benefits. Dominion National is an independent company.

On behalf of Capital BlueCross, National Vision Administrators, LLC (NVA) provides the network and assists in the administration of network management services for the BlueCross Vision benefits program. NVA is an independent company.

For more information or to locate a participating provider, visit www.capbluecross.com

Communications issued by Capital BlueCross in its capacity as administrator of programs and provider relations for all companies.

BOROUGH OF GETTYSBURG DENTAL BENEFITS SUMMARY

Diagnostic & Preventive Services.....100% *

Minor Restorations.....100% *

General Services.....100% *

Oral Surgery.....100% *

Prosthetics, Crowns, Inlays and Onlays....50% *

Periodontics.....50% *

Annual Maximum.....\$1,000 per person

* Amounts paid are the Usual, Reasonable, and Customary for your local area.

PLAN REQUIRES A PRE-ESTIMATE ON ANY PROCEDURE THAT IS \$150.00 OR MORE.

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You are entitled to payment for the following covered services you receive from a dentist provided they are deemed dentally necessary by *Group Claims Administrators*.

* Diagnostic/Preventive

** Class I

* Oral Examination	100%
* Cleaning, Scaling, & Polish	100%
* Fluoride Treatment - 19 & Younger	100%
Space Maintenance	100%
Emergency Treatment	100%
* X-rays	100%

* Not more than once in a 6 month period for routine oral examinations.

** Oral Surgery/Minor Restoration

Fillings	100%
General Anesthesia	100%
Indictable Antibiotics	100%
Extraction	100%
Oral Surgery	100%
Repair of Prosthetic Appliances	100%

** Prosthetics/Periodontics

Endodontics	50%
Periodontics	50%
Bridges & Dentures	50%
Crowns & Gold restorations	50%
Prosthetic Appliances	50%
Root Canals	50%
Inlay & Onlay	50%

Maximum Annual \$1,000

** Amounts paid are of Usual, Reasonable, and Customary charges. Annual maximum are subject to the plan year.

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VISION QUOTE: Option 1

BOROUGH OF GETTYSBURG

Number of Employees: 30
 \$0 Exam / \$0 Materials Copay
 Dependent Age: 26 (EOBM)
 Glasses & Contacts in Same Benefit Period

Frequency Type: Last Date of Service	Employee	Spouse	Children
Vision Exam	12 Months	12 Months	12 Months
Lenses	12 Months	12 Months	12 Months
Frames	12 Months	12 Months	12 Months

Benefits: Employee Can Select Either	VBA Participating Provider Amount Covered/Benefit	Out-of-Network Max Reimbursement (Zero Copay)
Vision Exam (Glasses or Contacts)	Covered in Full	\$40
Clear Standard Lenses (Pair):		
Single Vision	Covered in Full	\$40
Bifocal	Covered in Full	\$60
Blended Bifocal	Covered in Full	\$60
Trifocal	Covered in Full	\$80
Progressives	Partially-Covered	\$80
Lenticular	Covered in Full	\$120
Polycarbonate	Covered in Full for Persons Up to Age 19	N/A
Basic Scratch Coating	Covered in Full	N/A
Frame (Wholesale Allowance)	Up to \$50 ^A	\$50
-AND-		
Elective Contacts		
Material Allowance	Up to \$110 ^B	\$110
Elective Fitting Fee and Evaluation	15% off UCR	N/A
-OR-		
Medically Necessary Contacts	Covered in Full ^C	\$450
-AND-		
Lasik Surgery (once every 8 years)	N/A	\$125

Where an "allowance" is shown above, the Member is responsible for paying any charges in excess of the allowance less any applicable copay.

Benefits and participation may vary by location, including, but not limited to, Costco® Optical, Pearle Vision, LensCrafters®, Target Optical® and Boscov's® Optical.

A Approximately \$125 to \$150 retail.

B The allowance is applied to all services/materials associated with contact lenses, including, but not limited to, contact fitting, dispensing, cost of the lenses, etc. No guarantee the allowance will cover the entire cost of services and materials.

C Requires prior approval. May only be selected in lieu of all other material benefits listed herein.



FOR THE PRIOD

January 1, 2023 through December 31, 2026

**COLLECTIVE
BARGAINING
AGREEMENT**

between

**THE BOROUGH OF
GETTYSBURG
(Non-Uniform)**

and

**TEAMSTERS
LOCAL 776
HARRISBURG, PA**

Ratified:

Teamster's Vote: 9-0

Borough Council Vote: 7-0

July 11, 2022

August 8, 2022

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AGREEMENT

THIS AGREEMENT is made and entered into this 8th day of August 2022, by the BOROUGH OF GETTYSBURG, a Municipal Corporation of Adams County, Pennsylvania (hereinafter referred to as the “BOROUGH”) and Teamsters Local Union #776 (hereinafter referred to as the “UNION”), Harrisburg, Pennsylvania affiliated with the International Brotherhood of Teamsters.

PREAMBLE

The Parties recognize that it is desirable to preserve harmonious relations between the BOROUGH and the UNION and the Employees represented by the UNION.

It is recognized by the UNION that this Collective Bargaining Agreement is made with the specific understanding that the UNION and the represented Employees will cooperate with and assist the BOROUGH in promoting better efficiency and presenting a continually improving method(s) of service delivery in the BOROUGH. It is recognized that the successful operation of the BOROUGH’s Non-Uniform departments and employees can be assured only through the cooperation of the Parties hereto.

ARTICLE I
RECOGNITION

1.01 Exclusive Bargaining Agent: The BOROUGH agrees to recognize the UNION as the sole and exclusive bargaining agent for those individuals employed by the BOROUGH who fall within the order of certification issued by the Pennsylvania Labor Relations Board, dated June 7, 2010, at Case No. PERA-R-10-133-E which includes all full-time and regular part-time nonprofessional employees including but not limited to:

- Receptionist/Secretary,
- Police Records & Support Services Coordinator,
- Assistant Police Secretary,
- Parking Enforcement Officer,
- Parking Enforcement Officer (Group Leader),
- Vehicle Mechanic,
- Laborer (Facilities/Grounds Maintenance),
- Laborer (CDL Class A),
- Laborer (CDL Class B),
- Laborer (General),

and excluding management level employees, supervisors, first level supervisors, confidential employees and guards as defined in the Act. The term ‘employee’ as used in this Agreement applies to all individuals occupying such jobs as set forth in the certification.

1.02 Full-Time Employee Defined: A full-time employee is defined to include individuals who are regularly scheduled to work a minimum of thirty-five (35) hours per week.

1.03 Part-Time Employee Defined: A regular part-time employee is defined to include individuals who are not assigned to a temporary/seasonal or probationary status and who are regularly scheduled to work less than thirty-five (35) hours per week.

1.04 Temporary or Seasonal Employee Defined: A temporary or seasonal employee are those individuals who are hired as interim replacements to temporarily supplement the work force for a limited time period or to assist in the completion of a specific job.

1.04.01 Temporary or Seasonal Employees Not Part of Bargaining Unit:
Temporary or seasonal employees retain their status unless and until notified of a change. Temporary or Seasonal employees are not part of the bargaining unit and are not entitled to any benefits contained in this agreement.

1.04.02 Use of Temporary/Seasonal Workers Not Intended To Reduce Work Force:
The hiring of temporary or seasonal workers will not negatively affect or reduce the number of current full-time employees, nor is it the intention of the parties to replace full-time employees by using seasonal employees.

1.04.03 Overtime for Temporary/Seasonal Workers: Overtime hours will not be provided to a temporary or seasonal employee unless a full-time employee has first declined to work the overtime hours offered.

1.05 Creation of New Employment Categories/Positions: When new employment categories or positions are created that appear to be within the scope of the bargaining unit, the BOROUGH

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shall consult with the UNION to determine whether the new position should be included in the bargaining unit.

1.05.01 Disagreement Over Classification: If the parties cannot agree over the classification of the newly created employment category/position, the matter shall be submitted to the Pennsylvania Labor Relations Board (PLRB) for unit determination. The BOROUGH may create and fill the vacancy subject to a final determination from the PLRB.

1.05.02 New Employment Categories/Positions: The BOROUGH shall have the authority to create new bargaining unit positions.

1.05.03 Providing Notice of New Employees/Negotiating Wages: In such an event, the BOROUGH shall give the UNION notice of the creation of the new position and upon request from the UNION will meet and discuss the wage rate. The BOROUGH shall provide the UNION with the name, address, hire date, department, and job title of each new bargaining unit employee.

ARTICLE II
MANAGEMENT'S RIGHTS

2.01 Management of BOROUGH: It is recognized that the well-being of both parties to an Agreement is directly dependent upon the skills and efficiency with which the BOROUGH's business is conducted, and that any assumption of the functions of management by representatives of the UNION is contrary to the intent and purpose of such Agreement. The authority and responsibility for management of the BOROUGH's business and activities of the BOROUGH shall rest with the BOROUGH and its appointed or elected representatives, and the UNION, or its representatives, shall not unlawfully interfere with the exercise of such authority and responsibility.

2.02 Rights Retained by Management: The UNION recognizes that management retains certain rights, and the management representatives of the BOROUGH may exercise the following rights unless specifically modified by a term or provision of the Agreement:

- the sole right to hire, discipline and discharge employees with just cause,
- lay off, assign, promote and transfer employees,
- determine the starting and quitting time and the number of hours to be worked,
- the right to introduce new technology and methods,
- the right to determine levels of service,
- and to make such rules relating to operations, safety, and employee conduct as the Borough shall deem advisable, subject only to the limitations governing the exercise of these rights as are expressly provided in the Agreement.

2.03 Right to Contract Out Work: The right to manage the BOROUGH shall include the right to contract out any and all work as has been subcontracted in the past and/or to use volunteers. The Borough agrees not to subcontract work to independent contractors or consultants where such contract/assignment would result in layoff of an employee or such contract/assignment would prevent the return of work of an employee covered under this bargaining agreement who had been previously laid off during the term of this Agreement.

ARTICLE III
CONFORMANCE TO LAW, SAVINGS, AND ZIPPER CLAUSES

3.01 Subordinate to Federal and State Laws: This Agreement shall be subordinate to all present and future federal and state laws applying to the BOROUGH and in case of conflict between any part of this Agreement and any such laws, the laws shall govern.

3.02 If Agreement Declared Invalid: Should any part or provision of this Agreement be rendered or declared invalid by reason of any existing or subsequently enacted legislation, executive order, or by any decree of a court of competent jurisdiction, the invalidation of such part or provision of this Agreement shall not invalidate the remaining provisions hereof and such remaining provisions shall remain in full force and effect.

3.03 Covenants, Stipulations, and Provisions Agreed Upon: This Agreement sets forth all covenants, stipulations, and provisions agreed upon by the parties hereto, and no agent or representative of either party has authority to make and none of the parties shall be bound by or be liable for any statement, representation, promise, inducement, or agreement not set forth herein. This Agreement spells out the total agreement in its entirety between the parties, including wages, salaries, pensions and all fringe benefits, and there shall be no other additions or changes during the term of the contract, unless mutually agreed upon.

ARTICLE IV
CONTINUITY OF WORK

4.01 Interruption of Work: The UNION agrees that during the term of this Agreement neither it nor its officers, representatives, or its members will for any reason directly or indirectly call, cause, assist, encourage, participate in, condone, ratify, or sanction any strike, sympathy strike, sit-down, sit-in, slowdown, boycott, stoppage or other form of interruption of work.

4.01.01 Right to Discipline: The Borough reserves the right to discipline, suspend, demote, or discharge any employee or employees who violate the provisions of this Article.

4.01.02 Lockout: The Borough agrees that it shall not cause or engage in any lockout during the life of this Agreement.

ARTICLE V
UNION SECURITY

5.01 Voluntary Contribution: As of the date this Agreement is signed, employees may pay the UNION a voluntary contribution. The voluntary contribution rate for non-union members of the bargaining unit shall be based upon the cost of representation reflected in the Union's Annual Report. The BOROUGH shall be notified of that cost on or about July 1st of each year. This payment shall be deducted in accordance with ARTICLE VI.

5.01.01 Union Membership: After the effective date of this agreement, any employee may become a member of the UNION, subject to the right to resign during the fifteen (15) day period immediately prior to the expiration of the Agreement, without penalty, by serving written notice to Teamsters Local 776, 2552 Jefferson Street, Harrisburg, PA 17110-2505, and to the Borough. Failure or refusal of an employee to remain a member shall not be a basis for discipline or discharge of such employee.

5.02 Save Harmless: The UNION shall indemnify and save the BOROUGH harmless against any and all claims, demands, suits or other forms of liability that shall arise out of, or by reason of, action taken or not taken by the BOROUGH for the purpose of complying with any of the provisions of this Article.

ARTICLE VI
UNION DUES (CHECK-OFF)

6.01 Dues/Fees and Assessments: The UNION agrees to invoice the BOROUGH the amount of the initiation fees and voluntary contributions. After receipt of the invoice, the BOROUGH agrees to deduct the invoiced fee(s) over the four (4) pay periods following receipt of the invoice. The BOROUGH shall provide the name and contact information to the UNION for new employees.

6.01.01 Deduction of Fees in First Two Pays: Membership dues, assessments, and voluntary contributions will be deducted from the first two (2) pays of each calendar month from those employees who individually request in writing that such deduction be made.

6.01.02 Certification of Deductions: The amount to be deducted shall be certified to the BOROUGH by the UNION, and the aggregate deductions of all employees shall be remitted together with an itemized statement to the UNION by the last business day of the month that such deductions are made providing the monthly billing roster used for the transmission of dues to the UNION must be received by the BOROUGH's payroll department no later than one (1) week prior to the first payday of the calendar month from which the deductions are to be taken.

6.01.03 Pay-Day Schedules: The BOROUGH will provide a payday schedule by December 15th of the preceding year.

6.01.04 Irrevocability of Authorization: This authorization shall be irrevocable during the term of this Agreement.

6.02 Indemnification: The UNION shall indemnify and hold the BOROUGH harmless against any and all claims, suits, orders, or judgments brought or issued against the BOROUGH as a result of action taken or not taken by the BOROUGH under the terms of this Article.

ARTICLE VII
UNION BUSINESS

7.01 Bulletin Boards: The BOROUGH agrees to provide two UNION bulletin boards for the posting of notices, election and other pertinent UNION information. The UNION shall designate reasonable locations for these bulletin boards to be placed in non-public areas. No scurrilous or obscene material shall be posted.

7.02 Grievance Investigations During Work Hours: UNION representatives shall be permitted to investigate and discuss grievances during working hours on the BOROUGH's premises.

7.03 Payment of Shop Stewards: The BOROUGH agrees to pay one (1) UNION shop steward for time spent during contract negotiations and the processing of grievances. The UNION will pay any additional employees involved.

7.04 Copies of the CBA to Employees: The BOROUGH agrees to provide all new bargaining unit employees a copy of the existing contract. Expenses are to be equally borne by the BOROUGH and the UNION.

ARTICLE VIII
RESPONSIBILITIES OF THE PARTIES

8.01 Parties Bound to Provisions in Agreement: The BOROUGH, its employees and representatives at all levels are bound to observe the provisions of this Agreement. The UNION, its officers and representatives at all levels are bound to observe the provisions of this Agreement. In addition to the responsibilities that may be provided elsewhere in this Agreement, the following shall be observed:

8.01.01 Intimidation and Coercion: Neither the UNION nor the BOROUGH shall intimidate or coerce employees into joining the UNION or continuing their membership therein,

8.01.02 Interference With Rights of Employees: The BOROUGH shall not interfere with the rights of the employees to become members of the UNION and there shall be no discrimination, interference, restraint, or coercion by the BOROUGH against any employee because of UNION membership or because of any employee's activity in an official capacity on behalf of the UNION,

8.01.03 UNION Activity While On Duty: Except as otherwise provided in this Agreement, neither UNION representative nor BOROUGH employees shall engage in UNION activity while on duty or in BOROUGH work areas. However, they may conduct UNION activity during unpaid meal periods so long as it is done in a professional manner at all times. The BOROUGH may take disciplinary action against any employee who engages in such UNION activities while on duty or in work areas, unless otherwise approved by provisions of this Agreement. Nothing contained herein shall be construed to prevent a UNION representative or steward from contacting management representatives regarding personnel related matters during working hours,

A. Collective Bargaining While On Duty: If collective bargaining is mutually scheduled to take place during regular working hours, employees on the bargaining committee (not to exceed three) shall be excused from work for such bargaining,

8.01.04 Discrimination: The BOROUGH and the UNION agree that no provision of this Agreement shall be applied to discriminate against any employee or with respect to hiring, compensation, terms or conditions of employment, because of an employee's age, race, color, sex, creed, religion, disability or national origin. The parties agree that they will not limit, segregate or classify employees in any way to deprive any employee of employment opportunities because of age, race, color, creed, religion, sex, disability, or national origin,

8.01.05 UNION Representative In BOROUGH Workplace: The UNION Representative shall at all times have access to the BOROUGH's place of business, during working hours, for the purpose of adjusting grievances and ascertaining that this Agreement is being adhered to, provided, however, that the same shall be done after

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notifying the Borough Manager or their designee first, if practical, and without interruption of the BOROUGH's work schedule,

8.01.06 Notice of UNION Stewards to BOROUGH: A written list of the UNION steward and alternates and other representatives shall be furnished to the BOROUGH, immediately after their designation, and the UNION shall notify the BOROUGH of any changes, provided that the UNION shall not designate more than two (2) stewards at any given time. Alternates shall only act as stewards during the absence from work of a designated steward,

A. Authority of Stewards: The authority of job stewards and alternates so designated by the UNION shall be limited to, and shall not exceed, the following duties and activities:

- The investigation and presentation of grievances in accordance with the provisions of the collective bargaining agreement,
- The collection of dues when authorized by appropriate Local UNION action,
- The transmission of such messages and information which shall originate with and are authorized by, the Local UNION or its officers, provided such messages and information:
 - Have been reduced to writing, or
 - If not reduced to writing are of a routine nature and do not interfere with the BOROUGH's business.

B. Authority for Strike Action: Job stewards and alternates have no authority to take strike action or any action interrupting the BOROUGH's business, except as authorized by official action of the UNION. The BOROUGH shall have authority to impose proper discipline, including discharge, in the event the job steward has taken unauthorized strike action, slowdown, or work stoppage in violation of this Agreement.

8.01.07 Conflicting Agreements if Entered Into By BOROUGH: The BOROUGH agrees not to enter into any formal agreement or contract with the employees covered by this Agreement, individually or collective, which in any way conflicts with the specific terms and provisions of this Agreement. Any such agreement shall be null and void.

ARTICLE IX
SENIORITY

9.01 Seniority Defined: Seniority shall be determined by length of continuous service with the Borough.

9.02 Probation Period: All new employees covered by this Agreement shall serve a probationary period of six (6) months. A probationary employee shall work under the provisions of this Agreement but shall be employed only on a six (6) month trial basis (probationary period) during which period the probationary employee may be discharged without further recourse provided, however, that the BOROUGH may not discharge or discipline for the purpose of evading this Agreement or discriminating against UNION members.

9.02.01 Placement on Regular Seniority List: After successfully completing the six (6) month probationary period, the employee shall be placed on the regular seniority list. The Borough shall notify the UNION in writing if the probationary employee is terminated. Upon mutual agreement, and in writing, the probationary period may be extended for a predetermined amount of time.

9.03 UNION Membership: Employees may become members of the UNION on or after the thirty-first (31st) calendar day following the beginning of their employment, or on and after the thirty-first (31st) calendar day of the effective date of this agreement.

9.04 Copies of Seniority List: The UNION shall be given copies of the seniority list, and copies shall be posted on bulletin boards provided for such purpose.

9.05 Loss of Seniority Rights: An employee will lose seniority rights and forfeit employment if:

- He is absent from work for three (3) consecutive working days without notifying the BOROUGH as to the reason for his absence, unless notification is physically impossible,
- He quits, retires, or is justifiably discharged,
- He is laid off for a period of eighteen (18) or more consecutive months from last day worked,
- He fails to notify the BOROUGH of his intention to return to work, following layoff, within three (3) days after having received notice by certified mail from the BOROUGH, and
 - if he fails to return to work within five (5) days of receipt of letter,
 - or if employed elsewhere, and fails to return to work within fourteen (14) calendar days of receipt of the letter,
- He is absent from work for any reason (regardless of whether or not he is being compensated) for a period of twelve (12) months.

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9.06 Leaving UNION for a Non-UNION Position: Any employee leaving the bargaining unit to assume a non-union position within the BOROUGH shall be granted a thirty (30) calendar day leave of absence. If said employee chooses to remain beyond the thirty (30) calendar days, he shall at that time forfeit their seniority within the bargaining unit. The BOROUGH agrees to provide the UNION with a copy of the offer letter to the employee leaving the bargaining unit.

ARTICLE X
LAYOFFS

10.01 Layoff In Reverse Order of Seniority: If the BOROUGH determines that it is necessary to reduce the working force, the BOROUGH will identify the department to experience the reduction. Within the affected department, employees will be laid off in reverse order of seniority provided the employees with the least seniority have the necessary skills, abilities and certifications (if any) to perform the work. The Union shall be notified in writing seven (7) days prior to the effective date.

10.01.01 BOROUGH Decisions on Skill, Ability, and Certifications:

BOROUGH decisions on skill, ability, and certifications under this Article may be challenged under the grievance and arbitration procedure, however, in reviewing such decisions, the arbitrator's scope of review will be restricted to a determination of whether the BOROUGH acted arbitrarily or capriciously.

10.01.02 Bumping a Less Senior Employee: An employee placed on lay-off status may exercise their seniority rights and bump a less senior employee provided the employee possess the necessary skill, abilities and certifications (if any) for the position. The employee affected by the reduction may exercise bumping rights and shall have 20 working days to demonstrate the necessary skills and abilities to perform the new position.

The Borough will provide necessary on-the-job training during the 20 work-day period. There shall be no requirement to provide on-the-job training to employees who do not possess the necessary skill, abilities and certifications (if any) for a position that they could bump into if seniority were the sole criteria for the bump. Nothing shall preclude the parties from reaching an agreement to place the affected employee on the recall list prior to the termination of the 20-day work period.

10.02 Placement on Recall List: Employees laid off shall be placed on a recall list for a period of eighteen (18) months from the effective date of their layoff. Employees on the recall list will be recalled to fill regular vacancies in their department by reverse order of layoff provided the employee has the present skill, ability and certifications (if any) to perform the work. Employees on the recall list will be removed from the list at the end of eighteen (18) months, or after a refusal to accept a recall, whichever occurs first.

10.03 Stewards Last to Be Laid Off: In the event of a lay-off, UNION stewards shall be the last to be laid off provided he has the necessary skills, abilities and certifications (if any) to perform the work designated by the BOROUGH.

ARTICLE XI
HOURS OF WORK

11.01 Work Period or Pay Period: A work period or pay period shall consist of the fourteen (14) day period from Sunday through Saturday, inclusive.

11.01.01 Work Week: For employee work scheduling purposes, the employee will work two (2) work weeks in a work period or pay period. A work week within a work period or pay period shall commence at 12:00 AM on Sunday and shall end at 11:59 PM the following Saturday.

11.02 Work Schedule: An employee's work schedule or hours of work are determined by the needs of the department in which the employee works and may be different for each employee within a department, depending on the duty/service requirements of that department.

11.02.01 Administrative Employees: Administrative Employees are generally employees assigned to the following departments:

- Office of the Manager,
- Planning and Historic Preservation,
- Finance, and the
- Police Records & Support Services Coordinator.

A. Daily Work Schedule: The regular work week shall be forty (40) hours per week, [REDACTED]

B. Unpaid Breaks - Meal Period: An unpaid thirty (30) minute meal period or unpaid break shall be provided each workday. The BOROUGH will make every effort to ensure these unpaid meal periods or breaks are scheduled at a consistent time every day, but may change on occasion based on the service demands of the department.

C. Paid Breaks: The BOROUGH shall provide two (2) fifteen (15)-minute paid breaks each workday. The BOROUGH will make every effort to ensure these paid break periods are scheduled at a consistent time every day, but may change on occasion based on the service demands of the department.

11.02.02 Public Works Employees: Due to the nature and services the BOROUGH provides, the work week and work schedule is subject to change based on weather conditions, construction projects, special events, emergencies, or other special circumstances. Supervisors or the Borough Manager will advise employees of changes that may be required by the aforementioned special circumstances.

A. General Daily Work Schedule: In the absence of the special circumstances mentioned in the preceding paragraph, the BOROUGH will make every effort to afford Public Works employees with a routine work-week schedule of forty (40) hours per week, [REDACTED]

B. Unpaid Breaks - Meal Period: An unpaid thirty (30) minute meal period or unpaid break shall be provided each workday. The BOROUGH will make every effort to ensure these unpaid meal periods or breaks are scheduled at a consistent time every day but may change on occasion based on the service demands of the department.

C. Paid Breaks: The BOROUGH shall provide two (2) fifteen (15)-minute paid breaks each workday. The BOROUGH will make every effort to ensure these paid break periods are scheduled at a consistent time every day, but may change on occasion based on the service demands of the department.

D. Extenuating Circumstances: Due to the nature and services the BOROUGH provides, the work week and work schedule is subject to change based on weather conditions, construction projects, special events, emergencies, or other extenuating circumstances. The Borough Manager or his/her designee will advise employees of changes that may be required by the aforementioned special circumstances.

11.02.03 Parking Department Employees: Due to the unique nature of services provided by the BOROUGH's Parking Department and the length of meter/parking enforcement, as dictated by BOROUGH ordinance, which extends beyond a typical eight (8) hour workday, the Parking Department shall have two daily shifts.

A. First (1st) Shift: The regular work week shall be forty (40) hours per week, [REDACTED], with the following hourly schedule:

- [REDACTED] and
- [REDACTED]

B. Second (2nd) Shift: The regular work week shall be forty (40) hours per week, [REDACTED], with the following hourly schedule:

- [REDACTED] and
- [REDACTED]

C. Swing Shift: The regular work week shall apply to all Grade 3 Employees (Laborer – Grounds/Maintenance) and be forty (40) hours per week, [REDACTED], with the following hourly schedule:

- [REDACTED]

D. Unpaid Breaks - Meal Period: An unpaid thirty (30) minute meal period or unpaid break shall be provided each workday. The BOROUGH will make every effort to ensure these unpaid meal periods or breaks are scheduled at a consistent time every day, but may change on occasion based on the service demands of the department.

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E. Paid Breaks: The BOROUGH shall provide two (2) fifteen (15)-minute paid breaks each workday. The BOROUGH will make every effort to ensure these paid break periods are scheduled at a consistent time every day, but may change on occasion based on the service demands of the department.

F. Extenuating Circumstances: Due to the nature and services the BOROUGH provides, the work week and work schedule is subject to change based on weather conditions, construction projects, special events, emergencies, or other extenuating circumstances. The Borough Manager or his/her designee will advise employees of changes that may be required by the aforementioned special circumstances.

G. Departmental Work Shared: The BOROUGH and the UNION acknowledge that the work performed by the Parking Department Employees is not exclusive to this bargaining unit.

Example: Teamsters Local 776 also represents Borough employees in the Borough's Uniformed Collective Bargaining Agreement (i.e., Police Officers). It is understood that Police Officers also have the statutory authority to issue parking tickets. Understanding that the Police Department is the only Borough Department that has staff on duty 24 hours a day, everyday of the year, it is expected that the Police Department could also issue tickets when the parking department has no staff on duty or are short staffed.

11.02.04 Hybrid Employees: Some employees may perform work duties that cross over department classifications. In these cases, the employee will fall under the work scheduling protocols for the department where the employee performs the majority of his/her work.

Example: An employee performs 75% of his/her work in the Parking Department and 25% of his/her work in the Public Works Department. The employee would then be scheduled by the Supervisor in the Parking Department since the majority of the employee's duties are dedicated to the Parking Department.

11.03 No Guarantee of Hours: Nothing in this Article or any other Article in this Agreement shall be construed as a guarantee of any specific number of hours per day or per week.

11.04 Minimum Rest Period: Employees with CDL licenses will not be required to work more than sixteen (16) consecutive hours without having a minimum rest period of eight (8) hours.

11.05 Mandatory Workday: An employee who is mandated to work on a 'Mandatory Workday' shall be paid in accordance with the Holiday and Overtime provisions set forth in this Agreement. Mandatory Workday shall be defined as hours required to work outside the normal or previously scheduled hours of work for the employee or department.

ARTICLE XII
PAID HOLIDAYS

12.01 Holidays: The following days shall be paid holidays for full-time employees:

- New Year's Day
- Martin Luther King's Birthday
- Presidents' Day
- Good Friday
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Day.

12.01.01 Holiday Compensation Provisions: Full-time non-exempt employees will be paid at the regular rate of pay for eight (8) hours for holidays not worked but which occur during the employee's regular work schedule.

12.01.02 Hours Worked on a Holiday: For a full-time non-exempt employee who works on a paid holiday, in addition to being paid straight time for the holiday, will be paid at double time (2x) the employee's regular hourly rate for only the hours actually worked on the holiday.

12.01.03 Overtime Worked on a Holiday:
Any overtime worked on a paid holiday (in excess of an 8-hour shift) shall be paid at double time and a half ($2\frac{1}{2}x$) the employee's regular hourly rate for the hours actually worked in excess of the eight (8) hour shift.

Example: An employee works 11.5 hours on President's Day, the employee will be paid the following:

- Eight (8) hours normal hourly wage rate, plus
- Eight hours double time (2x) normal hourly wage rate, plus
- Three and a half (3.5) hours double and half times ($2\frac{1}{2}x$) their normal hourly wage rate.

12.02 Weekend Holidays: If a holiday falls on a Saturday, it shall be celebrated on the preceding Friday. If a holiday falls on a Sunday, it shall be celebrated on the following Monday.

12.03 Eligibility for Holiday Pay: To be eligible for holiday pay or holiday overtime pay as noted in this Section, the employee must have worked the last scheduled workday before and the first scheduled work day after the holiday or have taken a sick day due to the employee's own illness which is documented by a doctor's excuse.

12.03.01 Holiday Pay Prohibited While on Disability or Workers' Compensation:
Under no circumstances will holiday pay or holiday overtime pay be provided to employees who are receiving disability or workers' compensation benefits.

12.04 Holidays Occurring While on Vacation: When a holiday occurs during an employee's regular vacation, said holiday shall not be charged against the employee's earned vacation time.

ARTICLE XIII VACATION

13.01 Accumulation of Vacation Time: All full-time employees are entitled to accumulate vacation time during their employment.

13.01.01 Vacation Time for Full-Time Employees Employed On or Before January 1, 2018: Employees hired on or before January 1, 2018 shall be subject to the vacation allotment as specified in **Table 1**.

13.01.02 Vacation Time for Full-Time Employees Employed After January 1, 2018: Employees hired after January 1, 2018 shall be subject to the vacation allotment as specified in **Table 2**.

13.01.03 Use of Accumulated or Accrued Vacation Time: Any full-time employee may use accumulated or accrued vacation time at any point in employment after his first six (6) months of employment. Vacation time must be appropriately scheduled as outlined in this Article.

13.02 Use of Bereavement Leave: Employees will be permitted to use bereavement leave, if needed, while on vacation. Employees who become sick, however, while on vacation, will be required to use the previously arranged vacation leave.

**Table 1 –
Accumulation of Paid Leave Types;
Before January 1, 2018**

13.03 Scheduling Vacation Time: Accommodations shall be made to enable an employee to schedule in advance vacations that require advanced planning and scheduling.

13.03.01 Increments of Vacation Time Usage:

With the approval of the BOROUGH, employees may take earned vacation leave in one half hour ($\frac{1}{2}$) hour units.

- A. Single Day Vacation Requests:** Single vacation days can be requested with two (2) days written notice to the employee's supervisor, or in his absence, the Borough

Employees Hired On or Before January 1, 2018				
Vacation			Personal Leave	Sick Leave
Months of Service	Accrued Hours per Month	Annual Leave in Hours	Annual Leave in Hours	Accrued Hours per Month
0-60	6.6667	80	32.0000	10.0000
61-120	10.0000	120		
121-240	13.3333	160		
241+	16.6667	200		
NOTES:			NOTES:	NOTES:
*A maximum of forty (40) hours may be carried forward into a new calendar/budget year.			*All time credited at the beginning of the year and must be used in the year earned. No time may be carried forward to the next calendar/ budget year.	*Accrued time may be used for an illness at any time during employment.
**Unused vacation time may be paid out in lump sum at the last pay period of a calendar/ budget year if time was requested and denied.				**Sick Leave may be accumulated to a maximum of one thousand two-hundred (1200) hours.

Manager. The two (2) day notice can be waived by the BOROUGH for family emergencies.

Table 2 –
Accumulation of Paid Leave Types;
After January 1, 2018

13.03.02 Vacation Time Balances When Not Able To Be Used:

In the event vacation time is requested and denied, by December 31st each year, the employee may carry those hours over to the next calendar/budget year (not to exceed forty (40) carried hours) or be paid out the hours in cash equivalent, consistent with the schedule in **Table 1 and Table 2**. Forty or fewer vacation hours requested and denied that are not paid out in its cash equivalent, will be automatically carried forward to the next calendar/budget year. If those hours are not used by December 31st of the following calendar/budget year the hours will be forfeited.

Employees Hired After January 1, 2018				
Vacation			Personal Leave	Sick Leave
Months of Service	Accrued Hours per Month	Annual Leave in Hours	Annual Leave in Hours	Accrued Hours per Month
0-60	6.6667	80	24.0000	10.0000
61-120	10.0000	120		
121-240	13.3333	160		
NOTES:			NOTES:	NOTES:
*Time is accrued but cannot be used in first six (6) months of employment, but may be used anytime thereafter.			*All time credited at the beginning of the year and must be used in the year earned. No time may be carried forward to the next calendar/ budget year.	*Accrued time may be used for an illness at any time during employment.
**A maximum of forty (40) hours may be carried forward into a new calendar/budget year.				**Sick Leave may be accumulated to a maximum of one thousand two-hundred (1200) hours.
***Unused vacation time may be paid out in lump sum at the last pay period of a calendar/ budget year if time was requested and denied.				

A. Submitting Vacation Time Requests:

All vacation requests must be submitted in writing to the employee's immediate supervisor or the supervisor's designee.

B. Providing Notice Regarding Vacation Payout/Carry-Over Preference:

If an employee chooses to either carry forward to the next budget year the vacation time not used or to have the balance of the unused vacation time paid out in cash equivalent (or a combination thereof), it shall be the employee's responsibility to provide his preference, in writing, to the Director of Finance (or his designee) no later than the twenty-fifth (25th) pay date of the year.

C. Leaving Employment Before End of Budget Year: In the event the employee leaves employment prior to the end of the budget year, the unused portion of accumulated or accrued vacation time shall be paid out in one lump sum in the employee's final pay.

This provision shall not apply to any employee who leaves employment prior to the completion of their probationary period.

- D. Holiday's Occurring During Vacation:** A holiday which occurs during an employee's vacation period shall not be charged against the employee's accumulated vacation period.

13.03.03 Seniority When Scheduling Vacation Time: When two or more employees request vacation to coincide with the same periods of time, seniority shall prevail, unless a less senior, or junior, employee had previously submitted a vacation request and said vacation request was approved. This means, in general, if two employees have requested the same day off then the senior employee will prevail. Additional considerations when using seniority to schedule vacation time follow:

- Deviation from these requirements may be considered if it is necessary to an employee to make long term arrangements or reservations for a planned vacation,
- It shall be the employee's responsibility to ensure they use their respective vacation time as enumerated in this labor agreement,
- It shall be the responsibility of the employee's supervisor to monitor the use of vacation time to ensure compliance with the labor agreement, and
- The employee's supervisor shall respond in writing to a vacation request within one (1)-week of the date the employee submitted the vacation request.

13.03.04 Basis for Vacation Payout: For the purpose of this Article, payment for vacation for regular full-time employees is based on eight (8) hour day and a forty (40) hour week at the employee's regular straight time rate.

13.04 Commencement of Vacation Accrual: New full-time employees will accrue vacation beginning the first full month of employment and are expected to work a minimum of six (6) months before they are eligible to use accrued vacation.

13.05 Part-Time Employees: Part-time employees are not eligible to earn vacation time.

ARTICLE XIV
SICK LEAVE

14.01 Sick Leave Provisions: Each full-time employee shall be granted sick leave, with pay, according to the following schedule and conditions:

14.01.01 Accumulation and Accrual: Sick Leave shall be accumulated or accrued beginning with the first full-month of employment according to the schedule provided in **Table 1 and Table 2**¹. An employee must be employed for more than half the days in a month to be credited with sick leave for that month. Sick leave may be utilized as needed throughout the year.

A. Rate of Accumulation: Employees shall accumulate sick leave at the rate of ten (10) hours each month – which is the equivalent of 1.25 days per month based on a standard 8-hour workday.

14.01.02 Usage: An employee may utilize sick leave for their own personal illness, physical incapacity or non-compensable bodily injury or disease. Additional approved sick leave usages are:

- Enforced quarantine in accordance with public health regulations,
- To meet medical and dental appointments more than two (2) hours duration when an employee has made reasonable efforts to secure appointments outside normal working hours provided the department head is notified at least one (1) day in advance of the day on which the absence occurs,
 - Employees will be required to provide an original physician's certification form for all medical appointments during normal working hours to receive sick leave compensation,
- Illness or physical incapacity in the employee's immediate family requiring their immediate attention and resulting from causes beyond their control, up to a maximum of five (5) days per year.
 - For the purposes of this Section, immediate family shall be defined as immediate family is defined in Section 14.02.01 – Bereavement Leave (Immediate Family).

A. Usage in First Six Months of Employment: All new employees shall accumulate sick leave hours during their first six-months of employment, but shall not be permitted to use the accrued sick leave hours until after the first six-months of employment.

14.01.03 Accumulation: Each employee may accumulate or accrue unused sick leave to a maximum of one-thousand two hundred (1200) hours. Accumulated or

¹ Table 1, Page 19; Table 2, Page 20.

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accrued and unused sick leave hours, subject to the 1200 hour maximum, shall be carried forward from year-to-year for the length of employment.

14.01.04 Termination Value: Employees with two-hundred forty (240), or more, months of service upon retirement from the BOROUGH shall be entitled to compensation for their unused, accumulated or accrued sick leave at a rate of one-hundred (100%) percent for unused sick hours.

The amount an employee shall receive in payment for his accumulated sick leave shall be calculated by utilizing the employee's hourly rate of pay at the time of retirement.

This compensation shall be paid to the employee after the severance of the employment relationship, and it shall not calculate in the employee's 'final average salary' for pension purposes.

In the case of an employee who dies during the term of this Agreement, their surviving spouse or dependent children, as the case may be, otherwise their estate, shall immediately receive a sum equal to one – hundred percent (100%) of the unused sick hours, calculated at the hourly rate of pay at the time of death.

14.01.05 Abuse of Sick Leave: The use of sick leave for any other purpose than noted above will be cause for disciplinary action. Employees are expected to be at home recuperating from illness, obtaining treatment from a health care provider, or caring for ill family members when absent from work.

- A. Pattern of Calling Off Sick: A pattern of calling off sick, such as Mondays or Fridays, or days immediately prior to or after holidays is suggestive of sick leave abuse and may result in disciplinary action.

14.01.06 Documentation of Illness: Upon three or more consecutive days of absence due to illness, the employee must provide documentation of the illness and expected date of return to work from a treating physician.

Such documentation may also be requested by management for less than three consecutive days if a pattern of sick leave abuse has been identified or evidence exists that the employee's absence is not related to an illness.

14.01.07 Disability for a Non-Occupational Illness or Injury: In the event an employee is disabled because of a non-occupational illness or injury, they shall be permitted to use regular sick leave on account of such occurrence, until all accrued sick leave is exhausted. The employee may then choose to use their unused accumulated or accrued vacation and personal time until those accumulated or accrued hours have been exhausted.

Alternatively, the employee may choose to immediately use his disability insurance provision, augmented by a maximum of forty (40) sick hours each pay period he is out on

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disability to ensure a compensation level commensurate with his normal pay period compensation.

14.01.08 Part-Time Employees: Part-time employees are not eligible to earn sick leave time.

14.02 Bereavement Leave: A full-time employee shall be granted bereavement leave, with pay, according to the following terms and schedule:

14.02.01 Immediate Family: An employee shall be entitled to take four (4) days off-duty following the date of death of a member of his immediate family for the purpose of attending to the funeral or other related necessities of such occurrence.

Immediate family is defined as:

- Spouse
- Child
- Parent
- Brother
- Sister
- Parent-in-law
- Grandparent
- Grandparent-in-law
- Step parent, and
- Step grandparent.

14.02.02 Next of Kin: An employee shall be entitled to take one (1) day off-duty following the date of death of a next of kin, for the purpose of attending the funeral or other related necessity of such occurrence.

Next of Kin is defined as:

- Uncle
- Aunt
- Brother/sister-in-law.

14.02.03 Special Leave: In the event, due to the need to travel, an employee requires the use of additional bereavement leave beyond the above benefit levels, they shall be entitled to take up to three (3) additional leave days, which additional leave shall be first charged against their available vacation time and personal leave time, and if none of these are available, then against their sick leave time.

14.02.04 Bereavement When Employee Not Working: Compensation under this provision shall not be paid while an employee is not working due to a paid holiday, bona fide layoff, paid or unpaid leave of absence, compensable or non-compensable illness or injury.

14.02.05 Part-Time Employees: Part-time employees are not eligible for bereavement time.

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14.03 Personal Leave: Each full-time employee shall be entitled to paid personal leave as defined in **Table 1 and Table 2**² and be scheduled in advance if possible.

14.03.01 Awarding of Personal Leave Time: Personal leave will be awarded at the beginning of each calendar/budget year and must be used in the year awarded. No personal leave time shall be carried forward into the following calendar/budget year.

14.03.02 Accrual of Personal Leave – New Employees After January 1, 2018: New employees shall receive personal leave time credited on the first day of the month following their month of hire and shall be prorated to eight (8) hours per month, not to exceed twenty-four (24) hours of personal leave time in the year they were hired.

14.03.03 Personal Leave Schedules Based on Hiring Date: Personal leave for full-time employees will be credited according to the schedule in **Table 1 and Table 2**³.

14.03.04 Part-Time Employees: Part-time employees are not eligible for personal leave time.

14.04 Jury Duty/Court Leave: Employees required to report to court for jury duty shall be granted leave of absence with pay for the period of their jury service. Such pay shall be at the employee's regular hourly rate for the employee's normal workday.

14.04.01 Fees for Jury Duty: Any fees received by the employee for jury service, exclusive of meals or mileage, shall be remitted to the BOROUGH.

14.04.02 Compensation when Subpoenaed for Matters Related to Employee's Job: Employees subpoenaed by or otherwise required by the BOROUGH to provide testimony in a court of law for matters relating to the employee's job shall be compensated as follows:

- A. Regular Rate of Pay:** If the appearance is during the employee's regularly scheduled workday, the compensation shall be their regular rate of pay.
- B. Witness Fees:** Any witness fees received by the employee for their appearance shall be remitted to the BOROUGH.

14.04.03 Part-Time Employees: Part-time employees are not eligible for Jury/Court leave time.

14.05 Military Leave: Military leave will be granted in accordance with applicable state and federal laws.

14.06 Elected or Appointed to UNION Office: Employees elected or appointed to UNION office shall be granted an unpaid leave of absence during the period of such employment. The

² Table 1, Page 19; Table 2, Page 20.

³ Table 1, Page 19; Table 2, Page 20.

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leave of absence shall not exceed three (3) years, unless extended by mutual agreement for the parties.

14.06.01 Retention of Seniority: Full-time employees who have worked a minimum of one (1) year of full-time employment will retain and accrue seniority while on an unpaid leave of absence.

14.06.02 Leave Provision While on Leave of Absence: Accrual of vacation leave, sick leave, and personal leave shall be suspended for the term of the unpaid leave of absence.

ARTICLE XV
TRAINING

15.01 Training Mandated by BOROUGH: Any employee participating in training mandated by the BOROUGH or training necessary to attain or maintain their certification(s) mandated by the BOROUGH shall be compensated for all time involved at their regular hourly rate of pay. Such training must be approved by the department head or designee prior to registering or attending said training.

15.01.01 BOROUGH Management Rights: The BOROUGH retains the exclusive right to decide the types of skills necessary to perform the work of the BOROUGH's Departments and the number of employment positions (jobs) required in each department with the set of necessary skill levels to perform the tasks of the department.

15.01.02 Awarding of Training Opportunities: Training opportunities will be awarded based on individual and BOROUGH needs, taking into account seniority and other reasonably relevant factors.

15.01.03 Condition of Employment: It is agreed that as a condition of employment, prior to being appointed, all full-time Laborer (CDL Class B) positions must possess a current CDL Class B license and general driver's license and be able to be covered by the BOROUGH's insurance carrier. The BOROUGH shall not reimburse the new employee for attaining his CDL Class B license.

15.02 Elective Training: When approved by the department head or designee, an employee requesting additional elective training outside normal work hours to enhance their job performance, shall be compensated at their regular overtime rate of pay while off duty.

15.03 Expense Reimbursement for Training: The BOROUGH shall reimburse any employee who attends any approved training for the cost of any tuition, mileage, or other related expense, including license renewals needed to perform their regular work duties.

15.03.01 Mode of Transportation: The employee shall use a mode of transportation as stipulated by the department head or Borough Manager.

15.03.02 Food/Lodging Reimbursement: The BOROUGH shall also reimburse an employee for reasonable expenses for food and/or lodging associated with such training, consistent with the Borough's approved annual training budget.

Food and Lodging reimbursements shall be approved by the department head or Borough Manager and shall conform to Federal IRS guidelines for such reimbursement.

ARTICLE XVI
INSURANCE

16.01 Types of Insurance Coverage: The BOROUGH shall provide each full-time employee with the following insurance coverages:

16.01.01 Life Insurance: Life Insurance coverage totaling Fifty Thousand (\$50,000.00) shall be carried on each employee, to be carried through the Group Policy covering all persons employed by the BOROUGH.

NOTE: Insurance Company reduces coverage for employees over the age of 65.

16.01.02 Health Insurance: This section is inclusive of other terms used to describe health insurance (i.e., medical insurance, surgical insurance, hospitalization insurance, etc.).

A. Employee Eligibility: Full-time employees shall continue to be eligible for hospitalization through the BOROUGH's existing insurance plan.

B. Wellness Committee: The BOROUGH shall establish a Wellness Committee comprised of representatives from each bargaining unit, non-bargaining unit employees and management. The Wellness Committee shall meet each year for the purposes of discussing any changes to the BOROUGH's health care insurance. The Committee shall meet to investigate and discuss changes to the health care product, including but not limited to changes to coverage or carrier, increases to co-payments, deductibles, or participation in a wellness program(s) or other cost savings plans to decrease the overall health insurance premium.

The Borough shall provide a health insurance plan comparable to the coverages outlined in **Appendix A** of this Agreement (See Section 16.01.05).

C. Premium Contribution by Payroll Deduction: Full-time employees shall contribute a percentage of the health insurance premium at the applicable benefit level, by payroll deduction, for the duration of this CBA. The annual amount of this premium contribution shall be divided out over twenty-six (26) pay periods per calendar/fiscal year.

The percentage of employee health insurance premium contribution by payroll deduction and associated caps are shown in **Table 3**.

Table 3 – Employee Health Care Premium Contributions

Year	Employee Contribution	Employee Contribution Caps per Pay
2023	12.0% twelve percent	\$145 one hundred forty-five dollars
2024	13.0% thirteen percent	\$155 one hundred fifty-five dollars
2025	13.5% thirteen and a half percent	\$165 one hundred sixty-five dollars
2026	14.0% fourteen percent	\$175 one hundred seventy-five dollars

- D. Health Reimbursement Account: The Borough will provide all full-time employees with a Borough funded Health Reimbursement Account (HRA) in accordance with the regulations established by the Internal Revenue Service. The Borough's obligation to fund the employee's HRA shall be capped annually at the following maximums depending on the level of health insurance coverage taken by the employee and the balance in the employee's HRA account as of December 31st of each calendar year.

Table 4 –
HRA Capped Funding Amounts

Year	Annual Capped Amount	
	Single Plan	Two or More
2023	\$1,000	\$2,250
2024	\$1,100	\$2,300
2025	\$1,150	\$2,400
2026	\$1,200	\$2,500

For clarification, **Table 4** shows these amounts that do not compound and the Borough will only be required to fund the employee's account up to the annual amount for the level of health insurance coverage taken by the employee.

- E. Medicare Eligibility: Upon the attainment of the age 65 or Medicare eligibility, the BOROUGH will provide educational resources to the active employee and applicable family members, so that the employee can make an educated decision as to which plan is better suited for their needs:
1. the group medical plan or
 2. Medicare and/or supplemental plans.

If the employee chooses to enroll in a Medicare and/or supplemental plans, the dependents of the active employee will no longer be covered under the group medical plan. Those dependents would be eligible for COBRA coverage for 18-36 months (depending on the applicable circumstances).

The Medicare eligible employee may elect to continue under the group medical plan, so long as they are an active full-time employee, based on the BOROUGH's group medical plan contract.

16.01.03 Dental Insurance: Dental Insurance coverage shall be carried on each employee and his dependents (as defined in the policy example as shown in **Appendix B**) through the Group Policy covering all persons employed by the BOROUGH. See Section 16.01.05.

16.01.04 Vision Insurance: Vision Insurance coverage shall be carried on each employee and his dependents (as defined in the policy example as shown in **Appendix C**) through the Group Policy covering all persons employed by the BOROUGH. See Section 16.01.05.

16.01.05 Right to Change Coverage: The BOROUGH shall have the right to change the existing medical, dental, vision, and prescription drug insurance coverage to a plan(s) which are comparable to the coverages outlined in **Appendices A, B and C**, but will provide a plan whose benefits are not lower than the comparable plan(s) in

Appendix VI

Appendices A, B, and C. The UNION, however, retains the right to grieve the BOROUGH's determination that the plan is 'comparable'. It will so state, in writing, to the BOROUGH within thirty (30) days of the plan being provided to the UNION by the BOROUGH, or such longer period as mutually agreed to by the parties.

In that event, the BOROUGH may not unilaterally implement the proposed new plan, however, it may immediately process the dispute before a neutral arbitrator selected pursuant to the arbitration step of the grievance procedure. The decision of the arbitrator, on this comparable issue, shall be issued within forty-five (45) calendar days of the UNION's written notice contesting that the plan selected by the BOROUGH is 'comparable' and shall be final and binding and will determine if the BOROUGH is authorized to implement the new plan.

16.02 Short-Term Disability: The BOROUGH shall provide short-term disability insurance in the amount of sixty-six point sixty-seven percent (66.67%) of the employee's weekly salary up to a maximum of Eight Hundred Dollars (\$800.00) per week.

16.02.01 Person's Covered: This insurance provision covers the employee only, and not the employee's spouse or dependents.

16.03 Incentive to have Spouse/Dependent Children Covered by Their Spouses Employer:

In the case where an employee's spouse is also employed and has the option to be covered by their employer's health care plan, the BOROUGH employee may opt to not have their spouse and/or their dependent children covered under the BOROUGH's health insurance plan.

If an employee chooses to exercise this provision, they shall provide proof of alternative coverage and shall not be entitled to be reinstated to the BOROUGH's health insurance coverage for a period of at least six (6) months after their voluntary removal thereof from said health care coverage. Such reinstatement shall occur during the annual enrollment period or during a life event as defined by the insurance plan.

16.03.01 Benefit to Employee Waiving Health Care Coverage: The employee waiving benefit coverage shall receive a lump sum payment at the final pay of the calendar year, prorated if employed less than 12 months, and before taxes, as stated below:

- Four-Thousand (\$4,000) Dollars for single plan coverage, or
- Six-Thousand (\$6,000) Dollars for all other health insurance plan coverages.

These lump sum payments will occur each year the employee waives health insurance coverage for the previous twelve (12) months and will be paid at the end of the calendar year, in accordance with IRS regulations.

ARTICLE XVII
PENSIONS

17.01 Notice of Pension Benefits: It shall be the BOROUGH's responsibility to see that each employee covered by this Agreement shall receive a written statement of his most current amount in the Pension Fund.

17.02 Military Buy-Back Time: Any employee who has served in the armed forces (as defined by the US Department of Defense) of the United States shall be permitted to buy back his military service time for any purpose permitted by law, including, but not limited to, pension eligibility calculations.

If state pension law requires, as a precondition to the implementation of this provision, that an appropriate actuarial study be done, and that the right to purchase such time be determined in accordance with that actuarial study, then the parties are committed to adherence to the law.

17.03 Pension Contributions: The BOROUGH shall maintain its Non-Uniform Employees Retirement Plan as amended and restated on January 1, 2009 and the Pension Plan Administrator will not require contributions from employees to the Non-Uniform Pension Plan for any year during the term of this Agreement, unless the pension actuary determines that employee contributions are necessary. In that event, the BOROUGH will meet with the UNION to negotiate employee contribution levels prior to implementation.

17.03.01 Reopener Clause: It is agreed that financial conditions may change during the term of this Agreement. Therefore, either party to this Agreement may request that this section be reopened and negotiated at any time during the term of this Agreement. The issues to be discussed include the amount of the pension benefit and the contribution to the pension plan by employees.

17.04 Pension Calculations: The pension plan for employees shall be amended to provide that pension payments shall be calculated upon an employee's total gross wages, including overtime, but excluding one-time, lump-sum payments which do not constitute part of normal base pay, and in regard to which overtime is not paid.

ARTICLE XVIII
PROBATIONARY PERIOD; DISCIPLINE, AND DISCHARGE

18.01 Probationary Period Defined: All newly-hired employees shall have a six (6) month period of probation, commencing on the first day reporting to work.

18.01.01 Use of Accrued Paid Leave While on Probation: A new employee will accrue paid leave while on probation according to the terms of this Agreement. An employee on probation may not use any accrued paid leave during the first six (6) months of employment.

18.02 Discharge: The BOROUGH shall not discharge nor suspend any non-probationary employee without just cause.

18.02.01 Notice Given: The BOROUGH shall provide the UNION and Union Steward(s) copies of all disciplinary action taken.

18.02.02 Discharge for Medical Reasons: An employee may be separated from employment when there is sufficient medical information to determine that the employee is not able to perform the essential functions of their position with or without a reasonable accommodation because of physical or mental impairment. Action may be initiated by the BOROUGH and must be supported by adequate medical evidence.

A. **Mandated Examination:** The BOROUGH may require an examination at its expense and performed by a physician of its choice.

B. **Second Opinion of BOROUGH's Doctor's Assessment:** When the BOROUGH doctor decides the employee is not physically or mentally qualified to perform the work required of their job, the employee may arrange for an examination by their own doctor at their expense.

C. **Conflicting Opinions Subject to Grievance Process:** Any determination which results from this process shall be subject to the grievance process and a final decision will be made by a neutral arbitrator in accordance to Article XXIV.

18.03 Discipline: In general, discipline shall be progressive.

18.03.01 Immediate Suspension/Dismissal: Certain offenses, however, will justify, in and of themselves, the immediate use of suspension without pay or dismissal.

18.03.02 Forms of Discipline: Discipline may take the form of demotion, a written reprimand, a suspension without pay, or dismissal (removal).

A. **Demotion:** Demotions can be either non-disciplinary or disciplinary in nature. The nature of any demotion decision shall be specifically stated.

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B. Non-Disciplinary Demotion: The asserted basis for non-disciplinary demotion may be challenged in the same manner as discipline may be challenged (Article XIX).

18.03.03 Challenge to Discipline: An employee may challenge the imposition of discipline through the grievance procedure.

18.03.04 Discipline for Just Cause: All discipline must be for just cause.

18.04 Loss of Motor Vehicle License or CDL: In accordance with Section 15.01.03, the BOROUGH and the UNION agree that an employee who no longer possesses a required license or insurance coverage shall be discharged and such discharge shall constitute just cause. The Borough may terminate for just cause an employee, who has a license suspended for a period of time that is 30 days in length or more. The Borough and the Union agree that a licensure suspension 30 days or more in length shall constitute just cause for termination. For licensure suspensions that are less than 30 days in length, an employee will be placed on an unpaid leave of absence, during which time the employee may use (if applicable) the employee's accrued and unused vacation or personal time.

ARTICLE XIX
GRIEVANCE PROCEDURE

19.01 Process: Whenever an employee, or the UNION, desires to contest or otherwise challenge the interpretation and/or implementation of any provision of this Agreement or any disciplinary action, he/it may proceed as follows.

19.01.01 Step 1: The employee, either alone or accompanied by a representative, or the UNION by a representative, shall present the grievance, in writing, to the employee's immediate supervisor within five (5) working days of its occurrence, or knowledge of its occurrence, whichever is later. The Supervisor shall report his decision, in writing, to the grievant within five (5) working days of its receipt.

19.01.02 Step 2: In the event the grievance is not settled at Step 1, an appeal must be presented by the grievant, or his/its representative, to the Borough Manager within five (5) working days after receipt of the response at Step 1 was due.

The Borough Manager shall meet and discuss the grievance with the grievant and/or his/its representative, together with the person(s) against whom the grievance is directed, and his/their representatives. The Borough Manager shall respond to the grievant, in writing, within ten (10) working days after the receipt of the appeal.

19.01.03 Step 3: In the event the grievance is not settled at Step 2, the UNION shall serve the BOROUGH with a written notice declaring an intention to proceed to final and binding arbitration of the dispute. Such notice must be served within thirty (30) working days after the response at Step 2 was provided.

19.02 Binding Arbitration: The UNION shall have the absolute right to proceed to final resolution of the dispute through binding arbitration once the Step 3 notice has been served.

19.02.01 Selection of Arbitrator: The neutral arbitrator shall be selected using alternate strikes from a list of seven (7) obtained from the Pennsylvania Bureau of Mediation. In requesting a panel of arbitrators from the Bureau of Mediation, the Party(ies) shall inform the Bureau that, per the Collective Bargaining Agreement, each of the seven (7) arbitrators listed shall be a member of the National Academy of Arbitrators and shall have, as his/her primary residence, the Commonwealth of Pennsylvania.

No one on the panel of seven (7) shall presently represent either labor or management entities. The first strike shall alternate from arbitration to arbitration.

19.02.02 CBA Shall Remain Whole: The Arbitrator selected shall not add to, subtract from, or modify the provisions of this Agreement, or any other prior contracts or awards. The Arbitrator shall confine himself to the precise issues submitted to him for decision, and shall have no authority to determine any issue(s) not so submitted.

19.02.03 Past Practices: 'Past practices', as that phrase has generally been defined through arbitration case law, not modified by the award which immediately preceded this

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contract, or made, in whole or in part, part of the collective bargaining agreement by that award, may be enforced by either party.

19.02.04 Arbitrator's Binding Decision: The decision of the Arbitrator shall be final and binding on both Parties, and shall not be appealable into any Court. The Arbitrator shall be requested to issue his decision within thirty (30) days after the hearing, or receipt of the transcript of the hearing.

The Arbitrator may order the proceedings to be reported by a court reporter, and any party may request a copy of the notes of testimony at his/its own expense.

19.03 Extension of Time Limits: All time limits contained herein may be extended by the mutual consent of the parties. Any reference to 'day' through this grievance provision shall be construed to mean working days.

19.04 Payment of Arbitration Expenses: Each party shall bear his/its own expenses and cost. The fees and expenses of the neutral arbitrator shall be equally split between the parties.

ARTICLE XX
UNIFORMS AND FLEET VEHICLES

20.01 Non-Uniform Clothing Policy: The Non-Uniform and Clothing Policy shall meet all Federal IRS provisions regulating such items and is further defined in **Appendix D-1 (Parking Department Clothing and Equipment List)** and **Appendix D-2 (Public Works Clothing and Equipment List)**. The entire Non-Uniform Clothing Policy can be found at **Appendix E**. It is recognized by the UNION that it is a managerial right for the BOROUGH to mandate work uniforms. **Table 4** identifies the Personal Protective Equipment (PPE) required while performing certain job duties.

20.02 Use of Fleet Vehicle: No employee shall be required to use any fleet vehicle or equipment which is unsafe to be operated or does not comply with the requirements of the Vehicle Code and Regulations adopted by the Department of Transportation, or manufacturer's guidelines which establishes minimum criteria for vehicles and equipment.

20.02.01 Reporting of Defect: Any employee who encounters a defect or damage shall report the same to his superior immediately, in writing, whereupon no employee shall operate said vehicle until such time as repairs are made, or the vehicle is found to be in operating condition by a BOROUGH-approved and Commonwealth-certified mechanic, according to Commonwealth vehicle inspection standards and the vehicle manufacturer's specifications.

However, it is agreed and understood that an employee will make a good faith attempt to temporarily rectify any minor problem which may be encountered with a vehicle prior to initiating a call for road service or towing.

Table 5 – PPE Requirements for Specified Job Duties

Reference Article XX - Section 20.01	Paving	Mowing / Weed Whacking	Tree Trimming	Tar Sealing	Construction Projects	Line Painting	Sign Work	Cold Patch	Agility
Reflective Vests/Shirts	X	X	X	X	X	X	X	X	X
Safety Toe Boots	X	X	X	X	X	X	X	X	X
Long Pants	X	X	X	X	X			X	X
Gloves	X		X	X	X				X
Hard Hat	X		X		X				X
Safety Glasses	X	X	X	X	X				X
Hearing Protection		X	X		X				X

NOTE: Consistent with Article XX - Section 20.01, PPE requirements for tasks not listed above shall be determined at the discretion of the Department Director, Foreman, or Borough Manager.

ARTICLE XXI **COMPENSATION**

21.01 Tiered Compensation Based on Length of Service: The employee's compensation schedules are outlined in **Appendix F and Appendix G**⁴. The pay scale in Appendix F applies to employees hired after December 31, 2013. Increases in compensation shall be based on months of service as further defined in this Article and accompanying Tables.

21.01.01 Compensation – Hired On or Before December 31, 2013: Employees hired on or before December 31, 2013 shall be compensated according to the pay schedule outlined in **Appendix G, and do not utilize the grade system defined in Appendix F.**

21.01.02 Compensation – Hired After December 31, 2013: Employees hired after December 31, 2013 shall be compensated according to the pay schedule outlined in **Exhibit F and further listed in Tables 6, 7, 8 and 9.** These employees are also listed in Appendix G.

21.02 Annual Salary: An employee's annual salary shall be calculated based on the addition of the following:

- Base Grade Salary
- Specialty Pay (if applicable).

21.02.01 Salary Advancements: Salary advancements based on contractual increases in pay grade compensation, and specialty pay shall take effect on the first pay period of a new budget year. Specifically, annual salary shall be adjusted at the first pay period of the budget year, which shall include any increases in compensation that will be earned later in the year because of the employee's employment anniversary date.

Example: John Doe was hired on March 31, 2023 to fill a Grade 3 position. That would mean by December 31, 2023, John Doe had been employed for exactly 9 months. Consistent with the pay grade system, John Doe worked these nine (9) months at the Grade Three (3) pay level, in Rate A, for 2023. John Doe would continue to work an additional three (3) months in 2024 at Grade Three (3) pay, at the Rate A level for 2024. Then on March 31, 2024, John Doe would advance to the second tier of Grade Three (3) pay for the year 2024 – Rate B. Therefore, John Doe, in budget year 2024, would work three (3) months at Grade three (3), at Rate A and nine (9) months at Grade Three (3), at Rate B. John Doe's annual salary for 2024 would be calculated with the following equation and awarded as an hourly base wage rate on January 1, 2024:

$$\frac{(3 \text{ months} * \text{Rate A})}{12 \text{ months}} + \frac{(9 \text{ months} * \text{Rate B})}{12 \text{ months}} = \frac{\text{Annual Salary}}{2080 \text{ hours}} = \text{Hourly Rate}$$

⁴ Pages 60 and 61, respectively.

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21.03 Hourly Rate of Pay: An employee's hourly rate of pay shall be calculated by taking the employee's annual salary and dividing it by the traditional 2080-hour work year.

21.04 Compensation Categories: Employees are eligible for multiple types of compensation based on a Pay Grade System, Differential Pay, and Specialty Pay (if applicable).

21.04.01 Pay Grade System: Each level of pay is known as a pay grade. Each job title is assigned a pay grade, based on the skills required to perform the job. The Pay Grade System is outlined in **Appendix F-1**.

21.04.02 Base Grade Salary: The matrix in **Appendix F-2** constitutes an employee's Base Grade Salary. These base grades shall advance each year accordingly:

- 2023 \$2.25 per hour increase above 2022 base hourly rate of pay,
- 2024 2.00% (two percent) above 2023 base hourly rate of pay,
- 2025 2.50% (two and a half percent) above 2024 base hourly rate of pay,
- 2026 2.50% (two and a half percent) above 2025 base hourly rate of pay.

21.04.03 Rates of Pay in Pay Grade System: Each Pay Grade Rate has six (6) rates of pay, based on length of service. Length of service is defined in monthly increments and is outlined below:

- Rate A 0-12 months service (Hiring Rate)
 - Rate B 13-24 months service (1% above Rate A)
 - Rate C 25-36 months service (1% above Rate B)
 - Rate D 37-48 months service (1% above Rate C)
 - Rate E 49-60 months service (1% above Rate D)
 - Rate F 61+ months service (1% above Rate E)
- Rate F is also known as the Job Grade Rate, and
- Rate G, where Rate G represents full-time employees hired on or before December 31, 2013 and are grandfathered into the pay scale and pay system that predates this Agreement.

21.04.04 Differential Pay: Differential pay is defined by the time of day an employee begins his assigned work shift, commonly referred to as a shift differential. Full-time employees shall be paid the following Differential Pay when beginning work between the following times:

-  No Differential Pay
-  \$.60/hr. (Sixty cents)
-  \$.90/hr. (Ninety cents).

21.04.05 Specialty Pay: This compensation category shall apply only to full-time employees who hold a specific skill and who performs work above the basic set of skills necessary to retain a job in a specific Pay Grade. Specialty Pay is one percent (1%)

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above the employee's Base Grade Salary level. Employees are eligible for multiple Specialty Pay categories.

The BOROUGH reserves the right to create, define, add, and subtract Specialty Pay categories as the needs of the various departments evolve. The BOROUGH reserves the right to determine the number of employees within each Specialty Pay category. All full-time employees regardless of hiring date are eligible for Specialty Pay.

21.05 Part Time Employees: Part-time employees shall be paid at eighty-five (85%) percent of the Rate A Base Grade Rate for that Job Grade Level for the current year employed.

21.06 Overtime: Overtime compensation shall be paid to all employees for actual hours worked in excess of forty (40) hours per week.

21.06.01 Calculation for Overtime Provisions: Paid time off, with the exception of leaves of absences, shall be counted as hours worked toward the calculation of overtime compensation. Specifically, the following paid time off categories shall count as hours worked toward the calculation of overtime compensation:

- Personal Days
- Holidays not worked, and
- Vacation Days
- Bereavement Leave.

21.06.02 Overtime Approval: All overtime work must receive the supervisor's authorization before being performed.

21.06.03 Not Working Scheduled Overtime or Overtime Without Approval: Failure to work scheduled overtime or overtime worked without prior authorization will be just cause for disciplinary action.

21.06.04 Distribution of Overtime Hours: Voluntary overtime hours shall be distributed as evenly as possible based on seniority, qualifications, skill set, and the BOROUGH's need. It shall be the BOROUGH's sole discretion to determine what classification or position shall perform the overtime work. If a qualified employee refuses overtime, overtime will be offered to the next senior qualified employee.

A. Mandated Overtime: In the event the BOROUGH requires or mandates overtime, the BOROUGH shall, with reference to qualifications, skills, and certifications (if any), require the least senior employee to perform the overtime work. Employees who refuse mandatory overtime may be subject to disciplinary action, up to and including termination, subject to the just cause provision of this Agreement.

21.07 Call-In Provisions: When an employee is called in to work outside of regularly scheduled work hours, the employee shall be compensated for a minimum of two (2) hours of work. Should the employee complete the assigned task in less than two hours, the employee shall be directed by the designated department head/manager to complete other tasks as assigned. In no

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event shall all assigned work be less than two-hours. These hours shall contribute toward the calculation of overtime in a forty (40) hour week.

21.08 Pyramiding: There will be no pyramiding of overtime pay or any other premium time for the same hours worked.

21.09 Temporary Transfer: At times, the BOROUGH may have a need to fill a vacancy in certain Pay Grade Levels, or may need to augment the workforce in certain Pay Grade Levels on a temporary basis. Employees who possess the requisite skills to perform work above their regular Pay Grade Level, with approval from their supervisor, may temporarily be assigned to the higher Pay Grade Level while performing the duties required of the higher Pay Grade Level. In such cases, the employee shall be paid at the Pay Rate (Hire Rate, Rate A-F) that the employee is currently on at his regular Pay Grade Rate.

Conversely, if an employee is asked to perform work below their regular Pay Grade Rate within their department, the employee shall be paid at their regular Pay Grade Rate. If the work is being performed for a different department, the employee shall be paid their current rate of pay within the Pay Grade of the department the work is being performed for. These hours shall count toward the overall calculation toward overtime in the employee's regular rate of pay within their normal pay grade.

ARTICLE XXII
RESIDENCY

There is no residency requirement for non-uniform employees. However, it is expected that all employees shall report for regularly scheduled work shifts, extra duty shifts, and emergency occurrences, regardless of the location of the employee's residence.

ARTICLE XXIII
NON-DISCRIMINATION

The BOROUGH and the UNION agree not to discriminate against any person with respect to hiring, compensation, terms or conditions of employment, on account of such person's race, color, religion, sex, national origin, age, or non-disqualifying disability, nor shall it limit, segregate or classify employees in any way so as to deprive any individual employee of employment opportunities on account of race, color, religion, sex, national origin, age, or non-disqualifying disability.

ARTICLE XXIV
MASCULINE TO INCLUDE FEMININE

The use of the masculine gender in this Agreement shall be deemed to include the feminine.

ARTICLE XXV
PAYROLL

25.01 Pay Periods: Each employee shall be paid on a bi-weekly basis. All compensation shall include an employee's regular pay and any other payment which may be then due.

25.02 Direct Deposit: All UNION member's compensation shall be delivered into a bank account at cooperating financial institutions, via electronic fund transfer (EFT) or Automated Clearing House (ACH), of the employee's choosing. The BOROUGH shall make this transfer no later than the final business day of the pay period in which the employee's compensation is due.

ARTICLE XXVI
ENTIRE AGREEMENT

The Parties agree that this Agreement constitutes the entire contract between them governing the rates of pay, working conditions and pension rights of the employees in the bargaining unit during the term hereof and settles all demands and issues on all matters subject to collective bargaining, including demands made during negotiations. However, the foregoing shall not be construed as a waiver of the UNION's right to assert a claim for violation of a past practice.

ARTICLE XXVII
CONFORMITY TO LAW

This Agreement shall be subordinate to all present and future federal and state laws applying to the BOROUGH and in case of conflict between any part of this Agreement and any such laws, the laws shall govern.


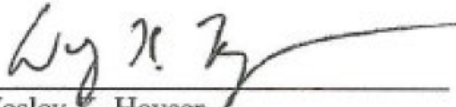
ARTICLE XXVIII
TERM OF AGREEMENT

This Agreement shall become effective on January 1, 2023 and shall remain in effect until December 31, 2026.


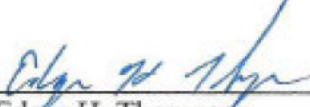
SIGNATURE PAGE


IN WITNESS WHEREOF, the BOROUGH has caused these presents to be executed by the President of Gettysburg Borough Council and attested by its Secretary after approval of the same by the Gettysburg Borough Council, and the UNION has caused these presents to be executed by their Designated Representative the day and year first above written.


THE BOROUGH OF GETTYSBURG

ATTEST:  BY: 
Sara L. Stull Wesley K. Heyser
Borough Secretary President of Council

TEAMSTERS, LOCAL 776

ATTEST:  BY: 
Joyce Braun Edgar H. Thompson
Union Secretary President, Teamsters Local 776

BY: 
William A. Olmeda
Business Agent, Teamsters Local 776

BY: 
Randall H. Heflin
Union Steward


www.capbluecross.com
Benefit Highlights
Platinum PPO 250/0/15 Rx 0

THIS IS NOT A CONTRACT. This information highlights some of the benefits available through this program and is NOT intended to be a complete list or description of available services. Benefits are subject to the exclusions and limitations contained in your Certificate of Coverage (COC). Refer to your COC for benefit details.

SUMMARY OF COST-SHARING		Amounts Members Are Responsible For:	
		Participating Providers	Non-Participating Providers
Deductible (per benefit period)		\$250 per member \$500 per family	\$5,000 per member \$10,000 per family
Copayments			
• Office Visits (performed by a Family Practitioner, General Practitioner, Internist, Pediatrician, Preventive Medicine specialist, or participating Retail Clinic)		\$15 copayment per visit	50% coinsurance
• Specialist Office Visit		\$30 copayment per visit	50% coinsurance
• Emergency Room		\$150 copayment per visit, waived if admitted	
• Urgent Care		\$75 copayment per visit	
• Inpatient (Per Admission)		Not Applicable	50% coinsurance
• Outpatient Surgery Copayment (facility)		Not Applicable	50% coinsurance
• High Tech Imaging		Not Applicable	50% coinsurance
Coinsurance		Not Applicable	50% coinsurance
Out-of-Pocket Maximum (includes Deductible, Copayments and Coinsurance for Medical (including ER), Prescription Drug, Pediatric Dental, and Pediatric Vision services) for Participating Providers only		\$6,350 per member \$12,700 per family	\$10,000 per member \$20,000 per family
When the out-of-pocket maximum is reached, benefits are paid at 100% of the allowable amount until the benefit period ends.			
SUMMARY OF BENEFITS	Limits and Maximums	Amounts Members Are Responsible For:	
		Participating Providers	Non-Participating Providers
PREVENTIVE CARE: Administered in accordance with Preventive Health Guidelines and PA state mandates			
Preventive Care Services			
• Pediatric Preventive Care		Covered in full, waive deductible	50% coinsurance after deductible
• Adult Preventive Care		Covered in full, waive deductible	50% coinsurance after deductible
Immunizations		Covered in full, waive deductible	50% coinsurance, waive deductible
Mammograms			
• Screening Mammogram	One per benefit period	Covered in full, waive deductible	50% coinsurance, waive deductible
• Diagnostic Mammogram		Covered in full after deductible	50% coinsurance after deductible
Gynecological Services			
• Screening Gynecological Exam & Pap Smear	One per benefit period	Covered in full, waive deductible	50% coinsurance, waive deductible
BENEFITS LISTED BELOW APPLY ONLY AFTER BENEFIT PERIOD DEDUCTIBLE IS MET			
Acute Care Hospital Room & Board		Covered in full after deductible	50% coinsurance after deductible
Acute Inpatient Rehabilitation	60 days/benefit period	Covered in full after deductible	50% coinsurance after deductible
Skilled Nursing Facility	120 days/benefit period	Covered in full after deductible	50% coinsurance after deductible
Surgery			
• Surgical Procedure & Anesthesia		Covered in full after deductible	50% coinsurance after deductible
Maternity Services and Newborn Care		Covered in full after deductible	50% coinsurance after deductible
Diagnostic Services			
• High Tech Imaging (MRI, CT, PET, SPECT Scans, etc.)		Covered in full after deductible	50% coinsurance after deductible
• Radiology (other than High Tech Imaging)		Covered in full after deductible	50% coinsurance after deductible
• Independent Laboratory		Covered in full, waive deductible	50% coinsurance after deductible
• Facility-owned Laboratory		Covered in full after deductible	50% coinsurance after deductible
Outpatient Surgery		Covered in full after deductible	50% coinsurance after deductible
Outpatient Therapy Services			
• Physical Medicine & Occupational Therapy	30 visits combined rehabilitative 30 visits combined habilitative (per benefit period)	\$30 copayment per visit	50% coinsurance after deductible
• Speech Therapy	30 visits combined rehabilitative 30 visits combined habilitative (per benefit period)	\$30 copayment per visit	50% coinsurance after deductible
• Respiratory/Pulmonary Therapy (rehabilitative)	35 visits/benefit period	\$30 copayment per visit	50% coinsurance after deductible
• Manipulation Therapy	20 visits/benefit period	\$30 copayment per visit	50% coinsurance after deductible
Emergency Services		Covered in full, waive deductible Emergency room copayment applies, waived if admitted inpatient	
Mental Health Care Services			
• Inpatient Services		Covered in full after deductible	50% coinsurance after deductible
• Outpatient Services		\$30 copayment per visit	50% coinsurance after deductible
Substance Abuse Services			
• Rehabilitation – Inpatient		Covered in full after deductible	50% coinsurance after deductible
• Rehabilitation – Outpatient		\$30 copayment per visit	50% coinsurance after deductible
Home Health Care Services	60 visits/benefit period	Covered in full after deductible	50% coinsurance after deductible
Durable Medical Equipment (DME)		Covered in full after deductible	50% coinsurance after deductible
Prosthetic Appliances		Covered in full after deductible	50% coinsurance after deductible
Orthotic Devices		Covered in full after deductible	50% coinsurance after deductible

Benefits are underwritten by Capital Advantage Assurance Company®, a subsidiary of Capital BlueCross. An Independent licensee of the BlueCross BlueShield

Platinum PPO 250/0/15 Rx 0

CBC-1021 M (1/1/2017)

SUMMARY OF BENEFITS (CONTINUED)	Limits and Maximums	Amounts Members Are Responsible For:	
BENEFITS LISTED BELOW DO NOT APPLY BENEFIT PERIOD MEDICAL DEDUCTIBLE			
		Participating Providers	Non-Participating Providers
PRESCRIPTION DRUG DEDUCTIBLE		None	\$5,000 per member \$10,000 per family
Per benefit period			
	Retail Pharmacy (up to a 30-day supply)	Mail Service Pharmacy (up to a 90-day supply)	Specialty Pharmacy (up to a 30-day supply)
PRESCRIPTION DRUG TIER	BENEFIT		
Generic Preferred Prescription Drugs	\$4 copayment	\$10 copayment	20% coinsurance up to \$250/refill
Generic Non-Preferred Prescription Drugs	\$15 copayment	\$38 copayment	20% coinsurance up to \$250/refill
Brand Preferred Prescription Drugs	\$45 copayment	\$113 copayment	20% coinsurance up to \$350/refill
Brand Non-Preferred Prescription Drugs	\$70 copayment	\$175 copayment	20% coinsurance up to \$450/refill
Preventive Coverage	Covered in full, waive deductible		
Network	CVS Caremark National Pharmacy Network		
PRESCRIPTION DRUG TIER (Contraceptives)	BENEFIT		
Generic Prescription Drugs	\$0 copayment	\$0 copayment	Not covered
Select Brand Prescription Drugs*	\$0 copayment	\$0 copayment	Not covered
Brand Preferred Prescription Drugs	\$45 copayment	\$113 copayment	Not covered
Brand Non-Preferred Prescription Drugs	\$70 copayment	\$175 copayment	Not covered
FORMULARY SYSTEM	Open		
UTILIZATION PROGRAM	BENEFIT		
Generic Substitution Program	Restrictive Generic Substitution – In addition to the coinsurance/ copayment, the member pays the difference between the brand and generic drug price (when there is a generic alternative) unless the physician requests the brand be dispensed.		
Voluntary Maintenance Choice	The dispensing of maintenance covered drugs for up to a 90 day supply is available through Mail Service or at CVS Pharmacies.		
Specialty Pharmacy	For most specialty medications, coverage is available only when dispensed by a Capital BlueCross Preferred Specialty Network. For a list of Preferred Specialty Networks, please refer to the Specialty Pharmacy Information located in The Guide to Rx Benefits at www.capbluecross.com .		
Quantity Level Limits (per prescription, day supply or copayment)	Applicable to selected drugs. Refer to the Capital BlueCross formulary or go to www.capbluecross.com .		
Prior Authorization and Enhanced Prior Authorization	Applicable to selected drugs. Refer to the Capital BlueCross formulary or go to www.capbluecross.com .		
Pediatric Vision Services - Benefit frequencies are based on date of service			
• Vision Exam	Once every 12 months	Covered in full	\$32 allowance
• Eyeglass Lenses	Once every 12 months	Single – Covered in full Bi-focal – Covered in full Tri-focal – Covered in full Polycarbonate – Covered in full	Single - \$24 Bi-focal - \$36 Tri-focal - \$46 Polycarbonate – Not covered
• Frames**	Once every 12 months	Standard Frames: Paid in full on frames selected from a frame collection All Other Frames: Balance of retail charge less 30% after \$100 allowance	Balance of retail charge after \$30 allowance
• Contact Lenses** Payment will be made for either lenses or contact lenses within a benefit period. Payment will not be made for both.	Once every 12 months	Balance of retail charge less 25% after \$75 allowance	\$50 allowance
Pediatric Dental Services			
• Deductible		\$50 per person	
• Preventive Services		Covered full, waive deductible	
• Basic Services		20% coinsurance after deductible	
• Major Services		50% coinsurance after deductible	
• Orthodontia (Medically Necessary)	12 month waiting period	50% coinsurance after deductible	
• Annual Program Maximum	Per Person	Not Applicable	
• Lifetime Orthodontia Maximum		Not Applicable	

Deductibles, coinsurance and copayments under this program are separate from any deductibles, coinsurance and copayments required under any other health benefits coverage you may have.

*Select Brands include contraceptives for which there is no generic equivalent.

**Frames and contact lens allowances at Walmart® Vision Centers may vary from any allowances indicated above. Refer to your COC for benefit details.

Participating providers and pharmacies agree to accept our allowance as payment in full—often less than their normal charge. If you visit a non-participating provider or pharmacy, you are responsible for paying the deductible, coinsurance and the difference between the non-participating provider's or non-participating pharmacy's charges and the allowable amount. Non-Participating Providers may balance bill the member. Some non-participating facility providers are not covered. Deductibles, any differences paid between brand drug and generic drug prices, and any balances paid to non-participating pharmacies are not applied to the out-of-pocket maximum. In certain situations a facility fee may be associated with an outpatient visit to a professional provider. Members should consult with the provider of the services to determine whether a facility fee may apply to that provider. An additional cost sharing amount may apply to the facility fee.

On behalf of Capital BlueCross, CVS/Caremark™ assists in the administration of our prescription drug program. CVS/Caremark is an independent pharmacy benefit manager.

On behalf of Capital BlueCross, Dominion National assists in the administration of the BlueCross Dental benefits. Dominion National is an independent company.

On behalf of Capital BlueCross, National Vision Administrators, LLC (NVA) provides the network and assists in the administration of network management services for the BlueCross Vision benefits program. NVA is an independent company.

For more information or to locate a participating provider, visit www.capbluecross.com

Communications issued by Capital BlueCross in its capacity as administrator of programs and provider relations for all companies.

BOROUGH OF GETTYSBURG DENTAL BENEFITS SUMMARY

Diagnostic & Preventive Services.....	100% *
Minor Restorations.....	100% *
General Services.....	100% *
Oral Surgery.....	100% *
Prosthetics, Crowns, Inlays and Onlays....	50% *
Periodontics.....	50% *
Annual Maximum.....	\$1,000 per person

* Amounts paid are the Usual, Reasonable, and Customary for your local area.

PLAN REQUIRES A PRE-ESTIMATE ON ANY PROCEDURE THAT IS \$150.00 OR MORE.

You are entitled to payment for the following covered services you receive from a dentist provided they are deemed dentally necessary by *Group Claims Administrators*.

*** Diagnostic/Preventive**

** Class I	
* Oral Examination	100%
* Cleaning, Scaling, & Polish	100%
* Fluoride Treatment - 19 & Younger	100%
Space Maintenance	100%
Emergency Treatment	100%
* X-rays	100%

* Not more than once in a 6 month period for routine oral examinations.

**** Oral Surgery/Minor Restoration**

Fillings	100%
General Anesthesia	100%
Indictable Antibiotics	100%
Extraction	100%
Oral Surgery	100%
Repair of Prosthetic Appliances	100%

**** Prosthetics/Periodontics**

Endodontics	50%
Periodontics	50%
Bridges & Dentures	50%
Crowns & Gold restorations	50%
Prosthetic Appliances	50%
Root Canals	50%
Inlay & Onlay	50%
Maximum Annual	\$1,000

** Amounts paid are of Usual, Reasonable, and Customary charges. Annual maximum are subject to the plan year.



VISION QUOTE: Option 1

BOROUGH OF GETTYSBURG

Number of Employees: 30
 \$0 Exam / \$0 Materials Copay
 Dependent Age: 26 (EOBM)
 Glasses & Contacts in Same Benefit Period

Frequency Type: Last Date of Service	Employee	Spouse	Children
Vision Exam	12 Months	12 Months	12 Months
Lenses	12 Months	12 Months	12 Months
Frames	12 Months	12 Months	12 Months

Benefits: Employee Can Select Either	VBA Participating Provider Amount Covered/Benefit	Out-of-Network Max Reimbursement (Zero Copay)
Vision Exam (Glasses or Contacts)	Covered in Full	\$40
Clear Standard Lenses (Pair):		
Single Vision	Covered in Full	\$40
Bifocal	Covered in Full	\$60
Blended Bifocal	Covered in Full	\$60
Trifocal	Covered in Full	\$80
Progressives	Partially-Covered	\$80
Lenticular	Covered in Full	\$120
Polycarbonate	Covered in Full for Persons Up to Age 19	N/A
Basic Scratch Coating	Covered in Full	N/A
Frame (Wholesale Allowance)	Up to \$50 ^A	\$50
-AND-		
Elective Contacts		
Material Allowance	Up to \$110 ^B	\$110
Elective Fitting Fee and Evaluation	15% off UCR	N/A
-OR-		
Medically Necessary Contacts	Covered in Full ^C	\$450
-AND-		
Lasik Surgery (once every 8 years)	N/A	\$125

Where an "allowance" is shown above, the Member is responsible for paying any charges in excess of the allowance less any applicable copay.

Benefits and participation may vary by location, including, but not limited to, Costco® Optical, Pearle Vision, LensCrafters®, Target Optical® and Boscov's® Optical.

A Approximately \$125 to \$150 retail.

B The allowance is applied to all services/materials associated with contact lenses, including, but not limited to, contact fitting, dispensing, cost of the lenses, etc. No guarantee the allowance will cover the entire cost of services and materials.

C Requires prior approval. May only be selected in lieu of all other material benefits listed herein.

Appendix D-1
Parking Department Clothing and Equipment List

Quantity	Item Issued	Class
1	Winter Jacket	Uniform
1	Light-weight jacket with hood and liner	Uniform
1	Rain gear	PPE
	Khaki pants	Clothing
	Khaki shorts	Clothing
5	Safety long sleeve shirt	Uniform
5	Safety short sleeve shirt	Uniform
	Black sneaker	Clothing
	Black boots	Clothing
1	Baseball cap	Uniform
1	Knit pull-over hat	Uniform
1	Gloves	PPE
1	Badge with leather holder	Uniform
1	Yellow reflective vest	PPE

NOTE: 'Class' is defined in the Non-Uniform Clothing Policy at Appendix E.

Appendix D-2
Public Works Department Clothing and Equipment List

Quantity	Item Issued	Class
1	Winter jacket - reflective	Uniform
1	Light-weight jacket - Class 3 reflective	Uniform
1	Rain gear	PPE
3	Sweatshirts - hooded reflective	Uniform
5	Denim pants	Clothing
5	Short sleeve Class 3 reflective shirts	PPE
2	Safety toe boots (steel, aluminum, composite)	Uniform
1	Hard hat	PPE
2	Work gloves	PPE
1	Safety glasses	PPE
	Ear plugs	PPE
	Class 3 reflective vest	PPE
	Identification badge	Uniform
	Badge holder	Uniform

NOTE: 'Class' is defined in the Non-Uniform Clothing Policy at Appendix E.

*Revised September 2017
Revised August 2017*

I. PURPOSE

The Borough of Gettysburg recognizes the need to provide clothing and/or uniforms to some employees in order to prevent damage to personal items as a result of the work required for certain jobs as well as to help promote employee identification in the field.

The purpose of this Uniform & Clothing Policy is to identify what clothing items should be provided to employees by the individual departments using Borough funds and to provide guidance for the appropriate acquisition of, or compensation for, such clothing.

Personal Protective Equipment (PPE) is not considered "clothing" and is addressed in Section VII: Personal Protective Equipment (PPE).

II. GENERAL POLICY

When an employer provides uniforms or pays uniform allowances, Federal tax laws, rulings and regulations stipulate and court decisions uphold that, in order to be excludable from an employee's wages, uniforms must be required by the employer and cannot be adaptable for general use. If both these conditions are not met, the value of the uniforms or the amount of the allowances must be recognized as compensation and included in the employee's wages and Federal and State taxes must be withheld and paid.

From an administrative perspective, the least complicated method for obtaining such clothing and withholding applicable taxes would be the payment of a clothing allowance directly to each eligible employee through payroll.

The following guidelines have been prepared to assist employees in gaining an understanding of the uniform policy. Any variances from these guidelines will result in the value of the clothing being included as taxable gross wages.

1. Uniforms are to be provided only under the following terms:
 - Wearing the prescribed uniform is mandatory;
 - The characteristics, designs and styles of the uniform or uniforms to be adopted are specified by the department manager or borough manager;
 - Except in the case of protective gear or in the case of trade or profession specific clothing, a badge, logo, or other distinctive insignia is to be worn as part of or in conjunction with the uniform and that such badge or insignia must clearly identify the wearer as an employee of the Borough of Gettysburg;
 - That wearing the uniform is prohibited except when the employee is on duty or commuting to or from the work site.
2. Uniforms should not be considered for any combination of the following reasons alone:
 - To enhance employee or organizational morale,
 - To augment an employee's compensation, or
 - To substitute for a normal, common sense dress code or the enforcement of such a code.
3. The terms "clothing" and "uniforms" are not interchangeable terms. Interpretation:

- "Uniforms" = tax exempt, provided by the department, mandatory and not adaptable to outside use.
- "Clothing" = taxed as compensation, adaptable to other uses, not necessarily mandatory but could be purchased for employees to help accomplish business operations.

III. EMPLOYEE CATEGORIES

This policy covers three categories of employees as follows:

- Category I: Public Works: includes positions that require the employee to spend most of their time in the field or in more industrial-type settings, performing physical work. As a result, the wear and tear on clothing is more significant than for other positions.
- Category II: Parking Enforcement: includes positions that require the employee to spend time in the field where public contact often occurs and/or performing work where some wear and tear on clothing is expected, but where the physicality of the role is not intense. There is a need for recognition as a Borough employee (with a Borough logo) when in public.
- Category III: Office: includes positions that requires employees to spend the majority of their time in an office setting. There may be occasional opportunities when recognition as a Borough employee in public is helpful.

Each category is provided different uniform and clothing allotment amounts on an annual basis. In the event that an employee has used up their entire annual allotment and subsequently damages an item as a result of performing services for the Borough, the Borough will replace the damaged item.

Details of what each category is allotted, can be found under the "Uniforms," "Clothing," and "Personal Protection Equipment" sections below and in Table 4, Appendix D1, and Appendix D2. In the event that an employee has utilized their entire allotment and subsequently damages an item due to a work-place event the Borough shall replace that item of clothing.

Employees and supervisors are reminded that the purchase of clothing and uniforms by the Borough for its employees is not a right or an entitlement. Instead, it is considered equipment necessary to do the work on behalf of the department and the Borough. Individual preferences for style and color choices are only considered when appropriate.

IV. UNIFORMS

(Please refer to the definition of "uniform" in Section II above as it is distinguished from "clothing.")

The head of each department will coordinate the order and purchase of uniforms on behalf of the employees who are required to wear them on the job. Because these items are tax- exempt, they must be purchased with Borough funds by the vendor submitting an invoice to the Borough to be paid through Accounts Payable in the Office of the Manager.

1. Uniforms may vary between departments, but to be considered a uniform they must:
 - Be mandatory attire for work or for supervisor-specified situations at work and/or
 - Include a Borough logo that is easily identified in public.
 - Not be worn outside of work, except for commuting to and from work.

2. For this policy, "uniform" includes reflective and logoed items from the list below:

- Long- and short-sleeved T-shirts, polo shirts, button down and collared shirts
- Sweaters, sweatshirts and hoodies
- Jackets
- Hats.

All uniform items will be purchased directly by the Borough of Gettysburg for the employee and are considered Borough of Gettysburg property and must be returned at the end of employment. If employees in departments that use rented uniforms have additional clothing needs, the rest of this policy applies to those purchases.

Any other work attire items purchased for employees will be considered either PPE or clothing. See the appropriate sections for items that fall into these categories.

Uniform Allotments

Employees and supervisors should use discretion and only purchase items that truly need to be replaced and must consider appropriate use of taxpayer money when making uniform purchases. Department managers are responsible for making sure their department stay on budget and retain discretion over budget line items.

Items that would normally fall under the "clothing" category cannot be logoed to avoid paying taxes on them. For example, the department will not allow employees to logo jeans in order to count them as a uniform item.

Outside of Work

Uniform items provided by the Borough (anything with a Borough logo or provided by a rental company) may not be worn by the employee when off duty, except when the employee is in the process of commuting to and from work, or at a work-related function. If an employee is found to be wearing any uniform item or anything with a Borough of Gettysburg logo outside of work hours in a public place, like in a bar, restaurant, or at a public event on personal time, this may result in disciplinary action

Beginning of Employment

New employees should be given temporary uniform items by their supervisor to use until they receive their uniform orders.

If a new employee starts work before June 1st they will receive their full allotment. For employees beginning employment after June 1st supervisors should use discretion and consider, based on the timing of the employee's start date, what uniform items are necessary for the remainder of the budget period.

For example: it might be appropriate to allow for a winter coat for a new employee who will be working outside in the cold weather before the January allotment is renewed. However, the supervisor and employee should then use discretion in January of the next year to determine if the employee needs to spend their full allotment given that items were recently purchased.

End of Employment

All uniforms purchased with any Borough uniform funds are considered Borough property and must be relinquished to the supervisor upon the end of the employee's employment. If items are not returned, the Borough may pursue reimbursement for the amount spent in the past calendar year on that employee.

Supervisors are expected to exercise reasonable diligence and to make a good faith effort to ensure the return of Borough-purchased uniforms upon termination of an employee.

Used uniforms should be assessed by the supervisor for applicable use by future seasonal, temporary or new employees. The supervisor may have these clothing items laundered for use or may dispose of them if deemed unusable.

Because the Borough logo should not be worn outside of official work duties, logoed items should never be donated for resale at thrift stores or given to organizations that distribute clothing to those in need.

Part-Time, Temporary and Seasonal Employees

Uniform purchases for part-time, temporary, and seasonal employees will be up to supervisory discretion, but total amount spent is not to exceed the maximum allotment for that category.

Logos

Logos will be placed in consistent locations on uniform items. On shirts and jackets, they should be placed on the front upper crest of the shirt, preferably above the upper left pocket. On hats, they should be on the front of the hat, facing forward.

V. CLOTHING (*taxable*)

The Borough will provide compensation for some clothing items for full-time Public Works and Parking Department employees as they are required to be worn and receive more than normal wear and tear.

Clothing is considered to include items that are not logoed but are required and could be adapted for everyday use outside of work. Examples include:

- jeans for Public Works
- work shoes and boots for Parking Department, and
- pants/shorts for Parking Department.

Clothing is considered compensation and is taxable per federal regulations. Items that would normally fall under the "clothing" category cannot be logoed just to avoid paying taxes on them or to use the uniform allotment to pay for them. For example, the department will not allow employees to logo jeans to count them as a uniform item.

If a department chooses to receive clothing supplies through a rental service for their non-logoed clothing, then they will not receive the allowance listed below.

Clothing Allotments

Each category will receive a different annual maximum allowance for clothing. Half the allowance in each category will be added to the employee's paycheck during the

month of February each year, with the second half of the allowance being added to the employee's paycheck in September each year - and will be taxed as compensation.

For 2022-2026 the clothing allowances are:

Category I: \$350.00 (before taxes)

Category II: \$350.00 (before taxes)

Category III: none

It is up to the employee to use their allowance to purchase appropriate items so they are properly outfitted for their jobs. If they don't need to use the entire allowance, they may keep the rest as compensation.

The department will not track what items are purchased with the clothing allowance. Rather, the department is compensating the employee for assumed costs associated with their job, and the employee is responsible for purchasing needed goods to be appropriately outfitted at work.

Employees will be responsible for purchasing their clothing on personal time (outside of working hours) in the amounts and styles they need in order to meet the Workplace Attire Requirements listed in Section VI below, as well as to meet any other department-specific dress code requirements.

The clothing allowance is the absolute maximum amount the Borough will spend on an employee in that category for clothing items in one calendar year. If employees need to spend more money for more items, then the purchases will need to be made with personal funds or they can wait for the next allowance to be issued.

Beginning of Employment

New employees will receive a pro-rated clothing allowance based on the amount of time left in the year before a new allowance is provided.

If employees do not have enough to purchase what they need when they receive their pro-rated allowance, they will need to provide their own clothing until the next allowance is issued.

End of Employment

Clothing items, which are considered compensation, taxable and transferable to other uses, are considered the property of the employee and may be kept after employment has ended.

Part-Time, Temporary and Seasonal Employees

Clothing allowance for temporary and seasonal employees will be up to supervisory discretion. Total amount provided is not to exceed the maximum allotment for that category.

VI. WORKPLACE ATTIRE REQUIREMENTS

Supervisors and managers shall determine appropriate dress code requirements for their departments and will communicate these to their employees.

Employees in every department are expected to come to work in clothes that are appropriate for the job. Jeans, slacks, shirts, and jackets should be free of holes and stains (shorts or prohibited).

Employees must be properly attired before beginning their shift. Employees not properly attired may be asked to properly attire themselves before they can begin their work. Time taken to correct their

clothing will be at the employee's expense. They will either need to use vacation time or personal time, with supervisor approval. Repeated infractions of the policy may result in discipline.

Altered Clothing and Uniforms

Employees may not alter clothing or uniforms from the original form, with the exception of tailoring if needed. If an employee intentionally alters uniforms or clothing items from their original form (with the exception of tailoring), the employee will be required to replace the items at their own expense.

Altered clothing at work is not considered acceptable. Examples of this would be jean cut-offs, cut-off sleeves, pants that intentionally hang below the belt line, hats that are bent excessively or flipped up, etc. Hats should be worn as intended, facing forward, not backward or sideways. Hats will be logoed on the front.

Laundry Services

Laundry equipment and supplies are available at the Highway Shed. Employees in Category I are encouraged to use these facilities to wash clothing that is soiled from work. In particular, employees who come into contact with potentially hazardous or contaminated materials are encouraged to avoid taking those materials into their home by washing the clothing at work.

VII. PERSONAL PROTECTIVE EQUIPMENT

Safety items that qualify as Personal Protective Equipment (PPE) are not subject to the clothing or uniform restrictions or allotments with the exception of Safety-toe boots and shoes. The Public Works Department has a responsibility to protect employees from potential injury. Therefore, necessary PPE will be purchased with supervisor approval using Borough funds. These purchases made by the supervisor are tax exempt and will be made with Borough funds to vendor-issued invoice submitted to Accounts Payable in the Office of the Manager.

Supervisor/Manager Responsibility

- Performing a "hazard assessment" of the workplace and operation to identify and control physical and health hazards.
- Identifying and providing appropriate PPE to employees.
- Training employees in safety protocols and the use and care of the PPE.
- Maintaining PPE inventory, including replacing worn or damaged PPE.
- Periodically reviewing, updating and evaluating the effectiveness of the PPE program and PPE selection.

Depending on the type of operation the employee is performing, along with the supervisor's hazard assessment, the following minimum types of PPE should be used:

- Eye and Face Protection (Goggles, Glasses, Face Shields)
- Head Protection (Hard Hats)
- Foot and Leg Protection (Safety-toe shoes including steel or composite material, Steel Shank shoes, Chaps, Leggings)
- Hand and Arm Protection (Gloves, Kevlar Sleeves)
- Body Protection (Temperature Extremes, Potential Impacts from tools, Hazardous Chemicals or Materials)

- Hearing Protection (Single-Use Earplugs, Ear Muffs, Molded Earplugs)

At an absolute minimum, safety-toe boots, hard hats, gloves, ear plugs, safety vest and safety glasses should be available to each and every employee who will (or may be) exposed to any field work. Additional PPE shall be identified by the supervisor via the Hazard Assessment and issued as needed.

Safety-toed boots and shoes

The maximum dollar amount that the Borough will pay for safety-toed footwear is \$350/year. Anything over that will be at the employee's expense. The employee will be reimbursed for the purchase upon submission of a receipt to Accounts Payable in the Office of the Manager that has been approved with a department head's signature acknowledging the boots are safety toed.

Shared PPE Items

Those who only occasionally have a need for PPE should be given access to shared resources like hard hats, gloves, bulk ear plug stock, vests and safety glasses. Shared safety items purchased by the Borough will remain the property of the Borough.

Shared Protective Clothing

Whenever possible, supervisors are encouraged to purchase clothing items such as shop coats or coveralls that can be shared by the workgroup when there is a non-routine need to protect clothing. A shared item like this could be paid for using workgroup operational funds.

Cold Weather Gear

Depending on the position and the supervisor's hazard assessment, cold weather gear can be considered PPE. For example, cold weather gear is acceptable PPE for positions responsible for winter duties such as snow removal or winter street patrol.

For employees that don't necessarily need protective winter gear for their work but who may have a need for a reflective or logoed jacket for public identification in the winter (for example, public contact liaisons), these purchases should be considered uniform items and subject to the annual uniform allotment. They wouldn't be considered PPE.

Beginning of Employment

The Borough will provide appropriate PPE for the employee at the beginning of their employment. This is up to supervisor discretion and a result of their hazard assessment.

End of Employment

Safety items purchased by the Borough will remain the property of the Borough when the employee ends employment, and will be used for new, temporary or seasonal employees, when reusable. The employee must return all reusable PPE at the end of employment, with the exception of safety-toe shoes and ear plugs.

VIII. ANNUAL PURCHASE OF UNIFORM ITEMS

Department heads will request proposals from vendors for department-wide purchasing, logo attachment, and tracking/reporting and coordinate order processing.

Table 6

Pay Grade System (2023): Calculation of Base Hourly Rate of Pay

Pay Grade System - Employees Hired After December 31, 2013								
Grade Level	<div style="text-align: center;"> 2023 <i>Hourly Hiring Rate = \$2.25 per Hour Over 2022 Hourly Hiring Rate</i> </div>	Hourly Hiring Rate	Months of Service					
			Rate A	Rate B	Rate C	Rate D	Rate E	Rate F
			Hire Rate	Plus 1.00%	Plus 1.00%	Plus 1.00%	Plus 1.00%	Plus 1.00%
		\$/Hr.	0-12	13-24	25-36	37-48	49-60	61+
0	Vehicle Mechanic	\$23.42	\$48,714	\$49,201	\$49,693	\$50,190	\$50,692	\$51,198
1	Laborer - CDL A	\$19.13	\$39,790	\$40,188	\$40,590	\$40,996	\$41,406	\$41,820
2	Laborer - CDL B	\$18.70	\$38,896	\$39,285	\$39,678	\$40,075	\$40,475	\$40,880
3	Laborer - Grounds/Maintenance	\$18.43	\$38,334	\$38,718	\$39,105	\$39,496	\$39,891	\$40,290
4	Records/Support Services Coordinator	\$18.85	\$39,208	\$39,600	\$39,996	\$40,396	\$40,800	\$41,208
5	Parking Enforcement - Grp. Leader	\$17.74	\$36,899	\$37,268	\$37,641	\$38,017	\$38,397	\$38,781
6	Laborer - General	\$17.63	\$36,670	\$37,037	\$37,407	\$37,782	\$38,159	\$38,541
7	Asst. Police Secretary	\$16.45	\$34,216	\$34,558	\$34,904	\$35,253	\$35,605	\$35,961
8	Parking Enforcement Officer	\$15.92	\$33,114	\$33,445	\$33,779	\$34,117	\$34,458	\$34,803
9	Receptionist/Secretary	\$15.38	\$31,990	\$32,310	\$32,633	\$32,960	\$33,289	\$33,622

Table 7

Pay Grade System (2024): Calculation of Base Hourly Rate of Pay

Pay Grade System - Employees Hired After December 31, 2013								
Grade Level	<div style="text-align: center;"> 2024 <i>Hourly Hiring Rate = 2.00% per Hour Over 2023 Hourly Hiring Rate</i> </div>	Hourly Hiring Rate	Months of Service					
			Rate A	Rate B	Rate C	Rate D	Rate E	Rate F
			Hire Rate	Plus 1.00%	Plus 1.00%	Plus 1.00%	Plus 1.00%	Plus 1.00%
		\$/Hr.	0-12	13-24	25-36	37-48	49-60	61+
0	Vehicle Mechanic	\$23.89	\$49,688	\$50,185	\$50,687	\$51,193	\$51,705	\$52,222
1	Laborer - CDL A	\$19.51	\$40,586	\$40,992	\$41,402	\$41,816	\$42,234	\$42,657
2	Laborer - CDL B	\$19.07	\$39,674	\$40,071	\$40,471	\$40,876	\$41,285	\$41,698
3	Laborer - Grounds/Maintenance	\$18.80	\$39,101	\$39,492	\$39,887	\$40,286	\$40,689	\$41,096
4	Records/Support Services Coordinator	\$19.23	\$39,992	\$40,392	\$40,796	\$41,204	\$41,616	\$42,032
5	Parking Enforcement - Grp. Leader	\$18.09	\$37,637	\$38,014	\$38,394	\$38,778	\$39,165	\$39,557
6	Laborer - General	\$17.98	\$37,404	\$37,778	\$38,156	\$38,537	\$38,923	\$39,312
7	Asst. Police Secretary	\$16.78	\$34,900	\$35,249	\$35,602	\$35,958	\$36,317	\$36,681
8	Parking Enforcement Officer	\$16.24	\$33,776	\$34,114	\$34,455	\$34,799	\$35,147	\$35,499
9	Receptionist/Secretary	\$15.69	\$32,630	\$32,957	\$33,286	\$33,619	\$33,955	\$34,295

Table 8

Pay Grade System (2025): Calculation of Base Hourly Rate of Pay

Pay Grade System - Employees Hired After December 31, 2013								
Grade Level	<div style="text-align: center;"> 2025 <i>Hourly Hiring Rate = 2.50% per Hour Over 2024 Hourly Hiring Rate</i> </div>	Hourly Hiring Rate	Months of Service					
			Rate A	Rate B	Rate C	Rate D	Rate E	Rate F
			Hire Rate	Plus 1.00%	Plus 1.00%	Plus 1.00%	Plus 1.00%	Plus 1.00%
		\$\$/Hr.	0-12	13-24	25-36	37-48	49-60	61+
0	Vehicle Mechanic	\$24.49	\$50,930	\$51,439	\$51,954	\$52,473	\$52,998	\$53,528
1	Laborer - CDL A	\$20.00	\$41,601	\$42,017	\$42,437	\$42,861	\$43,290	\$43,723
2	Laborer - CDL B	\$19.55	\$40,666	\$41,072	\$41,483	\$41,898	\$42,317	\$42,740
3	Laborer - Grounds/Maintenance	\$19.27	\$40,079	\$40,479	\$40,884	\$41,293	\$41,706	\$42,123
4	Records/Support Services Coordinator	\$19.71	\$40,992	\$41,402	\$41,816	\$42,234	\$42,656	\$43,083
5	Parking Enforcement - Grp. Leader	\$18.55	\$38,578	\$38,964	\$39,354	\$39,747	\$40,145	\$40,546
6	Laborer - General	\$18.43	\$38,339	\$38,722	\$39,110	\$39,501	\$39,896	\$40,295
7	Asst. Police Secretary	\$17.20	\$35,773	\$36,131	\$36,492	\$36,857	\$37,225	\$37,598
8	Parking Enforcement Officer	\$16.64	\$34,620	\$34,966	\$35,316	\$35,669	\$36,026	\$36,386
9	Receptionist/Secretary	\$16.08	\$33,446	\$33,780	\$34,118	\$34,459	\$34,804	\$35,152

Table 9

Pay Grade System (2026): Calculation of Base Hourly Rate of Pay

Pay Grade System - Employees Hired After December 31, 2013								
Grade Level	<div style="text-align: center;"> 2026 <i>Hourly Hiring Rate = 2.50% per Hour Over 2025 Hourly Hiring Rate</i> </div>	Hourly Hiring Rate	Months of Service					
			Rate A	Rate B	Rate C	Rate D	Rate E	Rate F
			Hire Rate	Plus 1.00%	Plus 1.00%	Plus 1.00%	Plus 1.00%	Plus 1.00%
		\$\$/Hr.	0-12	13-24	25-36	37-48	49-60	61+
0	Vehicle Mechanic	\$25.10	\$52,203	\$52,725	\$53,253	\$53,785	\$54,323	\$54,866
1	Laborer - CDL A	\$20.50	\$42,641	\$43,067	\$43,498	\$43,933	\$44,372	\$44,816
2	Laborer - CDL B	\$20.04	\$41,682	\$42,099	\$42,520	\$42,945	\$43,375	\$43,809
3	Laborer - Grounds/Maintenance	\$19.75	\$41,081	\$41,491	\$41,906	\$42,325	\$42,749	\$43,176
4	Records/Support Services Coordinator	\$20.20	\$42,017	\$42,437	\$42,861	\$43,290	\$43,723	\$44,160
5	Parking Enforcement - Grp. Leader	\$19.01	\$39,543	\$39,938	\$40,337	\$40,741	\$41,148	\$41,560
6	Laborer - General	\$18.89	\$39,297	\$39,690	\$40,087	\$40,488	\$40,893	\$41,302
7	Asst. Police Secretary	\$17.63	\$36,667	\$37,034	\$37,404	\$37,778	\$38,156	\$38,538
8	Parking Enforcement Officer	\$17.06	\$35,486	\$35,841	\$36,199	\$36,561	\$36,927	\$37,296
9	Receptionist/Secretary	\$16.48	\$34,282	\$34,625	\$34,971	\$35,321	\$35,674	\$36,031

Employee	Year	Grade Base Salary	Specialty Pay (1% Above Base Grade)					Annual Salary	Hourly Rate of Pay	\$ Increase Over Previous Year	% Increase Over Previous Year
			Heavy Equip.	Meter Cert.	Street Sweeper	Website Admin.	TAC Officer				
Grade 2 [REDACTED] 2022 Annual Base Salary \$49,919 Laborer - CDL Class B	2023	\$54,599	\$546					\$55,145	\$26.51	\$5,226	10.47%
	2024	\$55,691	\$557					\$56,248	\$27.04	\$1,103	2.00%
	2025	\$57,083	\$571					\$57,654	\$27.72	\$1,406	2.50%
	2026	\$58,510	\$585					\$59,095	\$28.41	\$1,441	2.50%
Grade 2 [REDACTED] 2022 Annual Base Salary \$49,919 Laborer - CDL Class B	2023	\$54,599	\$546					\$55,145	\$26.51	\$5,226	10.47%
	2024	\$55,691	\$557					\$56,248	\$27.04	\$1,103	2.00%
	2025	\$57,083	\$571					\$57,654	\$27.72	\$1,406	2.50%
	2026	\$58,510	\$585					\$59,095	\$28.41	\$1,441	2.50%
Grade 3 [REDACTED] 2022 Annual Base Salary \$49,919 Laborer - Grounds/Maintenance	2023	\$54,599		\$546				\$55,145	\$26.51	\$5,226	10.47%
	2024	\$55,691		\$557				\$56,248	\$27.04	\$1,103	2.00%
	2025	\$57,083		\$571				\$57,654	\$27.72	\$1,406	2.50%
	2026	\$58,510		\$585				\$59,095	\$28.41	\$1,441	2.50%
Grade 5 [REDACTED] 2022 Annual Base Salary \$36,190 Parking Enfc. - Group Leader	2023	\$38,781		\$388		\$388		\$39,557	\$19.02	\$3,367	9.30%
	2024	\$39,557		\$396		\$396		\$40,348	\$19.40	\$791	2.00%
	2025	\$40,546		\$405		\$405		\$41,356	\$19.88	\$1,009	2.50%
	2026	\$41,559		\$416		\$416		\$42,390	\$20.38	\$1,034	2.50%
Grade 4 [REDACTED] 2022 Annual Base Salary \$34,931 Police Records/Support Coord.	2023	\$39,831					\$398	\$40,229	\$19.34	\$5,298	15.17%
	2024	\$41,034					\$410	\$41,444	\$19.93	\$1,215	3.02%
	2025	\$42,481					\$425	\$42,906	\$20.63	\$1,461	3.53%
	2026	\$43,978					\$440	\$44,418	\$21.35	\$1,512	3.52%
Grade 2 [REDACTED] 2022 Annual Base Salary \$34,726 Laborer - CDL Class B	2023	\$39,580			\$396			\$39,976	\$19.22	\$5,250	15.12%
	2024	\$40,775			\$408			\$41,183	\$19.80	\$1,207	3.02%
	2025	\$42,212			\$422			\$42,634	\$20.50	\$1,451	3.52%
	2026	\$43,700			\$437			\$44,137	\$21.22	\$1,503	3.53%
Grade 0 [REDACTED] 2022 Annual Base Salary \$44,911 Vehicle Mechanic	2023	\$49,570			\$496			\$50,066	\$24.07	\$5,155	11.48%
	2024	\$51,067			\$511			\$51,578	\$24.80	\$1,512	3.02%
	2025	\$52,866			\$529			\$53,395	\$25.67	\$1,817	3.52%
	2026	\$54,730			\$547			\$55,277	\$26.58	\$1,883	3.53%
Grade 2 [REDACTED] 2022 Annual Base Salary \$34,221 Laborer - CDL Class B	2023	\$39,188		\$392				\$39,580	\$19.03	\$5,359	15.66%
	2024	\$40,371		\$404				\$40,775	\$19.60	\$1,195	3.02%
	2025	\$41,795		\$418				\$42,213	\$20.29	\$1,438	3.53%
	2026	\$43,267		\$433				\$43,700	\$21.01	\$1,487	3.52%
Grade 3 [REDACTED] 2022 Annual Base Salary \$33,655 Laborer - Grounds/Maintenance	2023	\$38,559		\$386				\$38,945	\$18.72	\$5,290	15.72%
	2024	\$39,722		\$397				\$40,119	\$19.29	\$1,175	3.02%
	2025	\$41,123		\$411				\$41,534	\$19.97	\$1,415	3.53%
	2026	\$42,572		\$426				\$42,998	\$20.67	\$1,463	3.52%

^ Employees in Tier One Compensation Matrix -- Hired On or Before December 31, 2013

** Employees in Tier Two Compensation Matrix -- Hired After December 31, 2013

ARTICLES OF INCORPORATION

TO: THE SECRETARY OF THE COMMONWEALTH OF PENNSYLVANIA

In compliance with requirements of the Municipality Authorities Act, 53 Pa. C.S. § 5601 *et seq.*, as amended and supplemented, and pursuant to an Ordinance duly adopted by the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania expressing the intention and desire of the municipal authority of the said municipality to organize a municipality authority under provisions of said Act, said incorporating municipalities do certify:

1. The name of the Authority is "Gettysburg Borough Stormwater Authority."
2. The Authority is formed under provisions of the Municipality Authorities Act, 53 Pa. C.S. § 5601 *et seq.* The incorporating municipality retains the right under said Municipality Authorities Act to approve any plan of the Authority to provide business improvements and administrative services.
3. The Borough of Gettysburg has organized an authority under the Municipality Authorities Act, 53 Pa. C.S. § 5601 *et seq.*, the Act of Assembly approved May 2, 1945, P. L. 382, as amended and supplemented, known as the "Authorities Act," or under the Act of Assembly approved June 28, 1935, P. L. 463, as amended and supplemented, and such authority is in existence in or for the incorporating municipality. The incorporating municipality has also jointly organized an authority under the Authorities Act, or under the Act of Assembly approved June 28, 1935, P. L. 463, as amended and supplemented, and such authority is in existence and in for the incorporating municipalities.
4. The name of the incorporating municipality is: Borough of Gettysburg, Adams County, Pennsylvania.
5. The Gettysburg Borough Stormwater Authority shall have such purposes and powers as set forth in the Authorities Act including, but not limited to, the administration and assessment of related fees in connection with the construction, operation, maintenance and repairs necessary for the implementation and operation of the Borough's municipal separate storm sewer system and any other lawful purpose as set forth in Section 5607(a)(4) of the Authorities Act.

6. The names and addresses of the incumbent members of the body or board authorized to enact ordinances of said incorporating municipality are as follows:

Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania

<u>Office</u>	<u>Name</u>	<u>Address</u>
President	Susan C. Naugle	650 Red Patch Avenue Gettysburg, PA 17325
Vice President	Jacob W. Schindel	110 Chambersburg Street Gettysburg, PA 17325
Member	Patricia A. Lawson	515 Carlisle Street Gettysburg, PA 17325
Member	Wesley K. Heyser	226 North Stratton Street Gettysburg, PA 17325
Member	Christopher M. Berger	156 Seminary Avenue Gettysburg, PA 17325
Member	John D. Lawver, Jr.	524 McMillan Street Gettysburg, PA 17325
Member	Charles T. Strauss	38 West Middle Street Gettysburg, PA 17325

7. The following named persons are appointed as the first members of the Board of the Gettysburg Borough Stormwater Authority, which represent the members of the Board appointed by the Borough of Gettysburg, for the following initial terms of office:

	<u>Name</u>	<u>Address</u>	<u>Term of Office</u>
1.	Wesley K. Heyser	226 North Stratton Street Gettysburg, PA 17325	Five (5) years
2.	John D. Lawver, Jr.	524 McMillan Street Gettysburg, PA 17325	Four (4) years
3.	Michael S. Malewicki	2 West Broadway Gettysburg, PA 17325	Three (3) years

- | | | | |
|----|----------------------|--|---------------|
| 4. | Patricia A. Lawson | 515 Carlisle Street
Gettysburg, PA 17325 | Two (2) years |
| 5. | Theodore H. Streeter | 111 East Middle Street
Gettysburg, PA 17325 | One (1) year |

IN WITNESS WHEREOF, the Borough of Gettysburg, Adams County, Pennsylvania has caused these Articles of Incorporation to be executed and have caused these Articles of Incorporation to be attested and its official seal to be affixed, this _____ day of _____, 2018.

**BOROUGH OF GETTYSBURG,
Adams County, Pennsylvania**

By: _____
Susan C. Naugle
President of Borough Council

ATTEST:

Sara L. Stull, Secretary
(SEAL)

Quick Resource Guide to the MS4 Program



Funding for the development of this booklet was provided by the Southwestern Pennsylvania Commission Water Resource Center and the Pennsylvania Department of Environmental Protection's Environmental Education Grants Program.

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This guide is provided exclusively for general educational and informational purposes. This guide does not in any way replace or supersede any municipal, county, state, or federal requirements or regulations related to stormwater management. This guide is not intended to be a substitute for professional design and implementation services. The management of stormwater is a complex and site specific issue and that the general information contained in this guide may not be sufficient to assess any and all particular site conditions. Any stormwater management practice should be installed with the consultation of an experienced professional who can address specific site conditions.

Cover photo credits: Etna Borough, Southwestern Pennsylvania Commission, and the Westmoreland Conservation District

How to Use This Guide

This guide was written for municipalities that own and operate **Municipal Separate Storm Sewer Systems (MS4s)**. Stormwater regulations associated with the Federal Clean Water Act (CWA) are administered under the MS4 Program by the Environmental Protection Agency (EPA). In Pennsylvania, the MS4 program is managed by the Pennsylvania Department of Protection (PADEP). The PADEP General Permit PAG-13 provides a streamlined process to meet the state and federal stormwater requirements. Operators of a regulated MS4 must obtain a National Pollutant Discharge Elimination System (NPDES) permit and develop and implement a stormwater management plan (SWMP) according to the details of their specific permit. Mandatory elements of the SWMP include six (6) Minimum Control Measures (MCMs); each MCM has a number of associated BMPs.

In this guide, we begin with the history and background of MS4s and regulations. Then we provide an overview of the six (6) **Minimum Control Measures (MCMs)** of the NPDES MS4 permit and their associated **Best Management Practices (BMPs)**. Examples provided of BMPs are not meant to be the only available solution – there are many other BMPs, and we have listed a few examples from our region within the MCM section and in the Resources section.

This booklet will provide an overview on the following topics:

1. Keys to developing your SWMP
2. Record keeping strategies for each MCM
3. What to expect during an inspection
4. Resource directory of essential contacts

History and Background



Figure 1: A polluted waterway (Source: www.panda.org)

Why Do We Regulate Stormwater?

The MS4 program requires the MS4 owner/operator to implement a series of programs to reduce the discharge of pollutants from the storm sewer system to the maximum extent practicable in a manner that protects water quality. The Pennsylvania Code Chapter 93 sets the water quality standards for surface waters of the Commonwealth and these standards seek to protect the waters for aquatic life, water supply, recreation and fish consumption, and areas that need special protection. The MS4 program focuses on managing discharges into the waters of the Commonwealth by educating and implementing proper control measures and best management practices (BMPs).

Total maximum daily loads (TMDLs) are in place to reduce pollutants in impaired waterways so that they meet water quality standards. TMDLs focus on identifying sources of impairment and implementing corrective work based on the best available data and information. Additional monitoring and data collection will occur to track progress and better characterize pollutant sources, loadings and the effectiveness of control measures and BMPs.

What is an MS4?

MS4s are conveyances or systems of conveyances including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains that are owned or operated by a public entity, are designed or used for collecting or conveying stormwater, and are not a combined sewer or part of a publicly-owned treatment works.

A municipality is bound by US Environmental Protection Agency (EPA) regulations for an MS4 when all or a portion of a municipality lies within an urbanized area (UA), as determined by the US Census Bureau (see glossary).

See the DEP's municipal stormwater NPDES permits page at <http://www.dep.pa.gov/Pages/default.aspx#NPDES> for more information.

Stormwater Management Program

Each MS4 permittee must create a **Stormwater Management Program (SWMP)** to minimize the impacts from runoff. A SWMP must be completed to comply with the NPDES MS4 General Permit. The SWMP requires municipalities to focus on six Minimum Control Measures (MCMs). In the permit application, the permittee indicates whether the BMPs and Measurable Goals under each of the six MCMs follow Appendix A in the permit, or whether alternative BMPs and Measurable Goals for any of the MCMs are provided. The permittee is required to satisfy all requirements of the Stormwater Management Program as a condition of the permit during the term of your permit.

To the right is an outline of a typical SWMP, which will give you an idea of what should be included in this plan. All plans should be reviewed/updated annually.

An introduction may be written to tie the document together that provides background information, the goal of the plan, and how they plan to assess the progress/value of plan implementation.

The introduction could include, but is not limited to: land area total, population, number of acres of urbanized area for the permit, a breakdown of the residential, industrial, commercial and undeveloped land, where the stormwater discharges go, impaired waterways, any TMDL pollutants, and/or how to assess the effectiveness of the SWMP.

Each surface water in the state has designated use(s) to be protected. Each designated use has water quality standards and criteria assigned to protect the designated use(s). Water quality standards for all Pennsylvania surface waters can be found in Pa Code: Chapter 93 - Water Quality Standards and Chapter 16 - Water Quality Toxics Management Strategy.

Surface waters that do not meet water quality standards for the designated uses are commonly called "impaired" and are placed on the federal Clean Water Act (CWA) Section 303(d) List. Once on the 303 (d) List, a TMDL will be developed to address the pollutant(s) of concern.

Identifying impairments allows you to focus your program efforts on improving water quality prior to a TMDL being issued. Water quality impairments and/or TMDLs within the MS4 permittee boundaries need to be incorporated into the plan and MS4 program.

It is anticipated that the new PAG13 will be released March 2018, so check the DEP Program Updates section often for any changes or additional guidance.

Sample SWMP Outline

- Introduction
- MCM 1: Public Education and Outreach
 - BMPs 1-4
 - Measurable Goals
- MCM 2: Public Involvement and Participation
 - BMPs 1-3
 - Measurable Goals
- MCM 3: Illicit Discharges Controls
 - BMPs 1-6
 - Measurable Goals
- MCM 4: Construction Site Runoff Control
 - BMPs 1-4
 - Measurable Goals
- MCM 5: Post-Construction Stormwater Management
 - BMPs 1-6
 - Measurable Goals
- MCM 6: Pollution Prevention and Good Housekeeping
 - BMPs 1-3
 - Measurable Goals
- Outfall Inventory Checklist
- TMDL Plan (if applicable)

Refer to Sample Appendix A in your individual permit for more information regarding the Stormwater Management Program.

One common issue found in audits is that the SWMP does not identify pollutants of concern, "impairments" or address TMDLs.

For more information about the 303(d) List and TMDLs:

303(d) List

<http://www.dep.pa.gov/Business/Water/PointNonPointMgmt/WaterQuality/Pages/Integrated-Water-Quality-Report-2014.aspx#V0btMXLD9aQ>

TMDLs

<http://www.dep.pa.gov/Business/Water/PointNonPointMgmt/StormwaterMgmt/Stormwater/Pages/default.aspx>

Minimum Control Measures (MCMs)

As part of the terms of your permit, you must include the six MCMs in your SWMP in order to meet the conditions of your NPDES permit.

MCM 1: Public Education and Outreach
Distributing educational materials and performing outreach to inform the public about the impacts polluted stormwater runoff discharges can have on water quality.
MCM 2: Public Participation/Involvement
Providing opportunities for the public to participate in program development and implementation, including effectively publicizing public hearings and/or encouraging representatives on a stormwater management panel.
MCM 3: Illicit Discharge Detection and Elimination
Developing and implementing a plan to detect and eliminate illicit discharges to the storm sewer system (includes developing a system map and informing the community about hazards associated with illegal discharges and improper disposal of waste).
MCM 4: Construction Site Runoff Control
Developing, implementing, and enforcing an erosion and sediment control program for construction activities that disturb 1 or more acres of land (controls could include silt fences and temporary stormwater detention ponds).
MCM 5: Post-Construction Runoff Control
Developing, implementing, and enforcing a program to address discharges of post-construction stormwater runoff from new development and redevelopment areas. Applicable controls could include preventative actions such as protecting sensitive areas (e.g., wetlands) or the use of structural BMPs such as grassed swales or porous pavement.
MCM 6: Pollution Prevention/Good Housekeeping
Developing and implementing a program with the goal of preventing or reducing pollutant runoff from municipal operations. The program must include municipal staff training on pollution prevention measures and techniques (e.g., regular street sweeping, reduction in the use of pesticides or street salt, or frequent catch-basin cleaning).

Implementation Options

There are a number of implementation options for regulated MS4 operators. These include sharing responsibility for program development with a nearby regulated MS4 operator; taking advantage of existing local or state programs; or participating in the implementation of an existing MS4's stormwater program as a co-permittee. These options are intended to promote a regional approach to stormwater management coordinated on a watershed basis.

Program Evaluation and Assessment

Permittees need to evaluate the effectiveness of their chosen BMPs to determine whether the BMPs are reducing the discharge of pollutants from their systems to the "maximum extent practicable" and to determine if the BMPs are satisfying the water quality requirements of the Clean Water Act. Permittees also are required to assess their progress in achieving their program's measurable goals.

Documentation

Documentation is the required evidence to ensure the MS4 permittee is implementing the SWMP. Failure to properly provide documentation will result in violations and other potential enforcement actions. Although documentation can be time consuming, it will help the permittee in assessing the effectiveness of the SWMP, MCMs, and BMPs. Documentation helps relay information to the regulating community and to the public.

Minimum Control Measure #1: Public Education & Outreach on Stormwater Impacts

The goal of the Public Education and Outreach MCM is to educate the public about stormwater activities. It aims to build greater support for the stormwater management program (SWMP), increase compliance, and promote environmental awareness in local communities.

BMP #1 – Develop, implement, and maintain a **Public Education & Outreach Program (PEOP)**. A written plan must be developed for each program. The plan should include goals, strategies, a timeline, and provisions for reviewing and updating annually. See EPA's "Getting in Step, A Guide for Conducting Watershed Outreach Campaigns"

<https://cfpub.epa.gov/npsstbx/files/getinstepguide.pdf>.

BMP #2 – Develop and maintain lists in a document or a spreadsheet of target audience groups that are served by your stormwater system. Target audiences typically include residents, businesses, developers, schools, and municipal employees.

BMP #3 – Annually publish at least one issue of a newsletter, a pamphlet, a flyer, or a website that includes general stormwater educational information, a general description of your SWMP, and/or information about your stormwater management activities either in printed form or on your municipal website.

BMP #4 – Distribute educational materials and/or information to the target audiences identified in BMP #2 using your choice of at least two distribution methods.

Example options include, but are not limited to:

- Classroom integration of stormwater education
- Displays, posters, signs, fact sheets
- Pamphlets, booklets, brochures
- Radio, local cable TV, newspaper articles
- Presentations, conferences, meetings
- Promotions/Giveaways

Helpful Tips

- Documentation of your public education and outreach actions are important throughout the MCM process and proper records will need to be kept. Keep track of the dates that you publicize a document and when you update them as well.
- Have a stormwater link on your website for the public to access your information and provide links for more resources.
- A newsletter should contain information that is exclusively MS4 and stormwater-focused.
- Be sure to give good rationale as to why you selected your target group and why you chose to educate them on a particular topic.



Figure 2: The water cycle created by Westmoreland Conservation District to educate the public



Figure 3: The "Southwestern Pennsylvania's Homeowner's Guide to Stormwater" educates homeowners about stormwater issues

Minimum Control Measure #2: Public Participation/Involvement



Figure 4: The public participating in a rain barrel workshop in Westmoreland County

Active Outreach	Passive Outreach
Active outreach engages the public in learning and is therefore a more effective tool in educating the public. It may be difficult to prove the effectiveness of passive distribution methods.	
Examples	Examples
<ul style="list-style-type: none"> Community clean-ups Tours Workshops Storm drain stenciling Interactive public meetings 	<ul style="list-style-type: none"> Publication of fact sheets, pamphlets, newsletters, etc. Social media websites Educational signage
Pros	Pros
<ul style="list-style-type: none"> Creates interactive dialogue Increases critical thinking of participants Provides an engaged process and requires a conscious effort to make sense of the information 	<ul style="list-style-type: none"> There is a lot of information and requires a smaller effort to organize it Very organized and controlled distribution to the public
Cons	Cons
<ul style="list-style-type: none"> Time and effort to organize It can take some time to catch on as an activity 	<ul style="list-style-type: none"> No opportunity to clarify the information immediately No direct engagement with the public

The goal of the Public Participation/Involvement is to involve the public in stormwater activities. It should facilitate the successful implementation of your Stormwater Management Program (SWMP) through garnering public support; utilizing expertise and local knowledge; shortening implementation schedules; and, building partnerships with other community and government programs. It goes hand-in-hand with MCM 1.

BMP #1 – Develop, implement, and maintain a written **Public Involvement and Participation Program (PIPP)**. A written plan must be developed for each program. It can be combined with the Public Education and Outreach Program (PEOP) discussed under MCM 1 BMP #1.

The PIPP should describe various types of participation activities, methods of encouraging involvement and getting input from the public. It should include:

- Opportunities for public participation in decision-making processes associated with the development, implementation and update of programs and activities associated with the permit.
- How you communicate with and update groups in or near your MS4, such as watershed associations, environmental organizations and others.
- Your method of making your MS4 reports available to the

public on your website, at municipal offices, or by mail upon request.

BMP #2 – Provide adequate public notice and opportunities for the public to review a stormwater ordinance and provide their input and feedback prior to adopting any sort of ordinance. You should advertise any proposed MS4 stormwater ordinance, accept public comments, and document how you received and responded to them.

BMP #3 – Regularly solicit public involvement and participation from target audience groups. One public meeting per year is required, either as a stand-alone MS4 meeting or as part of another public meeting. At these meetings, you should summarize the ongoing implementation of your SWMP, including activities and accomplishments, and allow time and opportunities for public feedback and input.

Helpful Tips

- Documentation is a critical component of the entire MS4 program, including MCM #2 – Public Participation and Involvement. You must be sure to document public involvement, which might include various activities from presentations at municipal meetings to stream clean-ups.
- Keep sign in sheet information from public meetings to show who and how many were in attendance.
- Show your connections and relationships with watershed and other environmental groups in your documentation.
- Properly identify which meetings the public should attend to learn more about MS4 practices and stormwater management.
- There are plenty of issues to discuss, including the stormwater management budget; what is and is not working in your municipality; the topic of a stormwater authority; or even a stormwater fee. Be sure that the public knows which meetings to attend for this information.

Minimum Control Measure #3: Illicit Discharge Detection & Elimination

The goal of the Illicit Discharge Detection & Elimination (IDD&E) MCM is to locate and stop illicit discharges into your MS4.

DEP recommends that you utilize the 2004 IDD&E Guidance Manual that is referenced in the MS4 NPDES permit to develop or improve your IDD&E Program. Common sources of illicit discharges include sanitary wastewater, improper disposal of auto and household toxins, and car wash wastewaters.

Why are illicit (illegal) discharges important?

Illicit discharges make their way to our waterways untreated. Illicit discharges such as paint or oil dumped into storm drains, septic effluent, car wash wastewater, and illegally connected wastewater piping into sewers can cause serious pollution issues. These illicit discharges can carry a variety of pollutants, such as heavy metals, bacteria, viruses, nutrients, oil and grease, and solvents. Illicit discharges are dangerous to public and environmental health, it's unsightly, may affect drinking water, and will diminish recreational value.

Dry weather flows need to be sampled to determine if discharge is illicit. Dry weather flow outfalls need to be screen annually.

BMP #1 – Develop and implement a written IDD&E program for the detection, elimination, and prevention of illicit discharges into your MS4. The program must include dry weather field screening of outfalls for non-stormwater flows, and sampling of dry weather discharges or selected chemical and biological parameters. Test results are to be used as indicators of possible discharge sources.

BMP #2 – Map streams and outfalls. This map can be combined with BMP #3. The map must show the location of all outfalls and the locations and names of all surface waters of the Commonwealth that receive discharges from those outfalls. Surface waters that should be included are creeks, streams, ponds, lakes, basins, swales, and channels that receive stormwater discharges. Maps should be developed within the first year of permit coverage and updated/maintained from thereafter.

BMP #3 – The storm sewer collection system including pipes, municipal watershed boundaries and roads (including streets, catch basins, curbs, basins and artificial channels) must be mapped. This map can be created in conjunction with BMP #2.



Figure 5: Illicit discharge (Source: EPA IDDE Manual: https://www3.epa.gov/npdes/pubs/idde_manualwithappendices.pdf)

What should be included in your IDD&E Program

- Identify priority areas with a high likelihood of discharge or dumping. Consider looking at old infrastructure, dumping history, sewage conversion or failing septic systems – put this info on a map.
- Screen outfalls – check for dry weather flows and sample them for pollutants or pathogens. Two people should do this together for safety reasons.
- Identify pollution sources. Did you find an illicit discharge? Where is it coming from? Investigate using standard written procedures. Photographic documentation is useful.
- Eliminate illicit discharge when a contaminated flow is detected. Have a process in place to follow – start by knocking on doors and escalate as necessary.
- Sewage discharge potential – is your MS4 a retrofit built separately?
- Access to private property – your ordinance should address this as it is a big issue for MS4s and should provide adequate authority. Include access as a discussion topic in public education and involvement activities (MCMs 1 and 2). Provide instructions to staff to avoid liability and ensure safety.
- Documentation and evaluation – record who went where, what they found, and what was done (what was the follow-up? was it effective?).
- Develop and maintain a reporting system for the public to report illicit discharges. Make sure the reporting system is user-friendly so that anyone can understand how to submit the complaint. Also, keep records on what actions were taken and how.



Figure 6: From left to right: A stenciled storm drain in Pittsburgh; Staining which shows some sort of illicit discharge poured down a drain; A "no dumping" stormwater identification marker in Etna; An outfall to a stream (Sources: SPC and Westmoreland Conservation District)

BMP #4 – Outfall screenings must be done in your MS4. "Screening" means that you physically check your outfalls and report the results as outlined in your SWMP. Documentation is key – write down who went, what they found, include their inspection checklist and any photos taken. New permittees need to screen each outfall twice (screen 40% of outfalls each year of the permit term). During subsequent permit terms, outfalls are to be screened once per permit term (screen 20% of outfalls each year).

BMP #5 – Enact a stormwater management ordinance to implement and enforce a SWMP. Two model ordinances are included in the DEP permit application. Sections that should be included are prohibitions, right of entry, and enforcement. The ordinance must meet the requirements listed in the MS4 Stormwater Management Ordinance Checklist.

Ordinance-related BMPs of MCMs 3, 4 and 5 can be combined into a single stormwater management ordinance.

Ordinances associated with an Act 167 Stormwater Management Plan that was approved by DEP in 2005 or later meet the requirements of BMP #5. You can also meet the ordinance requirement by utilizing DEP's model MS4 Stormwater Management Ordinance or by developing an ordinance that meets all applicable requirements outlined in the MS4 Stormwater Management Ordinance Checklist.

BMP #6 – Provide educational outreach on IDD&E to your target audience. Programs should be developed to encourage and facilitate public reporting of illicit discharges, illegal dumping, or outfall pollution.

Helpful Tips

- Stay current on IDD&E ordinances. Be sure that they are up to date and check to see if you have multiple ordinances that may make regulating this issue burdensome.
- When screening 20% of your outfalls each year, make sure that you're screening different outfalls each year. Don't screen the same ones year after year.
- Be sure to be informed on what a proper outfall is. Mapping your outfalls, as well as outfalls maintained by PennDOT, will be helpful in the process.
- DEP has an MS4 IDD&E Checklist that can be useful for completion of MCM3:
http://www.dep.pa.gov/Business/Water/PointNonPointMgmt/StormwaterMgmt/Stormwater/Pages/MS4-Resources.aspx#VxfjG_krKUK.

Minimum Control Measure #4: Construction Site Runoff Control

Sediment is the primary pollutant of concern associated with construction site stormwater runoff. Sediment-polluted stormwater can cause physical, chemical, and biological damage to waterways. The goal of the Construction Site Runoff Control MCM is to protect our waterways from stormwater-related pollution that can result from construction activities.

In your Notice of Intent (NOI) submission (permit application) to DEP for your MS4 NPDES permit, the MS4 permittee decides whether it will be relying on DEP's Qualifying Local Program (QLP) or developing a program in-house. Relying on the QLP means that all BMPs under MCM 4 and BMPs #1 - 3 of MCM 5 are automatically satisfied. County Conservation Districts (CCD) play a major role in implementing the Chapter 102 program. MS4s are encouraged to enter into a Memorandum of Understanding (MOU) with their CCD to oversee stormwater program requirements for construction. Municipalities should have a copy of the MOU to review during an inspection and it is recommended that municipalities develop a written plan for the responsibilities beyond the QLP.

If you will not be relying on DEP's statewide QLP, you must satisfy one of the following statements:

- Enact, implement, and enforce an ordinance from an Act 167 Plan approved by DEP in 2005 or later
- Enact the MS4 Stormwater Management Ordinance
- Enact an ordinance that satisfies all applicable requirements in a completed and signed MS4 Stormwater Management Ordinance Checklist

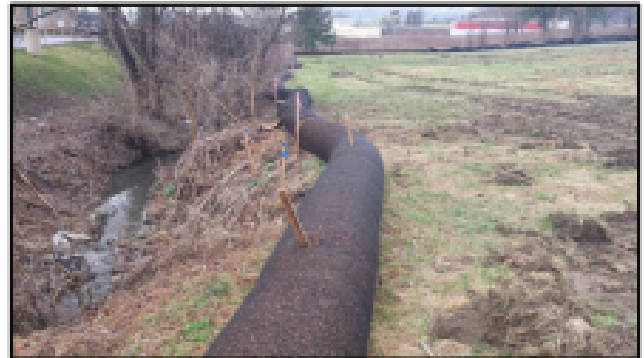


Figure 7: Filter sock used to provide erosion and sediment control (Source: Westmoreland Conservation District)

BMP #1 – Develop a written construction site stormwater runoff control program. The purpose is to establish clear roles and responsibilities for this MCM, outlining the procedures necessary for compliance. The program must include construction stormwater permitting, construction inspection, and enforcement of installation and maintenance of erosion and sediment (E&S) controls.

The program should be developed within the first year of permit coverage and reviewed/updated annually. A simple tracking system for active construction sites, inspections, enforcement actions, and other activities related to this MCM can simplify the reporting process while ensuring that all applicable activities are being managed.

BMP #2 – Write, adopt and enforce an ordinance that requires the implementation of erosion and sediment (E&S) control BMPs, as well as sanctions to ensure compliance. Permittees should adopt the ordinance within the first year of permit coverage.

BMP #3 – Develop and implement requirements for site operators to control waste at the construction site that may cause adverse impacts to water quality. Sediment is the primary pollutant of concern for MCM 4; however, other pollutants associated with construction are also important and should be addressed. Permittees should establish requirements within the first year. Requirements should be reviewed annually and updated if necessary.

BMP #4 – Develop and implement procedures for the receipt and consideration of public inquiries, concerns, and information submitted by the public regarding local construction activities. The permittee should demonstrate acknowledgement and consideration of the information submitted. Permittees should establish and implement a tracking system to keep a record of any submitted public information as well as response, actions, and results. If you have TMDL responsibilities, you may choose to regulate disturbances less than one acre and take credit for BMPs serving this purpose. This should be included in your ordinance.



Figure 8: A damaged silt fence which is supposed to provide erosion and sediment control where soil is being disturbed by construction (Source: Allegheny County Conservation District)

Minimum Control Measure #5: Post-Construction Stormwater Management

The goal of the Post-Construction Stormwater Management MCM is to avoid increased stormwater runoff problems and increased non-point source pollution that often accompanies the development of land and the associated increase in impervious surfaces.

Under Chapter 102, Erosion and Sediment (E&S) Control, County Conservation Districts and/or DEP must issue a permit for earth disturbance activities one acre or greater. If the MS4 permittee elects to use their participation in the Chapter 102 program as a Qualifying Local Program (QLP) under their MS4 permit requirements, then MCM 5 BMPs 1 -3 are automatically accounted for.

Once again, municipalities should have a copy of the MOU to review during an inspection and it is recommended that municipalities develop a written plan for the responsibilities beyond the QLP for MCM5 as well. There should be coordination with the QLP to have copies of your inspection records for documentation.

BMP #1 – Develop a post-construction stormwater management procedure. This written procedure describes how the permittee will address all required components of the plan. Guidance can be found in the Pennsylvania Stormwater Best Management Practices Manual (source can be found in Appendix 3).

Minimum requirements of the plan should include:

- Minimum requirements for use of structural and/or non-structural BMPs in plans for development and redevelopment
- Criteria for selecting and standards for sizing stormwater BMPs
- Implementation of an inspection program to ensure that BMPs are properly installed

BMP #2 – Require the implementation of a combination of structural and/or non-structural BMPs that are appropriate to the local community; minimize water quality impacts; and, are designed to maintain pre-development runoff conditions.



Figure 9: A rain garden in a parking lot to capture stormwater from an impervious parking lot (Source: Westmoreland Conservation District)

BMP #3 – Ensure that controls are installed that will prevent or minimize water quality impacts. Qualifying development or redevelopment projects should be inspected during construction to ensure proper installation of the approved post-construction stormwater management (PCSM) BMPs. Permittees that do not rely on Chapter 102 as a QLP to fulfill these requirements must summarize construction inspections and results in periodic reports.

All MS4 permittees are responsible for implementing BMPs 4, 5 and 6.

BMP #4 – Enact, implement, and enforce a post-construction stormwater runoff ordinance or other regulatory mechanism to address new development and redevelopment projects, as well as sanctions and penalties associated with non-compliance. PCSM controls apply to disturbances one acre or greater, but can also apply to those less than one acre.

BMP #5 – Develop and implement measures to encourage and expand the use of Low Impact Development (LID) in new and redevelopment. DEP’s Pennsylvania Stormwater Best Management Practices (BMP) Manual provides guidance on implementing LID practices, including, but not limited to:

- Protect sensitive and special-value features by avoiding floodplains, woods and wetlands
- Cluster and concentrate
- Minimize disturbance
- Reduce impervious cover
- Disconnect, distribute, decentralize
- Source control, such as street-sweeping

An inventory of development and redevelopment projects that discharge stormwater to your regulated MS4 must be kept. In this inventory, note which projects that have been authorized for construction since 3/10/2003 that incorporated LID practices (and specifics on what LID practices were used). Additionally, ordinances should be enacted that are consistent with LID practices.



Figure 10: Infiltration swale at Westmoreland County Community College
(Source: Westmoreland Conservation District)

Information required in this inventory includes but is not limited to:

- Owner
- Location
- Type of BMP
- Installation date
- Required maintenance inspection activities and maintenance
- An annual assessment by you that the BMP operation and maintenance is adequate

BMP #6 – Ensure adequate operation and maintenance of all post-construction stormwater management BMPs installed at all qualifying development or redevelopment projects (including those owned or operated by the permittee). Within the first year of permit coverage, permittees should develop and implement a written inspection program to ensure that BMPs are properly operated and maintained. An inventory of BMPs should be developed and updated regularly. The inventory should include all BMPs installed since 3/10/2003 that discharge to your regulated MS4.

Helpful Tips

- A single system to record and track the inventory implementation specified in BMPs 3, 5 and 6 of this MCM will be helpful for your MS4 documentation.
- For MCM5, make sure your SWMP identifies the mechanism that will be used to address post-construction runoff (i.e., ordinance); why that mechanism was chosen; and describe the plan to develop that mechanism.
- The Pennsylvania Stormwater Best Management Practices Manual can be found here: <http://www.elibrary.dep.state.pa.us/dsweb/View/Collection-8305>

Minimum Control Measure #6: Pollution Prevention/Good Housekeeping

The goal of the Pollution Prevention/Good Housekeeping MCM is to help ensure a reduction in the amount and type of pollution that is generated from municipally-owned and maintained facilities (e.g., streets, parking lots, and vehicle maintenance areas) and eventually discharged into local waterways. An additional goal of MCM 6 is to reduce the amount of pollution that is discharged to waterways from environmentally damaging land development, flood management practices, and/or poor maintenance of storm sewer systems.

BMP #1 – Identify and document all facilities and activities that are owned or operated by the permittee and have the potential for generating stormwater runoff to the small regulated MS4. This includes activities conducted by contractors for the permittee. The examples below are not limited to these facilities.

Municipal Facility Examples	Municipal Activity Examples
<ul style="list-style-type: none"> Streets, roads, highways, and parking lots Maintenance and storage yards Waste transfer stations Parks Fleet or maintenance shops Wastewater treatment plants Stormwater conveyances (open and closed) Riparian buffers Stormwater storage or treatment units (e.g., basins, constructed wetlands, etc.) 	<ul style="list-style-type: none"> Street sweeping Snow removal/deicing Inlet/outlet cleaning Lawn/grounds care Storm system maintenance, inspection, and repair Park and open space maintenance Municipal building maintenance New construction and land disturbances Right of Way maintenance Vehicle maintenance, operation, fuelling, and washing Material transfer operations, including leaf/yard debris pickup and disposal procedures



Figure 11: Municipal facilities and activities (Source: SPC and regional partners)

BMP #2 – Develop, implement, and maintain a written operation and maintenance (O&M) program for all municipal operations and facilities that could contribute to the discharge of pollutants from the regulated small MS4s, as identified under BMP #1. A written plan must be developed within your O&M program. The O&M plan should stress pollution prevention and good housekeeping measures, contain site-specific information, and address the following areas:

- Management practices, policies, and procedures to reduce or prevent the discharge of pollutants to your small regulated MS4. Consider eliminating maintenance-area floor drains.
- Maintenance activities, schedules, and inspection procedures to reduce the potential for pollutants to reach your small regulated MS4.
- Controls for reducing or eliminating the discharge of pollutants from streets, roads, highways, municipal parking lots, maintenance and storage yards, waste transfer stations, fleet or maintenance shops with outdoor storage areas, salt/sand (anti-skid) storage locations, and snow disposal areas.
- Procedures for the proper disposal of waste removed from your regulated MS4s and your municipal operations, including dredge spoil, accumulated sediments, trash, household hazardous waste, used motor oil, and other debris.

BMP #3 – Develop and implement an employee training program that addresses appropriate topics to further the goal of preventing or reducing the discharge of pollutants from municipal operations to your regulated small MS4s. The program may be developed and implemented using any guidance and training materials that are available from federal, state, or local agencies, or other organizations. Any municipal employee or contractor must receive training, including, but not limited to:

- Public works staff
- Building/zoning/code enforcement staff
- Engineering staff (on-site and contracted)
- Administrative staff
- Elected officials
- Police and fire responders
- Volunteers
- Contracted personnel



Figure 12: Vandergrift streetscape with mature tree and porous concrete to reduce impervious surfaces (Source: Westmoreland Conservation District)

Training should cover all relevant parts of the permittees' overall stormwater management program that could affect municipal operations, such as illicit discharge detection and elimination, construction sites, and ordinance requirements.

Helpful Tips

- Even if you contract out your catch basin cleanings, be sure to have records regarding the cleanings.
- Remember that your municipal garage isn't the only housekeeping you need to do. Good housekeeping applies to your entire permit area/municipality.
- Be specific regarding the training your employees are receiving. Document the date and topic of the training.
- Organization is key. Keeping good records and using a tracking software will help with implementation as well as a DEP or EPA audit. Even with a tracking software in place, paper copies/binders still need to be kept.

Record-Keeping & Reporting Strategies

Record-keeping is a very important aspect of your MS4 permit compliance activities. This is how you will demonstrate to inspectors that you have satisfied the requirements of your permit. There are many resources on the internet and companies that offer tracking, reporting and record-keeping services. This may be the right choice for you, depending on budget constraints and technology preferences. It is also fairly simple to keep your efforts organized and documented by using inexpensive three-ring binders. These binders should be updated, organized, and easily accessible to staff responsible for MS4 compliance.

You should consider networking with other regulated MS4s to compare notes about what types of forms they use for inspections; the templates they use for reports and notices; and, how they interact with their various municipal departments (e.g., public works for fleet maintenance and engineering for building permits) to ensure compliance with the terms of their permit. Regulatory agencies, including DEP and EPA, often have templates and resources available to assist with compliance.

Avoid language that presents uncertainty in your annual reports and documentation, such as "maybe," "should," "could," or "can." Be specific on the "what," "when," "where," and "how."

Documentation Needed by MCM

MCMs 1 & 2	<ul style="list-style-type: none">✓ Two written plans are required under these MCMs – the PEOB and the PIPP. These two plans can be combined into one document if you wish. Be prepared to show these plans to the inspector, along with your target audience list.✓ Keep copies or photographic evidence of your stormwater education materials. Also, document how you distributed them to the public and your target audience via at least two methods in past year.✓ Keep documentation that you held at least one meeting in the last year by making a copy of the sign-in sheet or the meeting minutes. The date and time of the meeting and which staff members were present should also be included.✓ Detail the rationale behind your PEOB and PIPP. For example, explain why a certain flyer was selected, the logic behind the timeline for distribution or why you chose your target audience. These descriptions are vital to the documentation and audit processes.✓ If you adopted a stormwater ordinance, show that you provided adequate public notice by copying the newspaper article or keeping a transcript of your PSA. You should document who received comments and how they were responded to.	
MCM 3	<ul style="list-style-type: none">✓ Provide a copy of your written IDD&E Program Plan, which includes:<ul style="list-style-type: none">✓ Records of outfall screening and inspections✓ Results, documentation on identified IDD&E and resolutions✓ Maps of all outfalls, receiving waters and stormwater collection system✓ Outfall sampling records✓ Ordinance prohibiting illicit discharges✓ Tracking system for outfall screening (Excel spreadsheet, for example)✓ Be sure the IDD&E Program Plan describes the processes for screening, tracing, resolution and enforcement.✓ Mapping your MS4 is critical. The map should include your entire stormwater collection system, including all outfalls. Drainage areas feeding each outfall should also be delineated. The map of your MS4 should be completed by the 4th year of permit coverage. If you are operating under a renewed permit, your mapping should already be complete.	
MCM 4	Are you are relying on Pennsylvania's QLP for stormwater associated with construction activity under Chapter 102?	
	Yes <ul style="list-style-type: none">✓ Be prepared to describe your local approval process of construction-related projects. Explain step-by-step who does what, when it is done, and how your municipality ensures building permits are not issued until Chapter 102 requirements have been satisfied. DEP strongly encourages that you have a Memorandum of Understanding (MOU) in place with your County Conservation District to formalize your roles in this process.✓ It is still your responsibility to outline the processes in the MOU and explain the roles and responsibilities within that process.	No <ul style="list-style-type: none">✓ You must show your written program for stormwater associated with construction activities, an ordinance requiring implementation of erosion and sediment control BMPs, and written procedures for managing inquiries of local construction activity.

	Are you relying on Pennsylvania's QLP for stormwater associated with construction activity under Chapter 102?	
	Yes	No
MCM 5	✓ You are covered, however, the process should be described with roles and responsibilities if an MOU is not in place.	✓ Be prepared to show written Post-Construction Stormwater Management (PCSM) plan, tracking system with post-construction BMPs, and results of post-construction BMP inspections.
	✓ In either case, you will need to show the inspector your ordinance for inspecting BMPs and your inspection program that ensures BMPs are properly operated and maintained. Implementation – you will need to maintain an inventory of BMPs, including their location. For private property, you should have maintenance agreements. An MOU with the CCD to help implement MCM 5 is a useful option for many MS4s.	
	✓ Demonstrate to DEP that you understand the SW Management ordinance and are enforcing it. Must provide authority to control, regulate construction activity and inspect BMPs and legal authority to access private land (DEP model ordinance).	
MCM 6	✓ DEP may request a field visit to verify construction and operation of BMPs, especially when reported in periodic reports, especially if TMDLs are in place. Discuss ongoing O&M needs for BMPs. Design plans or as-built plans should be available.	
	✓ DEP will ask to see an inventory of municipal facilities and land uses that contribute stormwater to MS4, including all facilities owned and operated by the permittee (e.g., street sweeping, fleet care, storage yards, composting sites, streets, lots). The O&M plan will need to be shown to the inspector, as well as the written employee training program (includes contractors and consultants) and a list of trainings with frequency and participants.	
	✓ DEP will also want to see the activities associated with the listed facilities. These activities can often have greater pollution potential than the facilities. Keep track of these activities and document the actions.	

Office and Field Inspections

Your MS4 NPDES permit is an authorization to discharge stormwater under specific rules that you must follow. If DEP inspects your MS4, their objective will be make sure you understand what is required and they will expect you have documentation on hand demonstrating compliance for each of the MCMs.

It is important that your records are easily found and well organized for the office portion of the inspection. Documentation of the activities outlined in your SWMP is an important part of demonstrating compliance. If you are routinely inspecting and reporting, this should not become an overwhelming task.

The inspector will need a full day and a space to work in. Consider who from your staff will need to be there and when they will need to be available. The following forms available from DEP (<http://www.elibrary.dep.state.pa.us/dsweb/View/Collection-11575>) will provide information on what you can expect during your inspection. Keep in mind that the inspector may ask questions or request documentation not listed here.

Helpful Tips

- You can organize your filing system any way you choose, but it must be well-organized and easily accessible. You might consider organizing it by MCMs of the permit in a three-ring binder. This keeps the information organized and attainable for you and your inspector.
- Summary spreadsheets in Excel can be a great organization tool for when inspections are done, your outfall information and when public workshops were held. Consider keeping an Excel file for each MCM with the necessary information.
- Printed maps are the most helpful as they will be needed for the field inspection. Consider this when preparing for your audit and have plenty of maps prepared.

Inspectors may request additional information, including but not limited to:

Individual tracking sheets should include but are not limited to:	Summary Spreadsheets that may be helpful to develop may include but are not limited to:
<ul style="list-style-type: none"> • Illicit Discharge Complaint Forms • Outfall Screening Forms • PCSM Complaint Forms and PCSM Inspection Forms • Active Construction Complaint Forms and Active Construction Inspection Forms • Snow Removal/De-icing/Anti-icing Logs • Catch Basin Cleaning Logs • Street Sweeping Logs • Housekeeping Inspection Forms • Training Sign-in Sheets • Public Meeting Sign-in Sheets • Public Comments and Municipal Response • Education & Outreach Documents • Etc. 	<ul style="list-style-type: none"> • Illicit Discharge Tracking • Illicit Discharge Complaints • Illicit Discharge Enforcement • PCSM BMPs • PCSM Inspections • PCSM Enforcements • PCSM Complaints • Active Construction Sites • Active Construction Inspections • Active Construction Enforcements • Employee Trainings • Public Meetings • Municipally-Owned Facilities/Activities/Land Uses • Etc.

Records must be retained for 3 years and at least 1 year after permit termination. A copy of the NOI (the permit application), the MS4 NPDES permit and any other authorization or approval must be kept for at least 1 year after permit termination.

Items that will need to be available for review during the office inspection:

- A copy of all past Annual Reports
- A copy of the original and renewal NOI
- A copy of the original and renewal permits
- The Public Education and Outreach Program (PEOP) (written plan)
- The Public Involvement and Participation Program (PIPP) (written plan)
- The Illicit Discharge Detection and Elimination (IDDE) Program (written plan)
- The inventory of municipal facilities and activities that are owned or operated by the permittee and have the potential for generating stormwater runoff to the regulated small MS4
- The written Operation & Maintenance Plan for municipal facilities and activities
- The written employee training program
- A map of all outfalls, receiving waters, stormwater collection systems, swales, basins, etc.
- Ordinance prohibiting non-stormwater discharges
- The stormwater management ordinance
- The inventory of all Post-Construction BMPs installed since March 10, 2003 that discharge directly or indirectly to your regulated small MS4
- The Memorandum of Understanding between the permittee and the County Conservation District

Field Inspections

During the field inspection, BMPs may be inspected to verify their functionality. Previous and active construction sites may also be inspected. Physical operations may be inspected, such as outfalls and maintenance facilities. Stormwater facilities that have been constructed from 2003 on, such as ponds, must be maintained and functioning as originally designed. Common issues to look for may include:

- Erosion may be occurring; remove as needed
- Check DEP and/or the United States Army Corps of Engineers (USACE) about removal of wetland vegetation if not part of original design
- Overflow structures need to function as designed
- Clear trash and debris
- Remove sediment buildup; maintain as designed

Overview of Stormwater Best Management Practices (BMPs)

BMPs are important, because they can provide some actions that municipalities can take to fulfill some of the required permit obligations. Structural and non-structural BMPs help manage stormwater in our municipalities.

Structural BMPs are engineered systems that are designed to mitigate the impacts of stormwater. Structural BMPs are effective tools for stormwater management in both development and retrofit situations.

Non-Structural BMPs focus on the prevention of stormwater generation, therefore effectively reducing runoff volume, and decreasing development costs while increasing property value and marketability.

The Pennsylvania Department of Environmental Protection's Stormwater Best Management Practices (BMP) Manual will help guide you as you look into BMPs that might work well for your municipality. Refer to this manual for a comprehensive look at stormwater BMPs.



Figure 13: Local examples of Structural BMPs. Derry Borough parking with porous pavers (top left), a rain garden at Green Forge (top right), a residential rain garden (bottom left), and an adjustment to a parking lot in Greensburg. (Source: Westmoreland Conservation District)

This document can be found here:





<http://www.elibrary.dep.state.pa.us/dsweb/View/Collection-8305>.


The purpose of the Pennsylvania Stormwater Best Management Practices (BMP) Manual is to provide guidance, options and tools that can be used to protect water quality, enhance water availability and reduce flooding potential through effective stormwater management. This manual presents design standards and planning concepts for use by local authorities, planners, land developers, engineers, contractors, and others involved with planning, designing, reviewing, approving, and constructing land development projects.

The manual describes a stormwater management approach to the land development process that strives to:

- Prevent or minimize stormwater problems through comprehensive planning and development techniques
- Mitigate any remaining potential problems by employing structural and non-structural BMPs

Structural BMPs provide benefits for **water quality, groundwater-recharge, volume reduction and peak rate control**, but they also provide other benefits beyond stormwater management that are illustrated below.

Structural BMPs	Additional Benefits
Floodplain Restoration aims to restore a floodplain to conditions present prior to development. It is a system-based BMP that strives to mimic undisturbed conditions between stream system elements: groundwater, stream surface flow, soils, and root systems of vegetation.	<ul style="list-style-type: none"> Increased aquatic and terrestrial habitats Increased wetland areas and native plants in floodplain Reduction of invasive plants Thermal cooling of stream baseflow
Rain Gardens are excavated shallow depressions, planted with native vegetation that can withstand dry and wet periods. Stormwater is collected in the rain garden and is both infiltrated into the ground and evapotranspired by the vegetation.	<ul style="list-style-type: none"> Enhances aesthetic appeal of homes, neighborhoods and commercial or industrial sites Provides a wildlife habitat
<div data-bbox="175 632 678 1123">  <p>Before</p> </div> <div data-bbox="678 632 1177 1123">  <p>After</p> </div>	<p>Rain garden in Mt. Pleasant. Photos: Westmoreland Conservation District</p>
Riparian Buffer Restoration (RBR) is the restoration of the area surrounding streams, lakes, ponds, and wetlands.	<ul style="list-style-type: none"> Provides a wildlife habitat Provides aesthetic value
Vegetated Swales are shallow channels, planted densely with vegetation, designed to reduce the rate of stormwater and encourage infiltration.	<ul style="list-style-type: none"> Enhances aesthetic appeal of streets, neighborhoods and commercial or industrial sites
<div data-bbox="175 1289 678 1774">  <p>Before</p> </div> <div data-bbox="678 1289 1177 1774">  <p>After</p> </div>	<p>Infiltration/Vegetated swale at Westmoreland County Community College. Photos: Westmoreland Conservation District</p>
Wet Ponds (WPs) , also called Retention Basins , are stormwater basins that include a permanent pool of water as well as additional capacity for temporary storage of stormwater. They are effective at controlling peak stormwater rates and also provide water quality benefits.	<ul style="list-style-type: none"> Provides a wildlife habitat Provides aesthetic value

Non-Structural BMPs	Additional Benefits
Cluster Uses at Each Site/Build on Smallest Area Possible (CUES/BSAP) is a design and development strategy which reduces site disturbance through clustering proposed uses together, building vertically, and moving uses closer together.	<ul style="list-style-type: none"> • Preservation of open space • Improved aesthetics • Increased recreation opportunities • Improved air quality • Temperature moderation
Minimize Disturbed Area – Grading (MDA-G) focuses on minimizing grading and site disturbance while maximizing soil restoration and the conservation of existing site vegetation. MDA-G includes practices such as modifying the alignment of roads and disturbance areas to minimize necessary grading.	<ul style="list-style-type: none"> • Maximized soil restoration • Preservation of open space • Protection of open space and wildlife habitat
Protect/Conserve/Enhance Riparian Areas (PCERA) preserves and enhances vegetated areas that are adjacent to streams and rivers.	<ul style="list-style-type: none"> • Provides a food supply, habitat, and thermal protection for fish and other wildlife
Protect/Utilize Natural Flow Pathways in Overall Stormwater Planning and Design minimizes stormwater impacts associated with site development. Protecting natural drainage features such as swales, depressions, and ephemeral streams during site development can provide a variety of stormwater management functions.	<ul style="list-style-type: none"> • Protection of open space and wildlife habitat • Potential to increase property values • Provides aesthetic value
Reducing Street Imperviousness (RSI) and Reducing Parking Imperviousness (RPI): RSI includes minimizing street widths and lengths; RPI includes reducing the impervious area associated with parking through practices such as designating overflow parking on an area that is pervious.	<ul style="list-style-type: none"> • Increased neighborhood livability, traffic conditions, and pedestrian safety
 <p>Before</p> <p>After</p> <p>New parking at Valley High School with permeable pavers. Photos: Westmoreland Conservation District</p>	

(Disclaimer: The BMP examples and references included are not intended to be comprehensive. This list of BMPs is not all-inclusive, nor does it preclude MS4 permittees from using other technically sound practices.)

Appendix 1: Glossary of Terms and Acronyms

BMP - A BMP is a term used to describe “Best Management Practices” for reducing quantity and improving quality of stormwater, either through physical structures and practices or through planning and outreach (non-structural). BMPs are typically divided into two categories: structural or non-structural. They describe control measures taken to control stormwater changes caused by changes to land use (development or re-development). Generally, BMPs focus on water quality problems caused by increased impervious surfaces from land development.

Combined Sewer Overflow (CSO) - Discharge from a combined sewer system that is caused by snowmelt or stormwater runoff.

DEP – Pennsylvania Department of Environmental Protection.

EPA – United States Environmental Protection Agency.

Green Infrastructure (GI) - Reduces and treats stormwater at its source while delivering environmental, social, and economic benefits.

Illicit (illegal) discharge - All discharges other than authorized discharges listed in your permit.

Minimum Control Measure (MCM) - MS4 permits call for the development and implementation of a stormwater management program that addresses six “minimum control measures” (MCMs). Implementing these minimum control measures means identifying **Best Management Practices (BMPs)** and measurable goals the MS4 permittee can implement to satisfy the CMC. MS4 permittees must satisfy the six MCMs in their permit. These are six elements that your **Stormwater Management Plan (SWMP)** must address.

MS4 - MS4 stands for **Municipal Separate Storm Sewer System**. It is any conveyance or system of conveyances (including streets, ditches, and pipes) that is: owned by a municipality; designed or used for collecting or conveying stormwater; not a combined sewer (i.e., not intended for both sewage and stormwater); AND not part of a Publicly Owned Treatment Works (POTW). It is a separate stormwater collection system owned and operated by a municipality. (When a municipality only has one system for sewage and stormwater, it is called a combined sewer system.)

NPDES Permit - A **National Pollutant Discharge Elimination System (NPDES) permit** is a permit authorized by the Clean Water Act, a federal law. In Pennsylvania, it is administered by the state’s Department of Environmental Protection (DEP). It is required for any point source discharge to waters of the Commonwealth, including stormwater. The NPDES permit program controls water pollution by regulating point sources that discharge pollutants into waters of the United States, including stormwater.

Stormwater - Water on the surface of the ground resulting from rain or melting snow (precipitation). It is also called “runoff”

Urbanized Area (UA) – Land area comprising one or more places (central places) and the adjacent densely-settled surrounding area (urban fringe) that together have a residential population of at least 50,000 and an overall population density of at least 1,000 people per square mile, as defined by the United States Bureau of the Census, and as determined by the latest available decennial census. The UA outlines the extent of automatically regulated areas.

Appendix 2: Directory of Public and Non-Profit Partners

State, regional, and local partners are essential to the MS4 process. If you have questions, for example, regarding your permit or regarding MS4 BMPs, find the appropriate contact in the list below.

Southwestern Pennsylvania Commission Water Resource Center	
Two Chatham Center, Suite 400 112 Washington Place Pittsburgh, PA 15210 412-391-5590 www.spcwater.org Counties: Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington and Westmoreland	
Pennsylvania Department of Environmental Protection offices	
DEP Southwest Region 400 Waterfront Drive Pittsburgh, PA 15222-4745 412-442-4000 Counties: Allegheny, Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington and Westmoreland	DEP Northwest Region 230 Chestnut St. Meadville, PA 16335-3481 814-332-6984 Counties: Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango and Warren
Local US Environmental Protection Agency office	
EPA Region 3 1650 Arch Street Philadelphia, PA 19103-2029 215-814-5122 States: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia	
County Conservation Districts	
Allegheny County Conservation District River Walk Corporate Centre 33 Terminal Way, Suite 325B Pittsburgh, PA 15219 412-241-7645 www.accdpa.org	Armstrong Conservation District Armsdale Administration Building 124 Armsdale Road, Suite B-2 Kittanning, PA 16201-3738 724-548-3425 www.armstrongcd.org
Beaver County Conservation District 156 Cowpath Road Aliquippa, PA 15001 724-378-1701 www.beavercountyconservationdistrict.org	Butler County Conservation District 122 McCune Drive Butler, PA 16001 724-284-5270 www.brodonline.org
Fayette County Conservation District 10 Nickman Plaza Lemont Furnace, PA 15456 724-438-4497 www.fayettecd.org	Greene County Conservation District Ben Franklin Building, Suite 204 22 West High Street, Waynesburg, PA 15370 724-852-5278 www.co.greene.pa.us/secured/nc2/depts/accd/BCCD-index.htm
Indiana County Conservation District 625 Kolter Drive, Suite 8 Indiana, PA 15701-3571 724-471-4751 www.iccdpa.org	Lawrence County Conservation District Lawrence County Government Center 430 Court Street New Castle, PA 16101 724-652-4512 www.lawrenceccd.org
Washington County Conservation District 2800 North Main Street, Suite 105 Washington, PA 15301 724-705-7098 www.pawcccd.org/index.html	Westmoreland Conservation District J. Roy Houston Conservation Center 218 Donohoe Road Greensburg, PA 15601 724-837-5271 www.wcdna.com

In addition to the organizations listed above, nonprofits such as watershed groups can also work cooperatively to help with various tasks such as MCM2 and general baseline water quality sampling.

Appendix 3: Sample Checklists (Visit PA DEP MS4 Resources for access to sample checklists)

3800-FM-BCW0521 12/2015
MS4 Outfall Field Screening ReportCOMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF CLEAN WATER

MS4 OUTFALL FIELD SCREENING REPORT

BACKGROUND INFORMATION				
Permittee Name:		NPDES Permit No.: PA		
Date of Inspection:		Outfall ID No.:		
Land Uses in Outfall Drainage Area (Select All):		Latitude: ____° ____' ____"		
<input type="checkbox"/> Industrial <input type="checkbox"/> Urban Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Suburban Residential <input type="checkbox"/> Open Space <input type="checkbox"/> Other:		Longitude: ____° ____' ____"		
		Dry Weather Inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Date of Previous Precipitation:		
		Amount of Previous Precipitation: ____ in		
Inspector Name(s):		Were Photographs Taken? <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Are Photographs Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No		
OUTFALL DESCRIPTION				
TYPE	MATERIAL	SHAPE	DIMENSIONS	SUBMERGED
<input type="checkbox"/> Closed Pipe	<input type="checkbox"/> RCP <input type="checkbox"/> CMP <input type="checkbox"/> PVC <input type="checkbox"/> HDPE <input type="checkbox"/> Steel <input type="checkbox"/> Other	<input type="checkbox"/> Circular <input type="checkbox"/> Single <input type="checkbox"/> Elliptical <input type="checkbox"/> Double <input type="checkbox"/> Box <input type="checkbox"/> Triple <input type="checkbox"/> Other <input type="checkbox"/> Other	Diameter: ____ in	<input type="checkbox"/> In Water <input type="checkbox"/> With Sediment
<input type="checkbox"/> Open Channel	<input type="checkbox"/> Concrete <input type="checkbox"/> Earthen <input type="checkbox"/> Rip-Rap <input type="checkbox"/> Other	<input type="checkbox"/> Trapezoid <input type="checkbox"/> Parabolic <input type="checkbox"/> Other	Depth: ____ in Top Width: ____ in Bottom Width: ____	
Dry Weather Flow Present at Outfall During Inspection? <input type="checkbox"/> Yes <input type="checkbox"/> No (If No, skip to Certification Section)				
Description of Flow Rate: <input type="checkbox"/> Trickle <input type="checkbox"/> Moderate <input type="checkbox"/> Significant <input type="checkbox"/> N/A				
DRY WEATHER FLOW EVALUATION				
Does the dry weather flow contain color? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				
Does the dry weather flow contain an odor? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				
Is there an observed change in the receiving waters as a result of the discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				
Does the dry weather flow contain floating solids, scum, sheen or substances that result in deposits? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide a description below.				

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MS4 Outfall Field Screening Report

Were sample(s) collected of the dry weather flow? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, No. Samples: _____)					
FIELD / LABORATORY ANALYSIS					
PARAMETER	RESULTS	UNITS	PARAMETER	RESULTS	UNITS
Flow Rate		GPM	Fecal Coliform		No./100 mL
pH		S.U.	COD		mg/L
Total Residual Chlorine (TRC)		mg/L	BOD5		mg/L
Conductivity		µmhos/cm	TSS		mg/L
Ammonia-Nitrogen		mg/L	TDS		mg/L
Other: _____			Oil and Grease		mg/L
Other: _____			Other: _____		
Indicate the parameters above that were analyzed by a DEP-certified laboratory:					
ILLICIT DISCHARGES					
Is the dry weather flow an illicit discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If Yes, describe efforts made to determine the source(s) of the illicit discharge.					
Describe corrective actions taken by the permittee in response to the finding of an illicit discharge.					
Inspector Comments:					
RESPONSIBLE OFFICIAL CERTIFICATION					
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowledge of violations. See 18 Pa. C.S. § 4904 (relating to unsworn falsification).					
Responsible Official Name			Signature		
Telephone No.			Date		



MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) ILLCIT DISCHARGE DETECTION & ELIMINATION (IDD&E) CHECKLIST

This checklist may be used by MS4 permittees to ensure complete implementation of MCM #3 of MS4 NPDES permits.

Requirement	Check if Completed
BMP #1: Develop and maintain a written IDD&E program to detect, eliminate and prevent illicit discharges. The program must be developed within one year of permit coverage for new permittees and updated and evaluated annually for renewal permittees. The program must include:	<input type="checkbox"/>
a. Dry weather field screening of outfalls for non-stormwater flows.	<input type="checkbox"/>
b. Sampling of dry weather discharges for selected chemical and biological parameters.	<input type="checkbox"/>
c. Procedures for identifying priority areas. These are areas with a higher likelihood of illicit discharges, illicit connections or illegal dumping. Priority areas may include areas with older infrastructure, a concentration of high-risk activities, or past history of water pollution problems.	<input type="checkbox"/>
d. Procedures for screening outfalls in priority areas during varying seasonal and meteorological conditions.	<input type="checkbox"/>
e. Procedures for identifying the source of an illicit discharge when a contaminated flow is detected at a regulated small MS4 outfall.	<input type="checkbox"/>
f. Procedures for eliminating an illicit discharge.	<input type="checkbox"/>
g. Procedures for assessing the potential for illicit discharges caused by the interaction of sewage disposal systems (e.g., on-lot septic systems, sanitary piping) with storm drain systems.	<input type="checkbox"/>
h. Mechanisms for gaining access to private property to inspect outfalls (e.g., land easements, consent agreements, search warrants).	<input type="checkbox"/>
i. Procedures for program documentation, evaluation and assessment.	<input type="checkbox"/>
j. Recordkeeping – records must be kept of all outfall inspections, flows observed, results of field screening and testing, and other follow-up investigation and corrective action work performed under this program.	<input type="checkbox"/>
BMPs #2 & #3: Develop and maintain map(s) of your regulated small MS4. The map(s) must be developed by the fourth year of permit coverage for new permittees and be updated as necessary. The map(s) must depict the following:	<input type="checkbox"/>
a. Locations of all outfalls directly or indirectly discharging stormwater from your MS4.	<input type="checkbox"/>
b. Locations and names of all surface waters of the Commonwealth that receive discharges from those outfalls.	<input type="checkbox"/>
c. The entire storm sewer collection system, including roads, inlets, piping, swales, catch basins, channels, basins, etc.	<input type="checkbox"/>
d. Municipal and/or watershed boundaries.	<input type="checkbox"/>
BMP #4: Conduct outfall field screening, identify the source of any illicit discharges, and remove or correct any illicit discharges using procedures developed under BMP #1. Specific requirements include the following:	<input type="checkbox"/>
a. New permittees – screen all identified MS4 outfalls at least twice during dry weather during the permit term; screen at least forty percent of the total number of outfalls per year.	<input type="checkbox"/>
b. Renewal permittees – screen all identified MS4 outfalls at least once during each permit coverage term; for areas where past problems have been reported or known sources of dry weather flows occur on a continual basis, outfalls must be screened annually.	<input type="checkbox"/>

MS4 IDD&E Checklist

Requirement	Check if Completed
c. If screening reveals dry weather flow, the discharge from the outfall and the area around the outfall must be inspected visually for color, turbidity, sheen, floating or submerged solids; for adverse effects on plants or animals in proximity to the outfall; and for odor. If the outfall produces any odor, or if the visual inspection shows any indication that the discharge may contain pollutants, then samples of the discharge must be collected for field and/or lab testing of selected chemical and biological parameters as part of a process to determine if the dry weather flow is illicit.	<input type="checkbox"/>
d. Prioritize outfall screenings according to the perceived chance of illicit discharges within the outfall's contributing drainage area.	<input type="checkbox"/>
e. Inspections must be recorded on the Outfall Reconnaissance Inventory/Sample Collection field sheet.	<input type="checkbox"/>
f. Adequate written documentation must be maintained to justify a determination that an outfall flow is not illicit. If an outfall flow is illicit, the actions taken to identify and eliminate the illicit flow must be documented.	<input type="checkbox"/>
g. The results of outfall inspections and actions taken to remove or correct illicit discharges must be summarized in periodic reports.	<input type="checkbox"/>
BMP #5: Enact a stormwater management ordinance to implement and enforce a stormwater management program that includes prohibition of non-stormwater discharges to the regulated small MS4.	<input type="checkbox"/>
a. New permittees – within the first year of coverage under the permit, new permittees must enact and implement an ordinance from an Act 167 Plan approved by the Department in 2005 or later, the MS4 Stormwater Management Ordinance, or an ordinance that satisfies all applicable requirements in a completed and signed MS4 Stormwater Management Ordinance Checklist.	<input type="checkbox"/>
b. New permittees – submit a letter signed by a municipal official, municipal engineer, or the municipal solicitor as an attachment to your first year report certifying the enactment of an ordinance that meets all applicable requirements of this permit.	<input type="checkbox"/>
c. Renewal permittees – continue to maintain, update, implement, and enforce a Stormwater Management Ordinance that satisfies all applicable requirements.	<input type="checkbox"/>
BMP #6: Provide educational outreach to public employees, business owners and employees, property owners, the general public and elected officials (i.e., target audiences) about the program to detect and eliminate illicit discharges.	<input type="checkbox"/>
a. During each year of permit coverage, appropriate educational information concerning illicit discharges shall be distributed to the target audiences using methods outlined under MCM #1 of the MS4 NPDES permit.	<input type="checkbox"/>
b. Establish and promote a stormwater pollution reporting mechanism (e.g., a complaint line with message recording) by the end of the first year of permit coverage for the public to use to notify you of illicit discharges, illegal dumping or outfall pollution.	<input type="checkbox"/>
c. Respond to all complaints in a timely and appropriate manner. Document all responses, include the action taken, the time required to take the action, whether the complaint was resolved successfully.	<input type="checkbox"/>



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF POINT AND NON-POINT SOURCE MANAGEMENT

MS4 COMPLIANCE INSPECTION REPORT

OFFICE INSPECTION				
Most Recent Annual/Progress Report Due Date:				
Date Most Recent Annual/Progress Report Submitted:				
List all deficiencies identified in the most recent Annual/Progress Report Review:				
Describe the permittee's progress with addressing deficiencies, if applicable:				
Verify the presence of the following documentation; check "Yes" if available, "No" if not available, and "NA" if not applicable.				
MCM	Item	Yes	No	NA
1	Public Education and Outreach Program (PEOP) (written plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lists of target audience groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Published stormwater educational materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Two methods of distributing educational materials in past year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Public Involvement and Participation Program (PIPP) (written plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Public notice prior to adoption of any ordinance (municipal) or SOP (non-municipal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	At least one public meeting in past year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Illicit Discharge Detection and Elimination (IDDE) Program (written plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Outfall inspection and illicit discharge tracking system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Complaint tracking system for illicit discharges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Map of all outfalls, receiving waters, stormwater collection system, swales, basins, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Stormwater sampling and monitoring records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Ordinance (municipal) or SOP (non-municipal) prohibiting non-stormwater discharges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If not relying on PA's program, a written stormwater associated with construction activities program (written plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If not relying on PA's program, an ordinance (municipal) or SOP (non-municipal) requiring implementation of erosion and sediment control BMPs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	If not relying on PA's program, written procedures for managing public inquiries of local construction activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If not relying on PA's program, a written post-construction stormwater management plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If not relying on PA's program, a tracking system containing post-construction BMPs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If not relying on PA's program, inspection results of post-construction BMPs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	An ordinance (municipal) or SOP (non-municipal) to enforce post-construction BMPs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	An inspection program ensuring stormwater BMPs are properly operated and maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Inventory of municipal facilities and land uses that contribute to stormwater runoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Written Operation & Maintenance Plan for municipal facilities addressing housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Written employee training program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Date:
☐ Yellow – Permittee

Permit No.:
☐ Pink – Inspector



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DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF POINT AND NON-POINT SOURCE MANAGEMENT

MS4 COMPLIANCE INSPECTION REPORT

FIELD INSPECTION – BMPs	
BMP Description:	<input type="checkbox"/> Structural BMP <input type="checkbox"/> Non-Structural BMP
Locational Description:	BMP Reported In: <input type="checkbox"/> Annual/Progress Report <input type="checkbox"/> Other (_____)
Structural BMPs Only:	Property: <input type="checkbox"/> Public <input type="checkbox"/> Private
Latitude: ° ' "	Is BMP Implemented or Being Implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No
Longitude: ° ' "	Who Is Responsible for O&M (Structural BMPs Only)? <input type="checkbox"/> Municipality <input type="checkbox"/> Other (Name: _____)
Comments/Deficiencies:	Date Installed (Structural BMPs Only): Is BMP Located in Urbanized Area? <input type="checkbox"/> Yes <input type="checkbox"/> No
BMP Description:	<input type="checkbox"/> Structural BMP <input type="checkbox"/> Non-Structural BMP
Locational Description:	BMP Reported In: <input type="checkbox"/> Annual/Progress Report <input type="checkbox"/> Other (_____)
Structural BMPs Only:	Property: <input type="checkbox"/> Public <input type="checkbox"/> Private
Latitude: ° ' "	Is BMP Implemented or Being Implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No
Longitude: ° ' "	Who Is Responsible for O&M (Structural BMPs Only)? <input type="checkbox"/> Municipality <input type="checkbox"/> Other (Name: _____)
Comments/Deficiencies:	Date Installed (Structural BMPs Only): Is BMP Located in Urbanized Area? <input type="checkbox"/> Yes <input type="checkbox"/> No
BMP Description:	<input type="checkbox"/> Structural BMP <input type="checkbox"/> Non-Structural BMP
Locational Description:	BMP Reported In: <input type="checkbox"/> Annual/Progress Report <input type="checkbox"/> Other (_____)
Structural BMPs Only:	Property: <input type="checkbox"/> Public <input type="checkbox"/> Private
Latitude: ° ' "	Is BMP Implemented or Being Implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No
Longitude: ° ' "	Who Is Responsible for O&M (Structural BMPs Only)? <input type="checkbox"/> Municipality <input type="checkbox"/> Other (Name: _____)
Comments/Deficiencies:	Date Installed (Structural BMPs Only): Is BMP Located in Urbanized Area? <input type="checkbox"/> Yes <input type="checkbox"/> No
BMP Description:	<input type="checkbox"/> Structural BMP <input type="checkbox"/> Non-Structural BMP
Locational Description:	BMP Reported In: <input type="checkbox"/> Annual/Progress Report <input type="checkbox"/> Other (_____)
Structural BMPs Only:	Property: <input type="checkbox"/> Public <input type="checkbox"/> Private
Latitude: ° ' "	Is BMP Implemented or Being Implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No
Longitude: ° ' "	Who Is Responsible for O&M (Structural BMPs Only)? <input type="checkbox"/> Municipality <input type="checkbox"/> Other (Name: _____)
Comments/Deficiencies:	Date Installed (Structural BMPs Only): Is BMP Located in Urbanized Area? <input type="checkbox"/> Yes <input type="checkbox"/> No

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Appendix 4: Document Sources and Additional Resources

SPC Water Resource Center

www.spcwater.org

DEP MS4 Resources

http://www.dep.pa.gov/Business/Water/PointNonPointMgmt/StormwaterMgmt/Stormwater/Pages/MS4-Resources.aspx#.VxIJG_krKUK

DEP's Appendix A: Stormwater Management Program. April 2012.

http://www.elibrary.dep.state.pa.us/dsweb/Get/Document-95044/08_3800-PM-BPNPSM0100h-AppendixA.pdf

Pennsylvania Stormwater Best Management Practices Manual. December 2006.

<http://www.elibrary.dep.state.pa.us/dsweb/View/Collection-8305>

EPA MS4 Resources

<https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#edu>

StormwaterPA

<http://www.stormwaterpa.org/>

PA DCNR Parks BMPs

http://www.dcnr.state.pa.us/cs/groups/public/documents/document/dcnr_006535.pdf

3 Rivers Wet Weather

3 Rivers Wet Weather is a nonprofit environmental organization created in 1998 to support 82 Allegheny County municipalities and the City of Pittsburgh in addressing the region's wet weather overflow problem.

<http://www.3riverswetweather.org/>

DEP Individual Permit – MS4 Stormwater Operation and Maintenance (O&M) Ordinance Checklist and MS4 Stormwater Management Ordinance Checklist

http://www.elibrary.dep.state.pa.us/dsweb/Get/Document-94978/11_3800-PM-BPNPSM0200k%20Ordinance%20Checklist.pdf

NPDES Sample Inspection Reports

<http://www.elibrary.dep.state.pa.us/dsweb/View/Collection-1575>

MCM1: Public Education and Outreach on Stormwater Impacts

- EPA Public Education and Outreach on Stormwater Impacts Resources
<https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#edu>
- Westmoreland Conservation District Homeowner's Guide to Stormwater
<http://wcdpa.com/wp-content/uploads/Homeowners-Stormwater-Guide.pdf>
- EPA "Getting in Step, A Guide for Conducting Watershed Outreach Campaigns"
<https://cfpub.epa.gov/npstbx/files/getnstepguide.pdf>

MCM2: Public Involvement/Participation

- DEP Public Education Plan Template
<http://www.dep.pa.gov/Business/Water/PointNonPointMgmt/StormwaterMgmt/Stormwater/Pages/MS4-Resources.aspx#.VxfnYfkrKUK>
- EPA Public Involvement/Participation Resources
<https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#inv>

MCM3: Illicit Discharge Detection and Elimination (IDD&E)

- DEP MS4 IDD&E Checklist
Checklist may be used by MS4s to ensure complete implementation of MCM #3 of MS4 NPDES permits.
http://www.dep.pa.gov/Business/Water/PointNonPointMgmt/StormwaterMgmt/Stormwater/Pages/MS4-Resources.aspx#VxfjG_krKlUk
- DEP MS4 Outfall Field Screening Report
<http://www.elibrary.dep.state.pa.us/dsweb/View/Collection-12798>
- EPA Illicit Discharge Detection and Elimination Resources
<https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#ill>
- Illicit Discharge Detection and Elimination Guidance Manual
<http://nepis.epa.gov/Exe/ZyNET.exe/20017KFK.TXT?ZyActionD=ZyDocument&Client=EPA&Index=2000+Thru+2005&Docs=&Query=&Time=&EndTime=&SearchMethod=1&ToCRestrict=n&ToC=&ToCEntry=&QField=&QFieldYear=&QFieldMonth=&QFieldDay=&IntQFieldOp=0&ExtQFieldOp=0&XmlQuery=&File=D%3A%5Czyfiles%5Cindex%20Data%5C00thru05%5Ctxt%5C00000010%5C20017KFK.txt&User=ANONYMOUS&Password=anonymous&SortMethod=h%7C-&MaximumDocuments=1&FuzzyDegree=0&ImageQuality=r75g8/r75g8/x150y150q16/i425&Display=p%7Cf&DefSeekPage=x&SearchBack=ZyActionL&Back=ZyActionS&BackDesc=Results%20page&MaximumPages=1&ZyEntry=1&SeekPage=x&ZyPURL>

MCM4: Construction Site Stormwater Runoff Control

- DEP Erosion and Sediment Pollution Control Program Manual (PDF)
<http://www.elibrary.dep.state.pa.us/dsweb/Get/Document-88925/363-2134-008.pdf>
- Construction Site Complaint Form
This form may be used by MS4s for logging and tracking complaints about construction stormwater issues.
http://www.dep.pa.gov/Business/Water/PointNonPointMgmt/StormwaterMgmt/Stormwater/Pages/MS4-Resources.aspx#VxfjG_krKlUk
- EPA Construction Site Stormwater Runoff Control Resources
<https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#constr>
- Westmoreland Conservation District Typical Best Management Practices for Construction Sites
<http://wcdpa.com/wp-content/uploads/WCD-BMP-Booklet-2016-web.pdf>

MCM5: Post-Construction Stormwater Management

- DEP Pennsylvania Stormwater Best Management Practices Manual
<http://www.elibrary.dep.state.pa.us/dsweb/View/Collection-8305>
- EPA Post-Construction Stormwater Management in New Development and Redevelopment Resources
<https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#post>
- Westmoreland Conservation District Typical Best Management Practices for Construction Sites
<http://wcdpa.com/wp-content/uploads/WCD-BMP-Booklet-2016-web.pdf>

MCM6: Pollution Prevention/Good Housekeeping for Municipal Operations

- Sample Municipal Facilities Operation and Maintenance Program Plan
Optional MS4 MCM #6 model "Inventory" and "O&M Plan"
http://www.dep.pa.gov/Business/Water/PointNonPointMgmt/StormwaterMgmt/Stormwater/Pages/MS4-Resources.aspx#VxfjG_krKlUk
- EPA Pollution Prevention/Good Housekeeping for Municipal Operators Resources
<https://www.epa.gov/npdes/national-menu-best-management-practices-bmps-stormwater#poll>

**Links are active as of June 2016. Please contact the Water Resource Center with any information on broken links.
An electronic version of this guide can also be found on the SPC Water Resource Center Website (www.spcwater.org).



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Southwestern Pennsylvania Commission Water Resource Center

In 2013, SPC formed the Water Resource Center (WRC) to address various water issues within the region. WRC's Mission is to promote regional collaboration on water topics; be a leader in facilitating coordination and education; and provide technical assistance to its member governments.

For an electronic version of this guide, visit:
www.spcwater.org