

2024 Manager's Budget Message

Borough of Gettysburg
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Borough Manager

Advertised
November 22, 2023

Adopted
December 11, 2023
Vote Passed 7-0

CHAPTER 1

INTRODUCTION

Manager's Budget Message	1
Note Regarding Fund 05 – Company K Monument Fund	1
Note Regarding un 68 – Eichelberger-Stahle Trust Fund	1
Note Regarding Fund 09 – Storm Water	2
Budget Development	2
Additional Note Regarding the Structural Deficit	4
Structural Deficit	4
The Borough's Bank Account Balances	4
Fund 01 General Fund	5
Fund 03 Fire Protection Fund	6
Fund 04 CDBG Fund	6
Fund 18 Capital Projects Fund	7
Fund 23 Debt Services Fund	7
Fund 30 Capital Reserve Fund	7
Fund 35 Liquid Fuels Fund	7
Fund 40 Revolving Loan Fund	7
Fund 96 ARPA Fund	7
Mayor William Troxell Memorial Fund	7
Eichelberger-Stahle Charity Fund	7
Company K Memorial Fund	7
2023 Year in Review Highlights	7
2024 Budget Highlights	8
What is Funded in Each Department?	9
400 Legislative	9
401 Office of the Manager	9
403 Tax Collection	10
409 General Government Administration	10
410 Police	10
411 Fire	11
413 Code Enforcement	11
414 Planning	11
415 Emergency Management	11
421 Health	11
430 Public Works	11
431 Winter Maintenance	12
433 Traffic Control Devices	12
434 Street Lighting	12
435 Sidewalks & Crosswalks	12
436 Storm Sewers & Drains	12
438 Bridges	12
439 Roads & Alleys	12
445 Parking	12
454 Parks & Recreation	12
455 Shade Tree	12
462 Community Development	12
471, 472, and 492 Debt Interest and Principal	12

Table of Contents	Page
-------------------	------

475 Fiscal Agents	13
487 Benefits Fees	13
Summary	13
The Staff	13

Exhibits

Exhibit 1	Tax Exempt Properties	3
-----------	-----------------------------	---

Tables

Table 1	Borough Bank Accounts	5
Table 2	2023 Budget Summary	6

Graphs

Graph 1	Municipal Millage Rates Comparisons	9
Graph 2	School District Millage Rate Comparisons	10

CHAPTER 2 SUSTAINABLE COMMUNITY

What is Sustainable Pennsylvania?	14
Positive Impact of Sustainability	15

Tables

Table 3	Sustainable Pennsylvania Certification Levels	14
Table 4	Sustainable Pennsylvania Certification Criteria (Governance and Community Engagement)	16
Table 5	Sustainable Pennsylvania Certification Criteria (Healthy Communities)	17
Table 6	Sustainable Pennsylvania Certification Criteria (Diversity, Equity, and Inclusion)	17
Table 7	Sustainable Pennsylvania Certification Criteria (Education)	17
Table 8	Sustainable Pennsylvania Certification Criteria (Energy Use, Conservation, and Green Building)	18
Table 9	Sustainable Pennsylvania Certification Criteria (Housing)	18
Table 10	Sustainable Pennsylvania Certification Criteria (Environmental Stewardship)	19
Table 11	Sustainable Pennsylvania Certification Criteria (Land Use and Transportation)	20
Table 12	Sustainable Pennsylvania Certification Criteria (Local Economy)	21
Table 13	Sustainable Pennsylvania Certification Criteria (Other Sustainability Innovation)	21

Pictures

Picture 1	Sustainable Pennsylvania Gold Certification	14
-----------	---	----

CHAPTER 3
STATUTORY TAXES AND RATE LIMITS

Home Rule Charter	23
ACT 511 Overall Limits	24

Tables

Table 14	Statutorily Permissible Property Taxes	22
Table 15	Other Statutorily Permissible Property Taxes	23
Table 16	Pennsylvania Boroughs with Home Rule Charter	24

CHAPTER 4
BOROUGH TAXES AND FEES

Borough Taxes and Fees; Rate Schedule (2024)	25
Summary of Taxes Levied on Gettysburg Residents	26
Real Estate (Property) Taxes	26
Tax Exempt Properties	26
Note Regarding Tax Exempt Property	26
Borough and County	27
Gettysburg Area School District	27
Interim Real Estate	28
Per Capita Tax	28
Borough and County	28
Occupation Tax	28
Borough Occupation Tax	28
Earned Income Tax	28
Gettysburg Area School District & the Borough	28
Local Services Tax	28
Borough Local Services Tax	28
Real Estate Assessment History	29
2024 Fee Schedule	29
Resolution 121113-3	30
1. Code Enforcement Appeals Board Ordinance	30
2. Rental Unit Occupancy Ordinance	30
3. Land Use Permit	30
a. Fence Permit	31
b. Sign Ordinance	32
c. Uniform Construction Code Ordinance	32
d. Non-Uniform Construction Code Building Permits	32
e. Subdivision and Land Development Ordinance	34
f. Zoning Ordinance	35
4. Property Maintenance Code Ordinance	35
5. Fireworks	36
6. Special Events	36
a. Application Fee	36
b. Additional Permit Fee Based on Hourly Rate	36
Parade Route A Traditional Halloween Parade Route	36
Parade Route B Traditional Memorial Day Parade Route	36

Parade Route c Traditional Remembrance Day Parade Route	37
c. Payment of Additional Fee	37
7. Amusements Ordinance	38
8. Junk Dealers Ordinance	38
9. Transient Retail Business Ordinance	38
a. Licenses	38
b. Use of Pushcarts	38
10. Solicitors of Contributions and Gifts Ordinance	38
11. Yard Sale Ordinance	38
12. Horse-Drawn Carriages Ordinance	39
13. Guided Walking Tour Ordinance	39
14. Outdoor Dining Areas Ordinance	39
15. Parking Fees	39
a. Racehorse Alley Parking Garage	39
b. Residential Parking Permit System	41
c. Local Privilege Parking Permit System (LPP)	41
d. On-Street & Alley Parking Meters and Borough Operated Surface Lots	41
e. Mobile (Pay-by-APP)	42
f. Vehicle Immobilization Device	42
g. Temporary Reserved Parking Space via Meter Bag	42
h. Construction	42
16. Towing Ordinance	43
17. Recycling	44
18. Street Excavation	44
19. Sidewalks and Driveways	45
20. Right-to-Know (RTK) Law Fees	45
21. Miscellaneous Fees	45

Exhibits

A. 2024 PMCA Residential Fee Schedule	47
A. 2024 PMCA Commercial Fee Schedule	49
A. 2024 PMCA Electrical Fee Schedule	51
A. 2024 PMCA Hourly Zoning and/or Code Enforcement Fee Schedule	52
B. 2024 C.S. Davidson Average Billing Rates	53
C. 2024 Borough Labor Burden Rates	54
D. Office of Open Records – Official RTKL Fee Schedule	55
E. Resolution NO. 02132023 Police Approved Vendor List	58

Tables

Table 17	Gettysburg Tax Rate History (2015-2024)	25
Table 18	Valuation History (1992-2024)	26
Table 19	Assessment Comparisons Across Municipalities	28
Table 20	Planning Permits and Licenses & Fees	31
Table 21	Permits & License Fees	33
Table 22	Parking Fees	40
Table 23	Highway Occupancy Permit	44

Graphs

Graph 3	Millage Rate History (2006-2024)	25
---------	--	----

Table of Contents	Page
Graph 4 Real Estate Tax Assessment History (1992-2024)	27
Graph 5 Occupation Tax Assessment History (1992-2024)	27
Graph 6 Per Capita Tax Assessment History (1992-2024)	27

CHAPTER 5 **AGGREGATE BOROUGH FUND BUDGETS**

Aggregate Borough Fund Budgets	53
---	-----------

Tables

Table 24 Budget Summary (Aggregate Fund Revenues)	60
Table 25 Budget Summary Budget Summary (Aggregate Fund Expenditures)	61

CHAPTER 6 **DISCRETIONARY VS. NON-DISCRETIONARY SPENDING**

Discretionary Expenditures	62
Non-Discretionary Expenditures	62
Total Labor Burden	63
GBSWA Assists in Paying Total Labor Burden	63
Insurance Coverage	63
Debt Service	64
All Other Miscellaneous Non-Discretionary Expenditures	64

Graphs

Graph 7 Discretionary vs. Non-Discretionary Budget	64
--	----

CHAPTER 7 **INSURANCE ALOCATIONS BY DEPARTMENT**

Insurance Allocation by Department	66
Pennsylvania Municipal Health Insurance Cooperative (PMHIC)	66
Liability Insurance	67
Workers' Compensation	67

Tables

Table 26 Insurance Allocations by Department	66
--	----

CHAPTER 8 **DEPARTMENTAL STAFFING LEVELS AND TOTAL LABOR BURDEN**

Departmental Staffing Levels and TOTAL Labor Burden	68
Borough Staffing Trends	68
Historical Review of Staffing Adjustments (Response to the COVID-19 Pandemic)	69
Finance Department / Human Resources Department / Office of the Manager	70
Public Works Department	70
Parking Department	70
Planning Department	70
Total Labor Burden by Job Title	71

Table of Contents

Page

Total Labor Burden Department 400 Legislative	71
Total Labor Burden Department 401 Office of the Manager	71
Elimination of Borough Receptionist / Secretary Position	72
Tax Collector	73
Part-Time Custodian	73
Fund 09 Within Department 401	74
Total Labor Burden Department 410 Police	74
Total Labor Burden Department 414 Planning	76
Fund 09 Within Department 414	78
Total Labor Burden Department 430 Public Works	78
Total Labor Burden Department 445 Parking	79
Organization Chart	80
 <u>Exhibits</u>	
Exhibit 2	Total Labor Burden by Job Title and Department 71
 <u>Tables</u>	
Table 28	Department 401 (Office of the Manager) TOTAL Labor Burden 72
Table 29A	Department 410 (FT – Police) TOTAL Labor Burden 74
Table 29B	Department 410 (FT – Police) TOTAL Labor Burden 75
Table 30	Department 410 (PT – Police) TOTAL Labor Burden 75
Table 31	Department 414 (Planning & Historic Preservation) TOTAL Labor Burden 76
Table 32A	Department 430 (Public Works) TOTAL Labor Burden 77
Table 32B	Department 430 (Public Works) TOTAL Labor Burden 78
Table 33	Department 445 (Parking) TOTAL Labor Burden 79
 <u>Graphs</u>	
Graph 8	Borough Staffing Levels (2007-2024) 69
Graph 9	Organizational Chart 80

CHAPTER 9

CAPITAL IMPROVEMENT PLAN (2022 – 2026)

Capital Improvement Plan (2022 – 2026)	81
Capital Improvement Projects Completed in 2019	82
MS4 Permit Initiation	82
MS4 Mapping	82
Determining the Priority of a CIP Project	84
CIP Project Funding	84
Capital Improvement Projects Completed in 2020	84
FEMA Map Updates & CAV Reporting	84
Pipe Failure / Sinkhole at Schmucks Lumber	84
Broadway Storm Drain & Rain Gardens	84
Kuhn Alley Channel Wall Failure	84
Capital Improvement Projects Completed in 2021	85
Getty Street Storm Drain Replacement	85
Capital Improvement Projects Completed in 2022	86
Stevens Run Maintenance at Gettysburg College	86
Sewer Crossing Stevens Run at Dal Tile	86

Table of Contents	Page
Pipe Failure / Sinkhole at SCCAP	86
CIP 439-14 South Street Streetscape	87
CIP 439-12 Sheely Alley	88
CIP 415-03 Area Segregation – Portable Traffic Signals	88
CIP 454-04 GARA Upgrades	89
Capital Improvement Projects Completed in 2023	90
CIP 436-06 Mayor Alley Stream Stabilization	90
CIP 436-01A Culps Run Stream Restoration	91
CIP 439-05 Street Preservation Contract #1	93
CIP 438-02 Bridge Construction	94
CIP 445-01 RHA Garage Maintenance	95
CIP 439-11 Wolf Alley	96
2022 CIP Projects	85
CIP 439-04 Gettysburg Gateway Connectivity Project	85
CIP 436-05 Bream Alley	87
CIP 439-09 Long Lane Storm Sewer & Resurfacing	87
CIP 430-01 Public Works Equipment	88
CIP 415-04 Area Segregation – Portable Barricades	89
CIP 415-02 Area Segregation – Electronic Message boards	90
2023 CIP Projects	90
CIP 454-05/06 Gettysburg Inner Loop (GIL) Phase B1/B2	91
CIP 439-01 Lincoln Highway Master Plan	95
CIP 454-02 GARA Upgrades (Parking Lot Resurfacing)	96
2024 CIP Projects	96
CIP 435-01 Right-of-Way Master Plan (a.k.a. Complete Streets: Sidewalks Master Plan)	97
CIP 435-02 Sidewalk Replacement Program	97
CIP 439-07 Highland and Johns Avenues (North of Queen Street)	97
CIP 430-02 Public Works Facilities & Building Upgrades	98
Future Capital Improvement Plan Projects	98
 <u>Exhibits</u>	
Exhibit 3 CIP Scoring Sheet	83
 <u>Tables</u>	
Table 34 CIP Projects (2022-2026)	81

CHAPTER 10

AMERICAN RESCUE PLAN OF 2021 (ARPA)

American Rescue Plan Act of 2021 (ARPA)	99
State and Local Fiscal Recovery Fund (SLFRF)	99
Permissible Uses for ARPA Funds	101
Expenditure Categories	102
Reporting Requirements	102
ARPA Allocation for Gettysburg	102
How Should Gettysburg Utilize ARPA Funds	102
Calculating Revenue Loss	105

Exhibits

Exhibit 4	Ineligible Uses for ARPA Funds	102
Exhibit 5	Reporting Requirements by Recipient Type	102
Exhibit 6	Counterfactual Trend Formula	103
Exhibit 7	Base Year Revenue (2019)	103
Exhibit 8	Comparison of Revenue Loss Calculations	104
Exhibit 9	Salaries Paid with ARPA Funds Through 2026	104

Tables

Table 35	Public Health Expenditure Projects	100
Table 36	Negative Economic impacts Expenditure Projects	100
Table 37	Services to Underserved Communities Expenditure Projects	100
Table 38	Premium Pay Expenditure Projects	100
Table 39	Infrastructure Expenditure Projects	101
Table 40	Revenue Replacement Expenditure Projects	101
Table 41	Administrative Costs Expenditure Projects	101

Graphs

Graph 10	ARPA Financial Assistance Allocations	99
----------	---	----

CHAPTER 11
FUND 01
GENERAL FUND

General Fund (01)	106
Structural Deficit	106
A Word of caution Regarding the Structural Deficit	107
17-Year General Fund Trends	107
Revenues	108
Department 301 Real Property tax	108
Commentary Regarding Funding Levels and Services Provided	108
Department 305 Occupation Taxes	109
Department 310 Local Enabling Tax (Act 511)	110
Department 321 Business Licenses / Permits	111
Department 322 Non-Business Licenses & Permits	113
Department 331 Fines and Forfeits	114
Challenge of Concierge Parking Minds-Set	114
Department 341 Interest Earnings	115
Department 342 Royalties from Cell Tower Rent	116
Department 351 Federal Capital Grants	116
Department 354 State Operating Grants	116
Department 355 State Shared Revenue	117
Department 357 Revenues from Local Governments	188
Pillow Tax Explained – Using 2021 Data	118
Department 361 Charges for Services	118
Department 363 Highways & Streets – Parking	121
Overall Effect of Parking Programs	121
Department 367 Culture and Recreation	123
Department 390 Other Financing Sources	124

Table of Contents	Page
Department 392 Interfund Transfers I	125
Department 395 Refund of Prior Year Expenses	125
Expenditures	125
Why Were Some Departments Eliminated?	126
Department 400 Legislative	126
Department 401 Office of the Manager	127
Department 403 Tax Collection	129
Department 409 General Government Administration	130
Department 410 Police	134
Department 411 Fire	140
Department 413 Code Enforcement	141
Department 414 Planning & Historic Preservation	142
Department 415 Emergency Management	145
Department 421 Health	146
Department 430 Public Works	146
Department 434 Street Lighting	151
Department 435 Sidewalks & Crosswalks	151
Department 438 Bridges	152
Department 439 Roads & Alleys	152
Department 445 Parking	153
Department 454 Parks & Recreation	157
Department 455 Shade Tree	158
Department 492 Interfund Transfers Out	159
 <u>Exhibits</u>	
Exhibit 10 Tax Exempt Properties	106
 <u>Tables</u>	
Table 42 General Fund Department 301 (Real Property Tax)	109
Table 43 General Fund Department 305 (Occupation Tax)	109
Table 44 General Fund Department 310 (Local Enabling Tax – Act 511)	109
Table 45 General fund Department 321 (Business Licenses / Permits)	111
Table 46 General Fund Department 322 (Non-Business Licenses / Permits)	112
Table 47 General Fund Department 331 (Fines & Forfeits)	113
Table 48 General Fund Department 341 (Interest Earnings)	115
Table 49 General Fund Department 342 (Rents & Royalties)	116
Table 50 General Fund Department 351 (Federal grants)	116
Table 51 General Fund Department 354 (State Operating Grants)	116
Table 52 General Fund Department 355 (State Shared Revenue)	117
Table 53 General Fund Department 357 (Local Government Units)	118
Table 54 General Fund Department 361 (Charges for Services)	120
Table 55 General Fund Department 363 (Highways & Streets – Parking)	121
Table 56 General Fund Department 367 (Culture and Recreation)	123
Table 57 General Fund Department 390 (Other Financial Sources)	124
Table 58 General Fund Department 392 (InterFund Transfers In)	124
Table 59 General Fund Department 395 (Refund of Prior Year Expenses)	124
Table 60 General Fund Department 400 (Legislative)	126
Table 61 General Fund Department 401 (Office of the Manager)	127
Table 62 General Fund Department 403 (Tax Collection)	129

Table of Contents

Page

Table 63	General Fund Department 409 (General Government Administration)	131
Table 64A	General Fund Department 410 (Police)	137
Table 64B	General Fund Department 410 (Police)	138
Table 65	General Fund Department 411 (Fire)	140
Table 66	General Fund Department 413 (Code Enforcement)	141
Table 67	General Fund Department 414 (Planning & Historic Preservation)	142
Table 68	General Fund Department 415 (Emergency Management)	145
Table 69	General Fund Department 421 (Health)	146
Table 70	General Fund Department 430 (Public Works)	147
Table 71	General Fund Department 434 (Street Lighting)	151
Table 72	General Fund Department 435 (Sidewalks & Crosswalks)	151
Table 73	General Fund Department 438 (Bridges)	151
Table 74	General Fund Department 439 (Roads & Alleys)	153
Table 75	General Fund Department 445 (Parking)	154
Table 76	General Fund Department 454 (Parks & Recreation)	157
Table 77	General Fund Department 455 (Shade Tree)	158
Table 78	General Fund Department 465 (Community Development)	158
Table 79	General Fund Department 492 (InterFund Transfers Out)	160

Graphs

Graph 11	20-Year General Fund History	108
Graph 12	Sources of general Fund Revenue	110
Graph 13	8-Year Fine Revenue Comparison	114
Graph 14	Gettysburg Borough Pillow Tax Receipts (2014-2023)	119
Graph 15	Pay-by-APP Parking Revenue and Trends	122
Graph 16	8-Year Parking Revenue Comparison	124
Graph 17	General Fund Expenditures by Department	125

Pictures

Picture 2	PassPort Pay-by-APP Logo	121
Picture 3	Pay-by-Phone Pay-by-APP Logo	121
Picture 4	Gettysburg Bridge Locations	152
Picture 5	Rabbit Transit / Main Street Gettysburg / Season of Wishes	159
Picture 6	2019 Christmas Festival Kick-Off Event	159

CHAPTER 12 **FUND 03** **FIRE PROTECTION FUND**

Fire Protection Fund (03)	161
--	------------

Tables

Table 80	Fire Protection Fund Department 301 (Real Property Tax)	161
Table 81	Fire Protection Fund Department 411 (Fire Expenses)	161

CHAPTER 13
FUND 04
CDBG FUND

(CDBG) Community Development Block Grant FUND (04)	155
What can CDBG be used for?	163
Revenues	163
Department 341 Interest Earnings	163
Department 392 InterFund Transfers In	163
Expenditures	164
Department 409 General Government Administration	164
Department 435 Sidewalks & Crosswalks	164
Assessment of Community Development Needs (2021 – 2024)	164
Community Development Needs	164
Housing	164
Public / Community Facilities and Improvements	165
North Washington Street ADA Sidewalk/Streetscape Improvements	165
South Street Light Project	165
South Street Sidewalk Project	166
Intersection Sidewalk and Ramp Reconstruction	166
Borough Recreation Park	166
Public Services/Economic Development	166
Community Development Objectives	167
Public/Community Facilities and Improvements	167
Housing	167
Public Services/Economic Development	167
Activities Plan to Meet Community Development Objectives	167
One-Year Plan	167
Public/Community Facilities and Improvements	167
Housing	167
Public Services/Economic Development	167
Three-Year Plan	167
Public/Community Facilities and Improvements	167
Housing	168
Public Services/Economic Development	168
Resources Considered	168
Tables	
Table 82 CDBG Allocations, Projects, and Balances	163
Table 83 CDBG Fund Department 341 (Interest Earnings)	163
Table 84 CDBG Fund Department 392 (InterFund Transfers In)	163
Table 85 CDBG Fund Department 409 (General Government Administration)	164
Table 86 CDBG Fund Department 435 (Sidewalks & Crosswalks)	164
Graphs	
Graph 18 CDBG Funding and Tend Line	162

CHAPTER 14**FUND 09****GETTYSBURG BOROUGH STORM WATER FUND**

Storm Water Fund (09)	169
Revenue	170
Department 331 Fines and Forfeits	170
Department 341 Interest Earnings	171
Department 354 State Operating Grants	171
Department 361 Charges for Services	171
Department 383 Storm Water Fees	171
Expenses	172
Department 436 Storm Sewers & Drains	172
 Tables	
Table 87 GBSWA Department 331 (Fines and Forfeits)	170
Table 88 GBSWA Department 341 (Interest Earnings)	170
Table 89 GBSWA Department 354 (State Operating Grants)	171
Table 90 GBSWA Department 361 (Charges for Services)	171
Table 91 GBSWA Department 383 (Storm Water Fees)	171
Table 92 GBSWA Department 436 (Storm Sewers & Drains)	173
 Pictures	
Picture 7 Graphical Illustration of MS4 Systems	169
Picture 8 MS4 Municipalities in Pennsylvania	169
Picture 9 Storm Water Cycle	172

CHAPTER 15**FUND 18****CAPITAL PROJECTS FUND**

Capital Projects Fund (18)	177
Note Regarding CDBG Funds	179
Revenues	179
Department 341 Interest Earnings	179
Department 354 State Operating Grants	179
Department 392 InterFund Transfers In	179
Additional Note Regarding Grant Funding	180
Main Street and Elm Street	180
Steppin' Out into Lincoln's Footsteps	181
'Fund' Raisers and 'Fun' Raisers	181
Expenses	181
Department 409 General Government Administration	182
Department 410 Police	182
Department 413 Code Enforcement	183
Department 414 Planning & Historic Preservation	183
Department 439 Roads and Alleys	183
Department 445 Parking	184
Department 454 Parks and Recreation	184

Table of Contents	Page
Bridges	185
Gettysburg Inner Loop	185
Baltimore Street Revitalization Project (a.k.a. Gettysburg Gateway Connectivity Project)	185
Gettysburg Welcome Center	185
 <u>Exhibits</u>	
Exhibit 11	Bond Projects Expense Summary (2016-2019) 184
 <u>Tables</u>	
Table 93	Grant Applications and Awards (2012-2023) 177
Table 94	CIP Projects (2022-2026) 178
Table 95	Capital Projects Fund Department 341 (Interest Earnings) 180
Table 96	Capital Projects Fund Department 354 (State Operating Grants) 180
Table 97	Capital Projects Fund Department 392 (InterFund Transfers In) 180
Table 98	Capital Projects Fund Department 409 (General Government Admin.) 182
Table 99	Capital Projects Fund Department 410 (Police) 182
Table 100	Capital Projects Fund Department 413 (Code Enforcement) 183
Table 101	Capital Projects Fund Department 414 (Planning) 183
Table 102	Capital Projects Fund Department 430 (Public Works) 183
Table 103	Capital Projects Fund Department 439 (Roads and Alleys) 183
Table 104	Capital Projects Fund Department 445 (Parking) 184
Table 105	Capital Projects Fund Department 454 (Parks and Recreation) 184
 <u>Graphs</u>	
Graph 19	Gettysburg Gateway Connectivity Project Committee Reporting Structure 193
 <u>Pictures</u>	
Picture 10	Logos; Main Street Gettysburg and Elm Street 180
Picture 11	Steppin' Out into Lincoln's Footsteps 181
Picture 12	Gettysburg Gateway Connectivity Project Committee 181
Picture 13	BINGOs Raising Local Match Dollars 181
Picture 14	Borough Bridge Locations 185
Picture 15	Map of Gettysburg Inner Loop and Trail System 186
Picture 16	Rendition of Baltimore Street 187
Picture 17	Rendition of Baltimore Street at Lefevre Street 187
Picture 18	Gettysburg Gateway Connectivity Project – Segment 1 Soldier's Cemetery Corridor 187
Picture 19	Gettysburg Gateway Connectivity Project – Segment 2 Jenny Wade corridor 188
Picture 20	Gettysburg Gateway Connectivity Project – Segment 3 Unity Park / Lefevre Street corridor 188
Picture 21	Gettysburg Gateway Connectivity Project – Segment 4 Residential / Commercial Corridor 189
Picture 22	Gettysburg Gateway Connectivity Project – Segment 5 Library / Church Corridor 189
Picture 23	Gettysburg Gateway Connectivity Project – Segment 6 Courthouse Corridor 190
Picture 24	Gettysburg Gateway Connectivity Project – Segment 7

	Majestic Theatre Corridor	190
Picture 25	Gettysburg Welcome Center (Concept)	191
Picture 26	Gettysburg Welcome Center (Floor Plan)	192
Picture 27	Gettysburg Gateway Connectivity Project Sponsors	193

CHAPTER 16
FUND 23
DEBT SERVICES FUND

Debt Services Fund (23)	194
Revenues	195
Department 341 Interest Earnings	195
Department 392 InterFund Transfers In	195
Expenditures	195
General Obligation Bond (2010)	195
Pennsylvania Infrastructure Bank (PIB) Loan 2009	196
Pennsylvania Infrastructure Bank (PIB) Loan 2015	196
General Obligation Bond (2016)	196
Total Debt Service Payments by Year	196
Department 471 Debt Principal	197
Department 472 Debt Interest	197
Department 475 Fiscal Agent Fees	197

Tables

Table 106	Debt Services Fund Department 341 (Interest Earnings)	195
Table 107	Debt Services Fund Department 392 (InterFund Transfers IN)	195
Table 108	Debt Services Fund Department 471 (Debt Principal)	196
Table 109	Debt Services Fund Department 472 (Debt Interest)	197
Table 110	Debt Services Fund Department 475 (Fiscal Agent Fees)	197

Graphs

Graph 20	Amortization Schedule of Borough Debt	194
----------	---	-----

CHAPTER 17
FUND 30
CAPITAL RESERVE FUND

Capital Reserve Fund (30)	198
Revenues	198
Department 392 Interfund Transfers In	199
Expenses	199
Department 492 InterFund Transfers Out	199

Tables

Table 111	Capital Reserve Fud Department 341 (Interest Earnings)	198
Table 112	Capital Reserve Fud Department 392 (InterFund Transfers IN)	199
Table 113	Capital Reserve Fud Department 492 (InterFund Transfers Out)	199

CHAPTER 18
FUND 35
LIQUID FUELS FUND

Liquid Fuels Fund (35)	200
Department 341 Interest Earnings	200
Department 355 State Shared Revenue	200
Expenses	200
Department 432 Winter Maintenance Services	201
Department 433 Traffic Control Devices	201
Department 434 Street Lighting	201
Department 438 Bridges	201
Department 439 Roads and Alleys	201
 <u>Tables</u>	
Table 114 Liquid Fuels Fund Department 341 (Interest Earnings)	200
Table 115 Liquid Fuels Fund Department 355 (State Shared Revenue)	200
Table 116 Liquid Fuels Fund Department 432 (Winter Maintenance Services)	201
Table 117 Liquid Fuels Fund Department 433 (Traffic Control Devices)	202
Table 118 Liquid Fuels Fund Department 434 (Street Lighting)	202
Table 119 Liquid Fuels Fund Department 438 (Bridges)	202
Table 120 Liquid Fuels Fund Department 439 (Roads and Alleys)	202

CHAPTER 19
FUND 40
REVOLVING LOAN FUND

Revolving Loan Fund (40)	203
Revenues	203
Department 341 Interest Earnings	204
Department 389 Miscellaneous Revenue	204
Department 392 InterFund Transfers In	204
Expenses	204
 <u>Tables</u>	
Table 121 Revolving Loan Fund Department 341 (Interest Earnings)	203
Table 122 Revolving Loan Fund Department 389 (Miscellaneous Revenue)	203
Table 123 Revolving Loan Fund Department 392 (InterFund Transfers In)	203
 <u>Pictures</u>	
Picture 28 Residential ZILP Loan Program	205
Picture 29 Emerging Enterprise Loan Program	206

CHAPTER 20**FUND 96****AMERICAN RESCUE PLAN ACT FUND (ARPA)**

American Rescue Plan Act (ARPA) Fund (96)	207
Impact of the COVID-19 Pandemic	207
Previous COVID-19 Pandemic Legislation	207
Revenues	208
Department 341 Interest Earnings	208
Expenses	208
Department 492 InterFund Transfers Out	208

Tables

Table 124	American Rescue Plan Act Fund Department 341 (Interest Earnings)	208
Table 125	American Rescue Plan Act Fund Department 492 (InterFund Transfers out)	208

APPENDICES

Appendix I	Gettysburg Borough Fund Balance Policy	209
Appendix II	GBSWA Services Rendered Agreement	218
Appendix III	Uniform (Police) Collective Bargaining Agreement	222
Appendix IV	Non-Uniform Collective Bargaining Agreement	287
Appendix V	GBSWA Articles of Incorporation	359
Appendix VI	Quick Resources Guide to the MS4 Program	362
Appendix VII	Gettysburg Gateway Connectivity Project Vision	393

Manager's Budget Message

Submitted for your review is the Manager's 2024 budget message for the Borough of Gettysburg. By unanimous vote, Borough Council adopted this 2024 budget at its December 11th, 2023 regular business meeting. The budget was finalized over the course of multiple budget work session meetings and several months with both Borough staff and Borough Council input.

A budget is a complete listing of the elected body's policy priorities. Included in these pages is a comprehensive budget, which includes Borough Council's preferences and priorities, as determined by the multiple budget-specific work sessions and regular council work sessions held on October 10th, 2023, October 16th, 2023, October 23rd, 2023, October 30th, 2023, and November 13th, 2023. Council voted to advertise this budget proposal on November 13th, 2023, where the draft budget was subsequently available for public inspection on the Borough's website and in the Municipal Building Lobby on November 20th, 2023. Council adopted this budget at its regular business meeting on December 11th, 2023, 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.

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.

In the aggregate (not including Fund 09), the Borough has a 2024 budget of \$10,252,972 in projected revenues, with \$12,079,908 in projected expenditures. The planned budgetary deficit of \$1,826,936 is largely due to three factors:

- The use of surplus funds accumulated in FY2022 and FY2023
- The use of reserve funds in the Borough's Capital Reserve Fund, and
- A slightly lower drawdown in ARPA funds as compared to FY2023.

All revenues and expenses creating the planned FY2024 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 borough manager's recommendations.

Prior to the COVID-19 global pandemic, which began in March 2020, the Borough continued to be the beneficiary of policies adopted by previous council's, dating back as far as 2018, which

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 future. The

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 addition of a new revenue stream via the Verizon small cell site leases, the Borough entering the Pennsylvania Municipal Health Insurance Cooperative (PMHIC)³, adjustments to the Borough's Fee Resolution to keep pace with inflation, 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 two new four-year labor contracts that were negotiated in 2022, which yields additional savings for the Borough – or at least helped to control labor cost increases on an annual basis through the end of 2026.

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. ARPA funds will no longer be available for use after December 31, 2026.

Budget Development

Like with the development of the FY2023 budget, the FY2024 budget was developed utilizing the concept known as zero-based budgeting⁶. The added complexity and

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 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

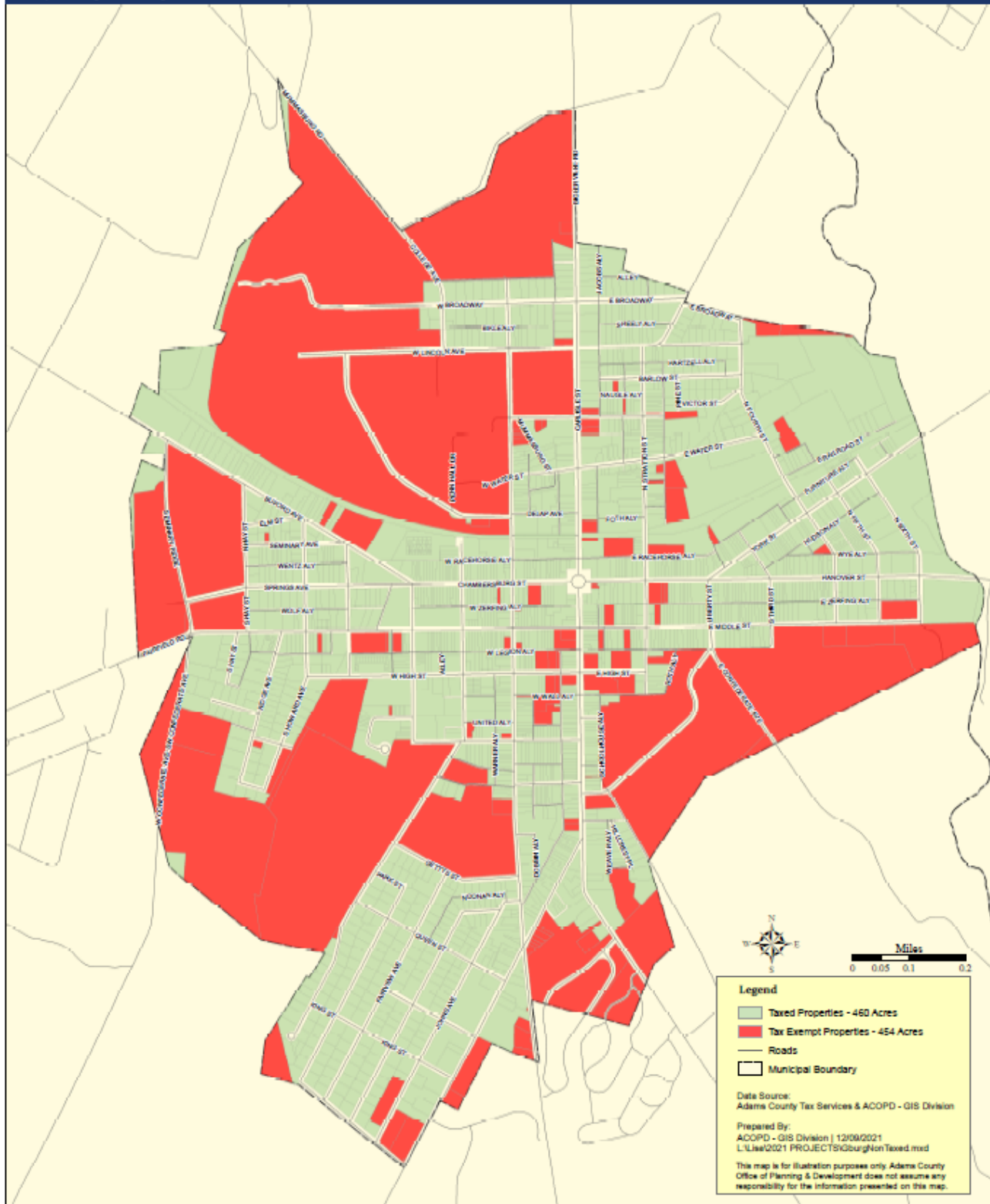
large infusion of cash into the FY2024 budget-process necessitates this budget technique, if for no other reason, the very unique and unprecedented Federal Dollars made available for the Borough's

use, via ARPA Funds. Zero-based budgeting sets the initial budget in each department at zero (\$0) dollars. Each department is then asked to evaluate the services it provides. The cost of providing these

TAX EXEMPT PROPERTIES

Gettysburg Borough

Exhibit 1



services in each department is then determined. This sets the expenditures in each fund for FY2024. 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 FY2023 budget, an unusual amount of revenue will be

available through ARPA funding. Also, like the FY2023 budget, there is no General Fund (Fund 01) tax increase in this budget. There is, however, a 0.2500 mil increase in the Fire Protection Fund (Fund 03). With regard to the use of ARPA funds, the permitted uses of ARPA funds for both the *‘provision of government services’* and the *‘rehiring of public sector staff’* allows flexibility in the FY2024 budget, which ultimately sustains the notable millage rate tax decrease of 0.2320 mils from the FY2021 tax rate. The FY2024 General Fund (01) millage tax rate is set at 4.1770 mils. The millage rate in the Fire Protection Fund (03) increases from 0.2500 mils to 0.5000 mils. This 0.2500 mil increase in FY2024 is the first time since the inception of the Fire Protection millage rate dating back to FY2013.

Structural Deficit

It should be noted that the past nine 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 FY2021 and subsequently lowered in FY2022, 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 three-year period will further mask these challenges, as ARPA will provide some temporary relief from

ADDITIONAL NOTE REGARDING THE STRUCTURAL DEFICIT

The Borough Council, in FY2023, authorized the hiring of two additional police officers. This was done without an identified revenue source to pay the labor burden of these new employees. This will exacerbate the structural deficit in FY2027, when ARPA funds are no longer available for use.

these budgetary pressures. It should be anticipated that these budgetary pressures return in the FY2026 and FY2027 budget cycles. The use of approximately \$749,000 in ARPA Funds in FY2023 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 FY2027, 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 these 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. Once these properties are purchased by the ABT, they become exempt from taxation.

The Borough’s Bank Account Balances

There was a point in time in late 2020 and early 2021, because of the financial stresses brought by the COVID-19 Pandemic, 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 2023, the Borough’s General Fund Reserve is well within that 18% - 25% reserve threshold. It should be noted that in 2023 the Borough began investing its reserve funds with the Pennsylvania Local Government Investment Trust (PLGIT), which pools funds among multiple local governments for a better rate of return on funds

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

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.

Borough Account Balances

Table 1 - Borough Bank Accounts

Fund #	Account Name	Balance	Type of Acct.	Acct. #	Interest Rate	Date of Maturity	Financial Institution	Fund TOTAL
Fund 01	General Fund	\$2,427,248.64	Checking	936425	n/a	n/a	ACNB	\$3,400,163
		\$413.89	Liquid	5388075	5.170%	n/a	PLGIT - CLASS	
		\$641.33	Liquid	5388075	5.520%	n/a	PLGIT - PRIME	
		\$971,859.09	Reserve - TERM	5388075	5.810%	2/14/2024	PLGIT - TERM	
Fund 03	Fire Services Fund	\$86,891.54	Checking	335484	n/a	n/a	ACNB	\$86,892
Fund 04	Community Development Block Grant Fund (CDBG)	\$7,594.14	Checking	936514	0.650%	n/a	ACNB	\$7,594
Fund 18	Capital Projects Fund	\$77,273.02	Checking	997602	0.650%	n/a	ACNB	\$362,976
		\$162.30	Liquid	5388059	5.170%	n/a	PLGIT - Class	
		\$285,540.33	Reserve	5388059	5.580%	2/27/2024	PLGIT - Term	
Fund 23	Debt Services Fund	\$131,977.86	Checking	587912	0.650%	n/a	ACNB	\$289,346
		\$106.34	Liquid	5388046	5.520%	n/a	PLGIT - PRIME	
		\$157,261.38	Reserve	5388046	5.260%	2/9/2024	PLGIT - TERM	
Fund 30	Capital Reserve Fund	\$15,738.52	Checking	936476	0.650%	n/a	ACNB	\$1,041,532
		\$421.43	Liquid	5388063	5.170%	n/a	PLGIT - CLASS	
		\$371.88	Liquid	5388063	5.520%	n/a	PLGIT - PRIME	
		\$275,000.00	Reserve	5388063	5.260%	2/9/2024	PLGIT - TERM	
		\$750,000.00	Reserve	5388063	5.890%	4/12/2024	PLGIT - TERM	
Fund 35	Liquid Fuels Fund	\$630,138.28	Checking	936484	0.650%	n/a	ACNB	\$630,138
Fund 40	Revolving Loan Fund	\$23,187.72	Checking	650297	0.650%	n/a	ACNB	\$308,970
		\$119.62	Liquid	5388037	5.170%	n/a	PLGIT - CLASS	
		\$144,075.66	Liquid	5388037	5.520%	n/a	PLGIT - PRIME	
		\$141,587.26	Reserve	5388037	5.850%	5/28/2024	PLGIT - TERM	
Fund 96	American Rescue Plan Act (ARPA)	\$92,410.29	Checking	022366	0.100%	n/a	ACNB	\$1,640,606
		\$255.85	Liquid	5388024	5.170%	n/a	PLGIT - CLASS	
		\$782,771.42	Liquid	5388024	5.520%	n/a	PLGIT - PRIME	
		\$259,011.78	Reserve	5388024	5.610%	1/31/2024	PLGIT - TERM	
		\$250,000.00	Reserve	5388024	5.260%	2/9/2024	PLGIT - TERM	
		\$256,156.85	Reserve	5388024	5.810%	2/14/2024	PLGIT - TERM	
Mayor William Troxell Memorial Fund		\$5,588.52	Trust	n/a	n/a	n/a	ACCF	\$19,987
Eichelberger-Stahle Charity Fund		\$7,713.94	Trust	n/a	n/a	n/a	ACCF	
Company K Memorial Fund		\$6,684.68	Trust	n/a	n/a	n/a	ACCF	
Payroll Account - Used for quarterly tax filings and issuing paychecks		\$162,434.31	Escrow	176451	n/a	n/a	ACNB	\$162,434
Escrow Account - Used to hold financial security on construction		\$137,588.15	Escrow	157880	n/a	n/a	ACNB	\$137,588

TOTAL ALL Accounts \$8,088,226.02

Thursday, November 30, 2023

ACNB Adams County Community Bank
 PLGIT Pennsylvania Local Government Investment Trust
 ACCF Adams County Community Foundation

invested. The rate of return with PLGIT is typically at least 1% above those offered in banks and federal credit unions. **Table 1** identifies each fund and the types of bank accounts associated with each.

Fund 01 General Fund

The General Fund has four (4) financial accounts associated with it. Three (3) of the accounts are interest-bearing and the remaining account is a

general checking account. In the aggregate, the three interest bearing accounts comprise the Borough's operating reserve money and unless needed in an emergency, will simply continue to roll over and increase in value. 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.

Table 2 – 2023 Budget Summary (December 24, 2023)

Account	Account Description	Budget	MTD Actual	YTD Actual	% Used	Remaining
01 General Fund						
Revenue						
Real Property Tax		\$1,966,150.00	\$1,924.25	\$2,097,948.00	106.70%	(\$131,798.00)
Occupation Tax		\$16,410.00	\$2,230.81	\$24,015.84	146.35%	(\$7,605.84)
Local Enabling Tax (Act 511)		\$1,031,095.00	\$28,429.02	\$1,213,766.32	117.72%	(\$182,671.32)
Business Licenses/Permits		\$153,283.00	\$214.00	\$140,170.09	91.45%	\$13,112.91
Non-Business Licenses/Permits		\$28,658.00	\$430.00	\$44,651.47	155.81%	(\$15,993.47)
Fines & Forfeits		\$316,417.00	\$7,554.45	\$468,994.83	148.22%	(\$152,577.83)
Interest Earnings		\$7,550.00	\$0.00	\$14,051.92	186.12%	(\$6,501.92)
Rents & Royalties		\$39,000.00	\$0.00	\$42,600.00	109.23%	(\$3,600.00)
Federal Grants		\$26,501.00	\$0.00	\$472.35	1.78%	\$26,028.65
State Operating Grants		\$9,575.00	\$0.00	\$0.00	0.00%	\$9,575.00
State Shared Revenue		\$215,125.00	\$0.00	\$309,631.54	143.93%	(\$94,506.54)
Local Government Units		\$165,000.00	\$22,375.69	\$192,740.44	116.81%	(\$27,740.44)
Charges for Services		\$238,481.00	\$1,310.00	\$205,433.73	86.14%	\$33,047.27
Highways & Streets (Parking)		\$1,107,495.00	\$12,305.72	\$1,365,486.23	123.30%	(\$257,991.23)
Culture & Recreation		\$2,950.00	\$0.00	\$44,192.47	1498.05%	(\$41,242.47)
Other Financing Sources		\$1,700.00	\$0.00	\$2,198.88	129.35%	(\$498.88)
Interfund Transfers In		\$749,000.00	\$0.00	\$796,812.08	106.38%	(\$47,812.08)
Refund of Prior Year Expenses		\$2,000.00	\$111.00	\$26,492.60	1324.63%	(\$24,492.60)
Total General Fund Revenue:		\$8,078,390.00	\$78,884.84	\$8,889,868.79	111.03%	(\$813,288.79)
Expenditure						
Legislative		\$24,153.00	\$2,897.08	\$22,360.51	92.58%	\$1,792.49
Office of the Manager		\$384,229.00	\$16,472.37	\$373,985.02	97.33%	\$10,243.98
Tax Collection		\$32,424.00	\$652.45	\$45,399.99	140.02%	(\$12,975.99)
General Govt.-Administration		\$437,358.00	\$33,850.59	\$469,978.90	107.46%	(\$32,620.90)
Police		\$2,272,255.00	\$95,354.73	\$2,294,250.71	100.97%	(\$21,995.71)
Fire		\$136,150.00	\$3,152.59	\$110,385.22	81.08%	\$25,764.78
Code Enforcement		\$31,377.00	\$87.50	\$24,962.68	79.56%	\$6,414.32
Planning		\$452,815.00	\$24,013.67	\$428,405.12	94.61%	\$24,409.88
Emergency Management		\$3,000.00	\$0.00	\$3,490.86	116.36%	(\$490.86)
Health		\$3,690.00	\$0.00	\$707.00	19.16%	\$2,983.00
Public Works		\$867,911.00	\$38,460.12	\$839,853.24	96.77%	\$28,057.76
Street Lighting		\$88,250.00	\$8,220.40	\$93,189.75	105.60%	(\$4,939.75)
Sidewalks & Crosswalks		\$75,000.00	\$0.00	\$48,866.87	65.16%	\$26,133.13
Bridges		\$4,500.00	\$0.00	\$0.00	0.00%	\$4,500.00
Roads & Alleys		\$57,225.00	\$0.00	\$1,832.82	3.20%	\$55,392.18
Parking Facilities		\$384,152.00	\$29,276.56	\$350,419.15	91.22%	\$33,732.85
Parks, Recreation & Grounds		\$89,917.00	\$0.00	\$89,917.00	100.00%	\$0.00
Shade Tree		\$16,475.00	\$0.00	\$5,482.83	33.28%	\$10,992.17
Community Development		\$51,500.00	\$0.00	\$51,500.00	100.00%	\$0.00
Benefits Fees		\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Interfund Transfers Out		\$664,009.00	\$0.00	\$1,463,785.82	220.45%	(\$799,776.82)
Total General Fund Expenditure:		\$8,078,390.00	\$262,438.08	\$8,718,773.49	110.67%	(\$642,383.49)
Total General Fund Revenues:		\$8,078,390.00	\$78,884.84	\$8,889,868.79		(\$813,288.79)
Total General Fund Expenditures:		\$8,078,390.00	\$262,438.08	\$8,718,773.49		(\$642,383.49)
Total General Fund Fund Balance:		\$0.00	(\$176,653.12)	\$270,885.30		(\$270,885.30)

Fund 03Fire 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 04CDBG 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 and two (2) interest bearing investment accounts 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 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 2023, 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 three (3) accounts associated with it. Cash is divided into separate interest-bearing accounts: a checking account and two investment accounts. The checking account in this fund will swell to over \$600,000 later in FY2024 with 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 five (5) interest-bearing accounts. Funds in this account are not restricted and can be used for capital improvement purposes at the discretion of the Borough Council at any time. Monies from this fund are often transferred to Fund 18 (Capital Projects) once money is restricted for a specific project.

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

Fund 35

Liquid Fuels Fund

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

Fund 40

Revolving Loan Fund

The Revolving Loan Fund has four (4) interest-bearing accounts associated with it.

Fund 96

American Rescue Plan Act (ARPA) Fund

The ARPA Fund has six (6) interest-bearing accounts. This fund is used to account for the money granted to the Borough through the ARPA legislation.

The Borough has three other accounts that are not invested in a traditional financial institution but are managed by the Adams County Community Foundation. Each of these accounts has specific missions. They are:

- 1) Mayor William Troxell Memorial Fund – used to benefit training opportunities for police officers and/or to purchase Christmas decorations for the Borough,
- 2) Eichelberger-Stahle Charity Fund – used to benefit families in need around the Holiday Season, and the
- 3) Company K Memorial Fund – used to maintain the Company K Monument on Lincoln Square.

2023 Year in Review Highlights

The Borough had a strong economic year with record or near record revenue in parking, pillow tax and various tax receipts. Challenges persisted, however, as high inflationary pressures increased costs in most categories. As noted in the 2023 Budget Message, pre-pandemic, the Borough had

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.

continued to struggle with strong economic headwinds. The 2022 Manager's Budget Message referenced the headwinds that are temporarily masked through 2026¹¹ 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.

Noted in the 2023 Manager's Budget Message - the Borough applied for many grants, many of which were federally funded¹². The Borough was not awarded any of these grants.

Aside from not being awarded grant funding in 2023, the year was economically strong and robust for the Borough.

A NOTE OF CAUTION

Pre-pandemic, the Borough had continued to struggle with strong economic headwinds. As noted in 2023's Manager's Budget Message, these headwinds will be temporarily masked through FY2026 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.

2024 Budget Highlights

Subject to fluid national economic trends (i.e., inflation and/or recession), once again, Gettysburg's positive economic outcomes are expected to continue into FY2024 – largely augmented by the use of ARPA funds to provide governmental services.

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

- ✚ Only 7106¹³ residents contributing to EIT (approximately 2400 of whom are students who pay little, if any, EIT)¹⁴,
- ✚ Taxpayers support services for roughly 4 million visitors annually while not getting much financial support from 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 taxation (**See Exhibit 1**),
- ✚ The Borough must comply with unfunded mandates such as the ADA¹⁵ and the MS4¹⁶ 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**¹⁷ 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

¹¹ The ARPA legislation stipulates that all ARPA funds must be expended by December 31, 2026.

¹² RCAP, RAISE, H₂O.

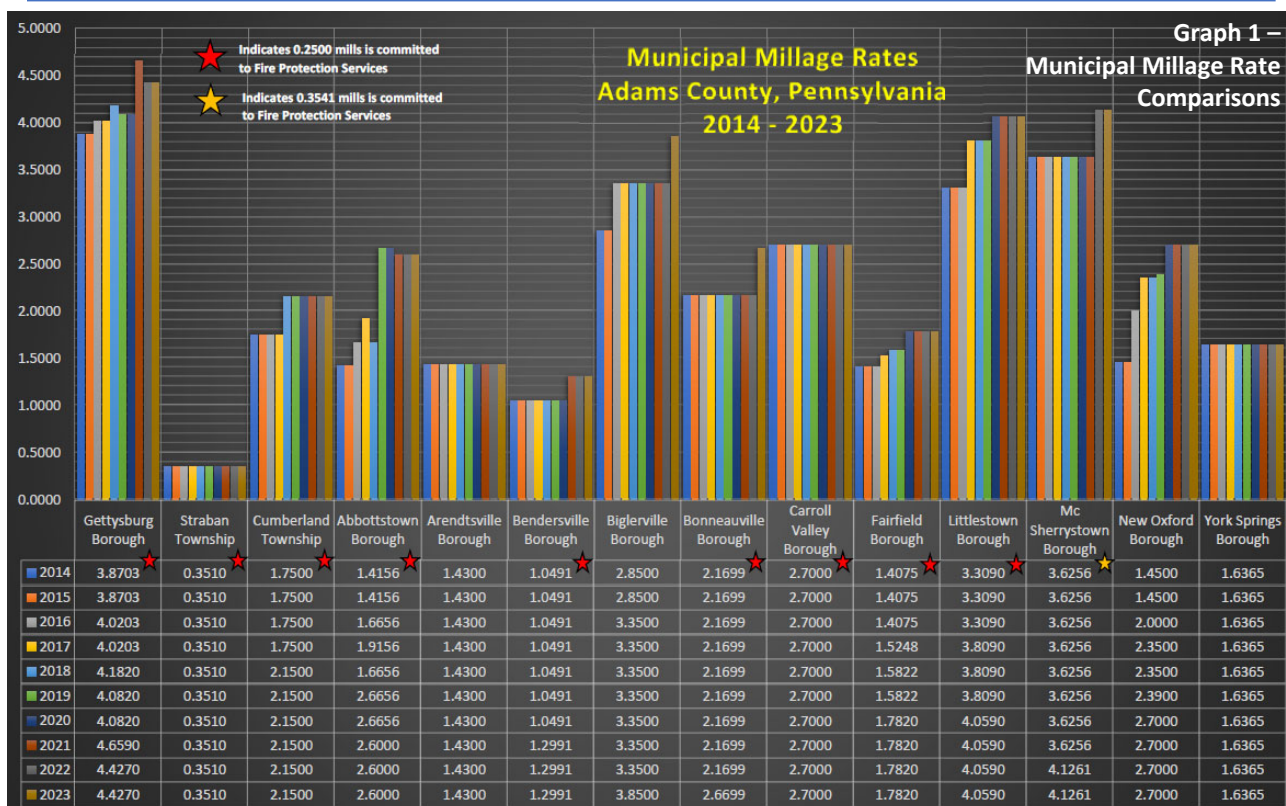
¹³ The Borough population decreased by 514 persons since the 2010 census. Decennial census numbers are April 1, 2010 = 7620 and April 1, 2020 = 7106.

¹⁴ EIT = Earned Income Tax.

¹⁵ ADA = Americans with Disabilities Act.

¹⁶ MS4 = Municipal Separate Storm Sewer System.

¹⁷ 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 both FY2023 and FY2024.



services provided by Gettysburg Borough, either directly or indirectly:

Police

- Crime Prevention
- Traffic Enforcement,

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 Tele vision,

Fire Services,

Ambulance/EMS Services, Etc.

Just like the FY2023 budget, the FY2024 budget, bolstered by significant ARPA funding, maintains the Borough's pre-pandemic activity, increases staffing in the police department by two additional patrol officers, and also continues the progress on the five-year capital improvement plan (CIP), which will be discussed in detail in **Chapter 9**.

What is funded in each department?

The FY2024 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 Manager¹⁸

- Salaries plus associated payroll taxes and benefits for the Mayor Borough Manager /

¹⁸ Formerly known as the 'Executive' Department – was created to consolidate departments to streamline operations and cut costs during the pandemic by

absorbing both the Finance Department (formerly Department 402) and the Human Resources Department (formerly Department 405).

Treasurer¹⁹, Borough Secretary²⁰, Finance
I²¹, Human Resources Coordinator²²

(403) Tax Collection

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

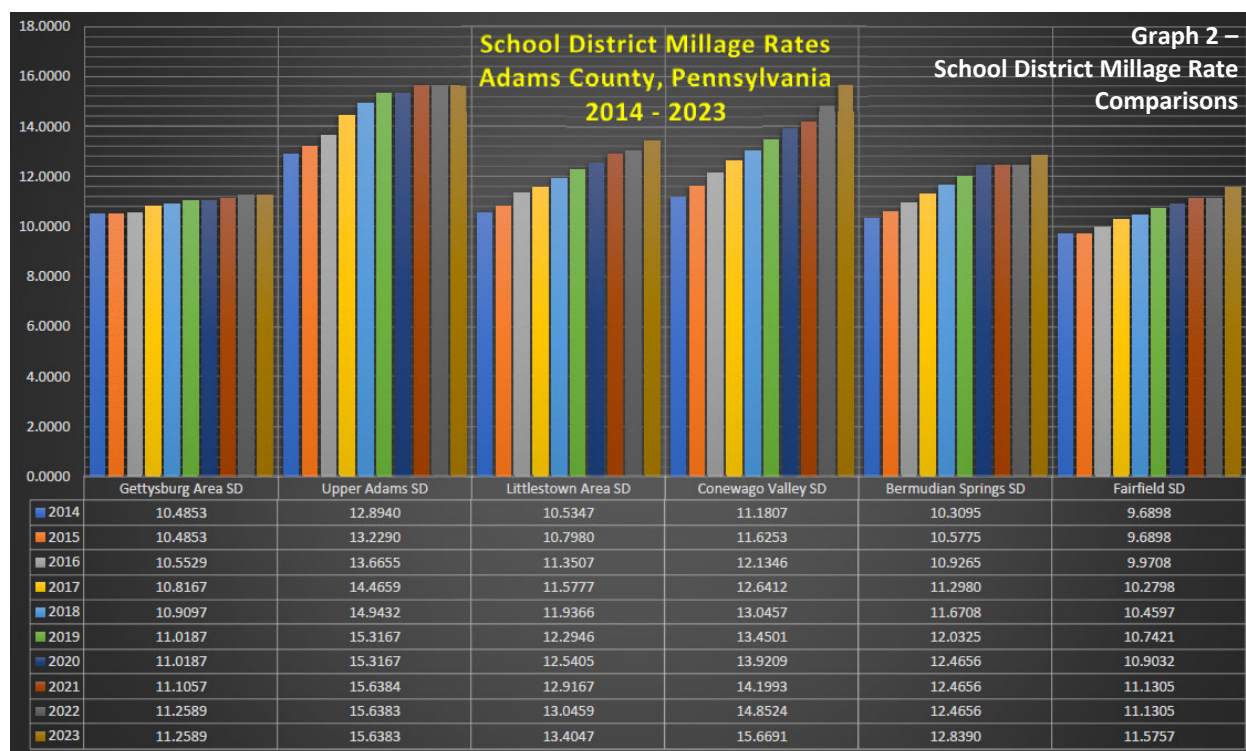
(409) General Government

- ✓ 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 Plus²³ 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
 - Nine (9) Patrolmen (FT)²⁴



¹⁹ Borough Manager also holds title of Borough Treasurer which is statutorily required.

²⁰ Assistant Borough Manager also holds the title of Borough Secretary which is statutorily required.

²¹ Accountant I was formally known as the Finance Assistant.

²² 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.

²³ Formerly Virtual Towns and Schools (VTS); Civic Plus purchased VTS in 2018.

²⁴ 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.

- At least Four (4) Patrolmen (PT)
- At least Five (5) Auxiliary Officers
- ✓ Operating supplies and postage
- ✓ Vehicle fleet management program and maintenance²⁵
- ✓ 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 PMCA²⁶
- ✓ Operating supplies and postage
- ✓ 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,
 - Historic and Environmental Preservation Coordinator,
 - Code Compliance Officer²⁷, 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

(421) Health

- ✓ ACT 101 recycling advertising
- ✓ Trap-Neuter-Release Program²⁸

(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)

²⁵ 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.

²⁶ PMCA – Pennsylvania Municipal Code Alliance (3rd party Uniform Construction Code (UCC) provider.

²⁷ 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.

²⁸ 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.

- 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

(436) Storm Sewers & Drains²⁹

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

(438) Bridges

- ✓ Bridge Maintenance

(439) Roads & Alleys

- ✓ General roadway resurfacing and treatments
 - Street Preservation
 - Engineering
- ✓ Capital Projects
 - Gettysburg Inner Loop Phase B1/B2
 - Grant match for the Gettysburg Gateway Connectivity Project
 - Highland & Johns Avenues

(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
- ✓ Racehorse Alley Garage upgrades to three KIOSKs and adding a car counter system
- ✓ 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
- ✓ Engineering for the Gettysburg Welcome Center

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

- ✓ Finances interest and principal on Borough debt:

²⁹ In 2019, Gettysburg Borough implemented the Gettysburg Borough Storm Water Authority (GBSWA) which is budgeted in Fund 09. The GBSWA has a

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

- 2016 GO Bond³⁰
- 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 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 FY2026, 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 2024.

Like 2018, 2019, 2020, 2021, 2022 and 2023, no cash or credit card payments will be accepted at the Borough Building, as the receptionist position remains unfilled³¹. 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. 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 in 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 2023 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

³⁰ The Borough retired the debt associated with the 2010 GO in 2023.

³¹ 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 FY2026. 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 fourth 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 divvied 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

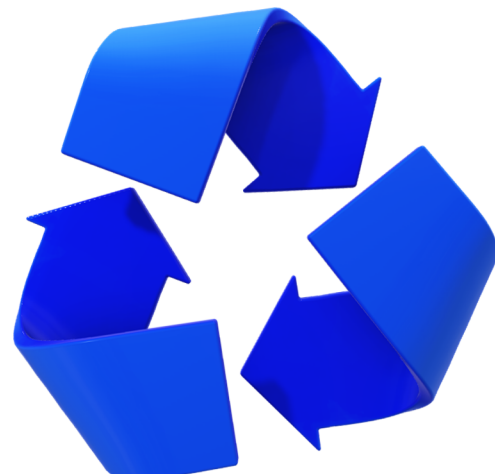


Table 11 - Sustainable Pennsylvania Certification Criteria (Land Use and Transportation)

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. To do so, however, is very time consuming and requires multiple ballot initiatives.

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 ³²
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 ³³
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 ³⁴
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

³² 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.

³³ May be exceeded upon approval by voters in referendum.

³⁴ 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 ³⁵
Per Capita Tax ^(levied)	\$10
Act 511 - Local Services Tax ^(levied)	\$52 ³⁶ and ³⁷
Act 511 - Earned Income Tax ^(levied)	1% to 1.7% ³⁸
Act 511 - Mercantile License Tax ^(not levied)	1 mill and 1.5 mill retail on gross receipts ³⁹
Act 511 - Business Privilege Tax ^(not levied)	No Limit ⁴⁰
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 ⁴¹
Act 511 – Mechanical Devices Tax ^(levied)	No Limit ⁴²
Real Property Transfer Tax ^(levied)	1% ⁴³

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. Home Rule 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 interference. In 1951, Philadelphia became the first Home Rule city in the state. 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.

³⁵ These taxes subject to sharing with the school district.

³⁶ 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.

³⁷ 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.

³⁸ 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.

³⁹ 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.

⁴⁰ 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.

⁴¹ 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%.

⁴² 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.

⁴³ Subject to sharing with school district.

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	Schuylkill	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

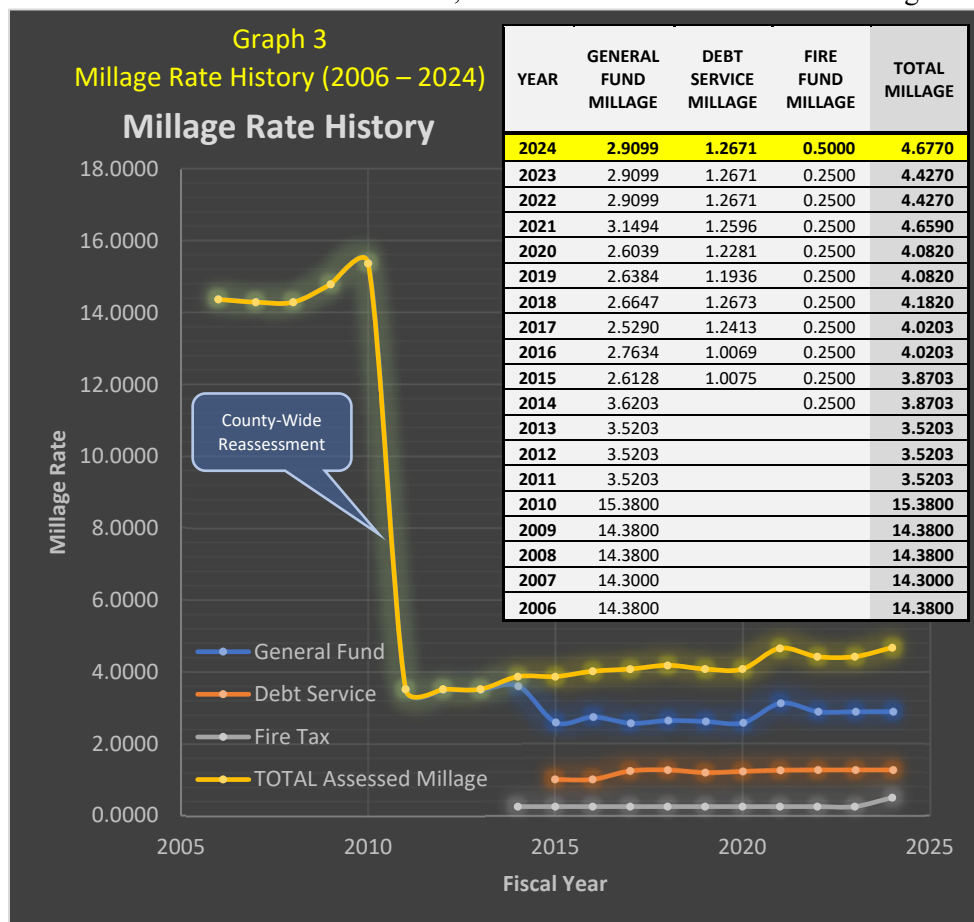


Borough Taxes and Fees Rate Schedule (2024)

The Borough revisits various tax rates and fees for service annually. This chapter outlines the tax rates and fees for the FY2024 budget. The following tax rates and fees have been adopted by Borough Council on December 11, 2023. **Table 17** outlines the 10-year history of tax rates in Gettysburg and shows the current 2024 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 FY2021. The millage rate since has returned to historical norms, resulting from several economically robust post-pandemic years.

Graph 3 visually illustrates a longer view of the Borough's tax rates, dating back to 2006. Based on stronger than expected economic activity in

2021, which resulted in a robust surplus, Council provided tax relief in FY2022 (lowered taxes) and that tax rate held steady in both FY2023. The General Fund tax rates remain at 2022 and 2023 levels, while the Fire Protection Fund millage rate



increases by 0.2500 mills in FY2024. Permit and License Fees, Planning Permits and Licenses & Fees, Highway Occupancy Permit Fees, and Parking Fees have been adjusted a bit in FY2024 to keep pace with inflation and the cost of staff time to administer the issuance

Table 17 – Gettysburg Tax Rate History (2015 – 2024)

Tax Type	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Real Estate (mills)	General Fund (01)	3.6203	2.6128	2.7634	2.5290	2.6384	2.6039	3.2981	2.9099	2.9099
	Debt Services Fund (23)	^^^	1.0075	1.0069	1.2413	1.1936	1.2281	1.1109	1.2671	1.2671
	Fire Protection Fund (03)	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.2500	0.5000
Total Millage on Assessed Valuation		3.8703	3.8703	4.0203	4.0203	4.1820	4.0820	4.6590	4.4270	4.6770
Occupation Tax (mills)	30 mills	30 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%	0.50%	0.50%
Earned Income Tax (EIT)	0.50%	0.50%	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%	5%	5%
Local Services Tax (LST)	\$47.00	\$47.00	\$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	\$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	\$50.00	\$50.00

of the various licenses and permits. These fees are outlined in the Fee Resolution noted later in this chapter and are graphically represented in **Tables 20, 21, 22, and 23**, respectively.

Summary of Taxes Levied on Gettysburg Borough Residents

Real Estate (Property) Taxes⁴⁴

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 33-year period from 1992 through 2024. In general, the total assessed valuation 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'⁴⁵ – whose purchase of the Picket's Buffet property on Steinwehr Avenue, for example, remove nearly Twenty-Thousand (\$20,000) Dollars from the tax rolls.⁴⁶ **Graphs 4, 5, and 6** visually depict the historical trends in Real Estate Tax Assessment, Occupational Tax Assessment, and Per Capita Tax Assessment, respectively, from the years 1992 to 2024.

Table 18 – Valuation History (1992 – 2024)

	Real Estate	Occupation	Per Capita
2024	\$506,795,000	\$882,175	3210
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

For purposes of comparison, it was noted in the introduction that Gettysburg Borough is a full service municipality. However, its tax base is notably small as compared to the townships of Cumberland and Straban, which completely surrounds Gettysburg Borough. **Table 19** shows the assessed valuation (taxable valuation) of the surrounding townships and other selected Boroughs across Adams County.

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 governemnt 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

NOTE REGARDING TAX EXEMPT PROPERTY

While it is the general trend over time that the Borough's taxable property is declining, there are signs that this trend is stalling, if not slightly reversing. There are two significant redevelopment plans currently proposed in the Borough. If one or both come to fruition, the assessed valuation of the Borough's taxable property will notably increase by many millions of dollars. Additionally, both these development plans include housing units, which will also positively impact both the Borough's Per Capita Tax and Occupation Tax. The exact timing on both these projects is not yet known.

⁴⁴ Real Estate Tax is a tax that is based on the value of buildings and/or land.

⁴⁵ <https://www.battlefields.org/>

⁴⁶ Combined total taxes typically collected on the property annually by Gettysburg Borough, the County of Adams, and the Gettysburg Area School District.

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 possible. **Exhibit 1 (Chapter 1, Page 3)** illustrates the taxable properties versus the non-taxable properties in Gettysburg Borough.

Borough and County

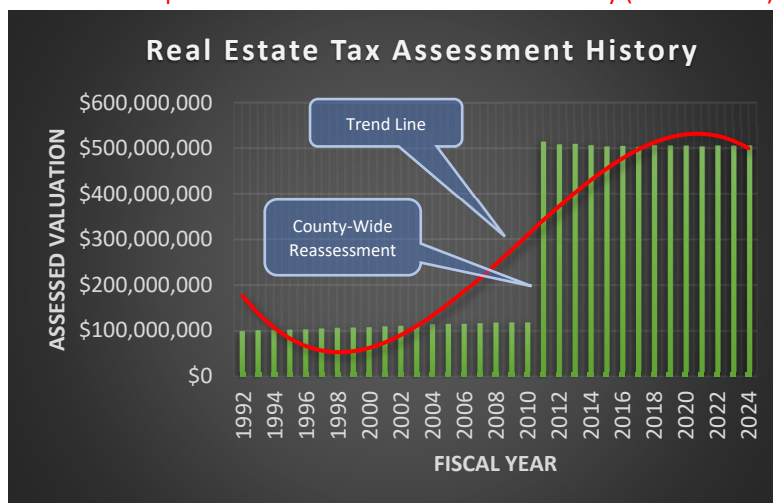
Borough and County real estate tax notices are mailed on or before March 1st of each year and specify taxes for the current calendar year. Taxpayers can deduct 2% (the discount) if they pay the tax by April 30th, face value must be paid by June 30th, and a 10% penalty is added if paid after June 30th. 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.

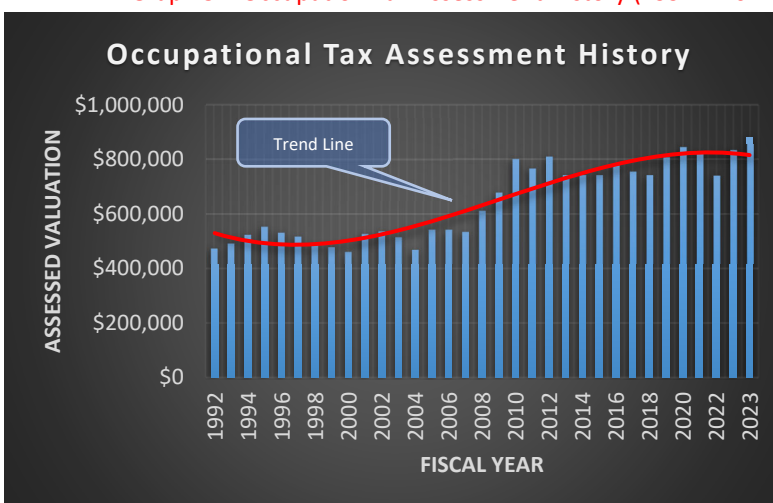
Gettysburg Area School District

Gettysburg Area School District real estate tax notices are mailed on or about July 1st and specify

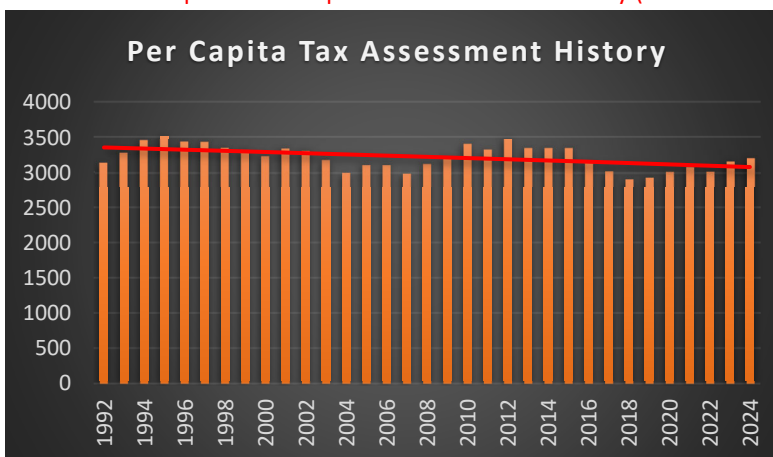
Graph 4 – Real Estate Tax Assessment History (1992 – 2024)



Graph 5 – Occupation Tax Assessment History (1992 – 2024)



Graph 6 – Per Capita Tax Assessment History (1992 – 2024)



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 Tax⁴⁷

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 Tax⁴⁸

Borough Occupation Tax

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

⁴⁷ Per Capita Tax is a flat rate local tax payable by all adult residents living within the taxing jurisdiction.

⁴⁸ Occupation Tax is an excise tax imposed on persons for the privilege of carrying on a trade, business, or occupation.

⁴⁹ A tax imposed on all wages earned by an individual residing within the taxing jurisdiction. The tax revenue

Table 19 – Assessment Comparisons Across Municipalities

2024 Municipal Assessments			
Municipality	Real Estate	Occupation	Per Capita
Gettysburg Borough	\$506,795,000	\$882,175	3210
Straban Township	\$789,832,200	\$761,825	3987
Cumberland Township	\$840,939,700	\$1,275,425	5826
Abbottstown Borough	\$63,808,700	\$193,525	709
Arendtsville Borough	\$56,278,100	\$140,325	632
Biglerville Borough	\$82,306,000	\$245,125	907
Bonneauville Borough	\$115,616,500	\$304,050	1282
Carroll Valley Borough	\$445,017,800	\$690,475	3081
Fairfield Borough	\$54,934,400	\$66,600	400
Littlestown Borough	\$374,576,300	\$770,325	3487
McSherrystown Borough	\$161,271,200	\$580,275	2103
New Oxford Borough	\$126,713,300	\$363,625	1250
York Springs Borough	\$28,824,000	\$94,600	399

Earned Income Tax⁴⁹

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 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 Tax⁵⁰

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.



is split between the municipality and the local public school system.

⁵⁰ Local Services Tax (LST) is a local tax payable by all individuals who hold a job or profession within a taxing jurisdiction.

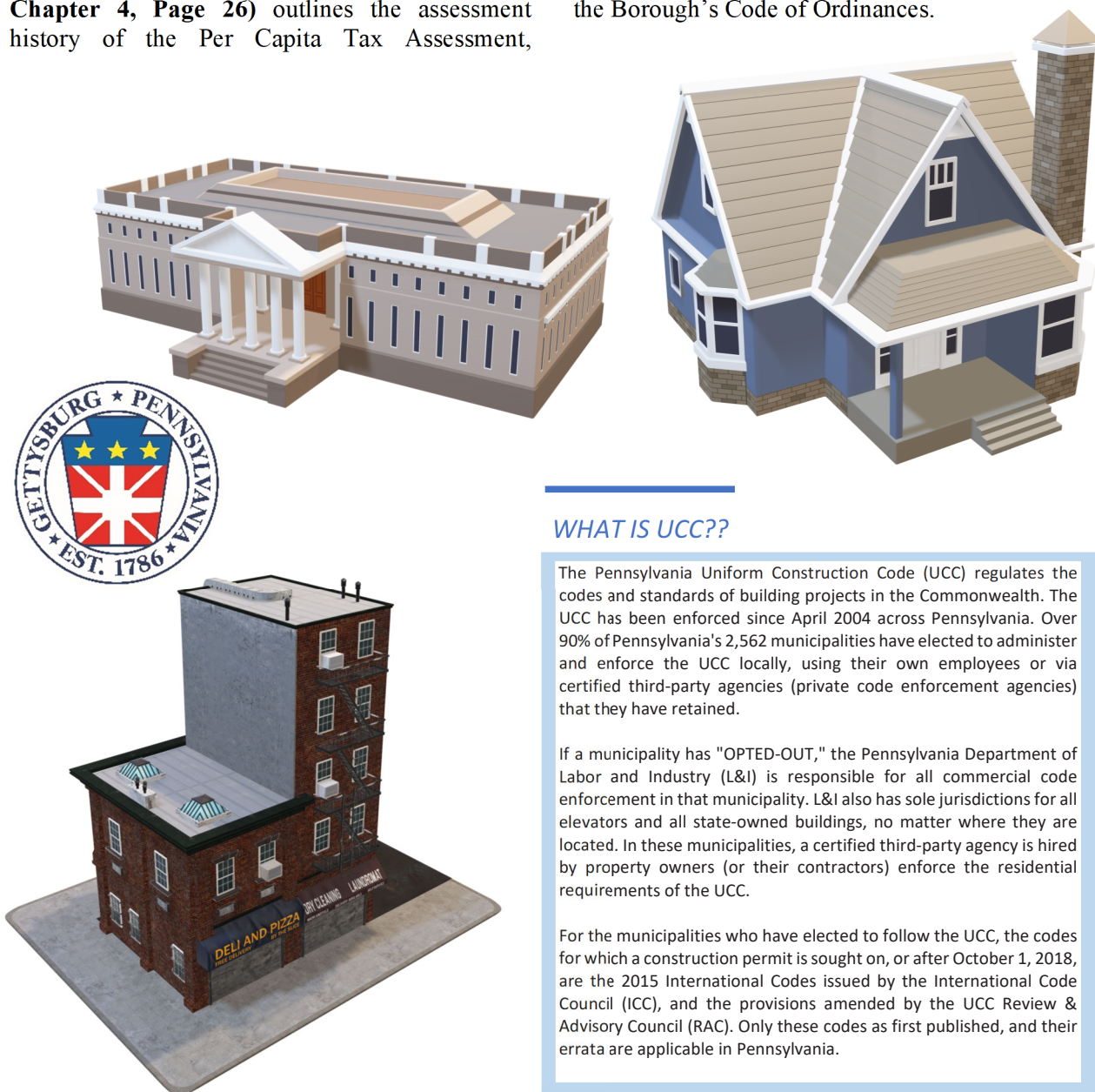
Real Estate Assessment History

Real Estate Assessment is the value of all improved property within the boundaries of the Borough. A complete 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 generally decreased as individuals continue to appeal the assessment decisions applied in 2010. **Table 18 Chapter 4, Page 26)** outlines the assessment history of the Per Capita Tax Assessment,

Occupational Tax Assessment and Real Estate Tax Assessment.

2024 Fee Schedule⁵¹

Annually, Borough Council adopts various fees for permits, licenses, inspections, and other various activities conducted in the Borough. The 2024 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.



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.

⁵¹ Resolution No. 121123-3 was adopted by Borough Council on December 11, 2023.

Resolution 121123-3

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") 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. ⁵²**Code Enforcement Appeals Board Ordinance** - The fee for a hearing before the Code Enforcement Appeals Board shall be One Thousand (\$1,000.00) Dollars.
2. **Rental Unit Occupancy Ordinance** -
 - a. ⁵³The fee for a Regulated Rental Unit Occupancy License shall be Forty (\$40.00) Dollars per unit.
 - b. ⁵⁴The 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. ⁵⁵The 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. ⁵⁶**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.

⁵² Ledger Acct. # 01-322-401

⁵³ Ledger Acct. # 01-321-409

⁵⁴ Ledger Acct. # 01-361-342

⁵⁵ Ledger Acct. # 01-361-342

⁵⁶ Ledger Acct. # 01-322-402

Table 20 – Planning Permits and Licenses & Fees

Planning Permits & License Fees		2021	2022	2023	2024
Land Development	*Land Use Permit	\$36	\$36	\$40	\$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	\$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 per pg.	\$1.00 per pg.	\$1.00 per pg.	\$1.00 per pg.
	(Standard 8.5" x 11" paper) Single-Sided color copy	\$0.50 per pg.	\$0.50 per pg.	\$0.50 per pg.	\$0.50 per pg.
	(Standard 8.5"x 11" paper) Single Sided black/white copy	\$0.25 per pg.	\$0.25 per pg.	\$0.25 per pg.	\$0.25 per 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	\$25	\$25
	(Banner) *(requires land use permit)	\$0	\$0	\$0	\$0
	Sign Ordinance Text Amendment	\$500	\$500	\$500	\$600
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	\$40
	Comprehensive Zoning Certification Letter	\$75	\$36	\$80	\$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	\$10	\$10	\$10
	Zoning Ordinance Book Copy	\$40	\$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	\$40	\$40
	Inspection Fee (once every three years)	\$75	\$75	\$80	\$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 / \$100
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.

- a. ⁵⁷**Fence Permit** – The fee depends on size and scope of project as determined by UCC or Non-UCC project.

⁵⁷ Ledger Acct. # 01-322-406



b. **Sign Ordinance** -

1. ⁵⁸The fee for a sign permit shall be Twenty-Five (\$25.00) Dollars.
2. No fee shall be charged for an application for the issuance of a banner permit.
3. ⁵⁹The fee for a request for a sign ordinance text amendment shall be Six Hundred (\$600.00) 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;
 - iv. Building Permit (Commercial); and
 - v. Building Permit (Residential).
2. ⁶⁰In 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. ⁶¹Pursuant 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. ⁶²The 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

⁵⁸ Ledger Acct. # 01-322-411

⁵⁹ Ledger Acct. # 01-322-411

⁶⁰ Ledger Acct. # 01-322-408

⁶¹ Ledger Acct. # 01-322-408

⁶² Ledger Acct. # 01-322-406

be Ten (\$10.00) Dollars and the maximum permit fee hereunder shall be One Hundred (\$100.00) Dollars.

2. ⁶³The 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.

Table 21 – Permits & License Fees

Permits & License Fees		2021	2022	2023	2024
Transient Retail Merchants	Per Day	\$55	\$55	\$55	\$55
	Per Month	\$200	\$200	\$200	\$200
	Per Year	\$600	\$600	\$600	\$600
Push Cart Merchants	Per Day	\$25	\$25	\$25	\$25
	Per Month	\$100	\$100	\$100	\$100
	Per Year	\$300	\$300	\$300	\$300
Amusement License	Annual (valid 1/1/2024-12/31/2024)	\$50	\$50	\$50	\$50
	Prorated (valid 7/1/2024-12/31/2024)	\$25	\$25	\$25	\$25
Junk Dealer License	Per Year	\$150	\$150	\$150	\$150
Guided Walking Tour	Per Year	\$125	\$125	\$125	\$125
**Per event		\$30	\$30	\$30	\$30
*Special Event Permit	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).				
NOTE: See Exhibit 'C' in Fee Resolution for additional information	Parade Route A - Short Route (Fixed Fee)	\$4,955	\$4,955	\$4,955	\$4,955
	Parade Route B - Medium Route (Fixed Fee)	\$3,980	\$3,980	\$3,980	\$3,980
	Parade Route C - Long Route (Fixed Fee)	\$5,570	\$5,570	\$5,570	\$5,570
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	\$20	\$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	\$135	\$250	\$250
	Vehicles in a Collision	\$125	\$125	\$125	\$125
Impound Fee	Per day	\$100	\$110	\$110	\$110
Accident Reports	Per report	\$15	\$15	\$15	\$15
Outdoor Dining License	Base Fee = \$100; plus additional \$4.25/square foot				
Returned Check Fee	Per check	\$30	\$35	\$45	\$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.

⁶³ Ledger Acct. # 01-322-406

3. ⁶⁴The 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. ⁶⁵The 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 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. ⁶⁶The 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. ⁶⁷The 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

⁶⁴ Ledger Acct. # 01-322-200

⁶⁵ Ledger Acct. # 01-361-300

⁶⁶ Ledger Acct. # 01-361-300

⁶⁷ Ledger Acct. # 01-361-300

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. ⁶⁸The fee for a request for a subdivision and land development ordinance text amendment shall be One Thousand (\$1,000.00) Dollars.

f. **Zoning Ordinance** -

1. ⁶⁹The fee for an application for a hearing before the Zoning Hearing Board shall be One Thousand (\$1,000.00) Dollars.
2. ⁷⁰The fee for a request for a zoning ordinance text or map amendment shall be One Thousand (\$1,000.00) Dollars.
3. ⁷¹The fee for a request for a landowner curative amendment shall be One Thousand (\$1,000.00) Dollars.
4. ⁷²The fee for a request for a minor zoning certification letter shall be Forty (\$40.00) Dollars.
5. ⁷³The 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:

⁶⁸ Ledger Acct. # 01-361-300

⁶⁹ Ledger Acct. # 01-361-340

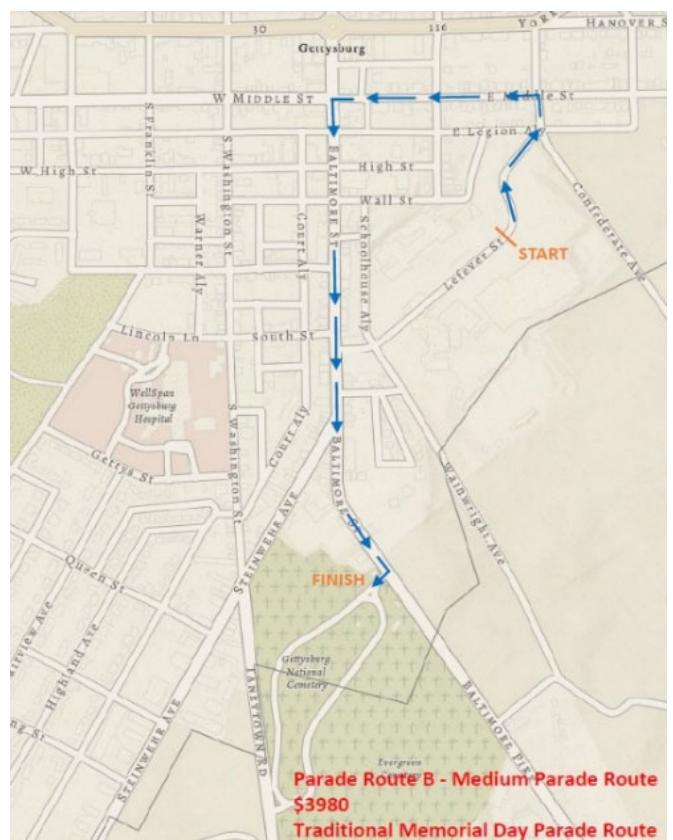
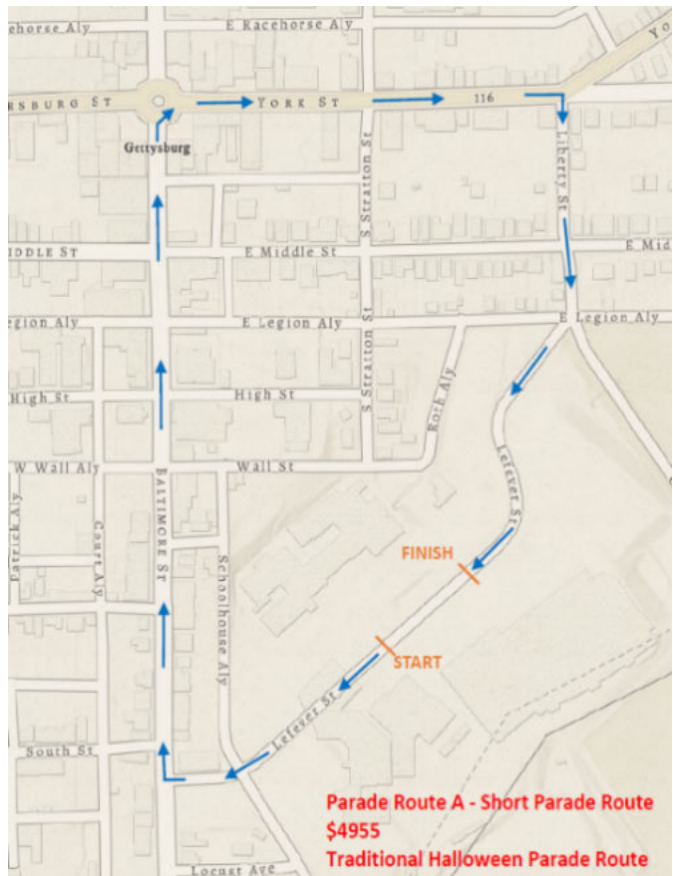
⁷⁰ Ledger Acct. # 01-361-330

⁷¹ Ledger Acct. # 01-361-330

⁷² Ledger Acct. # 01-322-419

⁷³ Ledger Acct. # 01-322-419

- 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. ⁷⁴Application 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.
 - b. ⁷⁵Additional 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



⁷⁴ Ledger Acct. # 01-321-740

⁷⁵ Ledger Acct. # 01-361-802; # 01-361-804; # 01-361-806

Parade Route C - Long Parade Route
\$5570
Traditional Remembrance Day Parade Route

1. If the estimate is greater than Three Thousand (\$3,000.00) Dollars, the applicant shall place a deposit of Three Thousand (\$3,000.00) Dollars with the Borough, or
2. If the event utilizes a set parade route, the applicant shall pay, prior to thirty (30) days before the event, a specified flat fee as follows:
 - i. Parade Route A – Short Route = \$4,955.00
 - ii. Parade Route B – Medium Route = \$3,980.00
 - iii. Parade Route C – Long Route = \$5,570.00.

**BOROUGH OF GETTYSBURG
MANAGER'S BUDGET MESSAGE – FY2024**

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** - ⁷⁶The fee for an amusement license shall be Fifty (\$50.00) Dollars.
8. ⁷⁷**Junk 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. ⁷⁸The fee for a daily transient retail business license shall be Fifty-Five (\$55.00) Dollars.
 2. ⁷⁹The fee for a monthly transient retail business license shall be Two Hundred (\$200.00) Dollars.
 3. ⁸⁰The fee for an annual transient retail business license shall be Six- Hundred (\$600.00) Dollars.
 - b. Use of Pushcarts.
 1. ⁸¹The 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.
 2. ⁸²The annual fee for the use of a pushcart shall be Three Hundred (\$300.00) Dollars per cart.
10. **Solicitors of Contributions and Gifts Ordinance*** - ⁸³The fee for a license to solicit contributions and gifts shall be Thirty-Six (\$36.00) Dollars.
11. **Yard Sales Ordinance** - ⁸⁴The fee for a yard sale permit shall be Ten (\$10.00) Dollars.

⁷⁶ Ledger Acct. # 01-321-700

⁷⁷ Ledger Acct. # 01-322-407

⁷⁸ Ledger Acct. # 01-321-610

⁷⁹ Ledger Acct. # 01-321-610

⁸⁰ Ledger Acct. # 01-321-610

⁸¹ Ledger Acct. # 01-321-610

⁸² Ledger Acct. # 01-321-610

⁸³ Ledger Acct. # 01-322-520

⁸⁴ Ledger Acct. # 01-321-500

12. **Horse-Drawn Carriages Ordinance** -

- a. ⁸⁵The 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. ⁸⁶The 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.

13. **Guided Walking Tour Ordinance** - ⁸⁷The annual license fee for applications and renewals for guided walking tours shall be Three Hundred (\$300.00) Dollars.14. **Outdoor Dining Areas Ordinance** - ⁸⁸The 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 Dollars Twenty Five Cents (\$4.25) 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. ⁸⁹An hourly rate of One (\$1.00) Dollar with a maximum rate of Eighteen (\$18.00) Dollars per day if paid at kiosks or by permit.
 - 2. ⁹⁰An 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. ⁹¹A monthly rate of Sixty (\$60.00) Dollars.
 - 4. ⁹²A monthly rate of Eighty-Five (\$85.00) Dollars for a specific reserved space and permit number for parking in the parking garage.
 - 5. ⁹³A quarterly (3 months) rate of One Hundred Seventy (\$170.00) Dollars.
 - 6. ⁹⁴A bi-annual (6 months) rate of Three Hundred Thirty-Five (\$335.00) Dollars.
 - 7. ⁹⁵An annual (12 months) rate of Six Hundred Sixty (\$660.00) Dollars.

⁸⁵ Ledger Acct. # 01-321-770⁸⁶ Ledger Acct. # 01-321-770⁸⁷ Ledger Acct. # 01-321-760⁸⁸ Ledger Acct. # 01-321-630⁸⁹ Ledger Acct. # 01-363-240⁹⁰ Ledger Acct. # 01-363-240⁹¹ Ledger Acct. # 01-363-241⁹² Ledger Acct. # 01-363-241⁹³ Ledger Acct. # 01-363-241⁹⁴ Ledger Acct. # 01-363-241⁹⁵ Ledger Acct. # 01-363-241

Parking Fee Structure		2021	2022	2023	2024
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
	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
Racehorse Alley Parking Garage	Hourly Rate (paid at KIOSK)	\$1.00/hr.	\$1.00/hr.	\$1.00/rh.	\$1.00/rh.
	Daily Maximum for 24-hrs. (paid at KIOSK)	\$12	\$12	\$12	\$18
	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
	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	\$18
Parking Fines					
**\$15 discount if fine paid within 7 calendar days of violation issuance	**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
Residential Parking Permit System (RPP)	Annual Permit (per year)	\$29	\$29	\$29	\$35
	Guest Dashboard Placard (annual)	\$25	\$25	\$25	\$29
	3-Day Guest Permit (per use)	\$1.75	\$1.75	\$1.75	\$2.75
	5-Day Guest Permit (per use)	\$2.25	\$2.25	\$2.25	\$3.25
	7-Day Guest Permit (per use)	\$2.75	\$2.75	\$2.75	\$4.75
Local Privilege Permit (LPP)	Parking at Authorized Locations (per month)	\$35	\$35	\$35	\$35
Immobilization Device (Boot)	Daily Rate (any part of a 24-hour period)	\$150	\$150	\$150	\$160
Open-Top Refuse Container (Metered or Unmetered) - per Week		\$50	\$50	\$50	\$50

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

Table 22 –
Parking Fees



8. ⁹⁶A one (1) day guest/visitor rate of Twelve (\$12.00) Dollars.
9. ⁹⁷A two (2) day guest/visitor rate of Twenty-Four (\$24.00) Dollars.
10. ⁹⁸A three (3) day guest/visitor rate of Thirty-Six (\$36.00) Dollars.
11. ⁹⁹A four (4) day guest/visitor rate of Forty-Eight (\$48.00) Dollars.



⁹⁶ Ledger Acct. # 01-363-241

⁹⁷ Ledger Acct. # 01-363-241

⁹⁸ Ledger Acct. # 01-363-241

⁹⁹ Ledger Acct. # 01-363-241

12. ¹⁰⁰A five (5) day guest/visitor rate of Sixty (\$60.00) Dollars.
13. ¹⁰¹A six (6) day guest/visitor rate of Seventy-Two (\$72.00) Dollars.
14. ¹⁰²A seven (7) day guest/visitor rate of Eighty-Four (\$84.00) Dollars.
15. ¹⁰³Upon a majority vote of the Borough Council, a temporary daily flat rate of Eighteen (\$18.00) Dollars for Special Events.

b. Residential Parking Permit System -

1. ¹⁰⁴The annual fee for a residential parking permit shall be Thirty-Five (\$35.00) Dollars.
2. ¹⁰⁵The annual fee for a guest (dashboard placard) residential parking permit shall be Twenty-Nine (\$29.00) Dollars.
3. ¹⁰⁶A three-day temporary use RPP Guest Permit (purchased via online application) shall be Two Dollars and Seventy-Five Cents (\$2.75) per use.
4. ¹⁰⁷A five-day temporary use RPP Guest Permit (purchased via online application) shall be Three Dollars and Twenty-Five Cents (\$3.25) per use.
5. ¹⁰⁸A seven-day temporary use RPP Guest Permit (purchased via online application) shall be Four Dollars and Seventy-Five Cents (\$4.75) per use.

c. Local Privilege Parking Permit System (LPP) - ¹⁰⁹The 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. ¹¹⁰Lincoln 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. ¹¹¹First 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

¹⁰⁰ Ledger Acct. # 01-363-241

¹⁰¹ Ledger Acct. # 01-363-241

¹⁰² Ledger Acct. # 01-363-241

¹⁰³ Ledger Acct. # 01-363-240

¹⁰⁴ Ledger Acct. # 01-363-220

¹⁰⁵ Ledger Acct. # 01-363-220

¹⁰⁶ Ledger Acct. # 01-363-220

¹⁰⁷ Ledger Acct. # 01-363-220

¹⁰⁸ Ledger Acct. # 01-363-220

¹⁰⁹ Ledger Acct. # 01-363-221

¹¹⁰ Ledger Acct. # 01-363-220; 01-363-230; 01-363-231

¹¹¹ Ledger Acct. # 01-363-210

- Baltimore Street, an hourly rate of One Dollar and Fifty Cents (\$1.50), subject to hourly parking time limitations as posted.
3. ¹¹²Steinwehr 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. ¹¹³All 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) - ¹¹⁴Hourly 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 – ¹¹⁵The daily rate (which includes any part of a 24-hour period) for vehicles requiring an immobilization device shall be One Hundred Sixty (\$160.00) 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:
 1. ¹¹⁶For 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. ¹¹⁷For hourly rates of One Dollar and Fifty Cents (\$1.50):
 - c. A daily rate of Eighteen (\$18.00) Dollars.
 - d. A monthly rate of One Hundred Fifty (\$150.00) Dollars.
 3. ¹¹⁸For 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,

¹¹² Ledger Acct. # 01-363-210

¹¹³ Ledger Acct. # 01-363-212

¹¹⁴ 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

¹¹⁵ Ledger Acct. # 01-331-140

¹¹⁶ Ledger Acct. # 01-363-211

¹¹⁷ Ledger Acct. # 01-363-211

¹¹⁸ Ledger Acct. # 01-363-211

for purposes as set forth in the ordinance, where hourly rates are indicated shall be as follows:

1. ¹¹⁹Construction 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. ¹²⁰Open-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. ¹²¹The 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. ¹²²The 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. ¹²³The 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. ¹²⁴The 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 for towing and removal services performed pursuant to the ordinance.
 3. ¹²⁵The 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

¹¹⁹ Ledger Acct. # 01-363-211

¹²⁰ Ledger Acct. # 01-363-211

¹²¹ Ledger Acct. # 01-321-340

¹²² Ledger Acct. # 01-321-340

¹²³ Ledger Acct. # 01-321-803

¹²⁴ Ledger Acct. # 01-321-803

¹²⁵ Ledger Acct. # 01-321-803

Table 23 - Highway Occupancy Permit

Highway Occupancy Permit Fees		2021	2022	2023	2024
Street Excavation	Application Fee	\$92.50	\$93.00	\$93.00	\$95
	**Technical Review Fee	\$100	\$100	\$100	\$100
	Inspection Fee	\$79	\$79	\$79	\$85
	Curbing Replacement	\$1.50/linear ft.	\$1.50/linear ft.	\$1.50/linear ft.	\$1.75/linear ft.
	Street Closing Fee Per Day	\$250	\$250	\$250	\$250
Street Excavation Degradation Fees	1st Year	\$87/Sq. Yd.	\$87/Sq. Yd.	\$88/Sq. Yd.	\$94/Sq. Yd.
	2nd Year	\$77/Sq. Yd.	\$77/Sq. Yd.	\$78/Sq. Yd.	\$93/Sq. Yd.
	3rd Year	\$67/Sq. Yd.	\$67/Sq. Yd.	\$68/Sq. Yd.	\$92/Sq. Yd.
	4th Year	\$57/Sq. Yd.	\$57/Sq. Yd.	\$58/Sq. Yd.	\$91/Sq. Yd.
	5th Year	\$47/Sq. Yd.	\$47/Sq. Yd.	\$48/Sq. Yd.	\$53/Sq. Yd.
	6th - 10th Year	\$37/Sq. Yd.	\$37/Sq. Yd.	\$38/Sq. Yd.	\$43/Sq. Yd.
	10th - 15th Year	\$27/Sq. Yd.	\$27/Sq. Yd.	\$28/Sq. Yd.	\$33/Sq. Yd.
	Over 15 Years	\$17/Sq. Yd.	\$17/Sq. Yd.	\$18/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		\$0.13	\$0.15	\$0.17	\$0.18

**** 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.

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) Dollars.

17. **Recycling** - ¹²⁶The fee for a permit to provide recycling services within the Borough shall be Fifty (\$50.00) Dollars.

18. **Street Excavation** -

- a. ¹²⁷The application permit fee shall be Ninety-Five (\$95.00) Dollars.
- b. ¹²⁸The 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.
- c. ¹²⁹The minimum review fee shall be One Hundred (\$100.00) Dollars. An additional review fee based on the 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.



¹²⁶ Ledger Acct. # 01-322-407

¹²⁷ Ledger Acct. # 01-322-500

¹²⁸ Ledger Acct. # 01-322-500

¹²⁹ Ledger Acct. # 01-322-500

- d. ¹³⁰The 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 charge will be for two (2) square yards rounded to the next whole square yard.
- e. ¹³¹The fee for inspection of the excavation prior to final restoration and covering shall be Eighty-Five (\$85.00) Dollars.
- f. ¹³²The fee for curbing replacement shall be One Dollar and Seventy-Five Cents (\$1.75) per linear foot.

19. **Sidewalks and Driveways*** -

- a. ¹³³The 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. ¹³⁴The 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. ¹³⁵**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. ¹³⁶The fee for a copy of the Borough Zoning Ordinance shall be Forty (\$40.00) Dollars.
- b. ¹³⁷The 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. ¹³⁸The fee for a copy of the Borough Subdivision and Land Development Ordinance shall be Thirty-Three (\$33.00) Dollars.
- d. ¹³⁹The 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. ¹⁴⁰The 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.

¹³⁰ Ledger Acct. # 01-322-500

¹³¹ Ledger Acct. # 01-322-500

¹³² Ledger Acct. # 01-322-500

¹³³ Ledger Acct. # 01-322-402

¹³⁴ Ledger Acct. # 01-322-402

¹³⁵ Ledger Acct. # 01-361-700

¹³⁶ Ledger Acct. # 01-361-520

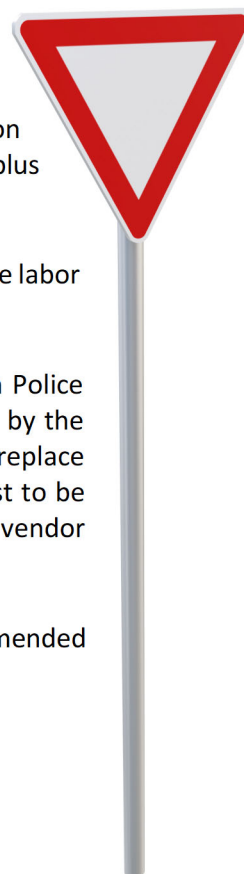
¹³⁷ Ledger Acct. # 01-361-500

¹³⁸ Ledger Acct. # 01-361-520

¹³⁹ Ledger Acct. # 01-361-520

¹⁴⁰ Ledger Acct. # 01-361-520

- f. ¹⁴¹The 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 (\$1.00) Dollar per page.
 - g. ¹⁴²The fee for a copy of an accident report shall be Fifteen (\$15.00) Dollars consistent with the provisions of Pennsylvania Vehicle Code.
 - h. ¹⁴³The fee for a Taxi License* (or other related business type) shall be Twenty-Five (\$25.00) Dollars.
 - i. ¹⁴⁴The fee for a check that is dishonored or otherwise returned to the Borough without payment shall be Forty-Five (\$45.00) Dollars.
 - j. ¹⁴⁵The 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 Eighteen (\$0.18) Cents per gallon.
 - k. ¹⁴⁶The fee for a police escort shall be on a per hourly basis as defined by the labor burden rate outlined in **Exhibit "C."**
22. Pursuant to section 19.01.03 of the 2023-2026 Borough of Gettysburg Uniform Police Officer Collective Bargaining Agreement, and Resolution No. 021323-2, adopted by the Borough Council on February 13, 2023, police officers shall be permitted to replace clothing and equipment as specified through vendors on an approved vendor list to be made a part of the Borough of Gettysburg annual fee resolution. The approved vendor list is attached hereto as **Exhibit "E."**
23. All other resolutions or parts of resolutions inconsistent herewith are hereby amended and revised by this resolution.
24. This resolution shall take effect on January 1, 2024.



¹⁴¹ Ledger Acct. # 01-361-520

¹⁴² Ledger Acct. # 01-361-701

¹⁴³ Ledger Acct. # 01-321-620

¹⁴⁴ Ledger Acct. # 01-390-900

¹⁴⁵ Ledger Acct. # 01-390-901

¹⁴⁶ Ledger Acct. # 01-361-804



Exhibit A

Chambersburg Office: 380 Wayne Ave. Chambersburg, PA 17201 Phone: 717 496-4996
 Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 Phone: 814 310-2326
 Somerset Office: 510 Georgian Place, Somerset, PA 15501 Phone: 814 444-6112
 Adams Office: 1895B York Road, Gettysburg, PA 17325 Phone: 717 321-9046
 Email: pmca@pacodealliance.com Website: <https://pacodealliance.com/>

2024 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.....	\$85	Wallboard.....	\$60
Plumbing Rough in.....	\$55	Final.....	\$75
Mechanical Rough in.....	\$55		

Total Inspection fees:.....\$665 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).....\$85 (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.\$200

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 .60/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
- State (DCED) Fee
- Added Fee(s) due to failed inspections
- Possible Municipal Fee
- Application Fee

2024 PMCA Residential Fee Schedule

Rev. 09-13-23 tje



Exhibit A, contd.

Chambersburg Office: 380 Wayne Ave. Chambersburg, PA 17201 Phone: 717 496-4996
 Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 Phone: 814 310-2326
 Somerset Office: 510 Georgian Place, Somerset, PA 15501 Phone: 814 444-6112
 Adams Office: 1895B York Road, Gettysburg, PA 17325 Phone: 717 321-9046
 Email: pmca@pacodealliance.com Website: https://pacodealliance.com/

2024 PMCA Supplemental Fee Schedule

Residential

- 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)
- Fence 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)

Commercial Projects (Small Projects not otherwise defined)

- Cell Tower.....See Commercial Fee Schedule
 - o Antenna Collocation.....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)

Fees below may be specific to local ordinances:

- Sewer Laterals.....\$75 first trip / \$55 per trip thereafter
- Zoning Field Inspections.....\$50 per hour or as contracted
- 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

Miscellaneous Project Inspection Fees:

- Daycares (up to 6 kids).....\$85 (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.....\$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 .60/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

Inspection time for all permits is for 1 site visit for a total accumulated time of 1 hour, unless otherwise noted. Each subsequent hour required shall be at the rate of Fifty dollars (\$50.00) per hour of the inspector's time on site and subsequent report. This amount shall be paid in full prior to issuance of the Certificate of Occupancy.

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

2024 PMCA Supplemental Fee Schedule

REV. 09-25-23 LJO



Exhibit A, contd.

Chambersburg Office: 380 Wayne Ave, Chambersburg, PA 17201 Phone: 717 496-4966
 Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 Phone: 814 310-2326
 Somerset Office: 510 Georgian Place, Somerset, PA 15501 Phone: 814 444-6112
 Adams Office: 1895B York Road, Gettysburg, PA 17325 Phone: 717 321-9046
 Email: pmca@pacodealliance.com Website: <https://pacodealliance.com/>

► 2024 - 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

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

- 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 |
| + | 0.25 per additional trades, (i.e. mechanical, electric, plumbing) |
| = | 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 |
| + | 0.25 per additional trades, (i.e. mechanical, electric, plumbing) |
| = | 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. ◀



Exhibit A, contd.

Chambersburg Office: 380 Wayne Ave. Chambersburg, PA 17201 Phone: 717 406-4096
 Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 Phone: 814 310-2326
 Somerset Office: 510 Georgian Place, Somerset, PA 15501 Phone: 814 444-6112
 Adams Office: 1895B York Road, Gettysburg, PA 17325 Phone: 717 321-9046
 Email: pmca@pacodealliance.com Website: <https://pacodealliance.com/>

► 2024 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\$180
 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 01-01-2024

► Electrical and Fire Inspection-Enforcing and Consulting Service ◀

2024 PMCA Electrical Fee Schedule



Exhibit A, *contd.*

Chambersburg Office: 380 Wayne Ave. Chambersburg, PA 17201 Phone: 717 496-4996
 Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 Phone: 814 310-2326
 Somerset Office: 510 Georgian Place, Somerset, PA 15501 Phone: 814 444-6112
 Adams Office: 1895B York Road, Gettysburg, PA 17325 Phone: 717 321-9046
 Email: pmca@pacodealliance.com Website: <https://pacodealliance.com/>

2024 Hourly Zoning and/or Code Enforcement Fee Schedule

- 1) Ordinance and Inspection responsibilities charged at \$65.00 per hour standard rate.
- 2) Weekends, emergency calls, and evening meetings there is a minimum 3-hour charge.

Code Enforcement Fees

Court Appearance.....	\$75 per hour
Filing Fees.....	Actual Cost to file
Additional Service not covered in this fee schedule.....	\$65 per hour unless negotiated
Activities of the Chief Code Official will be invoiced at.....	\$95 per hour
Administrative Support will be invoiced at.....	\$65 per hour

Nuisance Abatements Performed by the Municipality

Abatement Charges.....	Cost to remove nuisance
Civil Penalty.....	As per Ordinance
Administrative Charges.....	\$65 per hour for jobs not otherwise accounted for in this fee schedule

Disabled Vehicle Fees and Penalties

Removal of Vehicle.....	Cost to remove vehicle
Civil Penalty.....	As Per Ordinance
Administrative Charges.....	\$65 per hour for jobs not otherwise accounted for in this fee schedule

Postage: (per/Certified and 1st Class mailing).....\$25

- Other fees may be included from time to time by agreement and adoption with the Municipality and PMCA
- 3) PMCA will provide cell phone number and email address to the Municipality at their request. We will respond to inquiries within 24 hours, when possible, 48 hours by contract.
 - 4) PMCA can work on an as needed basis, set number of hours per week or month, or set office hours and times. Whatever your needs are, we will try to provide for you.



Exhibit B

2024 Average Billing Rates

Principal	\$198.00
Senior Project Engineer/Senior Project Manager	\$167.00
Project Engineer /Project Manager	\$140.00
Designer II	\$108.00
Designer I	\$ 95.00
BIM Technician	\$ 88.00
CADD Technician	\$ 88.00
Administrative Assistant	\$ 72.00
Planner	\$ 95.00
GIS Technician	\$106.00
Survey Technician	\$102.00
Testing Technician	\$ 80.00
Inspector	\$101.00

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 and white)	
24" x 36"	\$3.00/sheet
36" x 42"	\$6.00/sheet
Prints/Plots (color or mylar)	
24" x 36"	\$6.00/sheet
36" x 42"	\$12.00/sheet


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 01/01/24 through 12/31/24.

ENGINEERING A BETTER COMMUNITY

CSDavidson.com

Exhibit C



Gettysburg
HISTORIC CROSSROADS

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

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

Rita C. Frealing - Mayor
Wesley K. Heyser – Council President
Matthew Moon – Council Vice President

Charles R. Gable, MPA – Borough Manager/Treasurer
Sara L. Stull – Asst. Borough Manager/Secretary
Harold A. Eastman, Jr. – Borough Solicitor

2024 Labor Burden Rates

Police Personnel

Administration	\$60.00 per hour
Patrol Officer	\$54.50 per hour
Part-Time Officer	\$29.50 per hour
Auxiliary Officer	\$19.00 per hour

Parking Personnel

Parking Enforcement Officer	\$29.50 per hour
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Public Works Personnel

Laborer	\$44.50 per hour
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Barley Snyder – Borough Solicitor

Principal Attorney	\$200.00 per hour
Associate Attorney	\$200.00 per hour
Paralegal	\$110.00 per hour

Exhibit D**Office of Open Records – Official RTKL Fee Schedule***Updated December 30, 2022*

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 Muenz v. Township of Reserve, OOR Dkt. AP 2015-1021, 2015 PA O.O.R.D. LEXIS 1176.* 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.

Additional Notes**Exhibit D, *contd.***

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).

Exhibit E**RESOLUTION NO. 021323-2**

WHEREAS, the Borough Council of the Borough of Gettysburg (the "Borough Council"), by Resolution No. 121222-4, dated December 12, 2022, established, amended, updated and confirmed the amounts of various fees and costs related to certain activities conducted within the Borough (the "Fee Resolution"); and

WHEREAS, pursuant to section 19.01.03 of the 2023-2026 Borough of Gettysburg Uniform Police Officer Collective Bargaining Agreement (the "Collective Bargaining Agreement"), police officers shall be permitted to replace clothing and equipment as specified in the Collective Bargaining Agreement, which clothing and equipment must be purchased through vendors on an approved vendor list to be adopted as part of the Borough of Gettysburg annual fee resolution; and

WHEREAS, the Borough Council desires by adoption of this resolution to confirm and authorize the approved vendor list pursuant to the terms and provisions of the Collective Bargaining Agreement.

WHEREFORE, BE IT RESOLVED, that the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania, does hereby confirm and authorize the approved vendor list attached hereto as Exhibit "A" for the replacement of clothing and equipment of the officers of the Gettysburg Borough Police Department during fiscal year 2023 pursuant to section 19.01.03 of the Collective Bargaining Agreement. The Fee Resolution is hereby modified and amended to include the approved vendor list authorized by the Borough Council pursuant to the adoption of this Resolution.

THIS RESOLUTION DULY ADOPTED according to law on this 13th day of February, 2023 at a duly advertised monthly general business meeting of the Borough Council of the Borough of Gettysburg, Adams County, Pennsylvania.

BOROUGH OF GETTYSBURGBy: 

Wesley K. Heyser
President of Borough Council

Attest:



Sara L. Stull, Secretary

Borough of Gettysburg
2023 Police Approved Vendor List

Exhibit E, *contd.*

ALS a PECAM Defense Company	Midway USA
Amazon	Men's Warehouse
Andax	Motorola.com
AnyPromo	NAPA
Apple.com	NA Rescue
Atlantic Tactical	NicksBoots.com
Atlas	OakleySI.com
Axon Enterprise, Inc.	Office Supply
BassPro	Optic Planet
Bicycle Patrol Outfitters, LLC	Pelican
Blauer	Pittsburgh Public Safety
Bosco's	Portage Notebooks
Breams	ProClip
Brite	Quality
C-Ely Signs & Graphics	Quarter Master
Cheaper Than Dirt	Radio Two-Way
Cody	Reddings Hardware
Columbia	Rescue-Essential.com
CopQuest	RTS Tactical
Daniel Defense	Safariland
Danner.com	SafeLifeDefense
Donehume	Sirchie
First Tactical	Spartan Armor Systems
Foremost	Staples
Gall's	Tactical
Gatsby Shoes	Tactical Gloves
Gear.com	Target
Getac	Taser
Gettysburg Bicycle	The FireStore
Gettysburg Rental	Thin Blue Line
GovX	T-Moblie
Guernsey	Tough Like A Beetle
Handcuff Warehouse	Tractor Supply
High Speed Gear	Under Armour
IACP	Vista Print
ID Answers	Verizon
Intoximeters	Voodoo Tactical
JC Cleaners	Wal-Mart
Joseph A Banks	Witmer Public Safety
K&C Communications	Zero9 Holsters
Kohl's	ZeroNineThirty
LA Police	5.11
Lawman Badge	10-8 Emergency Vehicle Service
Lexipol	13 Fifty Apparel

Combined, the Borough has a total of 9 (nine) Fund Budgets and 1 (one) affiliate fund budget¹⁴⁷ 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 unit¹⁴⁸.

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 FY2024 is expected to generate \$10,252,972. Expenses are forecast to be \$12,079,908. The planned deficit in FY2024 totals \$1,826,936. The planned deficit is largely due to the use of ARPA funds, of which the Borough has received 100% of its ARPA legislative amount (just over \$1.3 million). As these funds are expended

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 Serve 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.

through FY2026, it is anticipated that each year will show an aggregate deficit as there is no additional offsetting revenue expected from this funding source 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 24**. All fund expenditures are depicted in **Table 25**.

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.

¹⁴⁷ 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.

¹⁴⁸ Component Unit is a legally separate organization for which the municipality (Gettysburg Borough) is also held financially accountable.

Chapter 5

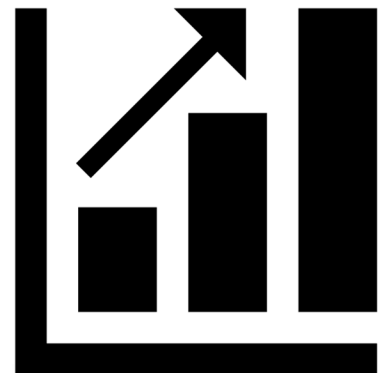
Aggregate Borough Fund Budgets

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 24 – 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	\$2,320,134	\$2,070,634	\$249,500	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
305	Occupation Tax	\$18,665	\$18,665	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
310	Local Enabling Tax (Act 511)	\$1,101,702	\$1,101,702	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
321	Business Licenses/Permits	\$137,573	\$137,573	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
322	Non-Business Licenses/Permits	\$33,322	\$33,322	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
331	Fines & Forfeits	\$367,407	\$367,407	^^^	^^^	\$9,442	^^^	^^^	^^^	^^^	^^^	^^^
341	Interest Earnings	\$25,170	\$17,185	^^^	\$15	^^^	\$1,945	\$1,030	\$550	\$2,605	\$280	\$1,560
342	Rents & Royalties	\$42,600	\$42,600	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
351	Federal Capital Grants	\$1,250	\$1,250	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
354	State Operating Grants	\$315,470	\$8,575	^^^	^^^	\$6,895	\$300,000	^^^	^^^	^^^	^^^	^^^
355	State Shared Revenue	\$436,177	\$261,052	^^^	^^^	^^^	^^^	^^^	^^^	\$175,125	^^^	^^^
357	Revenue from Local Govt.	\$175,500	\$175,500	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
361	Charges for Services	\$494,142	\$490,490	^^^	^^^	\$3,652	^^^	^^^	^^^	^^^	^^^	^^^
363	Highways & Streets (Parking)	\$1,209,350	\$1,209,350	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
367	Culture & Recreation	\$2,875	\$2,875	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
383	Storm Water Fees	\$462,616	^^^	^^^	^^^	\$462,616	^^^	^^^	^^^	^^^	^^^	^^^
389	Miscellaneous Revenue	\$16,450	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$16,450	^^^
390	Other Financing Sources	\$1,710	\$1,710	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
392	Interfund Transfers In	\$3,548,272	\$1,009,579	^^^	\$261,584	^^^	\$1,188,693	\$640,529	\$347,887	^^^	\$100,000	^^^
395	Refund of Prior Year Expenses	\$15,750	\$15,750	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
TOTAL Revenues		\$10,252,972	\$6,965,219	\$249,500	\$261,599	\$482,605	\$1,490,638	\$641,559	\$348,437	\$177,730	\$116,730	\$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 2024 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.



Chapter 5

Aggregate Borough Fund Budgets

Table 25 – 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	\$32,592	\$32,592	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
401	Office of the Manager	\$424,015	\$424,015	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
403	Tax Collection	\$44,393	\$44,393	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
409	General Government	\$542,865	\$388,737	^^^	\$4,000	^^^	\$150,128	^^^	^^^	^^^	^^^	^^^
410	Police	\$2,661,181	\$2,508,725	^^^	^^^	^^^	\$152,456	^^^	^^^	^^^	^^^	^^^
411	Fire	\$395,392	\$145,892	\$249,500	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
413	Code Enforcement	\$39,482	\$24,830	^^^	^^^	^^^	\$14,652	^^^	^^^	^^^	^^^	^^^
414	Planning	\$469,925	\$444,947	^^^	^^^	^^^	\$24,978	^^^	^^^	^^^	^^^	^^^
415	Emergency Management	\$3,600	\$3,600	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
421	Health	\$1,355	\$1,355	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
430	Public Works	\$1,372,320	\$907,942	^^^	^^^	^^^	\$464,378	^^^	^^^	^^^	^^^	^^^
432	Winter Maintenance Services	\$26,900	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$26,900	^^^	^^^
433	Traffic Control Devices	\$32,150	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$32,150	^^^	^^^
434	Street Lighting	\$91,250	\$85,750	^^^	^^^	^^^	^^^	^^^	^^^	\$5,500	^^^	^^^
435	Sidewalks & Crosswalks	\$332,584	\$75,000	^^^	\$257,584	^^^	^^^	^^^	^^^	^^^	^^^	^^^
438	Bridges	\$7,500	\$4,500	^^^	^^^	^^^	^^^	^^^	^^^	\$3,000	^^^	^^^
436	Storm Sewers & Drains	\$482,605	^^^	^^^	^^^	\$482,605	^^^	^^^	^^^	^^^	^^^	^^^
439	Roads & Alleys	\$707,134	\$62,225	^^^	^^^	^^^	\$641,909	^^^	^^^	\$3,000	^^^	^^^
445	Parking Facilities	\$501,480	\$391,593	^^^	^^^	^^^	\$109,887	^^^	^^^	^^^	^^^	^^^
454	Parks & Recreation	\$105,243	\$95,243	^^^	^^^	^^^	\$10,000	^^^	^^^	^^^	^^^	^^^
455	Shade Tree	\$20,000	\$20,000	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
462	HUD - Community Development	\$0	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
465	Community Development	\$53,880	\$53,880	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^
471	Debt Principal	\$566,126	^^^	^^^	^^^	^^^	^^^	\$566,126	^^^	^^^	^^^	^^^
472	Debt Interest	\$72,358	^^^	^^^	^^^	^^^	^^^	\$72,358	^^^	^^^	^^^	^^^
475	Bond Issue Costs	\$3,075	^^^	^^^	^^^	^^^	^^^	\$3,075	^^^	^^^	^^^	^^^
492	Interfund Transfers Out	\$3,573,108	\$1,250,000	^^^	^^^	^^^	^^^	^^^	\$1,288,693	^^^	^^^	\$1,034,415
TOTAL Expenditures		\$12,079,908	\$6,965,219	\$249,500	\$261,584	\$482,605	\$1,568,388	\$641,559	\$1,288,693	\$70,550	\$0	\$1,034,415
Government-Wide Budget Revenue Over Expenses		\$10,252,972	\$6,965,219	\$249,500	\$261,599	\$482,605	\$1,490,638	\$641,559	\$348,437	\$177,730	\$116,730	\$1,560
		\$12,079,908	\$6,965,219	\$249,500	\$261,584	\$482,605	\$1,568,388	\$641,559	\$1,288,693	\$70,550	\$0	\$1,034,415
		-\$1,826,936	\$0	\$0	\$15	\$0	-\$77,750	\$0	\$940,256	\$107,180	\$116,730	\$1,032,855



Discretionary and non-discretionary expenditures in FY2024 are visualized in **Graph 7**. This chapter pertains to only Fund 01 (General Fund). Expenditures in all other Fund tend to be discretionary in nature.

Discretionary Expenditures

Discretionary spending in FY2024 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. \$813,801 (or 11.7%) of the Borough's FY2024 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 relations¹⁴⁹,
- ✚ 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

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).

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 FY2024 budget, where significant infrastructure investments are budgeted – primarily due to the use of ARPA funding. Fortunately for Gettysburg in FY2024, 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, the withholding of Liquid Fuels funds, and the withholding of any state or federal aid.

Non-discretionary expenditures are broadly defined by the following categories:

¹⁴⁹ Borough newsletters and Broadcasts on Community Media (ACCTV).

- ✚ Total labor burden¹⁵⁰,
- ✚ Liability insurance¹⁵¹,
- ✚ Debt service¹⁵², and
- ✚ Miscellaneous (or all other non-discretionary) expenditure categories.

Overall, non-discretionary expenditures comprise 88.3% (or \$6,151,418) of the \$6965,219 General Fund Budget in FY2024.

Total Labor Burden

The total labor burden in FY2024 outlined in **Chapter 8** is approximately \$3,066,176. 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 #150 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 and FY2023 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 FY2024 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.

NOTE: It is notable that the percentage of 88.3% of non-discretionary spending is below previous years' non-discretionary spending levels. This is largely attributable to the Borough's budget in FY2024 resulting from the availability and use of ARPA funding, which is described in **Chapter 10**. If ARPA funds were removed from the FY2024 budget, the percentage of non-discretionary spending would fall in line with previous years' percentages around 94.7%

GBSWA Assists in Paying Total Labor Burden

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, and
3. 60% Historic & Environmental Preservation Coordinator.

The category of Total Labor Burden, non-discretionary expenditures comprise 44.1% of the General Fund (Fund 01) budget in FY2024.

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. These percentage increase noted year-over-year have slowed to a much more manageable pace in 2024 with a 7.1% increase in premiums.

At \$1,043,898, the category of Insurance Coverage, non-discretionary expenditures, comprises 14.9% of the General Fund (Fund 01) budget in FY2024.

Many insurance types fall into this category, and they are:

- ✚ Employee vision insurance,
- ✚ Employee unemployment compensation insurance,

¹⁵⁰ 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.

¹⁵¹ 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.

¹⁵² Debt service includes both principal and interest on the borough's loans and general obligation bonds.

- ✚ 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.

- ✚ 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.

Debt Service

Debt service, non-discretionary expenditures, accounts for \$640,529 (or 9.2%) of the General Fund (Fund 01) budget in FY2024. 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.

Collectively, these categories comprise \$1,400,815 (or 20.1%) of miscellaneous non-discretionary expenditures in the General Fund (Fund 01) in FY2024.

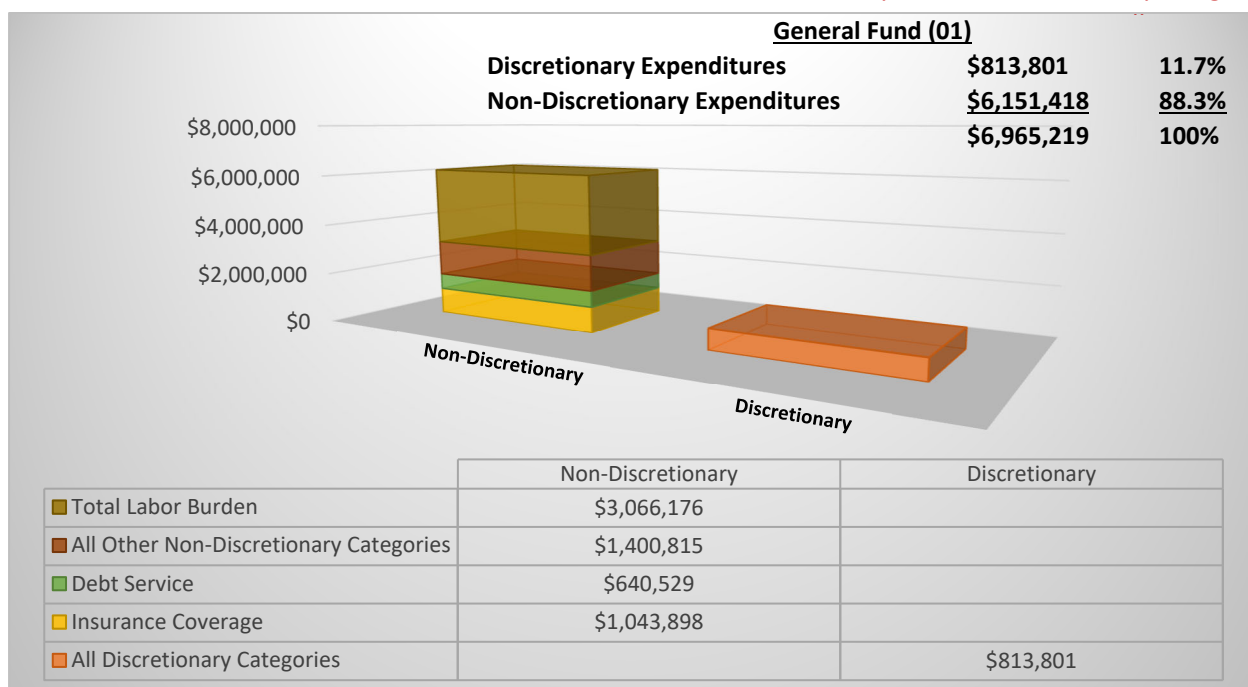
Discretionary Expenditures

All Other Miscellaneous Non-Discretionary Expenditures

The final non-discretionary expenditures category is a conglomeration of the following:

Discretionary spending in FY2024 is in line with previous budget years - typically, only

**Graph 7 –
Discretionary vs. Non-Discretionary Budget**



approximately 5% - 10% of the Borough's General Fund budget. \$813,801 is available as discretionary funds in FY2024.

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 relations¹⁵³,
- ✦ 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 FY2024 budget - where significant infrastructure investments are budgeted – primarily due to the use of ARPA funding. Fortunately for Gettysburg in FY2024, 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).



¹⁵³ Borough newsletters and Broadcasts on Community Media (ACCTV).

Insurances remain one of the Borough's largest expense categories and also are subject to the largest inflationary pressures year-over-year. The Borough has many policies to cover multiple types of liabilities. **Table 26** identifies the breakout of various insurance premiums by department. It should be noted that Department 436 is related to the GBSWA¹⁵⁴ and is not calculated as part of expenses in the Borough's General Fund¹⁵⁵. Department 436 is specifically budgeted in Fund 09¹⁵⁶.

For the General Fund (Fund 01) in FY2024, insurance premiums total \$1,013,291 – a massive \$138,124 (or 15.8%) increase above FY2023. The cost of premium increases in health insurance, the addition of a Health Reimbursement Account

(HRA) for employees, and workers' compensation insurance account for this dramatic increase. These combined insurance premiums account for approximately 14.6% of all General Fund expenditures.

PMHIC¹⁵⁷

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 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

Table 26 – 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	189	\$514			\$3,342		\$515	\$1,157	\$1,857	\$387		\$7,772
Unemployment Compensation	194	\$1,140			\$5,026		\$1,415	\$2,476	\$240	\$1,119		\$11,416
Health Reimbursement Account (HRA)	195	\$6,800			\$27,400		\$6,800	\$13,700	\$1,644	\$3,300		\$59,644
Health/Medical	196	\$50,048			\$355,355		\$36,234	\$123,918	\$11,272	\$35,434		\$612,261
Life/ADD/Short Term Disability	198	\$2,764			\$9,179		\$2,604	\$3,920	\$475	\$1,380		\$20,322
Dental	199	\$2,225			\$19,067		\$2,225	\$5,691	\$980	\$1,380		\$31,568
Automobile	350				\$11,244			\$18,998		\$2,387		\$32,629
PA Law 477 Municipality Liability	351				\$8,493							\$8,493
General Liability	352			\$990	\$3,292			\$1,320		\$660	\$1,656	\$7,918
Surety & Fidelity	353		\$1,370	\$2,157								\$3,527
Worker's Compensation	354	\$816			\$67,649	\$27,208	\$212	\$31,758	\$108	\$10,291		\$138,042
E&O Public Officials	355			\$6,502					\$1,646			\$8,148
Property	356			\$7,992				\$4,529		\$7,668	\$3,156	\$23,345
Inland Marine	357			\$275	\$1,265			\$2,874				\$4,414
Law Enforcement Liability	358				\$32,229							\$32,229
Cyber Risk	358			\$215					\$25			\$240
Herbicide & Pesticide	358							\$417				\$417
Umbrella	359			\$1,615	\$5,445			\$2,420		\$1,100	\$326	\$10,906
		\$64,307	\$1,370	\$19,746	\$548,986	\$27,208	\$50,005	\$213,178	\$18,247	\$65,106	\$5,138	\$1,013,291

¹⁵⁴GBSWA – Gettysburg Borough Storm Water Authority.

¹⁵⁵ General Fund = Fund 01.

¹⁵⁶ Storm Water Fund = Fund 09.

¹⁵⁷ PMHIC – Pennsylvania Municipal Health Insurance Cooperative.

digit increases nationally¹⁵⁸. 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 agreements¹⁵⁹.

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 14.7% in FY2024. This is the result of a large claim by one of the Borough's employees for a work-related injury in 2022.



¹⁵⁸ <https://www.cnbc.com/2021/11/11/premiums-for-employer-health-insurance-have-jumped-47percent-in-10-years.html>

¹⁵⁹ 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) departments¹⁶⁰:

- Department 400 – Legislative,
- Department 401 – Office of the Manager,
- Department 410 – Police,
- Department 414 – Planning,
- Department 430 – Public Works, and
- Department 445 – Parking.

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

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.

- Police
 - Crime Prevention
 - Traffic Enforcement
 - Event Security
- 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
 - Construction Code
- Water / Sewer Services,
- Economic Development,
- Event Planning / Support,
- Emergency Preparedness,
- Cable TV Franchise,
- Shade Tree Services,
- Fire Services,
- Ambulance Services,
- Etc.

Borough Staffing Trends

Gettysburg Borough economically had a very strong FY2023 – 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 and 2023, the Borough found itself in a strong financial position to not only rehire staff that were either furloughed or left employment for other reasons but was able to expand staffing in the

NOTE: 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.

¹⁶⁰ 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.

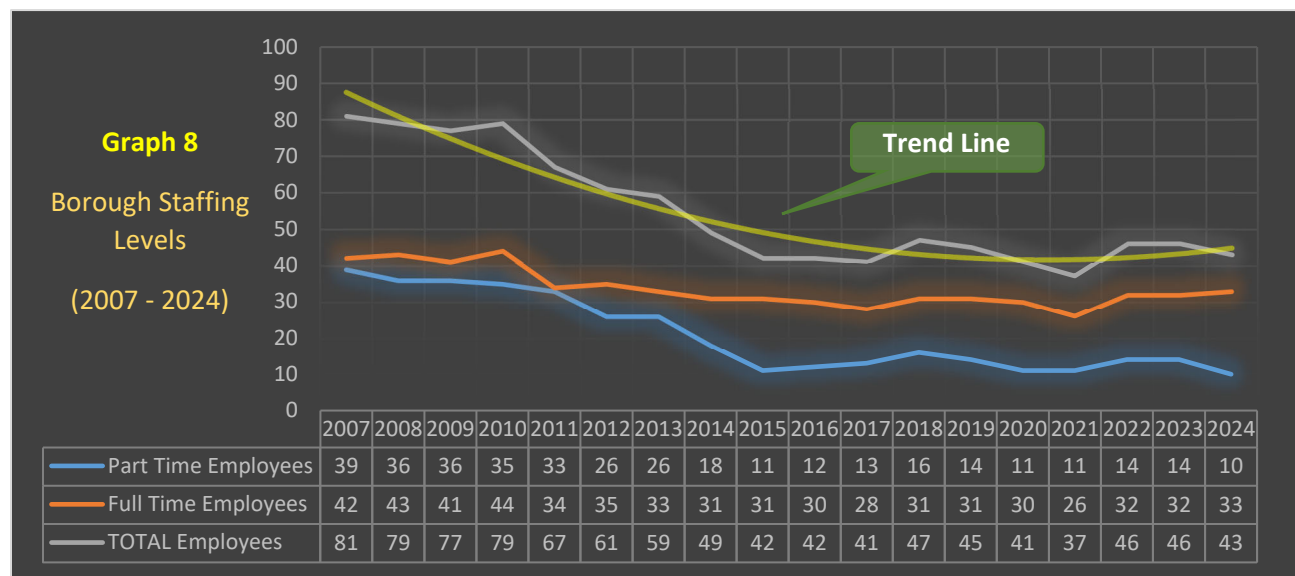
Police Department. The pandemic did afford the Borough the opportunity to assess its strengths and weakness regarding service delivery. The Borough took advantage of these short-term staff vacancies to realign several departments and staff duties to match the expectations in service delivery that the 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 and augmented 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 FY2024, two new job descriptions added in 2022 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 2024, the Borough has only 43 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 fifteen (15) of the thirty-three (33) full-time employees (45%) 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. 2023 created an opportunity to increase services levels in the Police Department and that is carried forward into FY2024. 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 FY2024. 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 remains unfilled. In addition, the Receptionist / Cashier position that was eliminated in 2017 remains vacant in 2024.

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 resignation, the Public Works Department has three fewer employees than in 2020. In 2024, the department has a total of seven (7) full time employees, down from thirteen (13) full-time employees in the early 2000s.

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 had 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 FY2024.

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.

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 returned to 2 positions in the 2023 budget and continues in the FY2024 budget. The position that used to be a hybrid employee shared between both the public works and parking departments, was never filled after their retirement.

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 – CCIS¹⁶¹ and later PMCA¹⁶². 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

and weekend enforcement activity. The Code Compliance Officer job description was written in 2021 with a full-time staff member being hired in December 2021 to fill that position. This position remains in the FY2024 budget. The Planning Department will continue to have an intern position in FY2024.

¹⁶¹ CCIS – Commonwealth Code Inspection Services.

¹⁶² PMCA – Pennsylvania Municipal Code Alliance.

Chapter 8

Department Staffing Levels and TOTAL Labor Burden

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 2** 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 is eligible to receive \$2500 annually, which is paid monthly. Continuing in FY2024, two members of Borough Council have elected to forfeit their stipend, providing a cost savings in the overall Borough

Table 27 – Department 400 (Legislative) TOTAL Labor Burden

Line Item # and Description		Council Member #1 Ward I	Council Member #2 Ward I	Council Member #3 Ward II	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	^^^	\$2,500	\$2,500	\$12,500
192	Benefit - FICA	\$217	^^^	\$217	\$217	^^^	\$217	\$217	\$1,085
193	Benefit - Medicare	\$36	^^^	\$36	\$36	^^^	\$36	\$36	\$181
TOTAL Labor Burden		\$2,753	\$0	\$2,753	\$2,753	\$0	\$2,753	\$2,753	\$13,766

budget. **Table 27** outlines the total labor burden for Department 400.

NOTE: Two members of Council are forfeiting their stipends in 2024.

Exhibit 2 –
Total Labor Burden by Job Title & Department

Job Title	2024 Labor Burden (FT)
Chief of Police	\$168,730
Detective A	\$158,780
Patrolman #3 - Squad B	\$157,133
Sergeant - Squad B	\$156,463
Detective B	\$153,397
Master Patrol Officer - Squad A	\$147,972
Borough Manager / Treasurer	\$145,197
Patrolman First Class - Squad B	\$144,197
Sergeant - Squad A	\$144,026
Patrolman First Class - Squad A	\$143,840
Borough Secretary	\$128,672
Master Patrol Officer - Squad B	\$127,673
Patrolman #1 - Squad A	\$126,396
Historic & Environmental Preservation Coordinator	\$125,479
Patrolman #2 - Squad B	\$120,377
Patrolman #1 - Squad B	\$116,705
Director of Planning/Zoning/Code Enforcement	\$111,546
Public Works Director	\$110,958
Public Works Foreman	\$109,057
Public Works Laborer - CDL B #2	\$105,171
Public Works Laborer - CDL B #3	\$102,581
Patrolman #2 - Squad A	\$101,915
Police Records & Support Services Coordinator	\$93,462
Parking Manager	\$86,118
Finance I	\$83,775
Human Resources Coordinator	\$83,201
Planning Assistant	\$79,638
Public Works Laborer - CDL B #1	\$79,533
Code Compliance Officer	\$77,180
Public Works Mechanic	\$75,426
Parking Enforcement Officer - Group Leader	\$68,638
Parking Enforcement Officer	\$67,600
Police Department	
Office of the Manager	
Planning Department	
Public Works Department	
Parking Department	

Total Labor Burden Department 401 Office of the Manager

Department 401¹⁶³ accounts for the Total Labor Burden (i.e., associated salaries, associated payroll taxes, insurances, and other fringe benefits) for the Borough's two executive staff (the Mayor and Manager / Treasurer) and supporting staff. The supporting staff are the Borough Secretary, Finance 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 of duties is ordained in the State Borough Code.

¹⁶³ Department 401 was previously named the 'Executive Resources) were dissolved and incorporated into Department'. The Department was renamed in 2020 after two other departments (Finance and Human

Chapter 8

Department Staffing Levels and TOTAL Labor Burden

Table 28 – Department 401 (Office of the Manager) TOTAL Labor Burden

Line Item # and Description	* Borough Manager / Treasurer	Borough Secretary	** Finance I	HR Coordinator / Project Mngt. Asst.	Mayor	Line Item TOTAL
01-401-400 Salary - Mayor	^^^	^^^	^^^	^^^	\$5,000	\$5,000
01-401-110 Salary - Borough Manager	\$90,848	^^^	^^^	^^^	^^^	\$90,848
09-436-110 Salary - Administrative Manager	\$3,786	^^^	^^^	^^^	^^^	\$3,786
01-401-112 Salary - Full Time	^^^	\$66,444	\$39,061	^^^	^^^	\$105,505
09-436-112 Salary - Full Time	^^^	^^^	\$9,765	^^^	^^^	\$9,765
01-401-114 Salary - Professional Staff	^^^	^^^	^^^	\$53,121	^^^	\$53,121
01-401-172 Other Comp./Leave-Holiday	\$5,058	\$3,823	\$2,184	\$3,003	^^^	\$14,068
09-436-172 Other Comp./Leave-Holiday	\$211	^^^	\$546	^^^	^^^	\$757
01-401-173 Other Comp./Leave-Personal	\$1,557	\$1,177	\$672	\$924	^^^	\$4,330
09-436-173 Other Comp./Leave-Personal	\$65	^^^	\$168	^^^	^^^	\$233
01-401-174 Other Comp./Leave-Sick	\$779	\$588	\$504	\$693	^^^	\$2,564
09-436-174 Other Comp./Leave-Sick	\$33	^^^	\$126	^^^	^^^	\$159
01-401-175 Other Comp./Leave-Vacation	\$2,919	\$4,410	\$1,260	\$2,310	^^^	\$10,899
09-436-175 Other Comp./Leave-Vacation	\$122	^^^	\$315	^^^	^^^	\$437
01-401-187 Other Comp./VacationPayBuyBack	\$1,946	\$1,470	\$420	\$0	^^^	\$3,836
09-436-185 Other Comp./VacationPayBuyBack	\$0	^^^	\$0	^^^	^^^	\$0
01-401-188 Other Comp./HealthCareBuyOut	^^^	^^^	^^^	\$6,000	^^^	\$6,000
01-401-189 Benefit - Vision Insurance	\$129	\$256	\$129	^^^	^^^	\$514
09-436-189 Benefit - Vision Insurance	\$6	^^^	\$26	^^^	^^^	\$32
01-401-192 Benefit - FICA	\$6,280	\$4,761	\$2,909	\$4,102	\$311	\$18,363
09-436-192 Benefit - FICA	\$267	^^^	\$684	^^^	^^^	\$951
01-401-193 Benefit - Medicare	\$1,458	\$1,103	\$701	\$942	\$91	\$4,295
09-436-193 Benefit - Medicare	\$63	^^^	\$161	^^^	^^^	\$224
01-401-194 Benefit - Unemployment Comp.	\$285	\$285	\$285	\$285	^^^	\$1,140
09-436-194 Benefit - Unemployment Comp.	\$12	^^^	\$57	^^^	^^^	\$69
01-401-195 Benefit - HRA	\$1,100	\$2,300	\$1,100	\$2,300	^^^	\$6,800
09-436-195 Benefit - HRA	\$44	^^^	\$220	^^^	^^^	\$264
01-401-196 Benefit - Health Insurance^	\$11,594	\$28,792	\$9,662	\$0	^^^	\$50,048
09-436-196 Benefit - Health Insurance^	\$537	^^^	\$2,684	^^^	^^^	\$3,221
01-401-197 Benefit - Pension Contribution	\$14,530	\$10,540	\$7,528	\$8,281	^^^	\$40,879
09-436-197 Benefit - Pension Contribution	\$582	^^^	\$1,506	^^^	^^^	\$2,088
01-401-198 Benefit - Life/ADD/Short Dis.	\$346	\$1,036	\$346	\$1,036	^^^	\$2,764
09-436-198 Benefit - Life/ADD/Short Dis.	\$14	^^^	\$70	^^^	^^^	\$84
01-401-199 Benefit - Dental Insurance	\$371	\$1,483	\$371	\$0	^^^	\$2,225
09-436-199 Benefit - Dental Insurance	\$15	^^^	\$75	^^^	^^^	\$90
01-401-354 Insurance - Worker's Compensation	\$204	\$204	\$204	\$204	^^^	\$816
09-436-354 Insurance - Worker's Compensation	\$36	^^^	\$36	^^^	^^^	\$72
TOTAL Labor Burden	\$145,197	\$128,672	\$83,775	\$83,201	\$5,402	\$446,247
	Fund 01 TOTAL	\$411,215	Fund 09 TOTAL	\$22,232		



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**.

Elimination of Borough Receptionist / Secretary Position

As part of staffing adjustments and budget considerations in 2018'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 FY2024. In lieu of the Borough receptionist, new in FY2024, the Planning Department's Administrative Assistant will have their office located in the reception area where the

* 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.



public may access a staff member if needed. Additionally, the telephonic and electronic in / out message board will remain for the public to gain access to the staff members they need to conduct business with.

Tax Collector¹⁶⁴

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 #163, 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 Borough Secretary, who is also statutorily appointed, has signatory authority over Borough finances, as does the President of Council.

The Finance 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 Finance 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 FY2024.

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 Borough 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 Finance I / Finance Assistant and Borough Secretary positions.

Continuing in FY2024, 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 Borough Secretary.

The Borough Secretary is responsible for all the municipality's official records (i.e., minutes, agendas, resolutions, ordinances, right-to-know requests, etc.). This 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 Borough 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

¹⁶⁴ 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

Department Staffing Levels and TOTAL Labor Burden

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, at an affordable cost, with a part-time in-house custodian rather than outsourcing the work to a third party. The part-time custodian position remains in the FY2024 budget. This in-house position 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.

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 Finance I / Finance Assistant salary is paid by the GBSWA.

Table 28 identifies the total labor burden for Department 401.

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).

**Table 29 A – Department 410 (FT- Police)
TOTAL Labor Burden**

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 /

Line Item # and Description		Chief of Police	Detective Squad A	Master Patrol Officer Squad A	Master Patrol Officer Squad A	Patrolman First Class Squad A	Patrolman Squad A	Detective 1	Detective 2	Line Item TOTAL
01-410-110	Salary - Chief of Police	\$88,592	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$88,592
01-410-112	Full Time Staff	^^^	\$13,270	\$51,440	\$58,008	\$46,146	\$61,839	\$64,992	\$61,408	\$357,103
01-410-114	Salary - Professional Staff	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$0
01-410-116	Salary - Differential 1 Pay	^^^	\$37	\$15	\$10	\$586	\$657	\$24	\$25	\$1,354
01-410-172	Other Comp./Leave-Holiday	\$5,052	\$916	\$5,028	\$5,073	\$4,931	\$4,911	\$5,189	\$5,314	\$36,414
01-410-173	Other Comp./Leave-Personal	\$1,555	\$3,661	\$3,352	\$3,382	\$2,877	\$2,865	\$3,027	\$3,543	\$24,262
01-410-174	Other Comp./Leave-Sick	\$1,943	\$458	\$7,578	\$1,544	\$13,935	\$410	\$677	\$2,118	\$28,663
01-410-175	Other Comp./Leave-Vacation	\$3,886	\$9,152	\$8,379	\$8,455	\$6,432	\$3,985	\$4,324	\$7,700	\$52,313
01-410-176	Other Comp./OT/Regular	^^^	\$300	\$700	\$2,000	\$11,000	\$500	\$1,000	\$6,250	\$21,750
01-410-177	Other Comp./OT/Shift Change	^^^	\$198	\$198	\$198	\$207	\$198	\$198	\$198	\$1,395
01-410-178	Other Comp./OT/Court	^^^	\$1,154	\$451	\$746	\$2,143	\$1,757	\$2,174	\$2,139	\$10,564
01-410-179	Other Comp./OT/Holiday Worked	^^^	\$5,461	\$5,032	\$5,073	\$4,931	\$4,910	\$4,512	\$4,620	\$34,539
01-410-180	Other Comp./OT/Holiday OT	^^^	\$0	\$0	\$311	\$602	\$0	\$356	\$193	\$1,462
01-410-181	Other Comp./OT/Special Events	^^^	\$0	\$0	\$1,091	\$1,850	\$968	\$4,174	\$1,045	\$9,128
01-410-182	Other Comp./OT/Emergency	^^^	\$192	\$192	\$192	\$192	\$192	\$192	\$192	\$1,344
01-410-183	Other Comp./OT/Contract	^^^	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$3,150
01-410-184	Other Comp./OT/Drug Task	^^^	\$57	\$57	\$57	\$57	\$58	\$58	\$58	\$402
01-410-185	Other Comp./OT/Traffic Grant	^^^	\$384	\$384	\$384	\$384	\$384	\$385	\$385	\$2,690
01-410-186	Other Comp./SickPayBuyBack	^^^	\$39,555	^^^	^^^	^^^	^^^	^^^	^^^	\$39,555
01-410-187	Other Comp./VacationPayBuyBack	\$0	\$0	\$0	\$0	\$36	\$285	\$189	\$1,155	\$1,665
01-410-188	Other Comp./HealthCarBuyOut	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
01-410-189	Benefit - Vision Insurance	\$257	\$128	\$257	\$257	\$257	\$257	\$257	\$257	\$1,927
01-410-191	Benefit - Uniform Allowance	\$1,857	\$1,857	\$1,857	\$1,857	\$1,857	\$1,857	\$1,857	\$1,857	\$14,856
01-410-192	Benefit - FICA	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$0
01-410-193	Benefit - Medicare	\$1,313	\$1,313	\$1,313	\$1,313	\$1,313	\$1,314	\$1,314	\$1,314	\$10,507
01-410-194	Benefit - Unemployment Comp.	\$285	\$285	\$285	\$285	\$285	\$285	\$285	\$285	\$2,280
01-410-195	Benefit - HRA	\$2,050	\$2,050	\$2,050	\$2,050	\$2,050	\$2,050	\$2,050	\$2,050	\$16,400
01-410-196	Benefit - Health Insurance ^	\$27,960	\$13,982	\$27,960	\$27,960	\$27,960	\$27,960	\$27,960	\$27,960	\$209,702
01-410-197	Benefit - Pension Contribution	\$27,522	\$22,417	\$20,590	\$20,818	\$20,194	\$19,702	\$21,295	\$21,806	\$174,344
01-410-198	Benefit - Life/ADD/Short Dis.	\$633	\$317	\$633	\$633	\$633	\$633	\$633	\$633	\$4,748
01-410-199	Benefit - Dental Insurance	\$1,493	\$747	\$1,493	\$1,493	\$1,493	\$1,493	\$1,493	\$1,493	\$11,198
01-410-200	Benefit - Pension Non-Uniform	^^^	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$0
01-410-354	Insurance - Worker's Compensation	\$4,332	\$4,332	\$4,332	\$4,332	\$4,332	\$4,332	\$4,332	\$4,332	\$34,656
TOTAL Labor Burden		\$168,73	\$127,673	\$144,026	\$147,972	\$157,133	\$144,252	\$153,397	\$158,780	

Chapter 8

Department Staffing Levels and TOTAL Labor Burden

Table 29 B – Department 410 (FT- Police) TOTAL Labor Burden

Line Item # and Description	Sergeant Squad B	Patrolman First Class Squad B	Patrolman First Class Squad B	Patrolman Squad B	Patrolman Squad B	Patrolman Squad B	Police Records Coordinator	Line Item TOTAL	Department TOTAL
01-410-110 Salary - Chief of Police	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$0	\$88,592
01-410-112 Full Time Staff	\$56,596	\$62,318	\$57,572	\$54,805	\$49,738	\$49,738	^^^	\$330,767	\$687,870
01-410-114 Salary - Professional Staff	^^^	^^^	^^^	^^^	^^^	^^^	\$35,795	\$35,795	\$35,795
01-410-116 Salary - Differential 1 Pay	\$103	\$562	\$34	\$716	\$620	\$620	^^^	\$2,655	\$4,009
01-410-172 Other Comp./Leave-Holiday	\$5,200	\$4,915	\$4,937	\$4,296	\$3,878	\$3,878	\$2,751	\$29,855	\$66,269
01-410-173 Other Comp./Leave-Personal	\$3,034	\$2,867	\$2,880	\$2,506	\$2,263	\$2,263	\$479	\$16,292	\$40,554
01-410-174 Other Comp./Leave-Sick	\$6,613	\$410	\$2,576	\$654	\$324	\$324	\$1,544	\$12,445	\$41,108
01-410-175 Other Comp./Leave-Vacation	\$6,934	\$3,561	\$6,439	\$2,491	\$2,248	\$2,248	\$1,595	\$25,516	\$77,829
01-410-176 Other Comp./OT/Regular	\$3,750	\$300	\$300	\$3,250	\$200	\$250	\$200	\$8,250	\$30,000
01-410-177 Other Comp./OT/Shift Change	\$198	\$198	\$198	\$198	\$198	\$198	^^^	\$1,188	\$2,583
01-410-178 Other Comp./OT/Court	\$1,243	\$578	\$1,087	\$1,189	\$408	\$531	^^^	\$5,036	\$15,600
01-410-179 Other Comp./OT/Holiday Worked	\$5,461	\$4,915	\$4,937	\$4,320	\$4,218	\$3,878	\$120	\$27,849	\$62,388
01-410-180 Other Comp./OT/Holiday OT	\$589	\$178	\$212	\$1,057	\$0	\$0	^^^	\$2,036	\$3,498
01-410-181 Other Comp./OT/Special Events	\$1,031	\$1,015	\$786	\$1,738	\$1,455	\$2,047	^^^	\$8,072	\$17,200
01-410-182 Other Comp./OT/Emergency	\$192	\$192	\$193	\$193	\$193	\$193	^^^	\$1,156	\$2,500
01-410-183 Other Comp./OT/Contract	\$450	\$450	\$450	\$450	\$450	\$450	^^^	\$2,700	\$5,850
01-410-184 Other Comp./OT/Drug Task	\$58	\$58	\$58	\$58	\$58	\$58	^^^	\$348	\$750
01-410-185 Other Comp./OT/Traffic Grant	\$385	\$385	\$385	\$385	\$385	\$385	^^^	\$2,310	\$5,000
01-410-186 Other Comp./SickPayBuyBack	^^^	^^^	^^^	^^^	^^^	^^^	^^^	\$0	\$39,555
01-410-187 Other Comp./VacationPayBuyBack	\$1,734	\$713	\$0	\$0	\$0	\$0	\$0	\$2,447	\$4,112
01-410-188 Other Comp./HealthCarBuyOut	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
01-410-189 Benefit - Vision Insurance	\$257	\$129	\$257	\$129	\$129	\$257	\$257	\$1,415	\$3,342
01-410-191 Benefit - Uniform Allowance	\$1,858	\$1,858	\$1,857	\$1,857	\$1,857	\$1,857	^^^	\$11,144	\$26,000
01-410-192 Benefit - FICA	^^^	^^^	^^^	^^^	^^^	^^^	\$7,121	\$7,121	\$7,121
01-410-193 Benefit - Medicare	\$1,214	\$1,214	\$1,214	\$1,214	\$1,214	\$1,214	\$1,213	\$8,497	\$19,004
01-410-194 Benefit - Unemployment Comp.	\$285	\$285	\$285	\$285	\$285	\$285	\$285	\$1,995	\$4,275
01-410-195 Benefit - HRA	\$2,050	\$850	\$2,050	\$850	\$850	\$2,050	\$2,300	\$11,000	\$27,400
01-410-196 Benefit - Health Insurance *	\$27,960	\$11,271	\$27,960	\$11,271	\$11,271	\$27,960	\$27,960	\$145,653	\$355,355
01-410-197 Benefit - Pension Contribution	\$22,310	\$20,219	\$20,219	\$16,638	\$13,534	\$13,534	^^^	\$106,454	\$280,798
01-410-198 Benefit - Life/ADD/Short Dis.	\$633	\$633	\$633	\$633	\$633	\$633	\$633	\$4,431	\$9,179
01-410-199 Benefit - Dental Insurance	\$1,493	\$1,493	\$1,493	\$694	\$694	\$694	\$1,308	\$7,869	\$19,067
01-410-200 Benefit - Pension Non-Uniform	^^^	^^^	^^^	^^^	^^^	^^^	\$5,769	\$5,769	\$5,769
01-410-354 Insurance - Worker's Compensation	\$4,832	\$4,829	\$4,828	\$4,828	\$4,812	\$4,732	\$4,132	\$32,993	\$67,649
TOTAL Labor Burden	\$156,463	\$126,396	\$143,840	\$116,705	\$101,915	\$120,277	\$93,462		\$2,061,021

^ Each employee is responsible for 16% of the health insurance premium. This value represents 84% of the health insurance premium, which is paid by the Borough of Gettysburg.

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-strength¹⁶⁵. These staffing levels were cut by one (10 full-time employee in mid-2020 and continued through much of 2021. The authorized staffing levels for the

Table 30 – 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	\$4,779	\$4,970	\$9,139	\$9,657	\$38,252	\$66,797
117 Salary - Auxiliary Police	^^^	^^^	^^^	^^^	^^^	\$0
192 Benefit - FICA	\$292	\$303	\$557	\$589	\$2,333	\$4,075
193 Benefit - Medicare	\$69	\$72	\$133	\$140	\$555	\$969
TOTAL Labor Burden	\$5,140	\$5,345	\$9,829	\$10,386	\$41,140	
Line Item # and Description	Auxiliary #1	Auxiliary #2	Auxiliary #3	Auxiliary #4	Line Item TOTAL	Department TOTAL
115 Salary - Part Time Staff	^^^	^^^	^^^	^^^	^^^	\$66,797
117 Salary - Auxiliary Police	\$480	\$700	\$500	\$520	\$2,200	\$2,200
192 Benefit - FICA	\$29	\$43	\$31	\$32	\$136	\$4,211
193 Benefit - Medicare	\$7	\$10	\$7	\$8	\$32	\$1,000
TOTAL Labor Burden	\$516	\$753	\$538	\$559		\$74,208

¹⁶⁵ Full-Strength in 2023 was considered (1) Police Chief, Coordinator, (2) Sergeants, and (8) Patrolmen, creating a (2) Detectives, (1) Police Records and Support Services full-time contingent of 14 staff.

Chapter 8

Department Staffing Levels and TOTAL Labor Burden

Table 31 – Department 414 (Planning & Historic Preservation) TOTAL Labor Burden

Line Item # and Description	Director of Planning, Zoning & Code Enforcement	* Historic & Environmental Preservation Coordinator	Administrative Assistant	Code Compliance Officer	Intern	TOTAL
01-414-110 Salary - Planning Director	\$70,420	^^^	^^^	^^^	^^^	\$70,420
01-414-112 Salary - Full Time	^^^	^^^	\$46,658	\$49,731	^^^	\$96,389
01-414-113 Salary - Intern	^^^	^^^	^^^	^^^	\$12,000	\$12,000
01-414-114 Salary - Professional Staff	^^^	\$24,426	^^^	^^^	^^^	\$24,426
09-436-112 Salary - Professional Staff	^^^	\$36,638	^^^	^^^	^^^	\$36,638
01-414-172 Other Comp./Leave-Holiday	\$3,803	\$1,475	\$2,661	\$2,786	^^^	\$10,725
09-436-172 Other Comp./Leave-Holiday	^^^	\$2,970	^^^	^^^	^^^	\$2,970
01-414-173 Other Comp./Leave-Personal	\$1,170	\$454	\$819	\$857	^^^	\$3,300
09-436-173 Other Comp./Leave-Personal	^^^	\$914	^^^	^^^	^^^	\$914
01-414-174 Other Comp./Leave-Sick	\$2,413	\$2,106	\$1,024	\$724	^^^	\$6,267
09-436-174 Other Comp./Leave-Sick	^^^	\$3,318	^^^	^^^	^^^	\$3,318
01-414-175 Other Comp./Leave-Vacation	\$2,194	\$1,036	\$2,047	\$1,607	^^^	\$6,884
09-436-175 Other Comp./Leave-Vacation	^^^	\$1,990	^^^	^^^	^^^	\$1,990
01-414-185 Other Comp./VacationPayBuyBack	\$732	\$100	\$512	\$536	^^^	\$1,880
09-436-185 Other Comp./VacationPayBuyBack	^^^	\$0	^^^	^^^	^^^	\$0
01-414-188 Other Comp./HealthCareBuyOut	^^^	^^^	^^^	\$6,000	^^^	\$6,000
01-414-189 Benefit - Vision Insurance	\$129	\$257	\$129	\$0	^^^	\$515
09-436-189 Benefit - Vision Insurance	^^^	\$187	^^^	^^^	^^^	\$187
01-414-192 Benefit - FICA	\$4,588	\$1,762	\$3,172	\$3,693	\$930	\$14,145
09-436-192 Benefit - FICA	^^^	\$2,753	^^^	^^^	^^^	\$2,753
01-414-193 Benefit - Medicare	\$1,073	\$412	\$742	\$864	\$218	\$3,309
09-436-193 Benefit - Medicare	^^^	\$644	^^^	^^^	^^^	\$644
01-414-194 Benefit - Unemployment Comp.	\$285	\$285	\$285	\$285	\$275	\$1,415
09-436-194 Benefit - Unemployment Comp.	^^^	\$171	^^^	^^^	^^^	\$171
01-414-195 Benefit - HRA	\$1,100	\$2,300	\$1,100	\$2,300	^^^	\$6,800
09-436-195 Benefit - HRA	^^^	\$1,380	^^^	^^^	^^^	\$1,380
01-414-196 Benefit - Health Insurance^	\$12,078	\$12,078	\$12,078	^^^	^^^	\$36,234
09-436-196 Benefit - Health Insurance^	^^^	\$8,051	^^^	^^^	^^^	\$8,051
01-414-197 Benefit - Pension Contribution	\$10,486	\$10,167	\$7,336	\$7,679	^^^	\$35,668
09-436-197 Benefit - Pension Contribution	^^^	\$6,101	^^^	^^^	^^^	\$6,101
01-414-198 Benefit - Life/ADD/Short Dis.	\$651	\$651	\$651	\$65	^^^	\$2,018
09-436-198 Benefit - Life/ADD/Short Dis.	^^^	\$391	^^^	^^^	^^^	\$391
01-414-199 Benefit - Dental Insurance	\$371	\$1,483	\$371	^^^	^^^	\$2,225
09-436-199 Benefit - Dental Insurance	^^^	\$890	^^^	^^^	^^^	\$890
01-414-354 Insurance - Worker's Compensation	\$53	\$53	\$53	\$53	^^^	\$212
09-436-354 Insurance - Worker's Compensation	^^^	\$36	^^^	^^^	^^^	\$36
TOTAL Labor Burden	\$111,546	\$125,479	\$79,638	\$77,180	\$13,423	\$407,266
* Employee salary and benefits split between Gettysburg Borough and the Gettysburg Borough Storm Water Authority (GBSWA). Borough share = 40%. GBSWA share = 60%.		Fund 01 TOTAL	\$334,032	Fund 09 TOTAL	\$65,054	

Police Department in 2022 were returned to full-strength.

In 2023 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 employs at least 5 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!

In summation the police department will have the following staffing levels in FY2024:

- One Chief of Police
- Two Sergeants
- Two Detectives
- One Secretary
- Nine Patrolmen
- Five part-time Patrolmen, and
- Twelve Auxiliary Policemen.

The Police Department total labor burden is broken into three tables: full-time employees are shown in **Table 29A and Table 29B**, while part-time employees is shown in **Table 30**.

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

Chapter 8

Department Staffing Levels and TOTAL Labor Burden

Line Item # and Description		Director of Public Works	Public Works Foreman	*PW - Mechanic	*PW - Laborer (CDL Class B)	*PW - Laborer (CDL Class B)	*PW - Laborer (CDL Class B)	Line Item TOTAL
01-430-110	Salary - Public Works Director	\$65,132	^^^	^^^	^^^	^^^	^^^	\$65,132
01-430-112	Full Time Staff	^^^	^^^	\$45,949	\$37,741	\$43,174	\$46,081	\$172,945
01-430-114	Salary - Professional Staff	^^^	\$49,160	^^^	^^^	^^^	^^^	\$49,160
01-430-115	Salary - Part Time Staff	^^^	^^^	^^^	^^^	^^^	^^^	\$0
01-430-116	Salary - Differential 1 Pay	^^^	^^^	\$20	\$15	\$15	\$24	\$74
01-430-117	Salary - Differential 2 Pay	^^^	^^^	\$58	\$8	\$8	\$72	\$146
01-430-172	Other Comp./Leave-Holiday	\$3,804	\$2,935	\$2,107	\$2,813	\$2,813	\$2,579	\$17,051
01-430-173	Other Comp./Leave-Personal	\$1,171	\$904	\$487	\$866	\$866	\$596	\$4,890
01-430-174	Other Comp./Leave-Sick	\$403	\$2,540	\$375	\$5,071	\$2,164	\$720	\$11,273
01-430-175	Other Comp./Leave-Vacation	\$5,559	\$3,161	\$1,418	\$4,327	\$4,327	\$1,736	\$20,528
01-430-176	Other Comp./OT/Regular	^^^	^^^	\$897	\$225	\$225	\$298	\$1,645
01-430-179	Other Comp./OT/Holiday Worked	^^^	^^^	\$1,054	\$250	\$379	\$348	\$2,031
01-430-180	Other Comp./OT/Holiday OT	^^^	^^^	\$304	\$250	\$250	\$496	\$1,300
01-430-181	Other Comp./OT/Special Events	^^^	^^^	\$973	\$163	\$163	\$298	\$1,597
01-430-182	Other Comp./OT/Emergency	^^^	^^^	\$92	\$0	\$0	\$112	\$204
01-430-186	Other Comp./SickPayBuyBack	^^^	^^^	^^^	^^^	^^^	^^^	\$0
01-430-187	Other Comp./VacationPayBuyBack	\$293	\$226	\$203	\$1,082	\$1,082	\$248	\$3,134
01-430-188	Other Comp./HealthCareBuyOut	\$0	\$0	\$4,000	\$6,000	\$0	\$0	\$10,000
01-430-189	Benefit - Vision Insurance	\$129	\$257	\$257	\$257	\$0	\$0	\$900
01-430-191	Benefit - Uniform Allowance	\$692	\$693	\$693	\$693	\$693	\$693	\$4,157
01-430-192	Benefit - FICA	\$3,576	\$3,577	\$3,577	\$3,577	\$3,577	\$3,577	\$21,461
01-430-193	Benefit - Medicare	\$835	\$835	\$836	\$836	\$836	\$836	\$5,014
01-430-194	Benefit - Unemployment Comp.	\$289	\$297	\$309	\$312	\$312	\$309	\$1,828
01-430-195	Benefit - HRA	\$1,100	\$2,300	\$1,100	\$2,300	\$2,300	\$2,300	\$11,400
01-430-196	Benefit - Health Insurance	\$12,078	\$27,960	\$0	\$0	\$27,960	\$27,960	\$95,958
01-430-197	Benefit - Pension Contribution	\$10,487	\$8,093	\$5,878	\$7,908	\$7,908	\$7,179	\$47,453
01-430-198	Benefit - Life/ADD/Short Dis.	\$560	\$560	\$560	\$560	\$560	\$560	\$3,360
01-430-199	Benefit - Dental Insurance	\$571	\$1,280	\$0	\$0	\$1,280	\$1,280	\$4,411
01-430-354	Insurance - Worker's Compensation	\$4,279	\$4,279	\$4,279	\$4,279	\$4,279	\$4,279	\$25,674
TOTAL Labor Burden		\$110,958	\$109,057	\$75,426	\$79,533	\$105,171	\$102,581	

**Table 32 A –
Department 430
(Public Works)
TOTAL Labor
Burden**

* Employees are responsible for 13% of the health insurance premium. This value represents the Borough's responsibility which is 87% of the premium.



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.

Gettysburg Borough created the Gettysburg Borough Storm Water Authority (GBSWA) in 2019 to manage the Borough's storm water compliance mandates handed down by the Environmental Protection Agency (EPA). All GBSWA administrative tasks 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 Planning, Zoning & Code Enforcement,
- ✚ Historic & Environmental Preservation Coordinator,
- ✚ Management Assistant, and
- ✚ Code Compliance Officer.

The Code Compliance Officer position provides more 'round-the-clock' code enforcement service – 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 FY2024 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.

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.

Chapter 8

Department Staffing Levels and TOTAL Labor Burden

Line Item # and Description		*PW - Laborer (CDL Class B)	Part Time #1	Part Time #2	Part Time #3		Line Item TOTAL	Department TOTAL
01-430-110	Salary - Public Works Director	^^^	^^^	^^^	^^^		\$0	\$65,132
01-430-112	Salary - Full Time Staff	\$37,112	^^^	^^^	^^^		\$37,112	\$210,057
01-430-114	Salary - Professional Staff	^^^	^^^	^^^	^^^		\$0	\$49,160
01-430-115	Salary - Part Time Staff	^^^	\$512	\$17,600	\$4,400		\$22,512	\$22,512
01-430-116	Salary - Differential 1 Pay	\$24	^^^	^^^	^^^		\$24	\$98
01-430-117	Salary - Differential 2 Pay	\$17	^^^	^^^	^^^		\$17	\$163
01-430-172	Other Comp./Leave-Holiday	\$2,069	^^^	^^^	^^^		\$2,069	\$19,120
01-430-173	Other Comp./Leave-Personal	\$478	^^^	^^^	^^^		\$478	\$5,368
01-430-174	Other Comp./Leave-Sick	\$319	^^^	^^^	^^^		\$319	\$11,592
01-430-175	Other Comp./Leave-Vacation	\$1,393	^^^	^^^	^^^		\$1,393	\$21,921
01-430-176	Other Comp./OT/Regular	\$239	^^^	^^^	^^^		\$239	\$1,884
01-430-179	Other Comp./OT/Holiday Worked	\$160	^^^	^^^	^^^		\$160	\$2,191
01-430-180	Other Comp./OT/Holiday OT	\$398	^^^	^^^	^^^		\$398	\$1,698
01-430-181	Other Comp./OT/Special Events	\$239	^^^	^^^	^^^		\$239	\$1,836
01-430-182	Other Comp./OT/Emergency	\$90	^^^	^^^	^^^		\$90	\$294
01-430-186	Other Comp./SickPayBuyBack	^^^	^^^	^^^	^^^		\$0	\$0
01-430-187	Other Comp./VacationPayBuyBack	\$199	^^^	^^^	^^^		\$199	\$3,333
01-430-188	Other Comp./HealthCareBuyOut	\$0	^^^	^^^	^^^		\$0	\$10,000
01-430-189	Benefit - Vision Insurance	\$257	^^^	^^^	^^^		\$257	\$1,157
01-430-191	Benefit - Uniform Allowance	\$693	^^^	^^^	^^^		\$693	\$4,850
01-430-192	Benefit - FICA	\$3,576	\$32	\$1,074	\$269		\$4,951	\$26,412
01-430-193	Benefit - Medicare	\$835	\$8	\$256	\$64		\$1,163	\$6,177
01-430-194	Benefit - Unemployment Comp.	\$291	\$131	\$136	\$90		\$648	\$2,476
01-430-195	Benefit - HRA	\$2,300	^^^	^^^	^^^		\$2,300	\$13,700
01-430-196	Benefit - Health Insurance	\$27,960	^^^	^^^	^^^		\$27,960	\$123,918
01-430-197	Benefit - Pension Contribution	\$5,763	^^^	^^^	^^^		\$5,763	\$53,216
01-430-198	Benefit - Life/ADD/Short Dis.	\$560	^^^	^^^	^^^		\$560	\$3,920
01-430-199	Benefit - Dental Insurance	\$1,280	^^^	^^^	^^^		\$1,280	\$5,691
01-430-354	Insurance - Worker's Compensation	\$4,279	\$602	\$601	\$602		\$6,084	\$31,758
TOTAL Labor Burden		\$90,531	\$1,285	\$19,667	\$5,425			\$699,634

**Table 32 B –
Department 430
(Public Works)
TOTAL Labor
Burden**

* Employees are responsible for 13% of the health insurance premium. This value represents the Borough's responsibility which is 87% of the premium.



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 Historic & Environmental Preservation Coordinator's salary is paid by the GBSWA, while forty (40%) percent of the Historic & Environmental Preservation Coordinator's salary is paid by Gettysburg Borough.

Table 31 illustrates the total labor burden in the Department of Planning and Historic Preservation.



¹⁶⁶ 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

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 actually 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 FY2024:

- One (1) Director,
- One (1) Foreman,
- One (1) Laborers(CDL Class A)¹⁶⁶

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

- Three (3) Laborers (CDL Class B),
- One (1) Mechanic,
- One (1) Part-Time Custodian, and
- Two (2) Part-Time or seasonal laborers.

Table 32A and **Table 32B** identify 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 Department and eliminated the Parking 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 Parking Manager position (which was previously eliminated) had not been funded in any budget until 2018. A full-time Parking Manager remains in the FY2023 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 – historically just over \$1,200,000 annually in direct parking revenue and an additional \$253,000 in Fines and Forfeits¹⁶⁷.

The Department had two full-time PEOs until 2019, when one of the PEOs was promoted to the position

Table 33 –
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	\$47,652	^^^	^^^	^^^	^^^	^^^	\$47,652
01-445-112	Full Time Staff	^^^	\$33,945	\$32,933	^^^	^^^	^^^	\$66,878
01-445-115	Salary - Part Time Staff	^^^	^^^	^^^	\$16,620	\$15,000	\$3,380	\$35,000
01-445-116	Salary - Differential 1 Pay	^^^	\$156	\$15	^^^	^^^	^^^	\$171
01-445-117	Salary - Differential 2 Pay	^^^	\$22	\$1,498	^^^	^^^	^^^	\$1,520
01-445-172	Other Comp./Leave-Holiday	\$2,867	\$2,018	\$1,920	^^^	^^^	^^^	\$6,805
01-445-173	Other Comp./Leave-Personal	\$882	\$621	\$591	^^^	^^^	^^^	\$2,094
01-445-174	Other Comp./Leave-Sick	\$2,619	\$1,892	\$739	^^^	^^^	^^^	\$5,250
01-445-175	Other Comp./Leave-Vacation	\$3,308	\$2,216	\$2,328	^^^	^^^	^^^	\$7,852
01-445-176	Other Comp./OT/Regular	^^^	\$1,019	\$1,662	^^^	^^^	^^^	\$2,681
01-445-181	Other Comp./OT/Special Events	^^^	\$466	\$444	^^^	^^^	^^^	\$910
01-445-187	Other Comp./VacationPayBuyBack	\$221	\$156	\$148	^^^	^^^	^^^	\$525
01-445-189	Benefit - Vision Insurance	\$129	\$129	\$129	^^^	^^^	^^^	\$387
01-445-191	Benefit - Uniform Allowance	^^^	\$450	\$450	\$250	\$250	\$100	\$1,500
01-445-192	Benefit - FICA	\$2,907	\$2,071	\$2,009	\$947	\$947	\$947	\$9,827
01-445-193	Benefit - Medicare	\$715	\$492	\$478	\$204	\$206	\$204	\$2,299
01-445-194	Benefit - Unemployment Comp.	\$285	\$285	\$285	\$88	\$88	\$88	\$1,119
01-445-195	Benefit - HRA	\$1,100	\$1,100	\$1,100	^^^	^^^	^^^	\$3,300
01-445-196	Benefit - Health Insurance	\$11,678	\$12,078	\$11,678	^^^	^^^	^^^	\$35,434
01-445-197	Benefit - Pension Contribution	\$7,905	\$5,672	\$5,344	^^^	^^^	^^^	\$18,921
01-445-198	Benefit - Life/ADD/Short Dis.	\$460	\$460	\$460	^^^	^^^	^^^	\$1,380
01-445-199	Benefit - Dental Insurance	\$460	\$460	\$460	^^^	^^^	^^^	\$1,380
01-445-354	Insurance - Worker's Compensation	\$2,930	\$2,930	\$2,930	\$501	\$500	\$500	\$10,291
TOTAL Labor Burden		\$86,118	\$68,638	\$67,600	\$18,610	\$16,991	\$5,219	\$263,176

* Employees are responsible for 13% of the health insurance premium. This value represents the Borough's responsibility which is 87% of the premium.

¹⁶⁷ Parking tickets, restitution, Clerk of Courts, District Magistrate, State Police fines, etc.

of Parking Manager. The vacated PEO position was never filled and remained vacant through 2022. That changed in 2023 where two full-time parking enforcement officers served under the Parking Manager. The 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 parking

industry, to keep parking policy for the Borough current with industry standards.

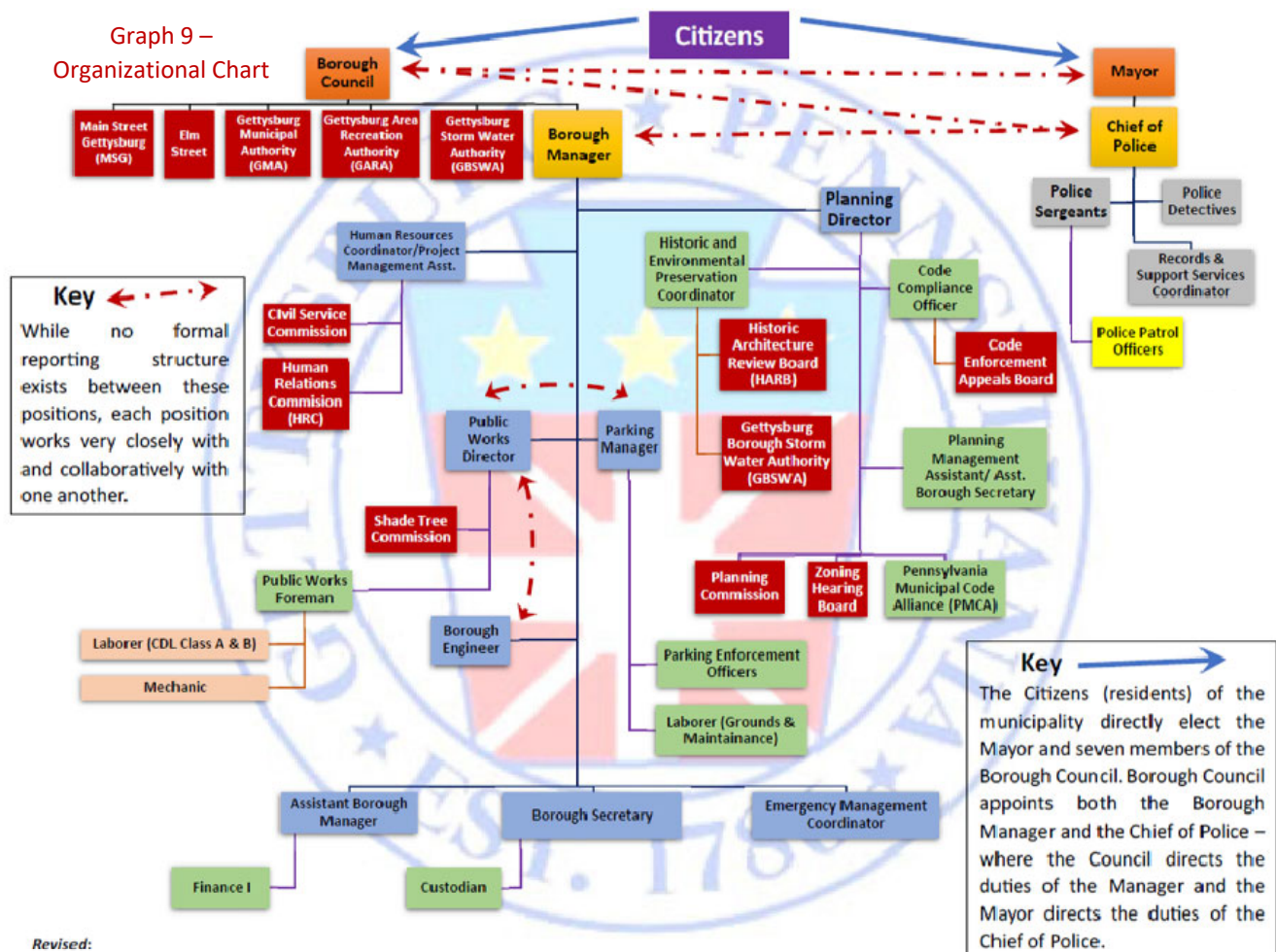
The budget for this department in FY2024 has the following personnel:

- One (1) Parking Manager,
- Two (2) Full Time Parking Enforcement Officers – both of which is designated as Group Leaders on their respective shifts, and
- One (1) Part Time Parking Enforcement Officers.

Table 33 outlines the total labor burden for Department 445.

Organizational Chart

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



Revised:
September 2023

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 34 – 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 34**. Items shown in Table 34 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. CIP Projects highlighted in **GRAY** in Table 34 are in-progress in 2024.

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 3** is the CIP Scoring Sheet utilized and shows the criteria categories and the range of scores possible within each criteria category. **Table 34** 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 CDBG¹⁶⁸ Fund (Fund 04),
- ✚ Borough Liquid Fuels Fund (Fund 35),
- ✚ GBSWA¹⁶⁹,
- ✚ 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,
- ACCF¹⁷⁰,
- HABPI¹⁷¹, 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 Project¹⁷²,
- **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,
- **CIP 415-02** Area Segregation – Portable Electronic Message Boards,
- **CIP 439-12** Sheely Alley, and
- **CIP 454-04** GARA Upgrades¹⁷³.

¹⁶⁸ CDBG – Community Development Block Grant Program.

¹⁶⁹ GBSWA – Gettysburg Borough Storm Water Authority (Fund 09).

¹⁷⁰ 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 shaded in **GRAY** in Table 34 and 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

¹⁷¹ HABPI – Healthy Adams Bicycle Pedestrian, Inc.

¹⁷² Also known as the Baltimore Street Revitalization Project.

¹⁷³ Upgrades include pavilion relocation, security cameras, zero-turn tractor, and bathroom remodeling.

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.

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

- Many vehicles exceed the posted speed limit.
- Difficult left turn from Lefever Street to southbound Baltimore Street and 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

Federal Access Program Grant	\$800,000
Local Match (Other Sources)	\$313,480
PennDOT – State Funds	\$453,917
RAISE Grant	\$9,135,340
Local Match (Other Sources)	\$451,535
PennDOT – State Funds	<u>\$1,832,300</u>
TOTAL 2024 Project Budget:	\$9,135,340
TOTAL PROJECT BUDGET:	\$12,986,572

NOTE:

This project is ongoing into FY2024

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 2024 Project Budget:	\$0
TOTAL PROJECT BUDGET:	\$10,000

NOTE:

This project is ongoing into FY2024

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".



NOTE:
This project is
ongoing into FY2023



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

Funding Sources

Liquid Fuels	<u>\$372,000</u>
GBSWA	<u>\$200,000</u>
TOTAL 2024 Project Budget:	\$0
TOTAL PROJECT BUDGET:	\$572,000

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 PROJECT BUDGET:	<u>\$10,000</u>

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 PROJECT BUDGET:	<u>\$175,000</u>

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 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
DEP 902 Grant	\$306,895
Local Match (Other Sources)	\$393,674
TOTAL 2024 Project Budget:	\$700,569
TOTAL PROJECT BUDGET:	\$756,752

NOTE:

This project is ongoing into FY2024.

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

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	\$7,500
Grant – Hoffman Trust	\$20,000
TOTAL PROJECT BUDGET:	\$100,000

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 ¹⁷⁴ Grant	\$73,500
Capital Projects	\$73,500
TOTAL 2022 Project Budget:	\$147,000
TOTAL PROJECT BUDGET:	\$147,000

NOTE:

This project is ongoing into FY2024.

**Capital Improvement Projects
Completed in 2023**

CIP 436-06Mayor 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. 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 PROJECT BUDGET:	\$20,000

CIP 415-02Area 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 FY2024.

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,

¹⁷⁴ 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 454-05/06**Gettysburg Inner Loop Phase B1/B2****CIP Score: 69.33%****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.

Capital Improvement Projects
Completed in 2023

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 PROJECT BUDGET:	\$775,000

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 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.

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 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

Capital Improvement Projects **Completed in 2023**

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 (Capital Projects)	\$127,000
TOTAL PROJECT BUDGET:	\$127,000

Capital Improvement Projects
Completed in 2023

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 (Capital Projects)	\$300,000
TOTAL PROJECT BUDGET:	\$300,000

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 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.

Capital Improvement Projects
Completed in 2023

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 (Capital Projects)	\$20,000
TOTAL PROJECT BUDGET:	\$200,000

Funding Sources

DCNR Grant	\$359,000
GBSWA	\$70,000
County Green Space Grant	\$25,000
CDBG	\$261,584
MultiModal Grant	\$476,500
DCED Grant	\$634,916
Local Match (Other Sources)	\$358,582
TOTAL 2024 Project Budget:	\$1,693,000
TOTAL PROJECT BUDGET:	\$2,077,000

NOTE:

This project is ongoing into FY2024.

CIP 439-01
Lincoln Highway Master Plan
CIP 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

Capital Improvement Projects
Completed in 2023

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 (Capital Projects) \$20,000
TOTAL PROJECT BUDGET: \$20,000

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 (Capital Projects) \$100,000
TOTAL 2023 Project Budget: \$0
TOTAL PROJECT BUDGET: \$100,000

NOTE:

This project is ongoing into FY2024

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 (Capital Projects) \$30,000
TOTAL 2024 Project Budget: \$0
TOTAL PROJECT BUDGET: \$30,000

NOTE:

This project is ongoing into FY2024

2024 CIP Projects

In addition to continuing work on the unfinished 2022 and 2023 Capital Projects, the Borough will also focus on the following four (4) Capital Improvement Plan projects in FY2024:

- **CIP 435-01** Right-of-Way Master Plan
 (a.k.a. Complete Streets;
 Sidewalk Master Plan)
- **CIP 435-02** Sidewalk Replacement
 Program,

- **CIP 439-07** Highland & Johns Avenue
(North of Queen Street)
- **CIP 430-02** Public Works Facilities &
Building Upgrades.

CIP 435-01
Right-of-Way Master Plan (a.k.a. Complete
Streets; Sidewalk Master Plan)
CIP Score: 70.13%

Project Description

This project would develop a comprehensive sidewalk replacement program to address the multiple unsafe and non-ADA-compliant sidewalks throughout the Borough. This project involves the collecting of and digitizing Borough infrastructure data to:

- Have ready and available for projects and future planning, as well as for property owners, utility companies, and other users of the public right-of-way
- Encourage uniform, functional, and safe streets and sidewalks
- Improve project planning with utility companies and other entities working within the right-of-way
- Record sidewalk and street conditions, lighting conditions, and possibly accident data to heat map areas of highest need for investment
- Grant coordination.

Statement of Need

Gettysburg Borough is a built environment with sidewalks on each side of the public right-of-way throughout the entire Borough. These sidewalks are very old and, in many instances, crumbling, or in various states of disrepair. The Borough has been party to multiple lawsuits where trip hazards resulted in injury by a pedestrian. This is an important project to keep the sidewalks safe, limit liability, and to remain compliant with ADA regulations.

Project Alternative

As this project is central to federally mandated ADA compliance, no project alternatives have been identified.

Funding Sources

CDBG	<u>\$25,000</u>
TOTAL 2024 Project Budget:	<u>\$25,000</u>
TOTAL PROJECT BUDGET:	<u>\$25,000</u>

CIP 435-02
Sidewalk Replacement Program
CIP Score: 62.00%

Project Description

A corollary to CIP 435-01 Right-of-Way Master Plan (a.k.a. Complete Street; Sidewalk Master Plan), this project begins to fund a low-interest loan program to assist property owners in replacing sidewalks that are deemed to be hazards and are in a poor state of repair. While in the public right-of-way, most sidewalks in the Borough are on private property and the responsibility of the property owner to repair.

Statement of Need

Gettysburg Borough is a built environment with sidewalks on each side of the public right-of-way throughout the entire Borough. These sidewalks are very old and, in many instances, crumbling, or in various states of disrepair. The Borough has been party to multiple lawsuits where trip hazards resulted in injury by a pedestrian. This is an important project to keep the sidewalks safe, limit liability, and to remain compliant with ADA regulations.

Project Alternative

If no action is taken, the Borough should begin aggressive code enforcement to address ADA deficiencies. This project is central to federally mandated ADA compliance.

Funding Sources

Borough (Capital Projects)	<u>\$100,000</u>
TOTAL 2024 Project Budget:	<u>\$100,000</u>
TOTAL PROJECT BUDGET:	<u>\$300,000</u>

CIP 439-07
Highland & Johns Avenues (North of Queen)
CIP Score: 59.33%

Project Description

The Borough and GBSWA both have maintenance work to do on these sections of Highland and Johns Avenues. The work will require significant design on behalf of GBSWA to eliminate pipes that currently run under private property and existing structures. Street work is proposed to consist of a mill and overlay with some base repairs where necessary. Curb ramps have recently been reconstructed. Planning and design of this project should be a priority so that construction can be accomplished in the latter half of the Capital Improvement Plan.

Statement of Need

The existing storm sewers are not located within the public right-of-way and run under existing buildings. This condition is not ideal for maintenance and the facilities are in need of repair. Planning will be required to r-route the storm sewers to remain within the public right-of-way. In addition, the roadway condition is poor and in need of maintenance.

Project Alternative

Replacement of storm sewers in the location they currently exist will be more expensive than re-routing. Therefore, the only viable alternative is to prolong the project and perform repairs as needed until a complete failure occurs.

Funding Sources

Liquid Fuels	\$340,000
GBSWA	\$268,000
TOTAL 2024 Project Budget:	\$608,000
TOTAL PROJECT BUDGET:	\$608,000

CIP 430-02Public Works Facilities & Building Upgrades**CIP Score: 58.67%**Project Description

The public works department has been operating out of an inefficient facility for many years. The amenities including the break room, restrooms, and office space are seriously outdated. Storage space for equipment is inefficient and as a result some equipment that should be stored inside is relegated to the fenced in impound area. Additionally, the structure is not insulated to provide utility efficiency, protect equipment and provide a favorable working environment for crews. The public works facility is in need of an overhaul.

Statement of Need

The facility is improperly sized to house the necessary equipment and has a number of utility and operational inefficiencies.

Project Alternative

There are three identified project alternatives:

- 1) Renovate and add on to the existing structure to improve office, restroom and break room facilities while also insulating and increasing the storage and working space of the facility

- 2) Demolish the existing facility, operate elsewhere for a temporary duration and rebuild a more efficient and larger structure on the same lot.



Funding Sources

Borough (Capital Projects)	\$1,783,980
TOTAL 2024 Project Budget:	\$477,000
TOTAL PROJECT BUDGET:	\$1,783,980










Future Capital Improvement Plan Project

While the Borough has completed some Capital Improvement Projects, others remain a work in progress. As efforts continue to finish projects already begun, the Borough will also look to the future to begin the remaining projects in the 2022 - 2026 CIP.

Projects set to begin 2025 are:

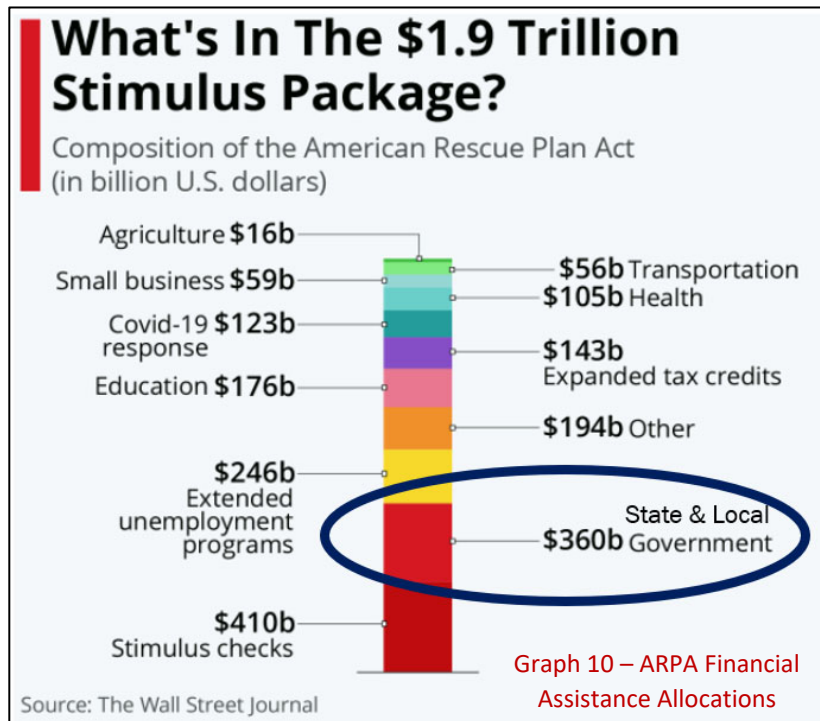
-  CIP 436-01B Chambersburg Street Storm Sewer
-  CIP 454-03 GARA Upgrades – Seasonal Facilities (Splash Pad / Ice Rink)

Projects set to begin 2026 are:

-  CIP 436-01 SCCAP Strom Sewer Pipe Master Plan
-  CIP 439-06 Street Preservation Contract #2
-  CIP 439-02 Hanover Street Master Plan (Rt. 116)
-  CIP 465-02 Gateways at Borough Limits Master Plan
-  CIP 439-13 Breckenridge Road Streetscape Master Plan
-  CIP 454-07 Gettysburg Inner Loop – Segment C
-  CIP 439-10 East Railroad Street
-  CIP 445-02 Public Parking Structure (Borough Lot on Middle Street)
-  CIP 445-03 Public Improvements for Parking Structure (Steinwehr Avenue).



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.



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)¹⁷⁵

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

¹⁷⁵ Sourced by the United States Treasury Department: [https://home.treasury.gov/news/featured-stories/fact-](https://home.treasury.gov/news/featured-stories/fact-sheet-the-american-rescue-plan-will-deliver-immediate-economic-relief-to-families)

[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 Fund¹⁷⁶

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 35 – 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 36 – 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 37 – 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 38 – 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

¹⁷⁶ 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>

Table 39 – 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 40 – 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 41 – 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)¹⁷⁷. 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.



¹⁷⁷ 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 Categories¹⁷⁸

Exhibit 4 – 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 35, 36, 37, 38, 39, 40, and 41.**

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 4.**

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 5.**

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 Program¹⁷⁹. Census counts determined the entire municipality is considered low to moderate income.

¹⁷⁸ As defined by the 'Compliance and Reporting Guidance' (SLFRF) issued on June 17, 2021.

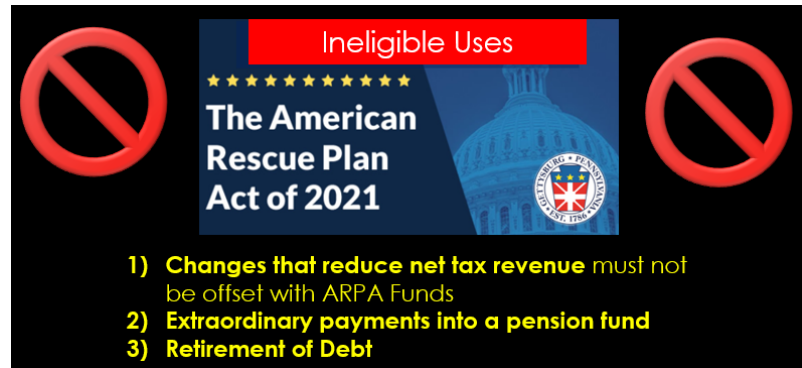



Exhibit 5 – Reporting Requirements by Recipient Type

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 June 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 the Borough had to cut

¹⁷⁹ CDBG – Community and Economic Development Block Grant. Discussed in detail in **Chapter 13.**

its staffing levels in 2020¹⁸⁰ 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 6 – 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

- 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

How Should Gettysburg Utilize ARPA Funds

The American Rescue Plan Act of 2021

Exhibit 7 – 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

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.

How Should Gettysburg Utilize ARPA Funds

The American Rescue Plan Act of 2021

¹⁸⁰ Reduced staffing levels in mid-2020 continued into the 2021 budget year.

Exhibit 8 – 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 9 – 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 pandemic¹⁸¹, or a counterfactual trend¹⁸² calculation as compared to the full fiscal year prior to the pandemic. **Exhibit 6** illustrates the counterfactual trend formula. **Exhibit 7** identifies the revenues generated in the base year of 2019. **Exhibit 8** 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 9** 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) in the 2023 Manager's Budget Message for more ARPA details.



¹⁸¹ The ARPA legislation allows a municipality to assume a standard 4.1% growth rate year over year.

¹⁸² 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, most flexible, 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 2023, a sizeable influx of cash will occur in the General Fund in FY2024 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 caused by the COVID-19 Pandemic. **Chapter 10** details the ARPA legislation and the Borough's use of the funds provided. Resulting from the use of ARPA funds, fiscal years 2021, 2022, and 2023 were economically strong for Gettysburg. In fact, 2021 ended with a sizeable six-figure surplus, allowing the Borough Council to lower taxes in 2022 and maintain that lower tax rate in 2023 - which continues into FY2024.

Reserve funds can be used to balance the General

Fund Budget. No reserve funds are needed in FY2024. The use of reserve funds is governed by the Borough's Fund Balance Policy (**Appendix I**).

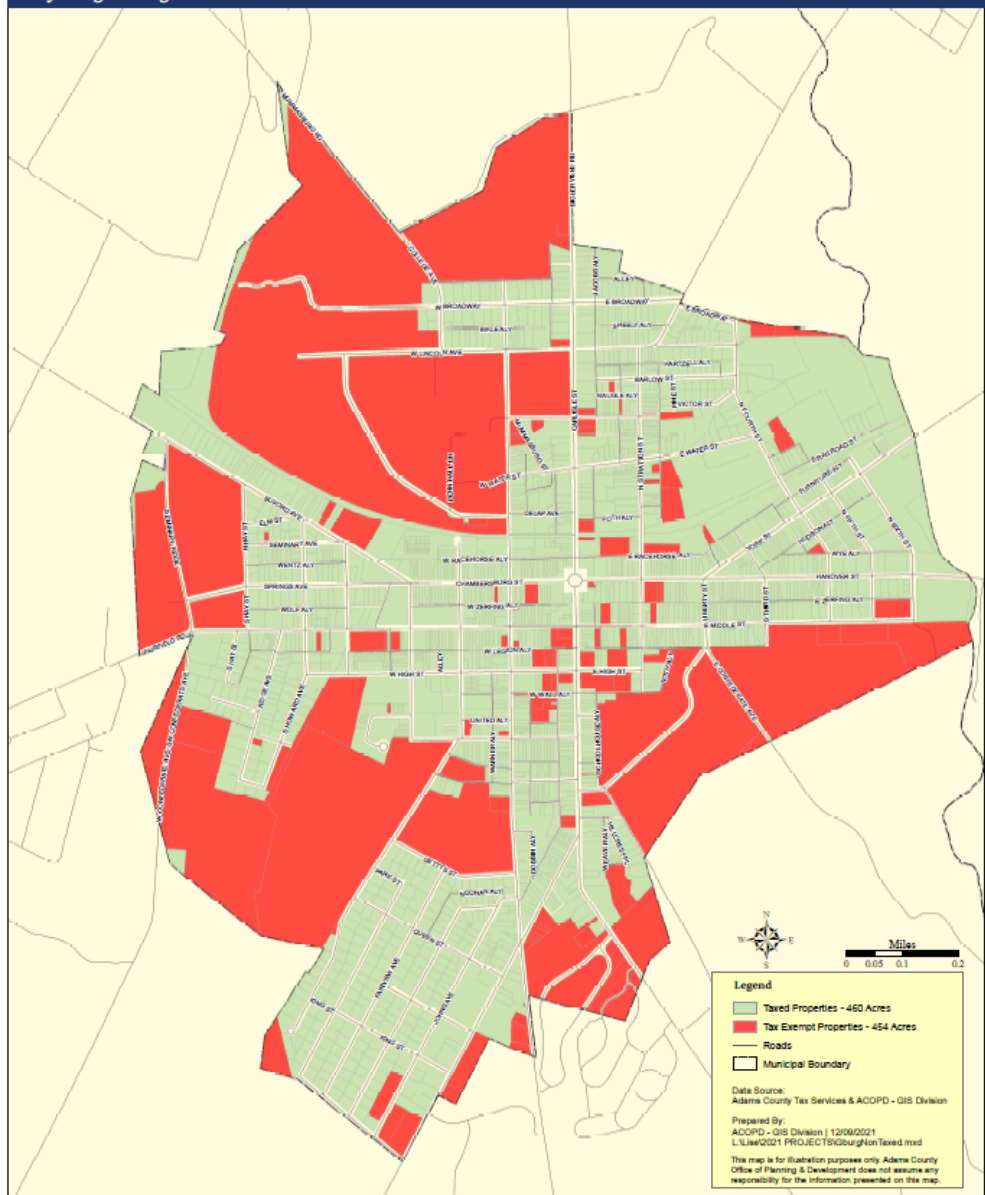
Structural Deficit

Previous budget messages attributed General Fund deficits primarily to 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 2019, which continued into 2020. The policies adopted to mitigate the structural deficit were:

TAX EXEMPT PROPERTIES

Gettysburg Borough

Exhibit 10



A Word of Caution Regarding the Structural Deficit

Even though the pandemic-driven revenue losses experienced in 2020 and the first two quarters of 2021 have reversed and the two subsequent years of 2022 and 2023 resulted in robust surpluses, 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 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 2020.

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 10** 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 FY2024 General Fund Budget is balanced with revenues matching expenditures at \$6,965,219.

- ✚ a fund balance policy,
- ✚ renegotiated labor contracts¹⁸³ 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 2020 due to the global pandemic, the final six-months of 2021 were quite robust, with revenue generation rivaling the banner year of 2019. The strong third and fourth quarters of 2021, followed by very strong economic performance in 2022 and 2023, and in conjunction with the infusion of ARPA funds, places the Borough in a strong position for FY2024.

17-Year General Fund Trends

Stated at the outset of this chapter, the General Fund, by law, must be balanced. **Graph 11** shows the 20-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 the years preceding the pandemic, **Graph 11** clearly demonstrated the major impact on the Borough's budget for 2021 and the subsequent infusion of ARPA funding in 2022 and 2023. FY2024 is no different with the infusion of ARPA funds. After COVID-19 related revenue losses in 2020 setting the Borough's annual budget back to 2011 levels in 2021, ARPA funding

¹⁸³ 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.

escalates the Borough's budget to levels never seen before in 2022 and 2023! The FY2024 budget surpasses 2023.

Revenues

Graph 12 depicts the visual breakout of departments (or categories) of revenue for the General Fund in FY2024. Revenues in the General Fund are generated from numerous sources. These sources follow and are detailed in subsequent pages:

- 301 Real Property Tax,
- 305 Occupation Tax,
- 310 Local Taxes Enabling Act 511,
- 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.

Commentary Regarding Funding Levels and 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 2020 and the first half of 2021 have shown the negative impact to the Borough's budget when these revenue losses are incurred. Not knowing the fiscal future when the 2021 budget was prepared, the 2021 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 2021. 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 2022 and maintain that lower tax level into FY2024. It is hoped that these tourism-related revenue streams remain strong in FY2024 and beyond. Current observations are encouraging. Time will tell.

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 FY2024 remains the same as 2023, which remains a notable decrease from the millage assessed in 2021. Borough Council set the 2021 millage rate at 4.4090 mills (an increase of 0.5770 mills from 2020). With the infusion of cash from ARPA and robust economic performance through 2023, Borough Council passed a tax decrease of 0.2320 mills in 2022 – keeping the tax rate the same

for 2023 and 2024. Subsequently, the total millage rate for the General Fund set for FY2024 is 4.1770 mills. The forecast in revenues in this category are delineated in **Table 42**. This revenue stream, accounting for 29.7% of General Fund revenue, remains the largest

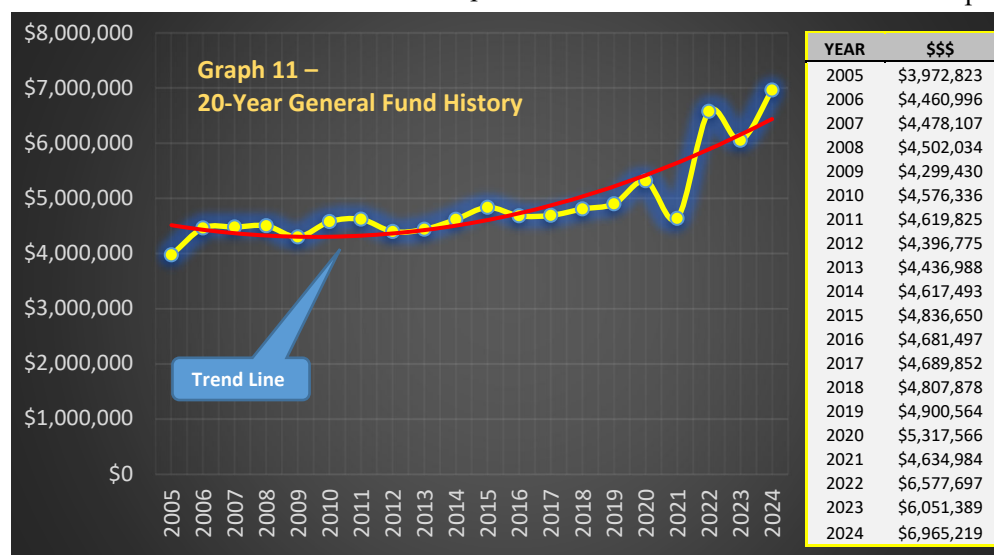


Table 42 – General Fund Department 301 (Real Property Tax)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	301	100	Real Estate Tax - Discount	\$1,603,383	\$1,580,000	\$1,835,320	\$1,705,171	\$1,781,000	\$1,831,776
	301	110	Real Estate Tax - Face Value	\$216,000	\$193,000	\$194,759	\$145,479	\$111,500	\$127,660
	301	120	Real Estate Tax - Penalty	\$45,000	\$44,000	\$43,041	\$33,442	\$23,650	\$44,616
	301	400	Real Estate Tax - Tax Claim Bureau	\$50,000	\$50,000	\$11,892	\$73,189	\$50,000	\$66,510
			Department 301 TOTALS	\$1,914,383	\$1,867,000	\$2,085,012	\$1,957,281	\$1,966,150	\$2,070,562



Table 43 – General Fund Department 305 (Occupation Tax)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2023
	305	100	Occupation Tax - Discount	\$9,210	\$9,500	\$9,500	\$9,550	\$9,425	\$9,815
	305	110	Occupation Tax - Face Value	\$1,570	\$1,570	\$1,500	\$1,570	\$1,600	\$1,545
	305	120	Occupation Tax - Penalty	\$1,000	\$2,300	\$2,300	\$2,350	\$2,500	\$2,310
	305	300	Occupation Tax - Delinquent	\$4,000	\$4,500	\$4,000	\$4,500	\$2,885	\$4,995
			Department 305 TOTALS	\$15,780	\$17,870	\$17,300	\$17,970	\$16,410	\$18,665

source of revenue in the General Fund, at \$2,070,562 – an increase of \$104,412 over 2023.

Department 305 Occupation Taxes

Object 100
Real Estate Tax – Discount
Real estate taxes collected at a 2% discount.

Object 110
Real Estate Tax – Face Value
Real estate taxes collected at 100% of millage assessment.

Object 120
Real 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 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 accounts for \$18,665 of the General Fund's total revenue – an increase of \$2255 over 2023. See **Table 43** 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.

Table 44 – General Fund Department 310 (Local Enabling Tax – Act 511)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	310	000	Per Capita Tax - Discount	\$8,100	\$8,100	\$8,100	\$8,100	\$8,150	\$8,428
	310	010	Per Capita Tax - Face Value	\$1,135	\$1,200	\$1,100	\$1,100	\$1,150	\$1,255
	310	020	Per Capita Tax - Penalty	\$700	\$1,700	\$1,650	\$1,650	\$995	\$1,298
	310	030	Per Capita Tax - Delinquent	\$2,000	\$2,200	\$2,100	\$2,100	\$1,400	\$1,906
	310	100	Real Estate Transfer Tax	\$85,000	\$85,000	\$85,000	\$85,000	\$97,500	\$97,500
	310	210	Earned Income Tax (EIT) - Current	\$410,000	\$420,000	\$419,000	\$400,000	\$400,000	\$413,459
	310	220	Earned Income Tax (EIT) - Prior Year	\$454,000	\$77,000	\$77,000	\$87,000	\$87,500	\$139,207
	310	230	Earned Income Tax (EIT) - Delinquent	\$20,000	\$15,000	\$12,000	\$10,250	\$12,500	\$16,649
	310	500	Local Services Tax (LST)	\$280,000	\$280,000	\$280,000	\$270,000	\$265,000	\$265,000
	310	600	Amusement/Admissions Tax	\$130,000	\$165,000	\$60,000	\$155,000	\$154,000	\$154,000
	310	700	Mechanical Devices Tax	\$2,500	\$2,500	\$2,500	\$2,350	\$2,900	\$3,000
			Department 310 TOTALS	\$1,393,435	\$1,057,700	\$948,450	\$1,022,550	\$1,031,095	\$1,101,702

Department 310
Local Enabling Tax (Act 511)

\$1,101,702 (or 15.8% of revenue) is generated in this department and is an increase of \$70,607 over 2023. It's 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 Borough Code, revised and adopted by the State Legislature in 2012. This is not an inclusive list, but rather taxes the Borough has chosen to impose. **Table 44** shows specific breakdowns for each category.

Object 000
Per Capita Tax – Discount

Amount of Per Capita taxes collected at a 2% discount.

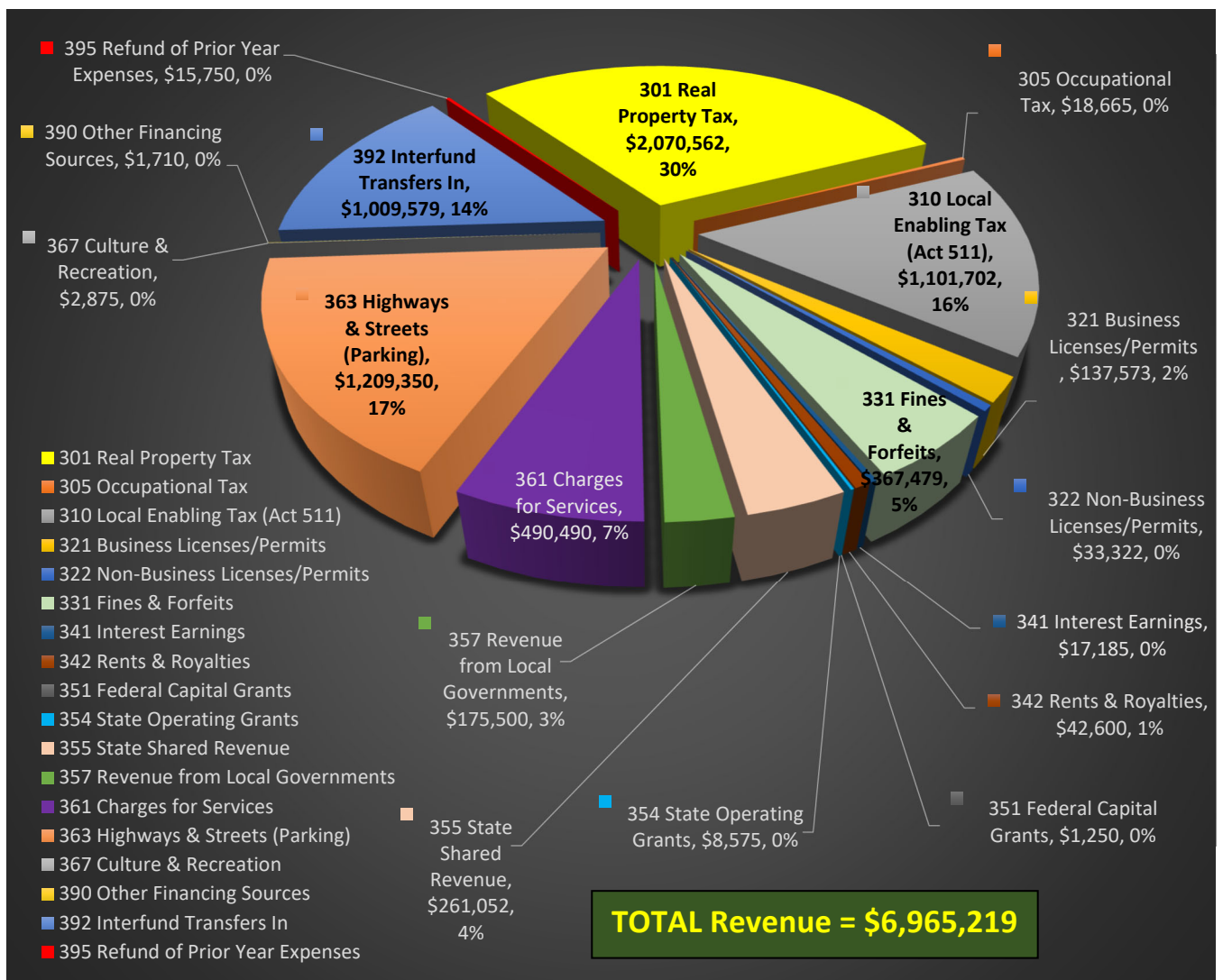
Object 010
Per Capita Tax – Face Value
 Amount of Per capita taxes collected at 100% or original assessed value.

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

Graph 12 – Sources of General Fund Revenue



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 remained robust during the pandemic in 2020 and 2021. This positive trend continued into 2022 and 2023 with all signs pointing toward considerable real estate activity in FY2024.

Object 210

Earned 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 220

Earned 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 230

Earned Income Tax (EIT) – Delinquent

Earned income taxes collected that are multiple years overdue.

Object 500

Local 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 600

Amusement/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 700

Mechanical Devices Tax

Taxes collected on machines in businesses that require a fee to use (i.e., video games, pool tables, juke boxes, etc.).

Department 321

Business Licenses/Permits

Department 321 accounts for \$137,573 of the General Fund revenue (or 1.9%) – a decrease of \$15,709 from 2023. A listing of the licenses and permits in this department can be found in **Table 45**. Historic trends indicate this category of income fluctuates slightly each year. This is attributable to the following factors:

- 1) The number of licenses issued each year varies
- 2) Gettysburg has a tourist-dependent economy which drives revenue generation in these categories, and
- 3) Fees generally increase incrementally to keep pace with staff salaries, inflation, 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.

Object 340

Haulers 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. These rates remain unchanged in FY2024.



Table 45 – General Fund Department 321 (Business Licenses/Permits)

	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
Revenue	321	340	Haulers License (Towing)	\$250	\$1,000	\$250	\$1,000	\$750	\$250
	321	409	Residential Rental Unit Occupancy License (RRUO)	\$43,200	\$42,719	\$44,800	\$47,052	\$52,280	\$36,000
	321	500	Yard Sale Permits	\$370	\$300	\$150	\$380	\$400	\$250
	321	610	Transient Retailers (Vendors) License	\$2,100	\$2,300	\$1,500	\$2,000	\$2,860	\$3,045
	321	630	Outdoor Dining Permit	\$4,000	\$10,450	\$13,185	\$10,450	\$11,248	\$12,468
	321	700	Amusement License	\$1,950	\$2,000	\$1,525	\$1,575	\$1,900	\$1,900
	321	740	Special Event Fees	\$480	\$1,000	\$360	\$1,200	\$1,050	\$1,050
	321	760	Guided Walking Tour License	\$1,500	\$1,600	\$1,375	\$1,750	\$2,375	\$4,200
	321	770	Carriage Ride License	\$1,200	\$1,200	\$1,200	\$1,200	\$1,550	\$775
	321	800	Cable Television Franchise	\$30,000	\$30,000	\$30,000	\$31,000	\$78,870	\$77,635
Department 321 TOTALS				\$85,050	\$92,569	\$94,345	\$97,607	\$153,283	\$137,573

Object 409
Residential 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 2021 who inspects 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 ownership¹⁸⁴. Different from years prior, the inspection fee will be directly collected by the municipality – creating a new revenue stream for the municipality, largely used to fund the salary of the Code Compliance Officer. The fee remains at \$40 per license in FY2024.

Object 500
Yard Sale Permits

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

Object 610
Transient Retailers (Vendors) License

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

Object 630
Outdoor Dining Permit

A permit established in 2015, 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 of \$100 plus an additional \$4.25¹⁸⁵ for each square foot of space occupied by the permittee.

Object 700
Amusement 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 740
Special Event Fees

Fees associated with the production and administration of a public event in the Borough. Parade fees are incorporated into this line item¹⁸⁶.

Object 760
Guided 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 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. Additionally, these tours are required to collect and remit Amusement Taxes.

Object 800
Cable Television Franchise

The Borough has a franchise agreement with Comcast Cable. This revenue item historically has

**Table 46 – General Fund Department 322
(Non-Business Licenses/Permits)**

	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
Revenue	322	402	Land Use Permit	\$7,200	\$7,800	\$5,750	\$6,000	\$8,000	\$8,000
	322	406	Building Permit (Non-UCC)	\$2,500	\$5,500	\$4,000	\$2,000	\$3,000	\$4,000
	322	407	Recycling Permit	\$350	\$850	\$750	\$850	\$1,050	\$1,050
	322	408	Building Permit (UCC)	\$9,000	\$9,000	\$7,500	\$8,000	\$10,000	\$13,000
	322	411	Sign Permit Application	\$1,200	\$650	\$650	\$850	\$500	\$1,200
	322	500	Highway Occupancy Permit	\$1,080	\$1,250	\$1,450	\$2,500	\$6,000	\$6,000
	322	520	Solicitation License	^^^	\$100	\$100	\$108	\$108	\$72
Department 322 TOTALS				\$21,330	\$25,150	\$20,200	\$20,308	\$28,658	\$33,322

¹⁸⁴ Previously, these rental housing inspections were conducted by PMCA (Pennsylvania Municipal Code Alliance), the Borough's third-party code official.

¹⁸⁵ This is a modest increase of \$0.25 per square foot over 2023 levels.

¹⁸⁶ In previous budgets, parade fees were a stand-alone licensing fee.

decreased slightly each year and mirrors the number of customers patronizing COMCAST and the types of cable services provided to those patrons / customers. In 2020, the Borough renegotiated its Cable Franchise with COMCAST and successfully designated a PEG Channel¹⁸⁷ with a designated funding stream for that PEG Channel¹⁸⁸. The Cable franchise agreement is for a ten-year term.

Department 322 **Non-Business Licenses & Permits**

In recent budgets predating 2016 all Non-Business Licenses / Permits were aggregated together, which was problematic when attempting to do any analysis of these revenue sources. **Table 46** 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 \$33,322 in revenue – an increase of \$4664 over 2023.

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.



**Table 47 – General Fund Department 331
(Fines & Forfeits)**

	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
Revenue	331	100	Court - District Magistrate	\$85,000	\$85,000	\$85,428	\$90,000	\$50,000	\$15,311
	331	120	Clerk of Courts	\$10,000	\$12,000	\$16,809	\$17,000	\$17,000	\$20,442
	331	125	Code Violation Fines	^^^	^^^	^^^	\$3,200	\$350	\$350
	331	126	Code Fines - Magistrate	^^^	^^^	^^^	^^^	\$1,000	\$1,750
	331	130	State Police Fines	\$1,800	\$2,800	\$2,500	\$2,800	\$1,100	\$1,100
	331	131	Police Fines - Magistrate	^^^	^^^	^^^	^^^	\$14,000	\$19,250
	331	140	Parking Violation Fines	\$108,508	\$108,000	\$150,000	\$191,656	\$197,500	\$257,051
	331	141	Parking Fines - Magistrate	^^^	^^^	^^^	^^^	\$32,845	\$51,750
	331	210	Restitution	\$2,500	\$4,000	\$1,500	\$2,500	\$2,500	\$350
	331	410	Court Fees Reimbursed	^^^	^^^	^^^	^^^	\$72	\$72
	331	415	Postage Reimbursed	^^^	^^^	^^^	^^^	\$72	\$8
	331	490	Bank Fees Reimbursed	^^^	^^^	^^^	^^^	\$45	\$45
	Department 331 TOTALS			\$207,808	\$211,800	\$256,237	\$307,156	\$316,484	\$367,479

¹⁸⁷ PEG – Public Education and Government Channel.

¹⁸⁸ 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.

¹⁸⁹ Act 101 - Statewide recycling in Pennsylvania began in 1988 with the Municipal Waste Planning Recycling

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 101¹⁸⁹ 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 Permit¹⁹⁰

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.

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.

¹⁹⁰ Formerly known as the Street Opening Permit.

Department 331 Fines & Forfeits

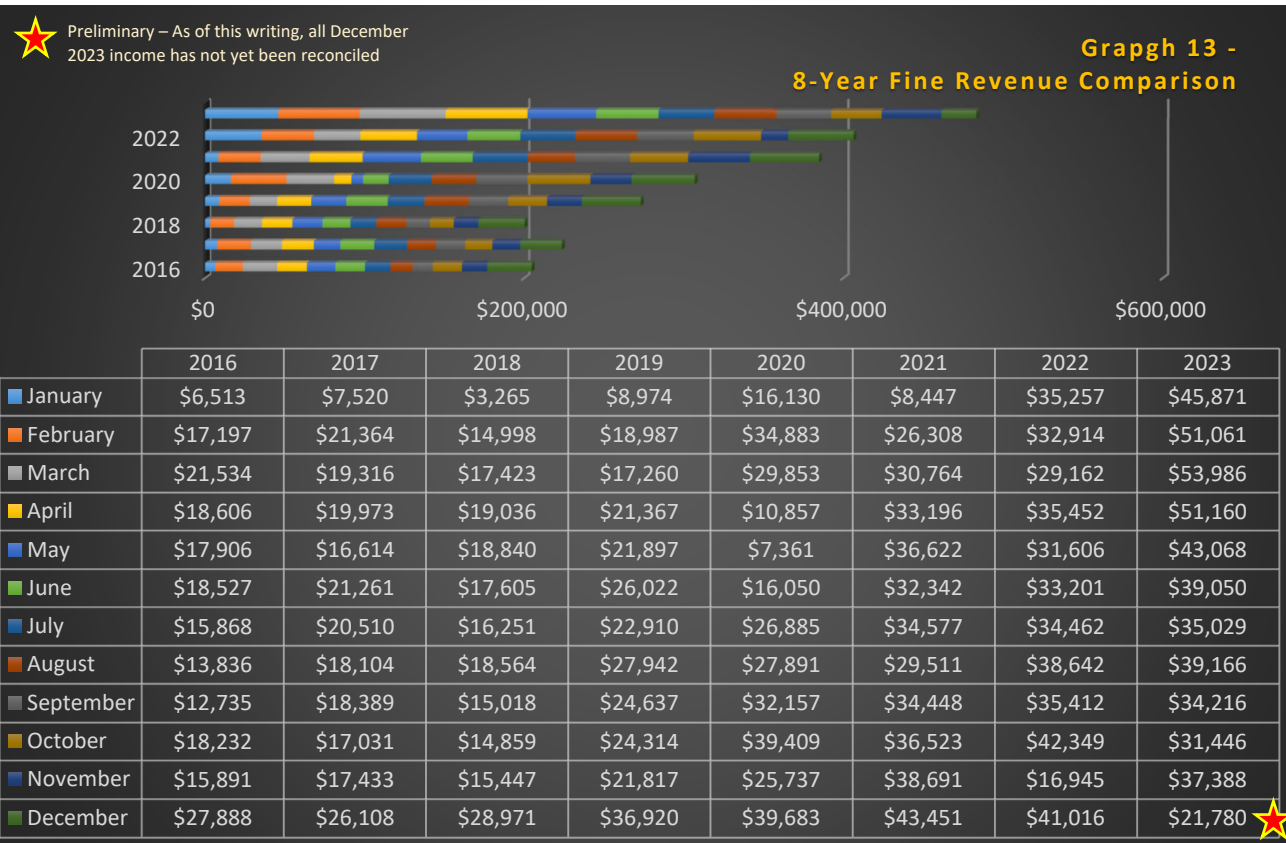
Court fines, ordinance violations, State Police fines, parking fines, restitution, and other types of penalties are found in this department. Combined, they generate \$367,479 in revenue for the General Fund (about 5.3% of revenue generated) – an increase of \$51,062 over 2023. This is detailed in **Table 47**. Accounting for most of the revenue in this category is the 2020 change in parking violation fines from \$25.00 to \$40.00 for 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 and parking regulations. Tickets issued are political hot potatoes in that they bring bad press and provide 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 an 8-year period from 2016 to 2023.



Challenge of Concierge Parking Mind-Set

Parking studies consistently demonstrate that fine revenue decreases as fine amounts increase. Despite this fact, the Borough continues to have problems with people abusing parking. The rationale for the parking fine discount, if paid in seven days, is so people will pay the fine as opposed to fighting the violation at the magistrate level. Prior to 2020, parking fines were sufficiently low enough that people would simply pay the parking ticket and treat parking 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 return to meters 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. Thus, the increased parking fine violation amounts are now commensurate to the total revenue possible to be collected in a parking space in a 24-hour period and, additionally, are an effort to encourage compliance with parking ordinances and regulations. The department intends to augment enforcement activities by utilizing multiple part-time employees in FY2024.



Object 100Court – District Magistrate

Fines levied by the District Magistrate.

Object 120Clerk of Courts

Fines collected through the Clerk of Courts.

Object 125Code Violation Fines

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

Object 126Code 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 130State Police Fines

Fines collected that result from violation notices issued by the State Police in the jurisdictional boundaries of the Borough.

Object 131Police 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 140Parking Violation Fines

Revenue collected because of parking violations in the Borough. This line item is increased in FY2024 based on an increase in the penalty for violations which took effect in 2020 and an increase in patrols by department staff. Most violation types have increased to \$40.00 with a \$15.00 discount if paid within seven (7) days of issuance.

Object 141Parking 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 210Restitution

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

Object 410Court 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 415Postage Reimbursed

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

Object 415Postage Reimbursed

Occasionally, a parking ticket is paid with a personal check, which is subsequently not honored by a financial institution (the check bounces). In these instances, an additional penalty is assessed on top of the parking violation fine.

Department 341Interest Earnings

This department is self-explanatory. It is responsible for \$17,185 in revenue. Refer to **Table 48**. 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

Table 48 –
General Fund Department 341 (Interest Earnings)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	341	010	Interest on Checking	\$1,300	\$6,500	\$6,300	\$6,300	\$7,300	\$12,690
	341	030	Interest on CDs	^^^	\$5,400	\$1,000	\$1,500	\$250	\$4,495
			Department 341 TOTALS	\$1,300	\$11,900	\$7,300	\$7,800	\$7,550	\$17,185

Table 49 – General Fund Department 342 (Rents & Royalties)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	342	530	Royalties from Cell Tower Rent	\$39,600	\$39,600	\$39,000	\$39,000	\$39,000	\$42,600
			Department 342 TOTALS	\$39,600	\$39,600	\$39,000	\$39,000	\$39,000	\$42,600



Table 50 – General Fund Department 351 (Federal Grants)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	351	020	Federal Capital Grants - Public Safety	\$1,000	\$900	\$450	\$450	\$1,500	\$1,250
			Department 351 TOTALS	\$1,000	\$900	\$450	\$450	\$1,500	\$1,250



Table 51 – General Fund Department 354 (State Operating Grants)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	354	150	ACT 101 Recycling Grant	\$7,500	\$9,575	\$9,575	\$9,575	\$9,575	\$8,575
			Department 354 TOTALS	\$7,500	\$9,575	\$9,575	\$9,575	\$9,575	\$8,575

funds into the Pennsylvania Local Government Investment Trust (PLGIT)¹⁹¹, which will yield a greater return on interest than in a 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.



Department 342

Royalties from Cell Tower Rent

This department was created in 2015 based on Verizon Wireless entering 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 leadership. 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. The lease incorporated an escalation clause, which increased revenue in this department to \$42,600 in 2023. It had been \$39,000 annually between 2018 and 2022. Moving forward, the lease agreement has multiple automatic renewal provisions after each ten-year term. Additionally, Verizon Wireless upgraded these sites to 5G service in 2023. See **Table 49**. 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 50**. It, too, is a single-line department defined as Object 020.

Object 020

Public Safety – Federal Grants

Approved bullet proof vest grant.

Department 354 State Operating Grants

Department 354 raises \$1250 in revenue. This department is detailed in **Table 51** and consists of Act 101 Recycling Grant funds. Prior to 2017, 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



¹⁹¹ 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.

Governments’ – which is the proper classification using the DCED¹⁹² Chart of Accounts.

\$261,052 (or 3.7%) of the General Funds revenue – an increase of \$45,927 over 2023.

Object 150

ACT 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, 2022, and 2023 with additional electronic recycling events scheduled, along with the addition of a paper shredding event. These initiatives are expected to garner \$8575 in FY2024, but could be more if more tonnage of recycled materials is gathered. The Borough got a new waste hauler in 2022 – Waste Management. The services provided, however, do not change from those of Waste Connections. Detailed in **Footnote 189**, Act 101 is statewide recycling in 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 52** shows this department generates



Table 52 –
General Fund Department 355
(State Shared Revenue)

	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
Revenue	355	010	PURTA - Public Utility Tax	\$2,800	\$3,000	\$2,900	\$3,000	\$3,225	\$3,225
	355	020	State Grants - Public Safety	^^^	\$2,200	\$2,250	\$2,250	\$2,000	\$1,500
	355	040	Alcoholic Beverages License	\$5,200	\$5,000	\$5,000	\$4,950	\$3,900	\$4,600
	355	080	ACT 205 Pension - State Aid	\$168,000	\$192,060	\$184,000	\$168,000	\$168,000	\$212,427
	355	990	Foreign Fire Insurance Premium	\$32,000	\$38,000	\$38,000	\$38,000	\$38,000	\$39,300
Department 355 TOTALS				\$208,000	\$240,260	\$232,150	\$216,200	\$215,125	\$261,052

Object 010

PURTA – 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 020

State 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 040

Alcoholic 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 080

ACT 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 990

Foreign Fire Insurance Premium

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

¹⁹² DCED – Department of Community and Economic Development.

Table 53 – General Fund Department 357 (Local Government Units)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	357	020	Pillow Tax - County of Adams	\$165,000	\$165,000	\$48,272	\$165,000	\$165,000	\$175,500
			Department 342 TOTALS	\$165,000	\$165,000	\$48,272	\$165,000	\$165,000	\$175,500

Pillow Tax Explained **Using 2021 Data**

Destination Gettysburg is largely funded by a lodging tax, also called pillow tax. Levied on overnight stays at hotels, bed & breakfasts and inns, and campground cabins, this tax totaled nearly \$2.633 million in 2021.

Of that \$2.633 million, the county government received the first 4.5 percent – \$107,194 – to administer the tax. The remainder was 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 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 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% for the purposes of offsetting 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 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. In general, dues are calculated according to the size of business – meaning smaller businesses pay less than larger businesses.

Department 357 **Revenue from Local** **Governments**

This revenue stream accounts for funds collected by other



governments and paid to another government. This department accounts for \$175,000 in FY2024 and can be seen in **Table 53**. This is a \$10,000 increase over 2023 and accounts for 2.5% of the General Fund's revenue. Pillow Tax receipts from 2014 to 2023 are depicted in **Graph 14**.

Object 020

Pillow Tax – County of Adams

This revenue stream has returned to pre-pandemic levels and appears to be slightly increasing based on monies collected in 2022 and 2023.

Department 361 **Charges for Services**

Engineering fees, hearing fees, sales of maps and other publications, reproduction of records, towing fees, GBSWA's cost share for administrative personnel, reimbursements for services provided, and other police services are found in Department 361. **Table 54** details these service charges, totaling \$490,490 – a major increase over 2023 at \$252,009 (accounting for 2.1% of all revenues collected).

Object 300 **Subdivision & Land** **Management**

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

Object 330 **Rezoning Requests**

Chapter 11

Fund 01 – General Fund

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

Object 331

Zoning Certification Letter

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

Object 340

Zoning Hearing Fees

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

Object 342

RRUO 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 560

Sale Merchandise/Flags/Pins/etc.)

The Borough generates some revenue from the sale of merchandise.

Object 700

Records Reproduction (RTK)

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

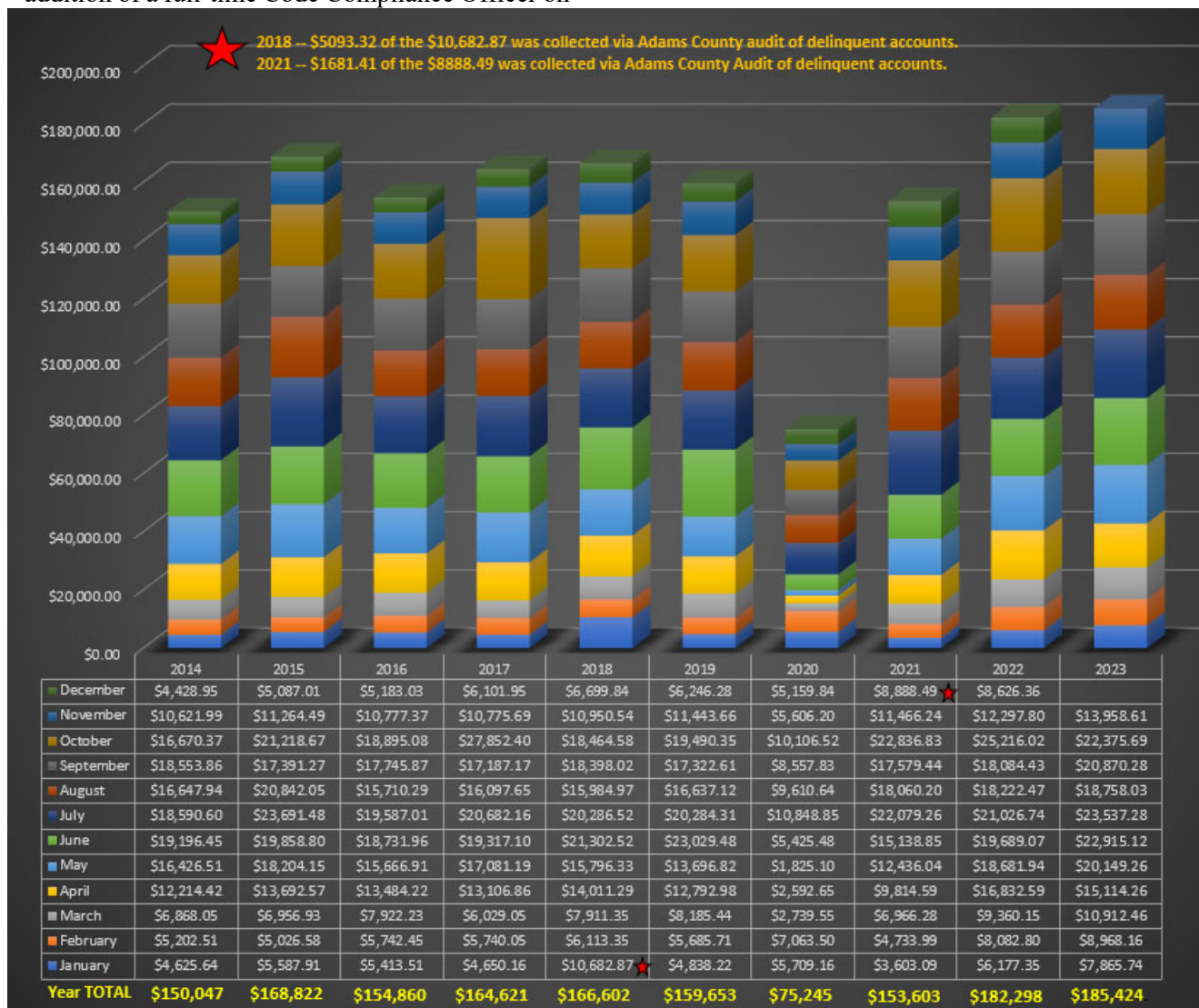
Object 701

Accident Reports

People and insurance carriers often require copies of reports. This line item accounts for the expenses incurred to reproduce those reports.

Graph 14 –

Gettysburg Borough Pillow Tax Receipts (2014 – 2023)



Object 702Civil Service Testing Fees

Fees collected to offset expenses in administering various exams throughout the year. A promotional exam is anticipated in 2024 as the Borough's police department is anticipating a retirement in a sergeant position. All Gettysburg Borough police officers are Act 120 certified.¹⁹³

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.

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 and for Borough staff for time spent on GBSWA business and for other shared costs.

**Table 54 – General Fund Department 361
(Charges for Services)**

	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
Revenue	361	300	Subdivision & Land Management	\$2,000	\$2,000	\$2,000	\$2,000	\$3,000	\$2,000
	361	330	Rezoning Requests	\$1,000	\$500	\$1,000	\$1,000	\$1,000	\$1,000
	361	331	Zoning Certification Letter	^^^	^^^	^^^	\$150	\$150	\$150
	361	340	Zoning Hearing Fees	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
	361	342	RRUO Inspection Fees	^^^	^^^	^^^	\$36,725	\$38,040	\$34,000
	361	560	Sale (Merchandise/Flags/Pins)	\$500	\$250	\$250	\$325	\$300	\$300
	361	700	Records Reproduction (RTK)	\$120	\$120	\$100	\$120	\$100	\$100
	361	701	Accident Reports	\$1,500	\$1,500	\$1,200	\$1,500	\$1,250	\$1,250
	361	702	Civil Service Testing Fees	^^^	\$260	^^^	\$260	\$0	\$500
	361	740	Reimbursement - Postage	^^^	^^^	^^^	\$100	\$1,675	\$750
	361	801	Reimbursement - Special Police Services	\$400	\$3,000	\$4,400	\$3,500	\$10,600	\$7,750
	361	802	Reimbursement - Public Works	\$10,000	\$15,000	\$10,500	\$15,000	\$15,000	\$29,250
	361	803	Reimbursement - Towing / Impound Fees	\$100	\$125	\$125	\$200	\$200	\$200
	361	804	Reimbursement - Police	\$9,000	\$12,000	\$1,500	\$2,500	\$19,818	\$17,200
	361	806	Reimbursement - Parking	\$800	\$3,500	\$1,500	\$3,500	\$3,000	\$3,000
	361	807	Reimbursement - GBSWA	^^^	\$149,500	\$109,943	\$5,118	\$39,148	\$50,319
	361	808	Reimbursement - Engineering Fees	^^^	\$149,500	\$109,943	\$1,250	\$23,750	\$5,000
	361	809	Reimbursement - Main Street Gettysburg	^^^	^^^	^^^	^^^	\$2,000	\$2,112
	361	810	Reimbursement - Gettysburg Fire Department	^^^	^^^	^^^	^^^	\$74,500	\$71,025
	361	811	Reimbursement - Insurance Claims	^^^	^^^	^^^	^^^	\$2,800	\$1,000
	361	812	Reimbursement - Jury Duty	^^^	^^^	^^^	^^^	\$150	^^^
	361	813	Reimbursement - Code Enforcement	^^^	^^^	^^^	^^^	\$0	^^^
	361	815	Reimbursement - CDBG	^^^	^^^	^^^	^^^	\$0	\$261,584
	Department 361 TOTALS			\$25,420	\$38,255	\$22,575	\$75,248	\$159,031	\$490,490

¹⁹³ Act 120 refers to training obtained in a credentialed Police Academy.

¹⁹⁴ See Appendix II.

Object 808
Reimbursement – Engineering
Fees

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

Object 809
Reimbursement – Main Street
Gettysburg

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

Object 810
Reimbursement – Gettysburg Fire
Department

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

Object 811
Reimbursement – 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 812
Reimbursement – 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 813
Reimbursement – Code Enforcement

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

Overall Effect of Parking
Programs

Combining the two Departments where parking revenues are collected - 363 (Highways and Streets {Parking}) and 331 (Fines & Forfeits), they generate a combined \$1,576,829 - a whopping 22.6% of all Fund 01 revenues.



Picture 2



Picture 3

Object 815
Reimbursement – 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 363
Highways & Streets
(Parking)

Department 363 is the second largest revenue generator for the Borough – raising \$1,209,350 1,107,495 (17.43% of General Fund Revenue) - \$101,855

above 2023. **Table 55** outlines the specifics of each category. **Graph 16** shows parking revenue over time between

Object 210
Parking 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 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).

Table 55 – General Fund Department 363
(Highways & Streets – Parking)



	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
Revenue	363	210	Parking Meters - Short Term	\$480,000	\$526,000	\$346,007	\$526,000	\$520,000	\$520,000
	363	211	Parking Meters Use - Rented	\$20,000	\$20,750	\$20,750	\$20,750	\$20,750	\$30,900
	363	212	Parking Meters - Long Term	\$80,000	\$100,000	\$64,042	\$100,000	\$101,000	\$110,500
	363	220	Parking Permits - RPP	\$8,000	\$7,000	\$6,500	\$5,800	\$7,395	\$7,980
	363	221	Parking Permits - LPP	^^^	^^^	^^^	\$1,200	\$9,000	\$12,985
	363	230	Parking Lots - Borough Lot	\$28,000	\$28,000	\$19,323	\$28,000	\$28,000	\$29,325
	363	231	Parking Lots - County Lot	\$6,550	\$20,100	\$13,755	\$20,100	\$20,100	\$26,185
	363	240	Parking Facilities - RHA Garage (KIOSKS)	\$190,000	\$228,170	\$87,980	\$228,170	\$305,000	\$377,500
	363	241	Parking Facilities - RHA Garage Passes	\$275,000	\$275,000	\$173,719	\$275,000	\$95,000	\$92,500
	363	510	PennDOT Winter Maintenance Contract	\$1,000	\$1,355	\$1,355	\$1,355	\$1,250	\$1,475
Department 363 TOTALS				\$1,088,550	\$1,206,375	\$733,431	\$1,206,375	\$1,107,495	\$1,209,350

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 the parking spaces emanating one block in each direction from Lincoln Square were 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. Despite the increased rate, Lincoln Square remains the most in-demand spaces and are essentially full all day long.

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 through 2021, 2022, and 2023. Paid parking via the Pay-by-APP (PassPort¹⁹⁵ and PayByPhone) continues to gain in popularity and has steadily increased over the past eight years. **Graph 15** shows the dramatic increase in Pay-by-APP usage between 2016 and 2023. 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. The Borough ended its relationship with PassPort

Parking in 2023 – leaving Pay-by-Phone the sole APP parking option.

Object 211

Parking Meters Use – Rented

This category identifies revenue generated by long-term rentals of on-street meter spaces. Hotels, museums, 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

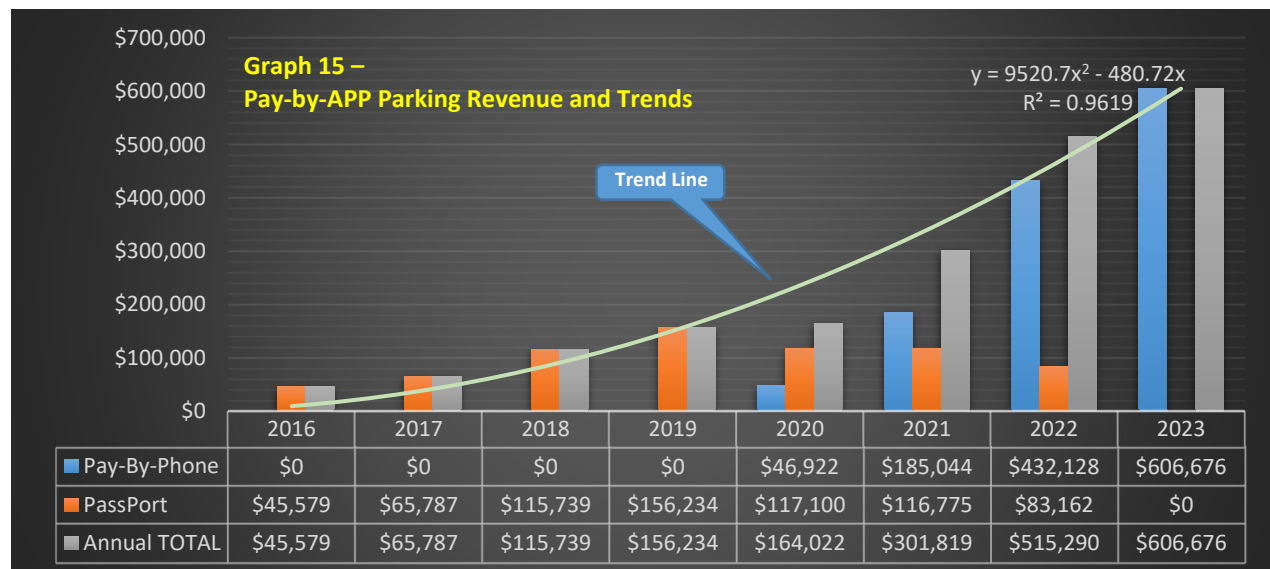
Parking Permits – RPP

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

Object 221

Parking 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



¹⁹⁵ PassPort parking options were eliminated in 2023. Pay-by-Phone is the only APP parking option currently offered.

solution for residents of Gettysburg Borough and persons who must commute to work in the Borough.

Object 230

Parking Lots – Borough Lot

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

Object 231

Parking 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 240

Parking 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 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 a reduced parking fee for those who choose to not spend the higher parking rates on Lincoln Square and the first blocks in each direction. Staff has noticed a slight increase in garage usage in 2018, 2019, 2020, 2021, 2022, and 2023 based on this discounted parking incentive. The overnight rate in the RHA Garage had been \$12 (Twelve Dollars) for a 24-hour period beginning in 2018 – holding that rate steady through 2023. The overnight rate for a 24-hour period in RHA Garage increases to \$18 (Eighteen Dollars) in FY2024.

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 FY2024.

Object 510

PennDOT Winter Maintenance Contract

Reimbursement for contracted winter maintenance agreements.

Department 367

Culture and Recreation

Department 367 generates \$2875 in revenue. This is based on public, private and corporate donations. See **Table 56**.

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.

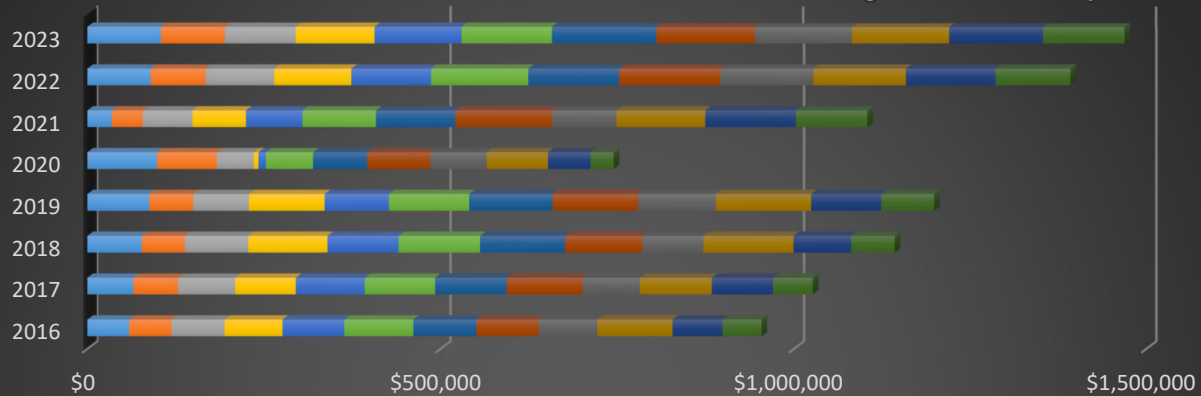
Table 56 – General Fund Department 367 (Culture and Recreation)

	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
Revenue	367	801	Donations - Corporate	\$5,000	\$5,000	\$1,200	\$5,000	\$2,500	\$2,250
	367	802	Donations - Private	\$350	\$350	\$1,250	\$350	\$350	\$375
	367	804	Donations - Police	\$3,000	^^^	\$100	\$0	\$100	\$250
	Department 367 TOTALS			\$8,350	\$5,350	\$2,550	\$5,350	\$2,950	\$2,875



Preliminary Numbers for the months
of November and December 2023

Graph 16 -
8-Year Parking Revenue Comparison



	2016	2017	2018	2019	2020	2021	2022	2023
January	\$59,441	\$65,382	\$77,139	\$87,897	\$98,907	\$34,700	\$89,505	\$104,283
February	\$60,007	\$63,235	\$60,929	\$61,799	\$84,454	\$43,729	\$78,096	\$90,306
March	\$75,094	\$80,839	\$89,848	\$79,082	\$52,361	\$70,503	\$96,835	\$100,246
April	\$81,637	\$85,610	\$112,027	\$107,018	\$6,457	\$75,689	\$109,328	\$111,592
May	\$87,507	\$97,698	\$100,630	\$91,093	\$10,672	\$79,946	\$112,830	\$123,206
June	\$97,748	\$99,315	\$115,298	\$113,554	\$66,727	\$104,024	\$137,525	\$127,942
July	\$89,173	\$101,356	\$119,947	\$117,909	\$76,682	\$112,391	\$128,666	\$147,724
August	\$88,113	\$107,370	\$109,333	\$121,159	\$89,031	\$136,961	\$142,658	\$139,113
September	\$82,904	\$80,796	\$86,486	\$109,954	\$79,799	\$90,598	\$132,123	\$137,587
October	\$106,528	\$102,142	\$127,503	\$134,682	\$86,806	\$125,907	\$130,677	\$137,875
November	\$70,665	\$86,416	\$81,685	\$99,305	\$59,924	\$128,132	\$127,210	\$133,265
December	\$55,184	\$56,213	\$61,519	\$75,006	\$32,988	\$101,069	\$106,480	\$115,786

Table 57 - General Fund Department 390 (Other Financial Sources)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	390	900	Miscellaneous	^^^	^^^	^^^	^^^	^^^	\$10
	390	901	Fuel Sales - Facility Fee	\$2,200	\$1,100	\$1,100	\$1,500	\$1,700	\$1,700
			Department 390 TOTALS	\$2,200	\$1,100	\$1,100	\$1,500	\$1,700	\$1,700



Table 58 - General Fund Department 392 (Interfund Transfers In)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	392	096	Transfer from ARPA	^^^	^^^	^^^	\$1,421,452	\$749,000	\$1,009,579
			Department 392 TOTALS	\$0	\$0	\$0	\$1,421,452	\$749,000	\$1,009,579

Table 59 - General Fund Department 395 (Refund of Prior Year Expenses)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	395	000	Refund of Prior Year's Expense	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$15,750
			Department 390 TOTALS	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$15,750



Department 390 Other Financing Sources

Table 57 shows the revenue expected from this department in FY2024.

that does not fit well in any other category.

Object 900

Miscellaneous
Inevitably, the Borough takes in a small amount of cash each year

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.

Department 392
Interfund Transfers In

Table 58 shows the revenue expected from this department in FY2024.

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 for the 'provision of government services' – which is a permitted use authorized in the ARPA legislation. In total, the Borough will transfer \$1,009,579 from the ARPA Fund into the General Fund in FY2024. This accounts for 14.5% of General Fund revenues.

Department 395
Refund of Prior Year Expenses

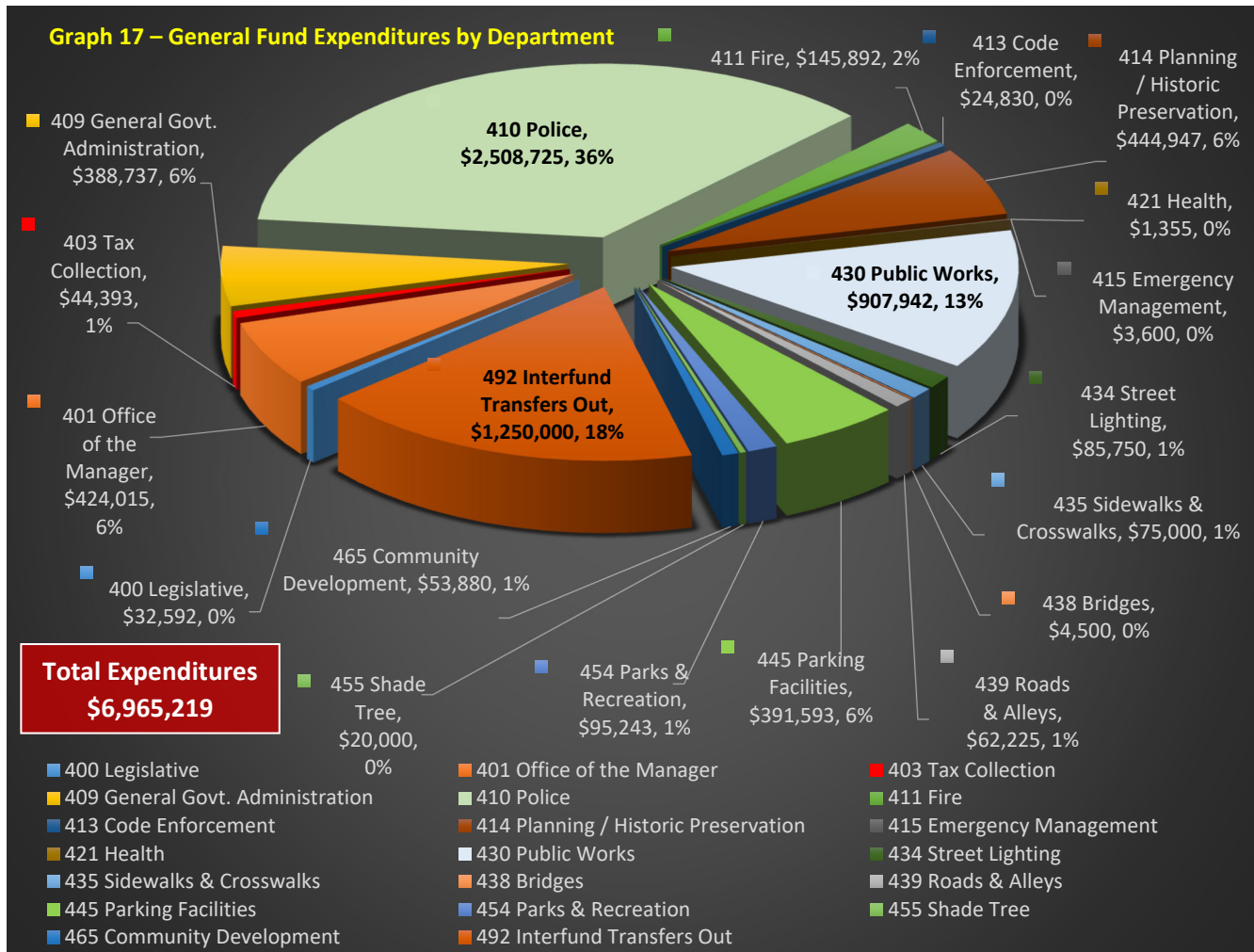
Table 59 shows \$15,750 in revenue expected from this department in FY2024.

Object 000
Refund of Prior Year Expense

Previous year's expenses are refunded and accounted for in this line item. This is most typically a refund of surplus health insurance premiums realized through the Borough's partnership with PMHIC.

Expenses

Expenditures in the General Fund are divided into 20 departments in the Chart of Accounts¹⁹⁶. They are:



¹⁹⁶ 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.

- 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 17** is a visual presentation of all General Fund expenditures for FY2024.

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



Table 60 –
General Fund Department 400 (Legislative)

	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
Expenditures	400	105	Council Salaries	\$15,000	\$15,000	\$10,000	\$17,500	\$7,500	\$12,500
	400	192	Benefit - FICA	\$930	\$930	\$620	\$1,085	\$1,085	\$1,086
	400	193	Benefit - Medicare	\$218	\$218	\$144	\$253	\$253	\$2,538
	400	210	Operating Supplies	\$500	\$500	\$500	\$500	\$300	^^^
	400	321	Telephone (Landline)	^^^	^^^	^^^	^^^	\$707	\$702
	400	324	Telephone (Wireless)	^^^	^^^	^^^	^^^	\$506	\$506
	400	325	Internet Fees	^^^	^^^	^^^	^^^	^^^	\$480
	400	329	Computer Software Fees	^^^	^^^	^^^	^^^	\$1,152	\$1,440
	400	331	Travel Reimbursement	^^^	^^^	^^^	^^^	\$425	\$425
	400	452	Contracted IT Services	^^^	^^^	^^^	^^^	\$6,279	\$6,970
	400	460	Continuing Education/Training	\$2,500	\$1,250	^^^	\$5,000	\$5,945	\$5,945
	Department 400 TOTALS			\$19,148	\$17,898	\$11,264	\$24,338	\$24,152	\$32,592

Why Were Some Departments Eliminated?

Of note, the number of departments in the General Fund that provide services to the Borough is down from 23 in 2019, 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 2022 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.

continues a robust financial recovery from the Pandemic, Council has restored the line item for continuing educations and training for attendance at conferences. **Table 60** details each line item in the Legislative Department. The Mayor is budgeted in Department 401.

Object 105 **Council** **Salaries**¹⁹⁷

This line item accounts for the salaries of seven representatives in FY2024.

¹⁹⁷ Four members of Council confirmed their intention to not accept their annual stipends in FY2023.

Table 61 – General Fund Department 401 (Office of the Manager)

	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
Expenditures	401	105	Salary - Mayor	\$5,000	\$5,000	^^^	\$5,000	\$5,000	\$5,000
	401	110	Salary - Borough Manager *	\$87,457	\$90,000	\$91,800	\$85,024	\$84,739	\$90,848
	401	112	Salary - Full Time **	^^^	^^^	\$47,500	\$98,164	\$95,132	\$105,505
	401	114	Salary - Professional Staff	^^^	^^^	\$2,100	\$52,674	\$51,642	\$53,121
	401	172	Other Comp. - Leave/Holiday	^^^	^^^	^^^	\$10,418	\$13,657	\$14,068
	401	173	Other Comp. - Leave/Personal	^^^	^^^	^^^	^^^	\$3,980	\$4,330
	401	174	Other Comp. - Leave/Sick	^^^	^^^	^^^	^^^	\$1,576	\$2,564
	401	175	Other Comp. - Leave/Vacation	^^^	^^^	^^^	^^^	\$14,650	\$10,899
	401	186	Other Comp. - SickPayBuyBack	^^^	^^^	^^^	^^^	^^^	^^^
	401	187	Other Comp. - VacationPayBuyBack	^^^	^^^	^^^	^^^	\$4,406	\$3,836
	401	188	Other Comp. - HealthCareBuyBack	^^^	^^^	^^^	^^^	\$6,000	\$6,000
	401	189	Benefit - Vision Insurance	\$200	\$200	\$900	\$1,112	\$454	\$514
	401	192	Benefit - FICA	\$5,610	\$5,890	\$12,561	\$15,424	\$17,880	\$18,363
	401	193	Benefit - Medicare	\$1,313	\$1,378	\$2,937	\$3,607	\$4,183	\$4,295
	401	194	Benefit - Unemployment Comp.	\$285	\$500	\$1,926	\$2,292	\$2,286	\$1,140
	401	195	Benefit - HRA	^^^	^^^	^^^	^^^	^^^	\$6,800
	401	196	Benefit - Health Insurance	\$9,000	\$9,320	\$51,494	\$70,116	\$46,448	\$50,048
	401	197	Benefit - Pension Contribution	\$13,946	\$11,461	\$30,611	\$20,117	\$27,817	\$20,879
	401	198	Benefit - Life/ADD/Short Dis.	\$735	\$530	\$1,253	\$1,527	\$1,747	\$2,764
	401	199	Benefit - Dental Insurance	\$458	\$432	\$2,877	\$2,318	\$2,137	\$2,225
	401	354	Insurance - Worker's Comp.	\$153	\$141	\$315	\$350	\$494	\$816
	Department 401 TOTALS			\$124,157	\$124,852	\$246,274	\$368,143	\$384,228	\$424,015

* 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 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 325
Internet Fees

Internet usage is shared between all departments. This line item covers the internet usage by the Borough Council for accessing their laptops during meetings.

Object 329
Computer Software Fees

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

Object 331
Travel Reimbursement

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

Object 452
Contracted IT Services

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

Object 460
Continuing Education/Training

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

Department 401
Office of the Manager

Department (401) was renamed in 2021 – 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 61 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 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 2018 remains budgeted in Department 430 (Public Works) but reports to the Borough Secretary 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. The Borough Secretary is separately appointed.

Object 105
Salary – Mayor

Salary for the Mayor per the Borough Code.

Object 110
Salary – Borough Manager

Salary for the Borough Manager / Treasurer. 4% of this salary is reimbursed by GBSWA.

Object 112
Salary – Full Time

Salary for the Finance I position. 20% of this salary is reimbursed by GBSWA. The Borough Secretary is also budgeted in this line item.

Object 114
Salary – Professional Staff

Salary for the Human Resources Coordinator / Project Management Assistant.

Object 172
Other Comp. / Leave-Holiday

This accounts for the cost of an employee's salary for not working on a paid Holiday.



Object 173

Other 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 174

Other 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.

Object 175

Other 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 186

Other 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 FY2024.

Object 187

Other 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 188

Other 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 189

Benefit – Vision Insurance

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

Object 192

Benefit – FICA

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

Object 193

Benefit – 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 195Benefit – HRA¹⁹⁸

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.

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 62**.

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 220Tax Expenses – BID Pass Through

It was discovered that taxes due from delinquent properties in the Steinwehr Business Improvement District went to the YATB for collection and were being remitted to the Borough, with no indication of which taxes were to be credited to the Borough versus the Steinwehr Avenue BID. New procedures were put in place to track which taxes are due to the BID and which taxes are due to the Borough, with the YATB check going to the Borough. This line item then send a portion of that YATB check to the Steinwehr BID.

Object 309EIT¹⁹⁹ / LST²⁰⁰ Tax Collection Fees

Costs associated with the collection of taxes.

Table 62 – General Fund Department 403 (Tax Collection)

	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
Expenditures	403	115	Salary - Part Time Staff	\$7,500	\$7,500	\$8,500	\$8,500	\$10,500	\$10,750
	403	192	Benefit - FICA	\$465	\$465	\$527	\$527	\$651	\$667
	403	193	Benefit - Medicare	\$110	\$110	\$123	\$123	\$153	\$156
	403	210	Operating Supplies	\$1,500	\$1,700	\$1,700	\$1,150	\$1,000	\$2,200
	403	220	Tax Expenses - BID Pass Through	^^^	^^^	^^^	^^^	^^^	\$4,250
	403	309	Tax Collection Fees	\$16,000	\$16,000	\$17,405	\$17,400	\$18,750	\$25,000
	403	353	Insurance - Surety & Fidelity (Bond)	\$258	\$258	\$258	\$250	\$1,370	\$1,370
Department 403 TOTALS				\$25,833	\$26,033	\$28,513	\$27,950	\$32,424	\$44,393

Object 353Insurance -Surety &FidelityPremium

cost for this insurance coverage.

¹⁹⁸ HRA – Health Reimbursement Account.

²⁰⁰ LST = Local Services Tax.

¹⁹⁹ EIT = Earned Income Tax.

Department 409
General Government Administration

Table 63 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 includes 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 210
Operating Supplies

General office and other miscellaneous operating supplies.

Object 215
Postage

Costs associated with sending letters and notices out in the mail, via the United States Postal Service or other means.

Object 217
Merchandise (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 218
Public 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 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.

²⁰¹ <https://mbakerintl.com/>

²⁰² <http://www.cra-architects.com/>

²⁰³ Gettysburg Gateway Connectivity Project.

²⁰⁴ Gettysburg Welcome Center.

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 International²⁰¹ and Crabtree, Rohrbaugh and Associates Architects²⁰² are budgeted in this line item. Both will be conducting work on CIP 439-04²⁰³, CIP 465-01²⁰⁴, CIP 454-05²⁰⁵, CIP 454-06²⁰⁶, and CIP 415-04²⁰⁷.

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, 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.

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

²⁰⁵ Gettysburg Inner Loop - Phase B1.

²⁰⁶ Gettysburg Inner Loop - Phase B2.

²⁰⁷ Area Segregation Portable Barricade System.

²⁰⁸ CIP – Capital Improvement Plan.

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.

Object 324

Telephone (wireless)

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

**Table 63 – General Fund Department 409
(General Government Administration)**

Expenditures	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	409	210	Operating Supplies	\$20,401	\$20,250	\$20,250	\$20,500	\$24,000	\$24,000
	409	215	Postage	\$1,450	\$1,450	\$2,444	\$2,000	\$3,500	\$3,950
	409	217	Merchandise (Flags, Pins, etc.)	\$2,500	\$1,250	^^^	\$500	\$500	\$500
	409	218	Public Relations	\$11,100	\$14,400	\$16,600	\$23,630	\$23,630	\$23,940
	409	220	Miscellaneous Expense	^^^	^^^	^^^	^^^	\$2,750	\$2,750
	409	252	Computer/Copier/Video Parts	\$1,250	\$1,000	\$2,407	\$2,500	\$2,250	\$2,250
	409	260	Small Tools/Equipment (minor)	\$250	\$250	\$250	\$250	\$225	\$225
	409	310	Professional/Other Services	^^^	^^^	\$750	\$68,500	\$71,000	\$10,000
	409	311	Accounting/Auditing Services	^^^	^^^	\$22,000	\$20,240	\$23,750	\$24,500
	409	313	Engineering and Architectural	\$12,000	\$10,000	\$30,000	\$20,000	\$35,500	\$35,500
	409	314	Special Legal Services - Ord. Review	\$8,000	\$9,000	\$7,811	\$7,500	\$7,250	\$7,250
	409	315	Legal Service - RTK	^^^	^^^	^^^	^^^	\$15,000	\$15,650
	409	317	Legal Services - Borough Solicitor	\$55,000	\$52,500	\$55,853	\$55,500	\$50,000	\$50,000
	409	318	Legal Services - Labor	\$12,500	\$12,500	\$14,091	\$14,000	\$14,000	\$14,000
	409	321	Telephone (landline)	\$4,479	\$4,500	\$3,244	\$3,113	\$3,822	\$2,562
	409	324	Telephone (wireless)	\$1,200	\$1,410	\$2,780	\$2,780	\$1,013	\$1,014
	409	325	Internet Fees	\$2,378	\$3,100	\$4,511	\$6,837	\$1,819	\$1,968
	409	329	Computer Software Fees	\$18,710	\$17,122	\$17,337	\$19,106	\$20,107	\$17,487
	409	331	Travel Reimbursement	\$1,405	\$1,300	\$200	\$200	\$700	\$700
	409	341	Legal Advertising	\$6,560	\$7,000	\$6,750	\$6,750	\$5,500	\$5,250
	409	350	Insurance - Vehicle						\$2,043
	409	352	Insurance - Liability	\$1,000	\$728	\$764	\$810	\$900	\$990
	409	353	Insurance - Surety & Fidelity (Bond)	\$2,400	\$2,400	^^^	\$565	\$2,000	\$2,157
	409	355	Insurance - Public Official	\$8,660	\$5,109	\$9,577	\$9,552	\$7,900	\$6,502
	409	356	Insurance - Property	\$5,120	\$5,510	\$7,298	\$8,382	\$9,900	\$7,992
	409	357	Insurance - Inland Marine	\$61	\$62	\$66	\$75	\$250	\$275
	409	358	Insurance - Cyber Risk	^^^	^^^	^^^	^^^	\$200	\$215
	409	359	Insurance - Commercial Umbrella	\$1,400	\$1,280	\$1,307	\$1,385	\$1,600	\$1,615
	409	361	Public Utility - Electric	\$55,250	\$30,000	\$30,000	\$30,000	\$32,500	\$32,500
	409	362	Public Utility - Gas	\$1,100	\$7,000	\$6,000	\$5,000	\$5,500	\$3,300
	409	364	Public Utility - Sewer	\$788	\$788	\$700	\$650	\$650	\$1,000
	409	366	Public Utility - Water	\$1,500	\$1,500	\$1,250	\$1,250	\$1,250	\$2,025
	409	368	Public Utility - Storm Water	^^^	\$1,425	\$1,425	\$1,425	\$882	\$882
	409	373	Repairs & Maintenance - Buildings	\$8,200	\$10,750	\$9,500	\$8,250	\$7,225	\$10,000
	409	374	Repairs & Maintenance - Machinery	\$16,750	\$16,500	\$16,825	\$16,325	\$17,000	\$27,000
	409	384	Rent of Machinery/Equipment	\$625	\$625	\$625	\$625	\$625	\$625
	409	388	Commission - County Lot	\$3,275	\$10,000	\$6,250	\$9,915	\$11,000	\$15,750
	409	390	Bank Service Charges/Fees	\$5,900	\$5,900	\$5,900	\$5,550	\$6,595	\$1,895
	409	420	Dues/Subscriptions/Memberships	\$7,785	\$7,004	\$7,230	\$7,235	\$7,209	\$7,209
	409	452	Contracted IT/Network Services	\$8,450	\$8,280	\$8,280	\$8,280	\$3,456	\$6,996
	409	460	Continuing Education/Training	\$12,275	\$11,000	\$2,500	\$12,500	\$14,400	\$14,250
			Department 409 TOTALS	\$299,722	\$282,893	\$322,775	\$401,680	\$437,358	\$388,717

²⁰⁹ Also know as the Sunshine Act.

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,
- ✚ CivicPlus²¹¹ website hosting and maintenance fees,
- ✚ ADOBE & ADOBE Sign,
- ✚ Office 365 online cloud hosting platform and,
- ✚ 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 350Insurance – Liability

Premiums for insurance coverage.

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.

Object 364Public Utility – Sewer

Sewer bills.

²¹⁰ IP = Internet Protocol Address.

²¹¹ Formerly Virtual Towns & School (VTS) which was acquired by CivicPlus in 2018 but will continue to

provide hosting and support services to the Borough for its website.

Object 366
Public Utility – Water

Water bills.

Object 368
Public 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 373
Repairs & 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 374
Repairs & 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 384
Rent of Machinery/Equipment

Covers the rental of the postage meter machine.

Object 388
Commission – 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 390
Bank 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 420
Dues / 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 452
Contracted IT/Network Services

Covers contracted IT management services with TREYSTA.

Object 460
Continuing 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
- ✦ ICMA²¹⁷, and
- ✦ additional FREEDOM Systems training.

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.

Department 410
Police

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 64A and Table 64B** shows the details for the department. The total budget for the police department is \$234,552 more than 20232 – which is an historic increase in departmental funding - which grows the department by two full time officers, increasing the number of officers to fourteen (including the Chief of Police). That is after returning the department to full capacity following the pandemic. Major investments in physical plant and technology upgrades continue into FY2024. The Department's budgeted amount of \$2,508,830 accounts for 36.1% of overall General Fund expenditures.

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 FY2024 is \$20.00 per hour.

Object 135Contracted Services

Funds services provided by a third party for Internal Affairs investigations and background checks and other items listed below:

Object 110

Salary – Chief of
Police

Salary for the Chief of police.



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 International City Managers' Association.

²¹⁸ Also known as the Uniform Contract and runs the term January 1, 2023 to December 31, 2026.

- ✚ Background checks, and
- ✚ Lexipol²¹⁹.

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

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 impossible to predict how much overtime would be required to assist with emergencies created by weather events, fires, accidents, etc.

Object 183Other 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 184Other 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.

²¹⁹ Lexipol was founded in 2003 to provide standardized policies and training for law enforcement. Lexipol offers a valuable service, particularly for smaller law

enforcement agencies that are without the resources to draft and update policies on their own.

Object 185Other 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 186Other 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 187Other 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 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

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

Object 191Benefit – Uniform Allowance

The cost for uniform replacement and/or repair for personnel in the department.

Object 192Benefit – 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 193Benefit – Medicare

Employer paid portion of Medicare Insurance.

Object 194Benefit – Unemployment Compensation

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

Object 195Benefit – HRA²²⁰

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. Per the labor agreement, the employee will pay 16% of the insurance premium in FY2024.

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

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

Object 199Benefit – Dental Insurance

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

Object 200Benefit – 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.



²²⁰ HRA – Health Reimbursement Account.

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 249
TAZER Maintenance
The line items funds TAZERs and associated supplies.

Object 251
Vehicle – Parts and Maintenance
In past budgets, the department had several aging vehicles that required significant maintenance needs. This line item is reduced from previous budgets due to the Enterprise Fleet Management Program. This helps stabilize the Borough's capital expenses and maintenance costs moving forward by annualizing these costs each year.

Table 64A –
General Fund Department 410 (Police)

	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
Expenditures	410	110	Salary - Chief of Police	\$79,000	\$87,250	\$88,123	\$86,903	\$86,260	\$88,592
	410	112	Salary - Full Time	\$667,170	\$684,753	\$664,318	\$691,808	\$715,469	\$687,870
	410	114	Salary - Professional Staff	\$50,387	\$51,395	\$51,904	\$29,466	\$35,742	\$35,795
	410	115	Salary - Part Time Staff	\$45,000	\$63,750	\$52,752	\$52,200	\$67,164	\$66,797
	410	116	Salary - Differential 1 Pay	^^^	^^^	^^^	^^^	\$6,060	\$4,009
	410	117	Salary - Auxiliary Police	\$1,240	\$1,500	\$1,500	\$1,500	\$1,200	\$2,200
	410	135	Contracted Services	\$5,000	\$28,939	\$8,489	\$17,000	\$12,000	\$12,000
	410	172	Other Comp./Leave-Holiday	^^^	^^^	^^^	\$55,686	\$65,498	\$66,269
	410	173	Other Comp./Leave-Personal	^^^	^^^	^^^	^^^	\$37,533	\$40,554
	410	174	Other Comp./Leave-Sick	^^^	^^^	^^^	^^^	\$8,479	\$40,402
	410	175	Other Comp./Leave-Vacation	^^^	^^^	^^^	^^^	\$76,550	\$77,829
	410	176	Other Comp./OT/Regular	^^^	^^^	^^^	^^^	\$40,000	\$30,000
	410	177	Other Comp./OT/Shift Change	^^^	^^^	^^^	^^^	\$4,580	\$2,583
	410	178	Other Comp./OT/Court	^^^	^^^	^^^	^^^	\$9,800	\$15,600
	410	179	Other Comp./OT/Holiday Worked	^^^	^^^	^^^	^^^	\$55,369	\$62,388
	410	180	Other Comp./OT/Holiday OT	\$102,000	\$115,000	\$80,000	\$100,000	\$6,500	\$3,498
	410	181	Other Comp./OT/Special Events	^^^	^^^	^^^	^^^	\$10,000	\$17,200
	410	182	Other Comp./OT/Emergency	^^^	^^^	^^^	^^^	\$8,700	\$2,500
	410	183	Other Comp./OT/Contract	^^^	^^^	^^^	^^^	\$5,850	\$5,850
	410	184	Other Comp./OT/Drug Task Force	^^^	^^^	^^^	^^^	\$1,000	\$750
	410	185	Other Comp./OT/Traffic Grant	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	410	186	Other Comp./SickPayBuyBack	^^^	^^^	^^^	^^^	^^^	\$39,555
	410	187	Other Comp./VacationPayBuyBack	^^^	^^^	\$8,000	^^^	\$7,100	\$4,112
	410	188	Other Comp./HealthCareBuyBack	^^^	^^^	^^^	^^^	^^^	\$5,000
	410	189	Benefit - Vision Insurance	\$4,100	\$4,250	\$3,900	\$4,192	\$3,104	\$3,342
	410	191	Benefit - Uniform Allowance	\$9,860	\$12,000	\$9,860	\$21,000	\$20,000	\$26,000
	410	192	Benefit - FICA	\$5,994	\$7,232	\$6,617	\$5,278	\$6,814	\$7,121
	410	193	Benefit - Medicare	\$13,776	\$14,688	\$13,992	\$13,352	\$19,105	\$19,094
	410	194	Benefit - Unemployment Compensation	\$4,352	\$8,510	\$10,458	\$8,490	\$9,060	\$5,026
	410	195	Benefit - HRA	^^^	^^^	^^^	^^^	^^^	\$27,400
	410	196	Benefit - Health Insurance	\$243,874	\$247,924	\$228,052	\$268,875	\$314,750	\$355,355
	410	197	Benefit - Pension Contribution (MMO)	\$116,126	\$207,915	\$167,299	\$166,356	\$197,356	\$280,798
	410	198	Benefit - Life/ADD/Short Term Dis.	\$5,425	\$5,655	\$5,393	\$5,855	\$6,781	\$9,179
	410	199	Benefit - Dental Insurance	\$13,628	\$14,328	\$13,885	\$15,676	\$15,639	\$19,067
	410	200	Benefit - Pension Non-Uniform	\$8,035	\$6,603	\$7,651	\$2,563	\$2,563	\$5,769

Table 64B – General Fund Department 410 (Police), *contd.*

	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
Expenditures	410	210	Operating Supplies	\$9,300	\$9,000	\$7,066	\$14,000	\$11,750	\$11,500
	410	215	Postage	\$400	\$400	\$256	\$112	\$145	\$185
	410	220	Miscellaneous Expense	^^^	^^^	^^^	^^^	\$2,280	\$4,750
	410	231	Vehicle Fuel - Gasoline	\$14,500	\$14,500	\$13,240	\$14,250	\$18,800	\$18,800
	410	242	Protection to Persons/Property (Ammo)	\$7,000	\$9,250	\$5,295	\$15,250	\$44,000	\$29,000
	410	249	TAZER Maintenance	\$5,900	\$6,000	\$4,500	\$6,800	\$3,500	\$6,200
	410	251	Vehicle - Parts and Maintenance	\$7,000	\$4,500	\$5,250	\$9,650	\$8,000	\$7,500
	410	252	Computer/Copier/Video Parts	\$2,700	\$1,500	\$1,250	\$1,050	\$1,000	\$1,000
	410	260	Small Tools/Equipment (minor)	^^^	\$2,435	\$2,435	\$2,250	\$1,935	\$1,935
	410	301	Towing Costs	\$500	\$500	\$645	\$500	\$500	\$500
	410	310	Professional/Other Services	\$6,500	\$5,050	\$5,050	\$1,800	\$5,675	\$5,675
	410	314	Special Legal Services	\$20,000	\$40,000	\$50,563	\$60,000	\$35,000	\$30,000
	410	321	Telephone (landline)	\$6,546	\$7,800	\$7,073	\$7,540	\$7,540	\$6,914
	410	324	Telephone (wireless)	\$4,450	\$9,850	\$7,955	\$11,000	\$8,600	\$10,806
	410	325	Internet Fees	^^^	\$2,000	\$1,363	\$2,545	\$2,548	\$2,936
	410	327	Radio/Equipment Maintenance	\$2,000	\$1,000	\$813	\$2,000	\$2,000	\$2,000
	410	329	Computer Software Fees	\$10,800	\$9,236	\$8,288	\$69,063	\$34,456	\$17,641
	410	331	Travel Expense Reimbursement	\$500	\$500	\$352	\$250	\$200	\$585
	410	350	Insurance - Vehicle	\$4,950	\$6,301	\$6,179	\$7,660	\$9,850	\$11,244
	410	351	Insurance - PA Law 477	\$7,721	\$7,721	\$7,771	\$8,850	\$8,200	\$8,493
	410	352	Insurance - Liability	\$2,600	\$2,473	\$2,583	\$2,750	\$3,070	\$3,292
	410	354	Insurance - Workers Compensation	\$41,550	\$35,784	\$33,897	\$44,554	\$64,553	\$67,649
	410	357	Insurance - Inland Marine	\$1,000	\$926	\$955	\$1,070	\$1,150	\$1,265
	410	358	Insurance - Law Enforcement Liability	\$22,716	\$27,539	\$28,928	\$30,063	\$27,500	\$32,229
	410	359	Insurance - Commercial Umbrella	\$3,700	\$4,361	\$4,461	\$4,730	\$4,900	\$6,445
	410	384	Machinery and Equipment Repairs	^^^	^^^	\$1,200	\$1,200	\$750	\$0
	410	410	Judgements and Damages	^^^	^^^	^^^	^^^	^^^	\$0
	410	420	Dues/Subscriptions/Memberships	\$750	\$2,300	\$2,300	\$2,755	\$2,755	\$2,755
	410	452	Contracted IT Services	\$10,995	\$11,160	\$10,656	\$10,656	\$12,789	\$13,785
	410	460	Continuing Education/Training	\$7,350	\$10,000	\$7,000	\$15,000	\$19,000	\$20,000
	410	461	Community Policing Training	^^^	^^^	^^^	^^^	\$500	\$500
	410	740	Capital Purchase/Machinery	\$37,776	\$43,259	\$48,387	\$66,971	\$60,283	\$85,242
	410	750	Capital Purchase/Minor Machine	^^^	\$3,200	^^^	\$25,435	\$8,000	\$23,500
	Department 410 TOTALS			\$1,621,190	\$1,844,057	\$1,704,925	\$1,992,976	\$2,274,278	\$2,508,830

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 VASCAR²²¹ system, Speed-o-Meters, and ENRAD²²².

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 attorneys are Campbell, Durant, Beatty & Palombo.



²²¹ VASCAR (Visual Average Speed Computer and Recorder).

²²² ENRAD (Electronic Non-Radar Device).

<p><u>Object 321</u> <u>Telephone (landline)</u></p> <p>Landline phone bills:</p> <ul style="list-style-type: none"> ✚ Verizon, ✚ TTY, and ✚ CenturyLink FAX. 	<p><u>Object 352</u> <u>Insurance – Liability</u></p> <p>Premiums associated with insurance coverage.</p> <p><u>Object 354</u> <u>Insurance – Workers Compensation</u></p> <p>Premiums associated with insurance coverage.</p>
<p><u>Object 324</u> <u>Telephone (wireless)</u></p> <p>Cellular phone bills for departmental staff.</p> <p><u>Object 325</u> <u>Internet Fees</u></p> <p>Shentel Fiber Optic Cable for high-speed internet service.</p>	<p><u>Object 357</u> <u>Insurance – Inland Marine</u></p> <p>Premiums associated with insurance coverage.</p> <p><u>Object 358</u> <u>Insurance – Law Enforcement Liability</u></p> <p>Premiums associated with insurance coverage.</p>
<p><u>Object 327</u> <u>Radio/Equipment Maintenance</u></p> <p>Maintenance for radios used by the officers.</p>	<p><u>Object 359</u> <u>Insurance – Commercial Umbrella</u></p> <p>Premiums associated with insurance coverage.</p>
<p><u>Object 329</u> <u>Computer Software Fees</u></p> <p>Funds the following computer software applications and a major technology upgrade:</p>	<p><u>Object 384</u> <u>Rent of Machinery & Equipment</u></p> <p>This covers the full-service lease on the department's FAX / copier / printer machine.</p>
<ul style="list-style-type: none"> ✚ CODY RMS²²³ System,, ✚ eCode360, ✚ VTS department webpage, ✚ MS server and licenses, ✚ ADOBE & ADOBE Sign, ✚ CNET, and ✚ UPSafety online citation and ticketing applications. 	<p><u>Object 420</u> <u>Dues / Subscriptions / Memberships</u></p> <p>Covers the cost for the following:</p> <ul style="list-style-type: none"> ✚ IACP²²⁴, ✚ PCPA,²²⁵ ✚ Public Employees Law Newsletter, ✚ Adams County Chiefs Association, and ✚ DLA Law Enforcement Surplus.
<p><u>Object 331</u> <u>Travel Expense Reimbursement</u></p> <p>Reimbursement for business related trips if personal vehicles are used.</p>	<p><u>Object 452</u> <u>Contracted IT Services</u></p> <p>Departmental costs associated with IT management services as contracted through TREYSTA.</p>
<p><u>Object 350</u> <u>Insurance – Vehicle</u></p> <p>Premiums associated with insurance coverage.</p>	<p><u>Object 460</u> <u>Continuing Education/Training</u></p> <p>Funds various training opportunities as may arise throughout the year.</p>
<p><u>Object 351</u> <u>Insurance – PA Law 477</u></p> <p>Premiums associated with insurance coverage.</p>	<p><u>Object 461</u> <u>Community Policing Training</u></p> <p>Funds various training opportunities as may arise throughout the year.</p>

²²³ RMS – Records Management System.

²²⁴ IACP (International Association of Chiefs of Police).

²²⁵ PCPA - Police Chiefs of Pennsylvania Association.

Object 740Capital 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 750Capital 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 0.5000 mils, 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 65** 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 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 110Reimbursable 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 192Reimbursable 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 193Reimbursable 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 354Insurance – 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 361Public Utility – Electricity

Cost of electric bills associated with the fire siren.

Object 363Public Utility – Hydrant Service

Cost associated with fire hydrant inspections.

Table 65 – General Fund Department 411 (Fire)

	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
Expenditures	411	110	Reimbursable Salaries	^^^	^^^	^^^	^^^	\$57,453	\$57,453
	411	192	Reimbursable Payroll Taxes	^^^	^^^	^^^	^^^	\$5,381	\$5,381
	411	193	Reimbursable Benefits	^^^	^^^	^^^	^^^	\$11,666	\$11,750
	411	354	Insurance - Workers' Compensation	\$18,575	\$15,769	\$15,769	\$18,200	\$17,750	\$27,208
	411	361	Public Utility - Electricity (siren)	\$250	\$250	\$250	\$250	\$250	\$300
	411	363	Public Utility - Hydrant Services	\$3,660	\$4,100	\$4,100	\$4,100	\$3,750	\$4,500
	411	544	Non-Governmental Appropriations - Fire Fighters Relief	\$31,500	\$38,000	\$38,000	\$38,500	\$39,900	\$39,300
Department 411 TOTALS				\$53,985	\$58,119	\$58,119	\$61,050	\$136,150	\$145,892

Object 544Non-Governmental Appropriations –
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 FY2024 and beyond. However, PMCA and the Borough's code enforcement personnel work very closely with the Department of Planning and Historic Preservation. **Table 66** reviews these expenses.

Object 135Contracted Services

Covers the cost of PMCA's Code Enforcement Officer's hours of work.

Object 215Postage

Postal fees associated with mailing violation notices to property owners.

Object 252Computer / Copier / Video Parts

Used to purchase replacement computer/printer equipment as needed, including various parts for maintenance.

Object 317Legal Services – Borough Solicitor

At times the Code Officer needs legal advice. This line accounts for use of the Borough Solicitor.

Object 321Telephone (Landline)

Covers the cost of the Code Officer's desk phone.

Object 325Internet Fees

The cost to support online access for the Department.

Object 329Computer Software Fees

Fees associated with code enforcement and property management software packages that integrate with the Borough's enterprise software programs.

Table 66 – General Fund Department 413 (Code Enforcement)

	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
Expenditure	413	135	Contracted Services	\$75,000	\$75,000	\$50,000	\$12,500	\$14,250	\$7,000
	413	215	Postage	\$100	\$50	\$50	\$1,600	\$1,500	\$1,225
	413	252	Computer/Copier/Video Parts	^^^	^^^	^^^	^^^	^^^	\$1,075
	413	317	Legal Services - Boro Solicitor	^^^	^^^	^^^	\$3,500	\$450	\$450
	413	321	Telephone (Landline)	^^^	^^^	^^^	^^^	\$393	\$394
	413	325	Internet Fees	^^^	^^^	^^^	^^^	\$1,819	\$958
	413	329	Computer Software Fees	^^^	^^^	^^^	\$11,575	\$7,484	\$7,484
	413	452	Contracted IT Services	^^^	^^^	^^^	^^^	\$1,231	\$1,738
	413	460	Continuing Education/Training	^^^	^^^	^^^	\$2,000	\$2,000	\$1,500
	413	750	Capital Purchase/Minor Machine	^^^	^^^	^^^	^^^	\$2,250	\$2,500
Department 413 TOTALS				\$75,100	\$75,050	\$50,050	\$29,175	\$25,896	\$24,324

Object 452
Contracted IT Services

Fees associated with computer support for the Department.

Object 460
Continuing Education/Training

Fees associated with eh professional development of the Code Compliance Officer and to remain current on required certifications.

Object 750
Capital Purchase/Minor Machine

Covers the purchase of a Code Enforcement bicycle and requisite Personal Protective Equipment (PPE).

Department 414
Planning & Historic Preservation

This department has five non-union employees:

- ✚ Director of Planning, Zoning & Code Enforcement,
- ✚ Historic & Environmental Preservation Coordinator,
- ✚ Code Compliance Officer,
- ✚ Administrative Assistant and
- ✚ Intern.

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

Table 67 –
General Fund Department 414 (Planning)

	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
Expenditures	414	110	Salary - Planning Director	\$55,453	\$126,500	\$65,535	\$65,901	\$65,391	\$70,420
	414	112	Salary - Full Time Staff	\$48,501	\$45,494	\$46,404	\$96,463	\$92,031	\$96,389
	414	113	Salary - Intern	^^^	^^^	^^^	^^^	\$15,000	\$12,000
	414	114	Salary - Professional Staff*	^^^	^^^	\$63,495	\$22,348	\$25,361	\$24,426
	414	135	Contracted Services	^^^	^^^	^^^	^^^	\$61,303	\$40,000
	414	172	Other Comp./Leave-Holiday	^^^	^^^	^^^	\$8,159	\$10,287	\$10,725
	414	173	Other Comp./Leave-Personal	^^^	^^^	^^^	^^^	\$2,570	\$3,300
	414	174	Other Comp./Leave-Sick	^^^	^^^	^^^	^^^	\$1,188	\$6,267
	414	175	Other Comp./Leave-Vacation	^^^	^^^	^^^	^^^	\$8,888	\$6,884
	414	186	Other Comp./Leave-SickPayBuyBack	^^^	^^^	^^^	^^^	\$1,180	\$0
	414	187	Other Comp./Leave-VacationPayBuyBack	^^^	^^^	^^^	^^^	^^^	\$1,880
	414	188	Other Comp./HealthCareBuyOut	^^^	^^^	^^^	^^^	\$6,000	\$0
	414	189	Benefit - Vision Insurance	\$550	\$950	\$750	\$873	\$556	\$515
	414	192	Benefit - FICA	\$6,445	\$10,664	\$10,877	\$11,958	\$14,132	\$14,145
	414	193	Benefit - Medicare	\$1,508	\$2,494	\$2,544	\$2,797	\$3,307	\$3,309
	414	194	Benefit - Unemployment Compensation	\$570	\$1,500	\$1,800	\$2,010	\$2,190	\$1,415
	414	195	Benefit - HRA	^^^	^^^	^^^	^^^	^^^	\$6,800
	414	196	Benefit - Health Insurance	\$26,231	\$51,008	\$39,646	\$51,157	\$33,783	\$36,234
	414	197	Benefit - Pension Contribution	\$16,215	\$13,405	\$25,838	\$15,755	\$24,046	\$35,668
	414	198	Benefit - Life/ADD/Short Term Disability	\$787	\$1,221	\$1,263	\$2,106	\$1,409	\$2,604
	414	199	Benefit - Dental Insurance	\$1,800	\$2,880	\$2,876	\$2,607	\$1,413	\$2,225
	414	210	Operating Supplies	\$5,465	\$5,000	\$5,000	\$6,500	\$6,500	\$6,000
	414	215	Postage	\$2,000	\$2,000	\$800	\$2,000	\$250	\$750
	414	220	Miscellaneous Expense	^^^	^^^	^^^	^^^	\$250	\$250
	414	252	Computer/Copier/Video Parts	\$1,750	\$500	\$500	\$1,200	\$1,450	\$1,750
	414	303	Engineering - Ordinance Amendments	\$6,000	\$6,000	\$5,000	\$5,000	\$5,500	\$5,500
	414	304	Engineering - Other Services	\$500	\$500	\$5,000	\$7,250	\$13,750	\$5,500
	414	314	Special Legal Services	\$6,000	\$8,000	\$5,000	\$8,000	\$8,500	\$8,500
	414	317	Legal Services - Zoning Hearing Board	\$6,000	\$6,000	\$2,000	\$4,000	\$4,000	\$4,250
	414	318	Legal Services - Ordinance Amendment Review	\$6,000	\$6,000	\$4,000	\$7,500	\$7,500	\$7,500
	414	321	Telephone - Landline	^^^	^^^	\$1,404	\$1,752	\$1,866	\$1,118
	414	325	Internet Fees	^^^	^^^	^^^	^^^	\$1,819	\$1,708
	414	329	Computer Software Maintenance Fees	\$9,400	\$17,214	\$17,286	\$16,965	\$16,201	\$13,201
	414	331	Travel Reimbursement	^^^	^^^	^^^	^^^	\$400	\$325
	414	341	Legal Advertising	\$2,500	\$2,500	\$2,500	\$1,500	\$1,500	\$1,800
	414	354	Insurance - Worker's Compensation	\$175	\$270	\$276	\$300	\$852	\$212
	414	420	Dues/Subscriptions/Memberships	\$680	\$1,260	\$705	\$705	\$945	\$950
	414	452	Contracted IT Management Services	\$1,320	\$2,160	\$2,160	\$3,240	\$4,249	\$3,702
	414	460	Continuing Education/Training	\$2,500	\$2,500	\$1,000	\$6,500	\$6,500	\$5,500
	414	750	Capital Purchase/Minor Machine	\$1,600	^^^	\$500	\$2,300	\$750	\$1,225
Department 414 TOTALS				\$209,950	\$316,020	\$314,159	\$356,846	\$452,817	\$444,947

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 FY2024.

Similarly, the Borough is very busy with the issuance of permits. Continuing duties in FY2024 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 67**.

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.

Object 113

Salary – Intern

The Department will utilize an intern for purposes of policy analysis and research into multiple policy options related to planning and zoning.

Object 114

Salary – Professional Staff

Salary for the Historic and Environmental Preservation Coordinator. 60% of this salary is reimbursed by GBSWA.

Object 135

Contracted Services

The Borough continues to undertake a comprehensive rezoning effort in FY2024. This line item pays the fees for a consultant (Michael Baker, Inc.) to help the Borough through this process.

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 173

Other Comp. / Leave-Personal

This line item is used to track costs associated with paid time off attributed personal days.

Object 174

Other Comp. / Leave-Sick

This line item is used to track costs associated with paid time off attributed to sick time.

Object 175

Other Comp. / Leave-Vacation

This line item is used to track costs associated with paid time off attributed to vacation.

Object 187

Benefit – 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 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
 Cost of providing this benefit to employees.

Object 192
Benefit – FICA
 Employer paid portion of Social Security Insurance.

Object 193
Benefit – Medicare
 Employer paid portion for Medicare Insurance.

Object 194
Benefit – Unemployment Compensation
 Cost of providing this benefit to employees.

Object 195
Benefit – HRA²²⁶
 Cost of providing this benefit to employees.

Object 196
Benefit – Health Insurance
 Cost of providing this benefit to employees.

Object 197
Benefit – 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.

²²⁶ HRA – Health Reimbursement Account.

Object 321Telephone – Landline

Covers the fees associated with office phones.

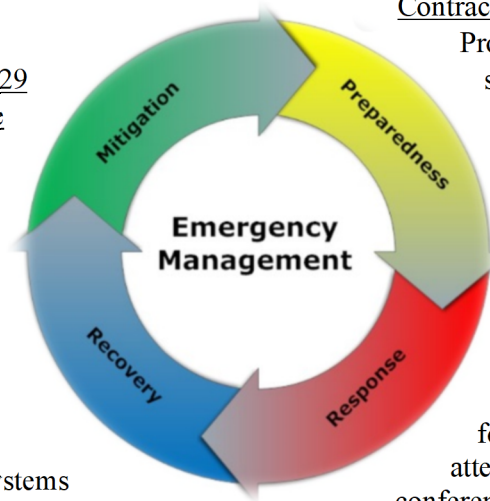
Object 325Internet Fees

Costs associated with keeping the department connected to the internet.

Object 329Computer/Software MaintenanceFees

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.



- ✚ 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 460ContinuingEducation/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.

Object 331Travel Reimbursement

Reimbursement costs associated with employees using personal vehicles for Borough business.

Object 341Legal Advertising

Costs to advertise meetings, etc.

Object 354Insurance – Worker's Compensation

Cost of providing this benefit to employees.

Object 420Dues/Subscriptions/Memberships

Funds the following memberships:

- ✚ American Planning Association,
- ✚ International Code Council,

Department 415
Emergency 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 68**.

Object 220Civil Service TestingSupplies

Pays for supplies needed to plan Civil Service exams.



Table 68 – General Fund Department 415 (Emergency Management)

Expenditure	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	415	220	Civil Service Testing Supplies	^^^	\$400	^^^	\$750	\$750	\$1,200
	415	310	EMA Coordinator Stipend	\$750	\$750	\$750	\$750	\$750	\$750
	415	460	Civil Service Training & Testing	^^^	\$500	^^^	\$1,500	\$1,500	\$1,650
			Department 415 TOTALS	\$750	\$1,650	\$750	\$3,000	\$3,000	\$3,600

Table 69 – General Fund Department 421 (Health)

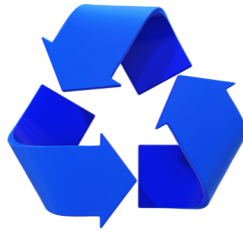
Expenditure	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	421	341	Act 101 Recycling Advertising	\$315	\$315	\$315	\$315	\$315	\$315
	421	544	Non-Governmental Appropriation - TNR	^^^	^^^	^^^	\$6,000	\$3,375	\$1,040
			Department 421 TOTALS	\$315	\$315	\$315	\$6,315	\$3,690	\$1,355

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 421
Health

Table 69 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 - TNR²²⁷

Gettysburg Borough has long had a feral cat population that increasingly presents health concerns and quality of life issues for Borough residents. This line item provides funding to support the TNR program by the Adams County ASPCA²²⁸ and others.

Department 430**Public Works**

This department, highlighted in **Table 70**, 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 FY2024.

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 IV**.

Object 110Salary – Public Works Director

Salary for the director and foreman of the department.

Object 112Salary – Full Time

Wages for all full-time employees in the department.

²²⁷ TNR – Trap / Neuter / Release.

²²⁸ ASPCA – American Society for the Prevention of Cruelty to Animals.

Table 70 – General Fund Department 430 (Public Works)

	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
Expenditures	430	110	Salary - Public Works Director	\$62,500	\$115,000	\$66,300	\$66,703	\$62,304	\$65,132
	430	112	Salary - Full Time	\$309,451	\$247,350	\$154,831	\$252,136	\$209,519	\$210,057
	430	114	Salary - Professional Staff (Full Time)	^^^	^^^	\$51,000	\$51,476	\$49,166	\$49,160
	430	115	Salary - Part Time	\$38,700	\$30,000	\$15,000	\$12,500	\$20,000	\$22,512
	430	116	Salary - Differential1 Pay	^^^	^^^	^^^	^^^	\$170	\$98
	430	117	Salary - Differential 2 Pay	^^^	^^^	^^^	^^^	\$1,045	\$163
	430	135	Contracted Services	\$1,750	\$1,000	\$4,861	\$6,111	\$4,000	\$5,000
	430	172	Other Comp./Leave-Holiday	^^^	^^^	^^^	\$16,360	\$18,456	\$19,120
	430	173	Other Comp./Leave-Personal	^^^	^^^	^^^	^^^	\$5,185	\$5,368
	430	174	Other Comp./Leave-Sick	^^^	^^^	^^^	^^^	\$2,133	\$11,592
	430	175	Other Comp./Leave-Vacation	^^^	^^^	^^^	^^^	\$22,339	\$21,921
	430	176	Other Comp./OT/Regular	\$8,000	\$10,000	\$8,696	\$8,000	\$1,039	\$1,884
	430	179	Other Comp./OT/Holiday Worked	^^^	^^^	^^^	^^^	\$4,296	\$2,191
	430	180	Other Comp./OT/OT/Holiday OT	^^^	^^^	^^^	^^^	\$0	\$1,698
	430	181	Other Comp./OT/Special Events	^^^	^^^	^^^	^^^	\$4,149	\$1,836
	430	182	Other Comp./OT/Emergency	^^^	^^^	^^^	^^^	\$0	\$294
	430	186	Other Comp./SickPayBuyBack	^^^	^^^	^^^	^^^	\$0	^^^
	430	187	Other Comp./VacationPayBuyBack	\$2,500	\$2,500	\$2,250	\$2,250	\$705	\$3,333
	430	188	Other Comp./HealthCareBuyOut	^^^	^^^	^^^	^^^	\$10,000	\$10,000
	430	189	Benefit - Vision Insurance	\$2,038	\$2,388	\$1,688	\$2,438	\$1,454	\$1,157
	430	191	Benefit - Uniform Allowance	\$7,000	\$7,000	\$7,811	\$7,900	\$4,850	\$4,850
	430	192	Benefit - FICA	\$25,979	\$25,103	\$18,341	\$23,975	\$27,958	\$26,412
	430	193	Benefit - Medicare	\$6,077	\$5,870	\$4,291	\$5,606	\$6,542	\$6,177
	430	194	Benefit - Unemployment Compensation	\$3,327	\$5,000	\$4,050	\$5,376	\$5,100	\$2,476
	430	195	Benefit - HRA	^^^	^^^	^^^	^^^	^^^	\$13,700
	430	196	Benefit - Health Insurance	\$136,215	\$109,431	\$66,923	\$97,573	\$142,033	\$123,918
	430	197	Benefit - Pension Contribution	\$68,998	\$50,209	\$39,681	\$31,566	\$36,691	\$53,216
	430	198	Benefit - Life/ADD/Short Term Disability	\$2,536	\$2,423	\$1,898	\$3,092	\$2,888	\$3,920
	430	199	Benefit - Dental Insurance	\$8,425	\$7,776	\$3,974	\$6,038	\$6,864	\$5,691
	430	210	Operating Supplies	\$12,500	\$13,000	\$7,818	\$7,250	\$7,000	\$7,000
	430	215	Postage	^^^	^^^	^^^	\$110	\$75	^^^
	430	220	Miscellaneous Expense	^^^	^^^	^^^	^^^	\$775	\$1,250
	430	231	Vehicle Fuel - Gasoline	\$20,000	\$20,000	\$15,623	\$14,000	\$21,000	\$21,000
	430	251	Vehicle - Parts & Maintenance	\$20,000	\$21,000	\$21,565	\$22,000	\$22,000	\$22,000
	430	252	Computer/Copier/Video Parts	\$500	\$500	\$128	\$250	\$275	\$1,750
	430	260	Small Tools/Equipment (minor)	\$2,000	\$2,000	\$1,671	\$1,671	\$1,500	\$2,500
	430	313	Engineering and Architectural	^^^	^^^	^^^	^^^	\$10,000	\$8,000
	430	321	Telephone (landline)	\$1,450	\$1,800	\$2,216	\$2,396	\$2,454	\$1,876
	430	324	Telephone (wireless)	\$1,800	\$1,800	\$2,307	\$1,530	\$1,519	\$1,518
	430	325	Internet Fees	\$1,260	\$1,260	\$1,710	\$1,464	\$1,819	\$1,948
	430	329	Computer Software Fees	\$239	\$628	\$768	\$768	\$1,372	\$1,533
	430	341	Legal Advertising	\$250	\$300	\$300	\$300	\$300	\$300
	430	350	Insurance - Vehicle	\$13,100	\$12,230	\$11,998	\$13,500	\$15,300	\$18,998
	430	352	Insurance - Liability	\$1,350	\$1,028	\$1,072	\$1,140	\$1,200	\$1,320
	430	354	Insurance - Workers Compensation	\$23,850	\$21,396	\$15,400	\$24,500	\$28,061	\$31,758
	430	356	Insurance - Property	\$2,800	\$2,980	\$2,232	\$3,150	\$3,700	\$4,529
	430	357	Insurance - Inland Marine	\$2,250	\$2,064	\$2,130	\$2,655	\$2,800	\$2,874
	430	358	Insurance - Herbicide/Pesticide	\$379	\$379	\$379	\$401	\$400	\$417
	430	359	Insurance - Commercial Umbrella	\$1,855	\$1,812	\$1,851	\$1,962	\$2,100	\$2,420
	430	361	Public Utility - Electricity	\$2,700	\$2,700	\$2,654	\$2,325	\$2,557	\$2,550
	430	362	Public Utility - Gas	\$6,200	\$6,200	\$5,670	\$6,820	\$7,988	\$8,250
	430	364	Public Utility - Sewer	\$350	\$400	\$335	\$416	\$416	\$415
	430	366	Public Utility - Water	\$460	\$550	\$536	\$685	\$650	\$650
	430	368	Public Utility - Storm Water	^^^	\$1,568	\$1,568	\$1,568	\$1,568	\$1,568
	430	373	Repairs & Maintenance - Buildings	\$6,000	\$15,884	\$5,950	\$5,950	\$5,500	\$5,500
	430	374	Machinery and Equipment Repairs	\$13,960	\$18,265	\$14,850	\$14,800	\$14,000	\$15,000
	430	384	Rent of Machinery & Equipment	\$1,800	\$4,800	\$2,400	\$2,800	\$3,100	\$3,100
	430	420	Dues/Subscriptions/Memberships	\$380	\$380	\$300	\$300	\$300	\$250
	430	450	Permits & Fees	\$750	\$750	\$500	\$500	\$3,500	\$2,995
	430	452	Contracted IT Services	\$1,320	\$1,620	\$1,600	\$1,625	\$1,902	\$1,002
	430	460	Continuing Education/Training	\$1,200	\$1,200	\$1,000	\$1,000	\$800	\$1,250
	430	470	CDL, Drug & Alcohol Testing	\$1,000	\$1,000	\$1,000	\$750	\$750	\$2,000
	430	740	Capital Purchase/Machinery	\$33,600	\$62,796	\$51,028	\$67,232	\$52,345	\$57,545
	Department 430 TOTALS			\$858,799	\$843,340	\$630,154	\$804,808	\$867,062	\$907,942

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 173
Other Comp. / Leave-Personal
 This line item is used to track costs associated with paid time off attributed personal days.

Object 174
Other Comp. / Leave-Sick
 This line item is used to track costs associated with paid time off attributed to sick time.

Object 175
Other Comp. / Leave-Vacation
 This line item is used to track costs associated with paid time off attributed to vacation.

Object 176
Other 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 179
Other Comp. / OT / Holiday Worked
 Wages (paid at 2.0x an employee's normal hourly wage) associated with hours worked on a paid Holiday.

Object 180
Other 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 181
Other 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 187
Benefit – 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 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 provide this benefit to employees.

<u>Object 191</u> <u>Benefit – Uniform Allowance</u> Costs associated with providing work clothes for employees as mandated in the CBA.	<u>Object 215</u> <u>Postage</u> Line item used to pay for cost of mailings required by the department.
<u>Object 192</u> <u>Benefit – FICA</u> Employer paid portion of Social Security Insurance.	<u>Object 220</u> <u>Postage</u> Costs associated with an unforeseen expense.
<u>Object 193</u> <u>Benefit – Medicare</u> Employer paid portion of Medicare Insurance.	<u>Object 231</u> <u>Vehicle Fuel – Gasoline</u> Fuel costs for operating various equipment.
<u>Object 194</u> <u>Benefit – Unemployment Compensation</u> The cost of providing this insurance benefit to employees.	<u>Object 251</u> <u>Vehicle – Parts & Maintenance</u> Routine repairs and maintenance on the fleet of vehicles and equipment.
<u>Object 195</u> <u>Benefit – HRA²²⁹</u> The cost of providing this insurance benefit to employees.	<u>Object 252</u> <u>Computer / Copier / Video Parts</u> Used to purchase replacement computer/printer equipment as needed, including various parts for maintenance.
<u>Object 196</u> <u>Benefit – Health Insurance</u> The cost of providing this insurance benefit to employees.	<u>Object 260</u> <u>Small Tools/Equipment (minor)</u> Purchases weed whackers, trimmers, blowers, shovels, rakes, etc.
<u>Object 197</u> <u>Benefit – Pension Contribution</u> 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.	<u>Object 313</u> <u>Engineering and Architectural</u> Engineering work Associated with CIP 430-02 – Public Works Facilities and Upgrades.
<u>Object 198</u> <u>Benefit – Life / ADD / Short Term Disability</u> The cost of providing this insurance benefit to employees.	<u>Object 321</u> <u>Telephone (landline)</u> Landline phone expenses.
<u>Object 199</u> <u>Benefit – Dental Insurance</u> The cost of providing this insurance benefit to employees.	<u>Object 324</u> <u>Telephone (wireless)</u> Wireless phone expenses.
<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.	<u>Object 325</u> <u>Internet Fees</u> Internet fees in the maintenance garage. <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.

²²⁹ HRA – Health Reimbursement Account.

Object 341Legal Advertising

Costs to advertise as required by law.

Object 350Insurance – Vehicle

Premium costs associated with insurance coverage.

Object 352Insurance – Liability

Premium costs associated with insurance coverage.

Object 354Insurance – Worker’s Compensation

Premium costs associated with insurance coverage.

Object 356Insurance – Property

Premium costs associated with insurance coverage.

Object 357Insurance – Inland Marine

Premium costs associated with insurance coverage.

Object 358Insurance – Herbicide / Pesticide License

Premium costs associated with insurance coverage and license renewals.

Object 359Insurance – Commercial Umbrella

Premium costs associated with insurance coverage.

Object 361Public Utility – Electricity

Funds to cover utility usage in the maintenance garage.

Object 362Public Utility – Gas

Funds to cover utility usage in the maintenance garage.

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 4527 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:

Table 71 – General Fund Department 434 (Street Lighting)

Expenditures	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	434	361	Public Utility - Electricity	\$94,000	\$90,000	\$84,496	\$85,000	\$85,000	\$82,500
	434	374	Machinery and Equipment Repairs	\$6,000	^^^	\$3,500	\$3,250	\$3,250	\$3,250
			Department 434 TOTALS	\$100,000	\$90,000	\$87,996	\$88,250	\$88,250	\$85,750

Table 72 - General Fund Department 435 (Sidewalks & Crosswalks)

Expenditures	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	435	313	Engineering - Sidewalks & Crosswalks	\$32,000	\$27,500	\$30,000	\$30,000	\$40,000	\$40,000
	435	372	Repairs & Maintenance - Non-Buildings	\$13,000	\$4,000	\$7,650	\$7,650	\$35,000	\$35,000
			Department 435 TOTALS	\$45,000	\$31,500	\$37,650	\$37,650	\$75,000	\$75,000

Table 73 - General Fund Department 438 (Bridges)

Expenditures	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	438	313	Engineering - Bridges	^^^	^^^	^^^	\$20,000	\$2,250	\$2,250
	438	376	Repairs/Maintenance - Bridges	^^^	^^^	^^^	^^^	\$2,250	\$2,250
			Department 438 TOTALS	\$0	\$0	\$0	\$20,000	\$4,500	\$4,500



- 2019 Ford F-250 PickUp,
- 2020 Ford F-550 Truck (payment 5 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 71**.

Object 361

Public 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 374

Machinery and Equipment Repair

Used to replace worn parts.



Department 435

Sidewalks & Crosswalks

The Sidewalks / Crosswalks Department is responsible for the maintenance of the Borough's lighted crosswalks, which became the responsibility of the Borough after PennDOT initially installed them. This is a prime example of an unfunded mandate²³⁰. 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 72**.

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.



²³⁰ A statute or regulation that requires a state or local government to perform certain actions, with no money provided for fulfilling the requirements.

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 73** shows expenses in this department. **Picture 4** shows the locations of bridges in Gettysburg.

Object 313

Engineering – Bridges

This item covers the costs of the engineering for the Borough's bridges.

Object 376

Repairs / Maintenance - Bridges

This item covers the costs of the routine maintenance on 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 74** shows historically budgeted amounts and the amounts planned for use in FY2024.

Object 313

Engineering – Roads

This item covers the costs of engineering, with no planned expenditures in FY2024. Engineering costs for any road and alley work will be covered by other departments and are associated with the Borough's 2022 – 2026 CIP.



Picture 4 - Gettysburg Bridge Locations

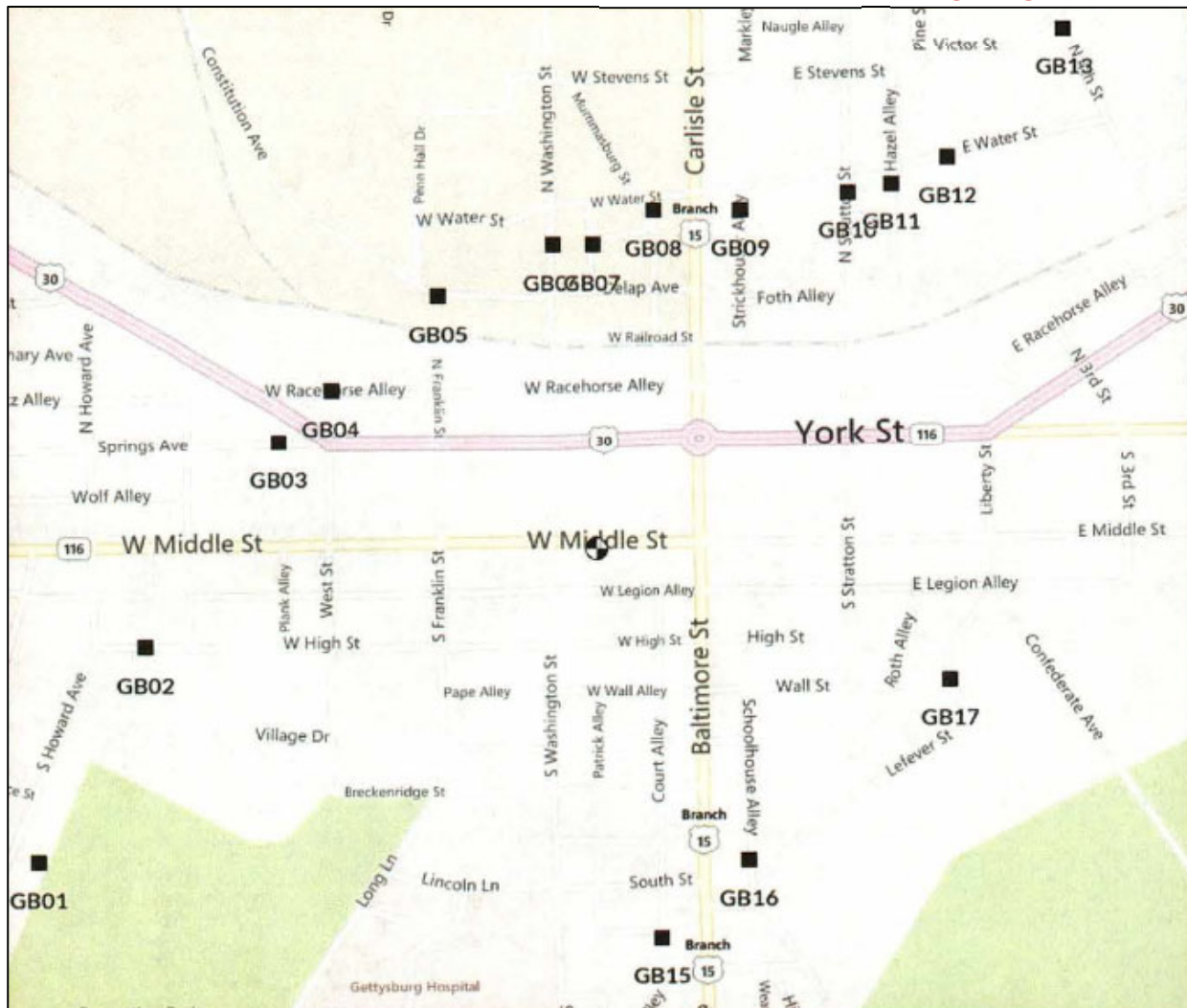


Table 74 – General Fund Department 439 (Roads & Alleys)

Expenditures	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	439	313	Engineering - Roads	^^^	\$32,500	\$10,000	^^^	\$2,225	\$7,225
	439	377	Repairs & Maintenance - Alleys	^^^	\$20,000	\$50,000	\$50,000	\$50,000	\$50,000
	439	378	Repairs & Maintenance - Streets	^^^	^^^	\$5,250	\$5,250	\$5,000	\$5,000
			Department 439 TOTALS	\$0	\$52,500	\$65,250	\$55,250	\$57,225	\$62,225

Object 377Repairs & Maintenance - Alleys

Construction costs for alley treatments and resurfacing.

Object 378Repairs & 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 22.6% of all the Borough revenues and only 5.6% of expenditures in the General Fund. The department raises enough revenue to be 100% self-supporting with only \$391,674 in budgeted expenditures for FY2024 - all the while amassing \$1,209,350 in revenue (not including parking fines). The department continues to experiment with emerging technologies in the parking industry. **Table 75** shows the expenses in this department.

Object 110Salary – Full Time

Salary for the department manager.

Object 112Salary – Full Time

Wages for two full-time Parking Enforcement Officers (PEO).

Object 115Salary – Part Time

Wages part-time Parking Enforcement Officers.

Object 116Salary – 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.

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 FY2026 after all ARPA funds are expended.



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.

Table 75 – General Fund Department 445 (Parking)

	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
Expenditures	445	110	Salary - Parking Manager	^^^	^^^	\$50,000	\$50,279	\$49,083	\$47,652
	445	112	Salary - Full Time	\$150,562	\$120,735	\$72,462	\$70,880	\$68,288	\$66,878
	445	115	Salary - Part Time	\$20,150	\$28,000	\$22,500	\$22,500	\$35,257	\$35,000
	445	116	Salary - Differential 1 Pay	^^^	^^^	^^^	^^^	\$1,578	\$171
	445	117	Salary - Differential 2 Pay	^^^	^^^	^^^	^^^	^^^	\$1,520
	445	172	Other Comp./Leave-Holiday	^^^	^^^	^^^	\$5,351	\$5,235	\$6,805
	445	173	Other Comp./Leave-Personal	^^^	^^^	^^^	^^^	\$2,067	\$2,094
	445	174	Other Comp./Leave-Sick	^^^	^^^	^^^	^^^	\$648	\$5,250
	445	175	Other Comp./Leave-Vacation	^^^	^^^	^^^	^^^	\$4,393	\$7,852
	445	176	Other Comp./OT/Regular	\$5,000	\$5,000	\$3,398	\$3,250	\$1,200	\$2,681
	445	179	Other Comp./OT/Holiday Worked	\$5,000	\$5,000	\$3,398	\$3,250	\$0	\$1,100
	445	180	Other Comp./OT/Holiday OT	^^^	^^^	^^^	^^^	\$0	^^^
	445	181	Other Comp./OT/Special Events	^^^	^^^	^^^	^^^	\$557	\$910
	445	182	Other Comp./OT/Emergency	^^^	^^^	^^^	^^^	^^^	^^^
	445	186	Other Comp./SickPayBuyBack	^^^	^^^	^^^	^^^	^^^	^^^
	445	187	Other Comp./VacationPayBuyBack	^^^	^^^	\$1,000	\$1,000	\$425	\$525
	445	188	Other Comp./HealthCareBuyOut	^^^	^^^	^^^	^^^	^^^	^^^
	445	189	Benefit - Vision Insurance	\$863	\$813	\$813	\$813	\$306	\$387
	445	191	Benefit - Unifrom Allowance	\$2,500	\$2,250	\$1,235	\$800	\$1,500	\$1,500
	445	192	Benefit - FICA	\$10,895	\$9,532	\$8,733	\$9,238	\$10,320	\$9,827
	445	193	Benefit - Medicare	\$2,547	\$2,229	\$2,044	\$2,052	\$2,309	\$2,299
	445	194	Benefit - Unemployment Compensation	\$1,604	\$2,725	\$2,700	\$2,250	\$2,100	\$1,119
	445	195	Benefit - HRA	^^^	^^^	^^^	^^^	^^^	\$3,300
	445	196	Benefit - Health Insurance	\$40,990	\$34,273	\$34,368	\$37,381	\$33,283	\$35,434
	445	197	Benefit - Pension Contribution	\$23,730	\$19,731	\$17,598	\$10,335	\$9,158	\$18,921
	445	198	Benefit - Life/ADD/Short Term Disability	\$1,314	\$1,073	\$784	\$634	\$990	\$1,380
	445	199	Benefit - Dental Insurance	\$4,358	\$1,782	\$1,913	\$1,210	\$1,326	\$1,380
	445	210	Operating Supplies	\$13,000	\$14,500	\$7,545	\$7,000	\$6,000	\$5,750
	445	215	Postage	\$350	\$350	\$256	\$250	\$175	\$205
	445	220	Miscellaneous Expense	^^^	^^^	^^^	^^^	\$350	\$1,000
	445	231	Vehicle Fuel - Gasoline	\$950	\$1,000	\$889	\$890	\$1,500	\$1,500
	445	251	Vehicle - Parts & Maintenance	\$1,000	\$1,000	\$500	\$450	\$400	\$725
	445	252	Computer/Copier/Video Parts	\$500	\$700	\$459	\$500	\$500	\$500
	445	313	Engineering - RHA Garage	^^^	\$10,000	\$2,250	\$15,000	^^^	^^^
	445	321	Telephone (landline)	\$722	\$600	\$351	\$375	\$808	\$371
	445	324	Telephone (wireless)	\$1,300	\$2,800	\$1,016	\$1,020	\$2,283	\$1,493
	445	325	Internet	^^^	^^^	\$1,363	\$1,363	\$1,819	\$958
	445	329	Computer Software Fees	\$18,600	\$19,217	\$18,684	\$22,000	\$19,401	\$20,225
	445	331	Travel Reimbursement	^^^	^^^	^^^	^^^	\$400	\$400
	445	350	Insurance - Vehicle	\$1,220	\$3,047	\$2,988	\$3,365	\$3,500	\$2,387
	445	352	Insurance - Liability	\$450	\$486	\$508	\$550	\$600	\$660
	445	354	Insurance - Worker's Compensation	\$7,554	\$7,078	\$7,252	\$8,350	\$8,503	\$10,291
	445	356	Insurance - Property	\$5,000	\$5,304	\$3,972	\$5,160	\$6,200	\$7,668
	445	359	Insurance - Commercial Umbrella	\$620	\$857	\$877	\$930	\$950	\$1,100
	445	361	Public Utility - Electricity	\$12,000	\$12,000	\$12,524	\$10,350	\$10,350	\$10,350
	445	364	Public Utility - Sewer	\$1,100	\$1,000	\$908	\$2,649	\$2,200	\$2,200
	445	366	Public Utility - Water	\$1,600	\$1,400	\$1,234	\$1,587	\$1,500	\$1,500
	445	368	Public Utility - Storm Water	^^^	\$1,960	\$1,960	\$1,960	\$1,960	\$1,960
	445	373	Repairs & Maintenance - Buildings	\$4,000	\$57,250	\$4,400	\$2,500	\$15,500	\$15,000
	445	374	Machinery and Equipment Repairs	\$5,200	\$5,200	\$2,915	\$4,200	\$5,850	\$4,750
	445	391	Credit Card Merchant Fees	\$14,500	\$20,000	\$20,000	\$22,000	\$27,000	\$26,000
	445	420	Dues/Subscriptions/Memberships	\$800	\$800	\$800	\$800	\$800	\$1,000
	445	452	Contracted IT Services	\$1,800	\$1,620	\$1,800	\$1,800	\$2,907	\$2,014
	445	460	Continuing Education/Training	\$2,500	\$2,500	\$1,000	\$2,500	\$2,500	\$4,260
	445	740	Capital Purchase/Machinery	\$15,383	\$46,008	\$17,172	\$17,172	\$14,172	\$11,672
	445	750	Capital Purchase/Minor Machine	\$6,500	\$6,500	\$4,000	\$4,000	\$16,000	\$1,750
	Department 445 TOTALS			\$386,162	\$456,320	\$290,569	\$308,302	\$384,151	\$391,674

Object 179
Other Comp. / OT / Holiday Worked
 Wages (paid at 2.0x an employee's normal hourly wage) associated with hours worked on a paid Holiday.

Object 180
Other 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 181
Other 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 187
Other Comp. / Vacation Pay Buy Back
 The Borough pays out the cash equivalent to employees for vacation time they cannot use in the year.

Object 189
Benefit – Vision Insurance
 Cost for providing this benefit to full time employees.

Object 191
Benefit – Uniform Allowance
 Uniforms are paid by the employer per the CBA.

Object 192
Benefit – FICA
 Employer paid portion of Social Security Insurance.

Object 193
Benefit – Medicare
 Employer paid portion of Medicare Insurance.

Object – 194
Benefit –
Unemployment
Compensation
 Cost for providing this benefit to full time employees.



Object – 195
Benefit – HRA²³¹
 Cost for providing this benefit to full time employees.

Object 196
Benefit – Health Insurance
 Cost for providing this benefit to full time employees.

Object 197
Benefit – 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 198
Benefit – Life / ADD / Short Term Disability
 Cost for providing this benefit to full time employees.

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.

²³¹ HRA – Health Reimbursement Account.

<p><u>Object 321</u> <u>Telephone (landline)</u> Department phone bills.</p>	<p><u>Object 361</u> <u>Public Utility – Electricity</u> Pays for electric bills in the Racehorse Alley Parking Plaza.</p>
<p><u>Object 324</u> <u>Telephone (wireless)</u> Department cell phone bills.</p>	<p><u>Object 364</u> <u>Public Utility – Sewer</u> Pays for sewer bills in the Racehorse Alley Parking Plaza.</p>
<p><u>Object 325</u> <u>Internet</u> Department high speed internet connection, via Shentel.</p>	<p><u>Object 366</u> <u>Public Utility – Water</u> Pays for water bills in the Racehorse Alley Parking Plaza.</p>
<p><u>Object 329</u> <u>Computer Software Fees</u> Pays for the following software maintenance:</p> <ul style="list-style-type: none"> ✚ 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. 	<p><u>Object 368</u> <u>Public Utility – Storm Water</u> Pays for storm water bills in the Racehorse Alley Parking Plaza and the Borough Lot.</p>
<p><u>Object 331</u> <u>Travel Reimbursement</u> Cost to reimburse employees for use of personal vehicle while conducting Borough business.</p>	<p><u>Object 373</u> <u>Repairs & Maintenance – Buildings</u> Covers the following:</p> <ul style="list-style-type: none"> ✚ General maintenance, ✚ Annual structural maintenance on the Racehorse Alley Parking Plaza, and ✚ Annual engineering assessment.
<p><u>Object 350</u> <u>Insurance – Vehicle</u> Cost of the premium for this insurance coverage.</p>	<p><u>Object 374</u> <u>Machinery & Equipment Repairs</u> Purchases street meter parts, tools for maintenance in the Racehorse Alley Parking Plaza, and pays for miscellaneous repairs.</p>
<p><u>Object 352</u> <u>Insurance – Liability</u> Cost of the premium for this insurance coverage.</p>	<p><u>Object 391</u> <u>Credit card Merchant Fees</u> Fees associated with processing payments made via credit cards. These costs are directly related to the amount of revenue generated through credit card purchases.</p>
<p><u>Object 354</u> <u>Insurance – Worker’s Compensation</u> Cost of the premium for this insurance coverage.</p>	<p><u>Object 420</u> <u>Dues / Subscriptions / Membership Fees</u> Pays for membership in the American Parking Association (APA) and the International Parking Institute (IPI).</p>
<p><u>Object 356</u> <u>Insurance – Property</u> Cost of the premium for this insurance coverage.</p>	<p><u>Object 452</u> <u>Contracted IT Services</u> Pays for the department’s Information Technology management needs via TREYSTA.</p>
<p><u>Object 359</u> <u>Insurance – Commercial Umbrella</u> Cost of the premium for this insurance coverage.</p>	



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 76 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 2022, and continuing through FY2024 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.

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 – Governmental Units (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.

Table 76 – General Fund Department 454 (Parks & Recreation)

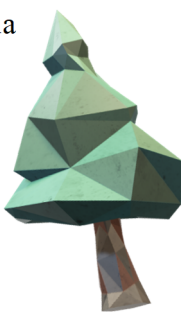
	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
Expenditures	454	352	Insurance - Liability	\$150	\$125	\$132	\$140	\$165	\$165
	454	356	Insurance - Property	\$2,000	\$2,140	\$160	\$170	\$380	\$3,156
	454	359	Insurance - Commercial Umbrella	\$200	\$220	\$236	\$250	\$276	\$326
	454	368	Public Utility - Storm Water	^^^	\$5,096	\$5,096	\$5,096	\$5,096	\$5,096
	454	373	Recreation Park - Building Maintenance	\$500	\$500	\$500	\$500	^^^	^^^
	454	374	Recreation Park - Facilities Maintenance	\$500	\$1,000	\$1,000	\$1,000	^^^	^^^
	454	530	Appropriations - Governmental Units (Rec. Park)	\$66,164	\$80,000	\$66,164	\$70,000	\$75,000	\$77,500
	454	550	Appropriations - Special Events	\$5,000	\$5,000	\$5,000	\$7,500	\$9,000	\$9,000
Department 454 TOTALS				\$74,514	\$94,081	\$78,288	\$84,656	\$89,917	\$95,243

Table 77 – General Fund Department 455 (Shade Tree)

Expenditures	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	455	135	Contracted Services	\$6,000	\$6,000	\$6,000	\$7,500	\$7,250	\$10,775
	455	220	Miscellaneous Operating Supplies	\$1,500	\$1,500	\$1,000	\$2,000	\$1,750	\$1,750
	455	221	Agriculture Supplies - Shade Tree Purchases	\$2,500	\$7,500	\$5,000	\$5,500	\$5,250	\$5,250
	455	379	Repairs & Maintenance - Shade Trees	\$3,000	\$2,500	\$2,500	\$2,500	\$2,225	\$2,225
	Department 455 TOTALS			\$13,000	\$17,500	\$14,500	\$17,500	\$16,475	\$20,000

Department 455 Shade 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 77** details expenses in this department.



Object 135

Contracted Services

Covers contracted services with a third party for quad cleanup and the removal and replacement of trees.

Object 220

Miscellaneous Operating Supplies

Purchase of mulch.

Object 221

Agriculture Supplies/Shade Tree Purchases

Purchase of additional trees.

Object 379

Repairs & Maintenance – Shade Trees

Covers cost of pruning as needed.

Department 465

Community 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 the 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 FY2024 are outlined in **Table 78** 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

Table 78 – General Fund Department 465 (Community Development)

Expenditures	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	465	541	Non-Governmental Appropriations - MSG	\$35,000	\$35,000	\$35,000	\$40,000	\$45,000	\$47,500
	465	543	Non-Governmental Appropriations - Rabbit Transit	\$4,000	\$4,000	\$4,000	\$4,500	\$4,750	\$4,630
	465	545	Non-Governmental Appropriations - Arts Council	\$1,000	\$1,000	^^^	\$1,750	\$1,750	\$1,750
	465	546	Non-Governmental Appropriations - ACHS	^^^	^^^	^^^	\$10,000	^^^	^^^
	Department 465 TOTALS			\$40,000	\$40,000	\$39,000	\$56,250	\$51,500	\$53,880

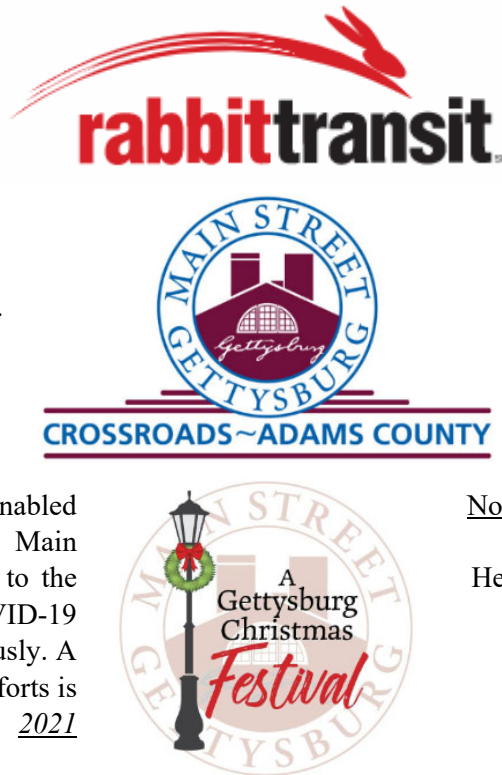
contribute to the vibrancy of the tourism industry in Gettysburg. These contributions come in numerous facets, including marketing Gettysburg through the production of events such as Steppin' Out in Lincoln's Footsteps, the Gettysburg Christmas Festival, parades²³², building façade programs, etc.

Gettysburg's close relationship and support of Main Street Gettysburg over the years continues to reap significant rewards through 2023. 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 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 sixth year (2023), the festival, operating in a post-pandemic environment, remains at its full-scale programming over a three-day weekend. It is estimated that 10,000 visitors come to town during an historically slow period of the year. The Borough's modest investment in this event proves to have an exceptional return on that investment.

²³² Typically, there are three major parades each year that draw crowds of thousands to downtown Gettysburg. They are:

Picture 5 –
Rabbit Transit
Main Street Gettysburg
Season of Wishes



Main Street has even larger plans for the festival in 2024. See **Pictures 5 and 6**.

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
Non-Governmental Appropriation –
Arts Council
Helps fund operational costs for the Adams County Arts Council.

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 79**.

Picture 6 –
2019 Christmas Festival Kick-Off Event



- Memorial Day Parade,
- Halloween Parade, and
- Remembrance Day Parade.

Object 004
Transfer to CDBG

CDBG is a reimbursement grant program, where the Borough must first pay invoices out of the CDBG Fund (Fund 04). This line item accounts for transfers to Fund 04, where Fund 01 will be subsequently reimbursed.

Object 030
Transfer to Capital Reserve

Money transferred from the General Fund to the Capital Reserve Fund.

Object 230
Transfer to Debt Service

Money transferred from the General Fund to the Debt Services Fund.

Table 79 –
General Fund Department 492 (Interfund Transfers Out)

	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
Expenses	492	004	Transfer to CDBG	^^^	^^^	^^^	^^^	^^^	\$261,584
	492	018	Transfer to Capital Projects	^^^	^^^	^^^	\$713,319	^^^	\$0
	492	030	Transfer to Capital Reserve	^^^	^^^	^^^	\$410,405	\$223	\$347,887
	492	230	Transfer to Debt Service	\$604,855	\$622,383	\$534,532	\$639,484	\$638,785	\$640,529
	Department 492 TOTALS			\$604,855	\$622,383	\$534,532	\$1,763,208	\$639,008	\$1,250,000



Fire Protection Fund (03)

This fund was created on December 9, 2013 when Borough Council enacted a²³³ .2500 mil annual tax assessed on property in the Borough. This taxing level remained constant in subsequent years. However, the millage rate for this fund increases to 0.5000 mils in FY2024. Exclusively dedicated for fire protection services

within the Borough, the Borough collects the tax revenue. 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 FY2024 is \$249,500.

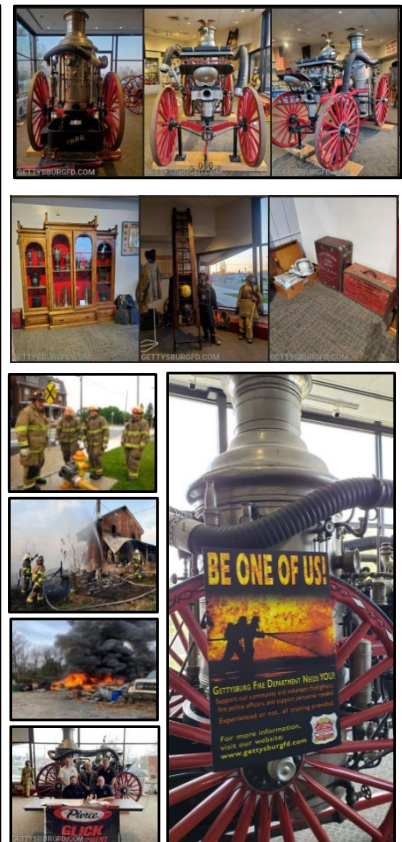
Tables 80 and 81 show the fund's revenue sources and expenditures, respectively.

Table 80 – Fire Protection Fund Department 301 (Real Property Tax)

Revenues	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	301	110	Fire Services Tax - Current	\$122,500	\$121,300	\$121,300	\$120,455	\$123,000	\$246,000
	301	210	Fire Services Tax - Delinquent	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$3,500
			Department 301 TOTALS	\$125,000	\$123,800	\$123,800	\$122,955	\$125,500	\$249,500

Table 81 – Fire Protection Fund Department 411 (Fire Expenses)

Expense	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	411	000	Fire Department Expenses	\$127,500	\$123,800	\$123,000	\$122,955	\$125,500	\$249,500
			Department 411 TOTALS	\$127,500	\$123,800	\$123,000	\$122,955	\$125,500	\$249,500



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 18**.

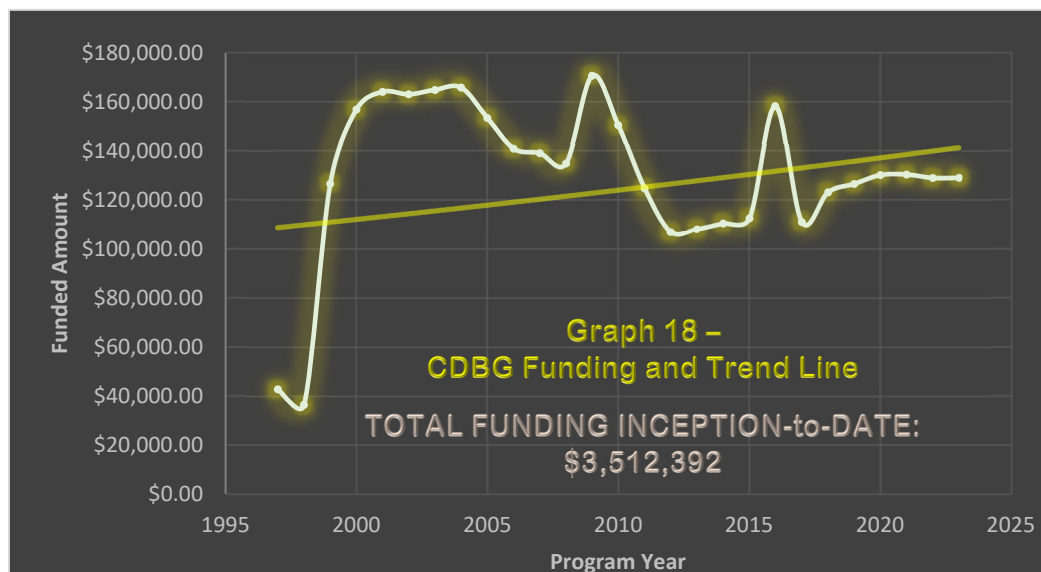


Table 82 – CDBG Allocations, Projects, and Balances

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		
2023	\$129,141.00		2024	\$129,141.00	ADA Curb Ramps	\$129,141.00	\$0.00
<i>Orange Shading Indicates Projected Use and Dollar Amounts</i>							
2024	TBD		Not Yet Allocated			TBD	



Table 83 – CDBG Fund Department 341 (Interest Earnings)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	341	010	Interest on Checking	\$7	\$7	\$7	\$5	\$15	\$15
			Department 341 TOTALS	\$7	\$7	\$7	\$5	\$15	\$15

Table 84 – CDBG Fund Department 392 (Interfund Transfers In)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	392	001	Transfer from General Fund	\$143,058	\$179,441	\$130,316	\$340,292	\$261,584	\$261,584
			Department 351 TOTALS	\$143,058	\$179,441	\$130,316	\$340,292	\$261,584	\$261,584

Revenues

Revenue in FY2024 is expected to total \$261,584 – which was awarded in CDBG program years 2021 and 2022. CDBG Program years, amount allocated, amount used, and amount remaining are outlined in Table 82.

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 83.

Object 010

Interest on Checking

Interest revenue from checking account.

Department 392 Interfund Transfers In

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 84.

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 FY2024 equal revenues at \$261,584 and can be viewed at **Table 85 and Table 86**. Only two departments fund projects in FY2024 – 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 – 2024)**

**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 85 – CDBG Fund Department 409 (General Government Administration)

Expense	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	409	390	Bank Fees	^^^	^^^	^^^	^^^	\$4,000	\$4,000
			Department 435 TOTALS	\$0	\$0	\$0	\$0	\$4,000	\$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 86 – CDBG Fund Department 435 (Sidewalks & Crosswalks)

Expense	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	435	372	Repairs & Maintenance - Non Buildings	^^^	^^^	^^^	\$340,297	\$257,584	\$257,584
			Department 435 TOTALS	\$0	\$0	\$0	\$340,297	\$257,584	\$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.

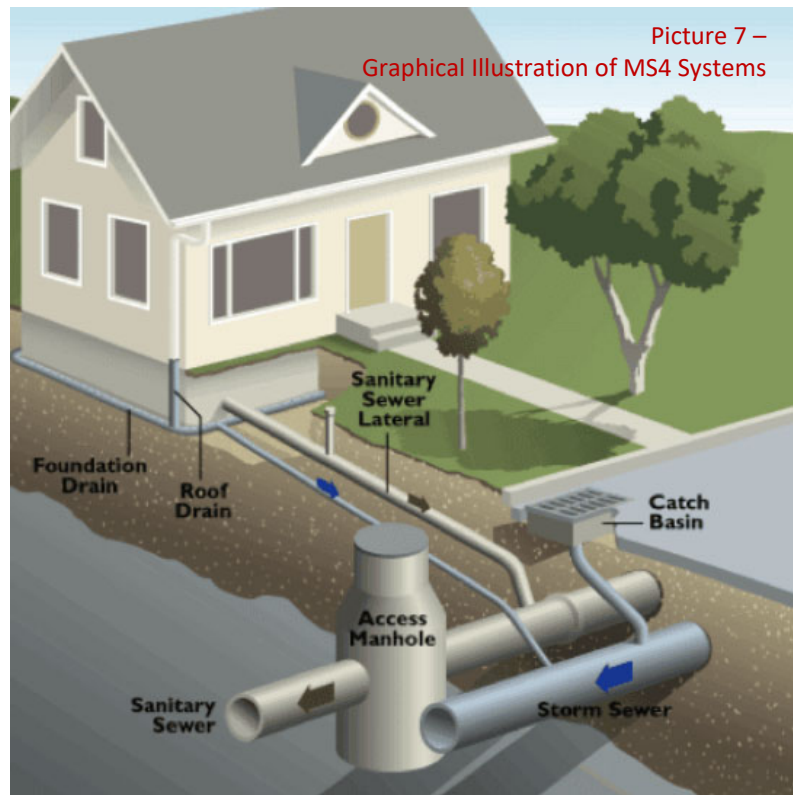
Polluted stormwater runoff is commonly transported through municipal separate storm sewer systems (MS4s)²³³, and then often discharged, untreated, into local water bodies. **Picture 7** visually depicts a separated sanitary system from storm water system.

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

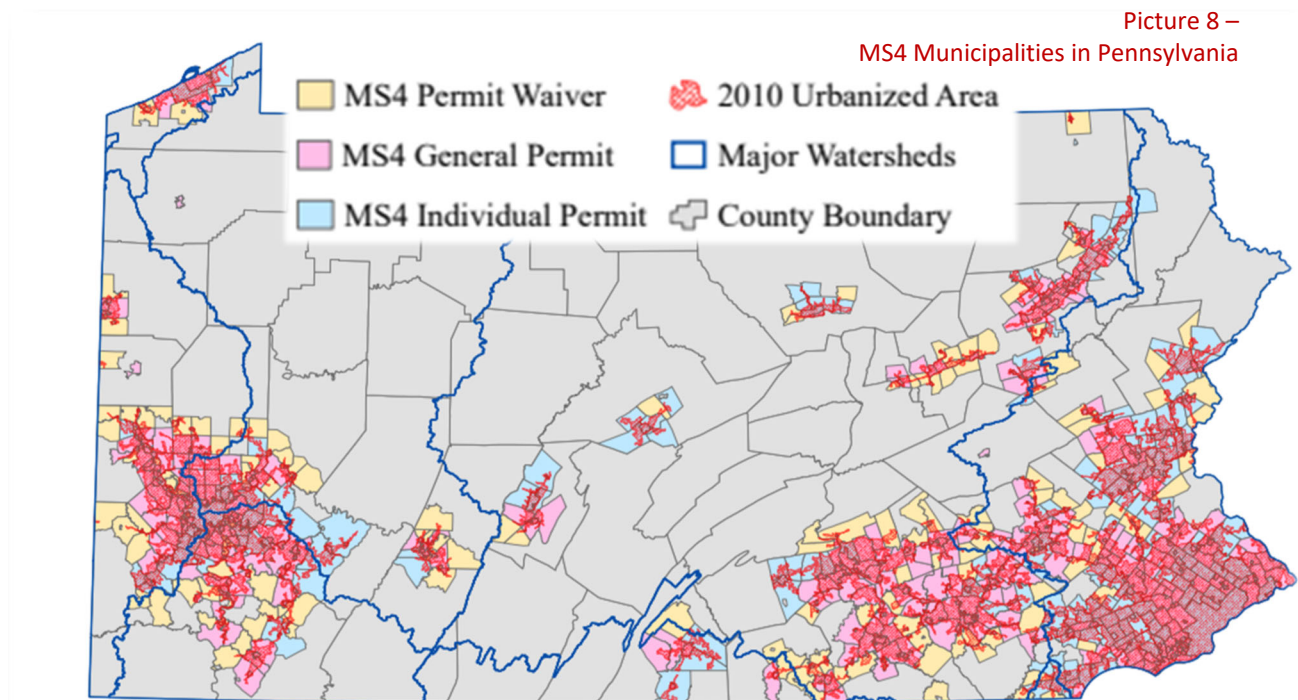
how they are affected and prepare their applications before they are due.

Under the MS4 Program, permittees are required to incorporate the following six elements (known as



Picture 7 –

Graphical Illustration of MS4 Systems



Picture 8 –

MS4 Municipalities in Pennsylvania

²³³ MS4 – Municipal Separate Storm Sewer System.

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 8** identifies where these jurisdictions are located.

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 (GBSWA) in 2018. Refer to the GBSWA Articles of Incorporation at **Appendix V**. **Appendix VI** contains more resource information on MS4. Gettysburg Borough's Pollution Reduction Plan (PRP) can be viewed on the Borough's website at <https://www.gettysburgpa.gov/gettysburg-borough-storm-water-authority-gbswa>.

Revenue

There are five sources of revenue for the Gettysburg Borough Storm Water Authority. They are: (1) Reimbursements, (2) Investment interest, (3) Grants, (4) Fees for

Services Rendered, and (5) Assessed storm water 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 87** 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



**Table 87 –
Gettysburg Borough Storm Water Authority Department 331 (Fines & Forfeits)**

	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
Revenue	331	400	Reimbursement - Solicitor Fees	^^^	^^^	^^^	\$10,000	\$10,000	\$8,000
	331	410	Reimbursement - Court Fees	^^^	^^^	^^^	\$1,440	\$1,440	\$1,152
	331	415	Reimbursement - Postage	^^^	^^^	^^^	\$317	\$317	\$290
	331	490	Reimbursement - Bank Fees	^^^	^^^	^^^	^^^	^^^	\$0
	Department 331 TOTALS			\$0	\$0	\$0	\$10,000	\$11,757	\$9,442

**Table 88 –
Gettysburg Borough Storm Water Authority Department 341 (Interest Earnings)**

	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
Revenue	341	000	Interest on Checking	^^^	\$5,000	\$1,250	\$900	^^^	\$0
	341	030	Interest on CDs	^^^	^^^	^^^	\$849	\$120	\$120
	Department 341 TOTALS			\$0	\$5,000	\$1,250	\$900	\$120	\$120



submits a check to the Authority that is ultimately declined payment from the bank for lack of sufficient funds.

Department 341 Interest Earnings

Table 88 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 354 State Operating Grants

Table 89 highlights the interest earned on revenue in the Authorities numerous interest-bearing financial accounts.

Object 150

Act 101 Recycling Grant

Funding provided by the State resulting from compliance with recycling mandates.



Table 89 –
Gettysburg Borough Storm Water Authority Department 354
(State Operating Grants)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	354	150	Act 101 Recycling Grant	^^^	^^^	^^^	\$500,000	^^^	\$6,895
			Department 354 TOTALS	\$0	\$0	\$0	\$500,000	\$0	\$6,895

Table 90 –
Gettysburg Borough Storm Water Authority Department 361 (Charges for Services)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	361	320	Storm Water Plan Review	^^^	^^^	^^^	^^^	\$500	\$500
	361	740	Reimbursement - Postage	^^^	^^^	^^^	^^^	\$50	\$2
	361	808	Reimbursement - Engineer Fees	^^^	^^^	^^^	^^^	\$3,150	\$3,150
			Department 361 TOTALS	\$0	\$0	\$0	\$0	\$500	\$3,652

Table 91 – Gettysburg Borough Storm Water Authority Department 383 (Storm Water Fees)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	383	200	Storm Water Fee - Discount	^^^	^^^	\$513,050	\$415,999	\$441,980	\$430,361
	383	210	Storm Water Fee - Face	^^^	^^^	\$8,551	\$60,412	\$41,318	\$12,868
	383	220	Storm Water Fee - Penalty	^^^	^^^	\$3,633	\$37,289	\$16,970	\$19,300
	383	221	Storm Water Fee - Lien Interest	^^^	^^^	^^^	^^^	^^^	\$87
			Department 383 TOTALS	\$0	\$0	\$525,234	\$513,700	\$500,268	\$462,616

Department 361 Charges for Services

Table 90 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.

Object 740

Reimbursement – Postage

Revenue reimbursed to the GBSWA as a result of mailings going to property owners.

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.

Department 383 Storm Water Fees

Table 91 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 200

Storm Water Fee -

Discount

Assessed storm water fees collected at 2% discount.

Object 210

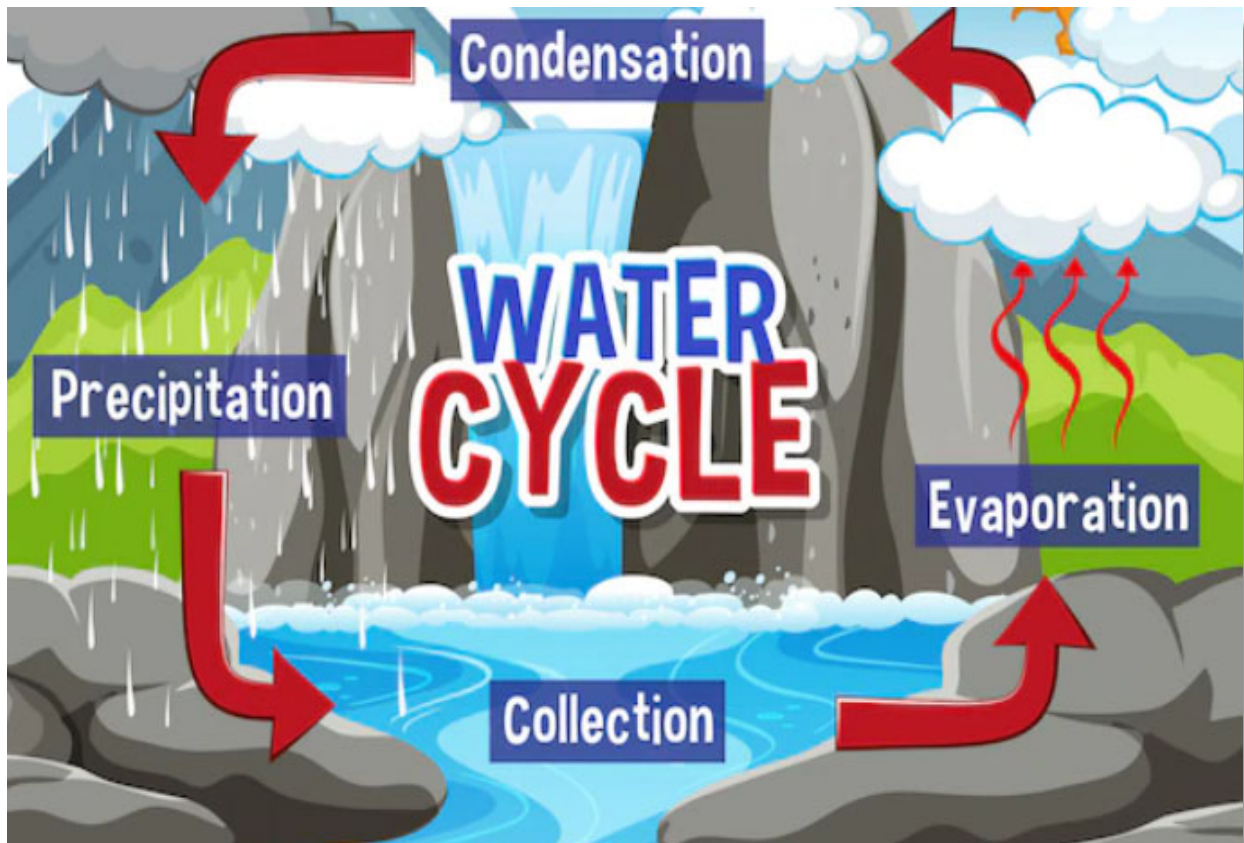
Storm Water Fee -

Discount

Assessed storm water fees collected at par.



Picture 9 – Storm Water Cycle

Object 220Storm Water Fee - Penalty

Assessed storm water fees collected at 10% penalty for late payment.

Object 221Lien Interest

Interest is assessed on delinquent storm water fees and accrues at an annual rate of 6%.

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, legal fees, bank fees, permitting fees, auditing services, and construction.

Department 436Storm Sewers & Drains

Table 92 identifies all line items in this department. The Storm Water Cycle is shown in **Picture 9**.

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 173
Other Comp./Leave-Personal
 Accounts for employee's paid time off. Shared cost
 with the General Fund.

Object 174
Other Comp./Leave-Sick
 Accounts for employee's paid time off. Shared cost
 with the General Fund.

Table 92 –
 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 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 195Benefit – HRA²³⁴

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.

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.

²³⁴ HRA – Health Reimbursement Account.

Object 313
Engineering Services
This line item pays for routine engineering expenses, such as meeting attendance and project reviews.

Object 314
Legal Expenses
This line item covers the cost for routine legal services by the Authority's solicitor, such as meeting attendance and project reviews.

Object 317
Legal 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 321
Telephone (landline)
A shared cost with the General Fund, this line item pays a portion of the phone lines needed to conduct business.

Object 325
Internet 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 329
Computer 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 341
Legal Advertising Expenses
Statutorily, the Authority is required to publish notice in a paper of general circulation of its upcoming public meetings.

Object 352
Liability Insurance
Insurance carried by the Authority.

Object 354
Insurance – Workers' Compensation Insurance
Insurance carried by the Authority to protect its staff against a work-related injury.

Object 355
Insurance – Public Official
Insurance carried by the Authority to protect its staff and Board Members against any potential legal action(s).

Object 358
Insurance – 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 420Dues, 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 450Permits & Fees

Pays for the annual MS4 permit fee due to the State of Pennsylvania.

Object 452Contracted 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 460Continuing 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 461Public 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 720Capital 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.).

Table 93 –
Grant Applications and Awards (2012 – 2023)

Program Year	Agency	Name of Grant	Amount Applied For	Amount Awarded	Capital Improvement Plan Project #	Purpose
2023	DCED / CFA	H2O Small	\$499,995	\$0	\$433,478	CIP 454-05 Gettysburg Inner Loop - Phase B1/B2 (various storm water, public safety, and streetscape components)
		H2O Large	\$1,804,000	\$0		
	AC	Adams County ARPA Recovery Funds	\$250,000	\$0		
	DCED	Greenways, Trails, and Recreation Program (GTRP - CFA)	\$250,000	\$0		
	PennDOT	Transportation Alternative Funds (TA)	\$500,000	\$0		
	PCCD	Local Law Enforcement Assistance Grant	\$138,000	\$126,583		
	DEP	902 Municipal Recycling Program Grant	\$400,000	\$306,895		
2022	USDOT	Rebuilding American Infrastructure with Sustainability and Equity (RAISE)	\$7,329,198	\$0	\$168,500	CIP 439-04 Gettysburg Gateway Connectivity Project
	PAOOB	Redevelopment Assistance Capital Program (RACP)	\$1,500,000	\$0		CIP 465-01 Gettysburg Visitors Center
	PennDOT	MultiModal Transportation Fund (MTF) Grant	\$168,500	\$0		CIP 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	Greenways, Trails, and Recreation Program (GTRP - CFA)	\$168,500	\$168,500		CIP 436-01A Culps Run Stream Restoration
	NFWF	Chesapeake Bay Pennsylvania Local Government	\$500,000	\$0		CIP 415-04 Modular Barricades
2021	FEMA	Non-Profit Security Grant Program (NSGP)	\$250,000	\$0	\$252,500	CIP 439-04 Gettysburg Gateway Connectivity Project
	USDOT	Rebuilding American Infrastructure with Sustainability and Equity (RAISE)	\$7,329,198	\$0		CIP 439-04 Gettysburg Gateway Connectivity Project
	USDOT	Rebuilding American Infrastructure with Sustainability and Equity (RAISE)	\$7,329,198	\$0		CIP 436-01A Culps Run Stream Restoration
	NFWF	Chesapeake Bay Pennsylvania Local Government	\$500,000	\$0		CIP 454-06 Gettysburg inner Loop - Phase B2
	DCNR	Community Conservation Partnerships Program (C2P2)	\$359,000	\$252,500		
2020	PennDOT	MultiModal Transportation Fund (MTF) Grant	\$486,000	\$0	\$125,000	CIP 454-06 Gettysburg Inner Loop - Phase B2
	DCNR	Community Conservation Partnerships Program (C2P2)	\$610,000	\$0		
	DCED	Greenways, Trails, and Recreation Program (GTRP - CFA)	\$250,000	\$0		
	AC	Adams County Parks, Recreation & Greenspace	\$25,000	\$25,000		N/A Financial Recovery from COVID-19 Pandemic
2019	DCED/AC	Fund for Adams Investment and Recovery (FAIR)	\$100,000	\$100,000	\$825,980	CIP 436-01A Culps Run Stream Restoration
	NFWF	Chesapeake Bay Pennsylvania Local Government	\$106,259	\$0		CIP 454-06 Gettysburg Inner Loop - Phase B2
	DCNR	Community Conservation Partnerships Program (C2P2)	\$180,625	\$0		
	DCED	Greenways, Trails, and Recreation Program (GTRP - CFA)	\$245,240	\$0		CIP 439-04 Gettysburg Gateway Connectivity Project
	PennDOT	MultiModal Transportation Fund (MTF) Grant	\$470,540	\$0		PML Conference
	FHWA	Federal Lands Access Program (FLAP)	\$1,253,917	\$800,000		GARA Small Playground Rebuild
	DCNR	Park Rehabilitation & Development Program	\$25,980	\$25,980		GIL - Gettysburg Station Spur Right-of-Way
2018	ACCF	Hoffman Trust	\$8,000	\$8,000		N/A Biser Fitness Trail Relocation
2017	ACCF	Hoffman Trust	\$10,000	\$10,000		N/A Disaster Recovery
2016	PEMA	Declaration #4267 - Winter Storm Jonas	\$36,566	\$36,566	\$56,412	N/A GIL Phase A2 Matching Funds: 2015 DCNR Grant
	AC	Adams County Parks, Recreation & Greenspace	\$19,846	\$19,846		N/A GIL Phase A2
2015	DCNR	Community Conservation Partnerships	\$250,000	\$250,000	\$2,049,236	N/A GIL Phase A2
	PennDOT	Transportation Alternatives Program (TAP)	\$334,263	\$334,263		N/A Summer Intern
	PennDOT	Congestion, Mitigation, and Air Quality Program (CMAQ)	\$1,464,973	\$1,464,973		N/A Early Intervention Program (EIP) : Phase II
2014	PSATS	Internship Program	\$2,000	\$2,000	\$4,196,379	N/A GIL Phase A1
	DCED	Governor's Center for Local Government Services	\$69,600	\$69,600		N/A Steinwehr Avenue Utility Pole Relocation
	CBT	Green Street Program	\$47,262	\$47,262		N/A Elm Street Program
	PennDOT	Act 89 Multimodal Grant	\$191,517	\$191,517		N/A Stenwehr Avenue Revitalization Project: Phase II
	DCED	Keystone Communities Grant	\$140,000	\$140,000		N/A GARA Master Plan Development
	FHWA	Federal Lands Access Program (FLAP)	\$3,746,000	\$3,746,000		N/A Steinwehr Avenue Revitalization Project: Phase I
2013	DCNR	Community Conservation Partnerships Program (C2P2)	\$32,805	\$32,805		N/A Elm Street Program
2012	PennDOT	Pennsylvania Community Transportation Initiative (PCTI)	\$2,500,000	\$2,500,000		
	DCED	Keystone Communities Grant	\$400,000	\$400,000		

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
 USDOT = 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
 PCCD = Local Law Enforcement Assistance Grant

Chapter 15

Fund 18 – Capital Projects Fund

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

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

Table 94 – 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	<div>Completed</div> <div>In Progress</div>

new five-year plan in 2021. The CIP is reviewed periodically and extended as needed. 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. 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 93** highlights previous grant awards to Gettysburg and also summarizes the grant applications that were not successful. Of note, combined since 2012, Gettysburg has received \$11,058,290 in grant money – about \$1 Million annually!

Main Street Gettysburg, on behalf of Gettysburg Borough, applied for a \$1.25 million FLAP Grant in 2019 - covering the cost for design and engineering of the 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 \$14.2 million in grant funding since 2011. Grant awards are vital to the successful completion of the 2022 – 2026 Capital Improvement Plan; Those projects are listed here at **Table 94**. Completed CIP projects are highlighted and ~~‘stricken’~~ in **YELLOW**, while those projects highlighted in **GRAY** are currently in progress.

Revenues

Revenue for the Capital Projects Fund relies solely on grants, private donations, interfund transfers,

and proceeds from long-term debt. There is no property millage associated with this fund.

Interest earnings and Interfund Transfers in are the only sources of revenue identified in this fund for FY2024. There are no proceeds from debt issuance as the Borough does not intend to issue General Obligation Bonds in FY2024. The Borough intends to submit applications for numerous grants in 2024. 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 95**.

Object 010

Interest on Checking

Nominal Amount of interest income.

Department 354 State Operating Grants

This revenue source is an awarded grant by the State of Pennsylvania, associated with successful compliance with MS4 mandates. Refer to **Table 96**.

Object 150

Act 101 Recycling Grant

The Borough applied for and was awarded \$300,000 for the purchase of a leaf vacuum truck, which is needed to comply with the Borough's MS4 mandates.

Department 392 Interfund Transfers In

In 2022 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 FY2024. Refer to **Table 97**.

Object 030

Transfer from Capital Reserve

A considerable amount of money was transferred into Capital Reserve from the General Fund in 2023

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.

Table 95 – Capital Projects Fund Department 341 (Interest Earnings)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	341	010	Interest on Checking	\$10,000	\$1,080	\$925	\$1,251	\$1,540	\$1,945
			Department 341 TOTALS	\$10,000	\$1,080	\$925	\$1,251	\$1,540	\$1,945

Table 96 – Capital Projects Fund Department 354 (State Operating Grants)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	354	150	Act 101 Recycling Grant	^^^	^^^	^^^	^^^	^^^	\$300,000
			Department 354 TOTALS	\$0	\$0	\$0	\$0	\$0	\$300,000

Table 97 – Capital Projects Fund Department 392 (InterFund Transfers In)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	392	010	Transfer from General Fund	^^^	^^^	^^^	\$713,319	^^^	\$0
	392	030	Transfer from Capital Reserve	^^^	^^^	^^^	^^^	\$113,250	\$1,188,693
			Department 392 TOTALS	\$0	\$0	\$0	\$713,319	\$0	\$1,188,693

An Additional Note Regarding Grant Funding

Table 93 identifies the multitude of grants the Borough's received over the past thirteen years. All totaled, the Borough has been the recipient of over \$14.2 Million over this period – or about 34% of the amount requested in grant funding. 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 for the Borough.

These grants 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, security upgrades for the municipal building, temporary traffic signals to support multiple special events, the purchase of very expensive equipment to assist with MS4 compliance, and a significant stretch of the Gettysburg Inner Loop.

Picture 10 – Logos:
Main Street Gettysburg
and Elm Street



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 Street²³⁵

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 10** 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 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

²³⁵ Elm Street is no longer an active organization; however, the Elm Street Overlay District remains a zoning district within Historic District.

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 11**.

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 Project²³⁶ 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 – where President Abraham Lincoln traveled to the site of Soldier's National

Picture 11 – Steppin' Out into Lincoln's Footsteps



Artist Rendition Courtesy of:
Wendy Allen,
Lincoln Into Art

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 18 through 24**. **Picture 12** shows the committee's collaboration during the development of the master plan, while **Picture 13** 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 13**.

Expenses

Previous budgets advanced few projects in this fund, however, that changed with the aggressive funding strategy outlined in the 2022 - 2026 CIP. Eight departments have expenditures in FY2024.

Picture 12 – Gettysburg Gateway Connectivity Project Committee



Picture 13 – BINGOs Raising Local Match Dollars



²³⁶ Since renamed "*The Gettysburg Gateway Connectivity Project*".

Chapter 15

Previous budget messages highlighted the numerous capital projects the Borough has undertaken between the years 2016 and 2019. All 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 11** 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 409 **General Government Administration**

This department provides funding for various professional services, engineering services, building maintenance and upgrades to the Borough's enterprise software programs. Refer to **Table 98** for details.

Object 310

Professional Services

Provides funding for grant writing by Michael Baker, Intl. and architectural services by Crabtree, Rohrbaugh and Associates for CIP 465-01 (Gettysburg Welcome Center).

Object 313

Engineering and Architectural

Provides funding for engineering work by C.S. Davidson, Inc. for CIP 465-01 (Gettysburg Welcome Center).

Object 329

Computer Software Fees

Covers the first-year conversion fees to Edmunds GovTech – the Borough's ERP²³⁷ software solution.

²³⁷ ERP – Enterprise Resource Planning software which is a database of information that interacts with each Borough department.

Fund 18 – Capital Projects Fund

Table 98 – Capital Projects Fund Department 409
(General Government Administration)

Expense	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	409	310	Professional Services	^^^	^^^	^^^	^^^	^^^	\$74,500
	409	313	Engineering and Architectural	^^^	^^^	^^^	^^^	^^^	\$10,500
	409	329	Computer Software Fees	^^^	^^^	^^^	^^^	^^^	\$36,628
	409	373	Repairs & Maintenance - Buildings	^^^	^^^	^^^	^^^	^^^	\$27,000
	409	750	Capital Purchase / Minor Machine	^^^	^^^	^^^	^^^	^^^	\$1,500
	Department 409 TOTALS			\$0	\$0	\$0	\$0	\$0	\$74,500

Table 99 – Capital Projects Fund Department 410 (Police)

Expenditure	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	410	329	Computer Software Fees	^^^	^^^	^^^	^^^	^^^	\$36,629
	410	373	Repairs & Maintenance - Buildings	^^^	^^^	^^^	^^^	^^^	\$12,348
	410	374	Repairs & Maintenance - Machinery	^^^	^^^	^^^	^^^	^^^	\$68,107
	410	750	Capital Purchase / Minor Machine	^^^	^^^	^^^	^^^	^^^	\$35,372
	Department 410 TOTALS			\$0	\$0	\$0	\$0	\$0	\$152,456

Object 373

Repairs & Maintenance - Buildings

Provides painting services for the municipal building from Scott Brothers Contracting.

Object 750

Capital Purchase / Minor Machine

Replaces an aging computer workstation.

Department 410

Police

This department provides funding for computer upgrades and several security upgrades to the municipal building. See **Table 99**.

Object 329

Computer Software Fees

Covers the first-year conversion fees to Edmunds GovTech – the Borough's ERP software solution.

Object 373

Repairs & Maintenance - Buildings

In 2022, the Pennsylvania State Police provided the Borough with a risk assessment and provided recommendations for security upgrades to the municipal building. Hardening of certain areas of the municipal building were one of the recommendations and is covered by this line item.

Object 374

Repairs & Maintenance - Machinery

In 2022, the Pennsylvania State Police provided the Borough with a risk assessment and provided recommendations for security upgrades to the

municipal building. An outdoor / indoor camera systems was among the recommendations. The cost of that camera system is included here.

Object 750
Capital Purchase /
Minor Machine

Old workstations will be replaced with new computers and docking stations that function both in a police vehicle and in the office.

Department 413
Code Enforcement

This department provides funding for various computer upgrades. See **Table 100**.

Object 329
Computer Software Fees

Covers the first-year conversion fees to Edmunds GovTech – the Borough’s ERP software solution.

Department 414
Planning

This department provides funding for various computer upgrades. See **Table 101**.

Object 329
Computer Software Fees

Covers the first-year conversion fees to Edmunds GovTech – the Borough’s ERP software solution.

Object 750
Capital Purchase / Minor Machine

Replaces two aging computer workstations.

Department 430
Public Works

This department provides funding for various computer upgrades and the purchase of a major

Table 100 – Capital Projects Fund Department 413 (Code Enforcement)

Expenditure	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	413	329	Computer Software Fees	^^^	^^^	^^^	^^^	^^^	\$14,652
			Department 413 TOTALS	\$0	\$0	\$0	\$0	\$0	\$14,652

Table 101 – Capital Projects Fund Department 414 (Planning)

Expenditure	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	414	329	Computer Software Fees	^^^	^^^	^^^	^^^	^^^	\$21,978
	414	750	Capital Purchase / Minor Machine	^^^	^^^	^^^	^^^	^^^	\$3,000
			Department 414 TOTALS	\$0	\$0	\$0	\$0	\$0	\$24,978

Table 102 – Capital Projects Fund Department 430 (Public Works)

Expenditure	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	430	329	Computer Software Fees	^^^	^^^	^^^	^^^	^^^	\$21,978
	430	740	Machinery & Equipment	^^^	^^^	^^^	\$149,213	^^^	\$442,400
			Department 430 TOTALS	\$0	\$0	\$0	\$0	\$0	\$464,378

piece of equipment to support the Borough’s MS4 goals. See **Table 102**.

Object 329
Computer Software Fees

Covers the first-year conversion fees to Edmunds GovTech – the Borough’s ERP software solution.

Object 740
Machinery and Equipment

Gettysburg Borough must comply with MS4 mandates. One such requirement is proper maintenance of storm drains and sewers. This function is best served with proper equipment to do the tasks which is why the Borough invested in a street sweeper several years ago. A leaf / vacuum truck will assist in this endeavor as well and is covered under this line item.

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 103**.

Object 313
Engineering - Roads

Supplies the local match dollars for CIP 439-04 (Gettysburg Gateway Connectivity Project).

Table 103 –
Capital Projects Fund Department 439
(Roads and Alleys)

Expense	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	439	313	Engineering - Roads	\$195,000	^^^	\$50,000	\$313,479	\$156,740	\$313,480
	439	378	Repairs & Maintenance - Streets/Alleys	\$610,000	^^^	^^^	\$30,000	\$247,000	\$328,429
			Department 439 TOTALS	\$805,000	\$0	\$50,000	\$343,479	\$403,740	\$641,909

Table 104 – Capital Projects Fund Department 445 (Parking)

Expense	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	445	329	Computer Software Fees	^^^	^^^	^^^	^^^	^^^	\$14,652
	445	373	Repairs & Maintenance - Buildings	^^^	^^^	^^^	\$40,000	\$80,000	^^^
	445	374	Machinery and Equipment Repair	^^^	^^^	^^^	^^^	^^^	\$26,235
	445	750	Capital Purchase / Minor Machine	^^^	^^^	^^^	^^^	^^^	\$69,000
	Department 445 TOTALS			\$0	\$0	\$0	\$40,000	\$80,000	\$109,887

Table 105 – Capital Projects Fund Department 454 (Parks and Recreation)

Expense	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	454	372	Rec. Park Improvements	\$957	^^^	^^^	\$52,500	^^^	\$10,000
	Department 454 TOTALS			\$957	\$0	\$0	\$52,500	\$0	\$10,000

Object 378Repairs and Maintenance – Streets/Alleys

Provides funding for work on three projects:

- CIP 454-05 Gettysburg Inner Loop Phase B1, and
- CIP 454-06 Gettysburg Inner Loop Phase B2.

Department 445Parking 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. Maintenance on the structure is planned every two years. Routine maintenance was conducted on the garage in 2023 – with no maintenance planned in 2024. Its useful life is at least another 50 years. **Table 104** shows expenditures in this category.

Exhibit 11 –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.

Object 329Computer Software Fees

Covers the first-year conversion fees to Edmunds GovTech – the Borough's ERP software solution.

Object 374Machinery and Equipment

Meter poles are looking quite worn and in disrepair with significant chipping of paint. This line item covers the cost to repaint the decorative meter poles and also covers the costs for new batteries and domes.

Object 750Capital Purchase / Minor Machine

Replaces three aging computer workstations.

Department 454Parks and Recreation

Gettysburg Area Recreation Authority has never had a Capital Improvement Plan. Funds should be set aside to be available to replace aging equipment and facilities and to

plan for the addition of new equipment and facilities. See **Table 105**.

Object 372

Recreation Park Improvements

This provides GARA with additional funds to begin a Capital Improvement Plan.

Bridges

Gettysburg Borough is responsible for maintenance on 15 bridges. No work is scheduled on these bridges in FY2024, however. **Picture 14** shows the location of the Borough's bridges.

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 and 2023, multiple grant applications were submitted to various agencies to secure funding for both GIL Phases B1 and B2. **Picture 15** is a map detailing the planned bike loop. Those grant requests were not approved in 2022 and 2023. They will be resubmitted in FY2024.

Baltimore Street Revitalization Project aka Gettysburg Gateway Connectivity Project

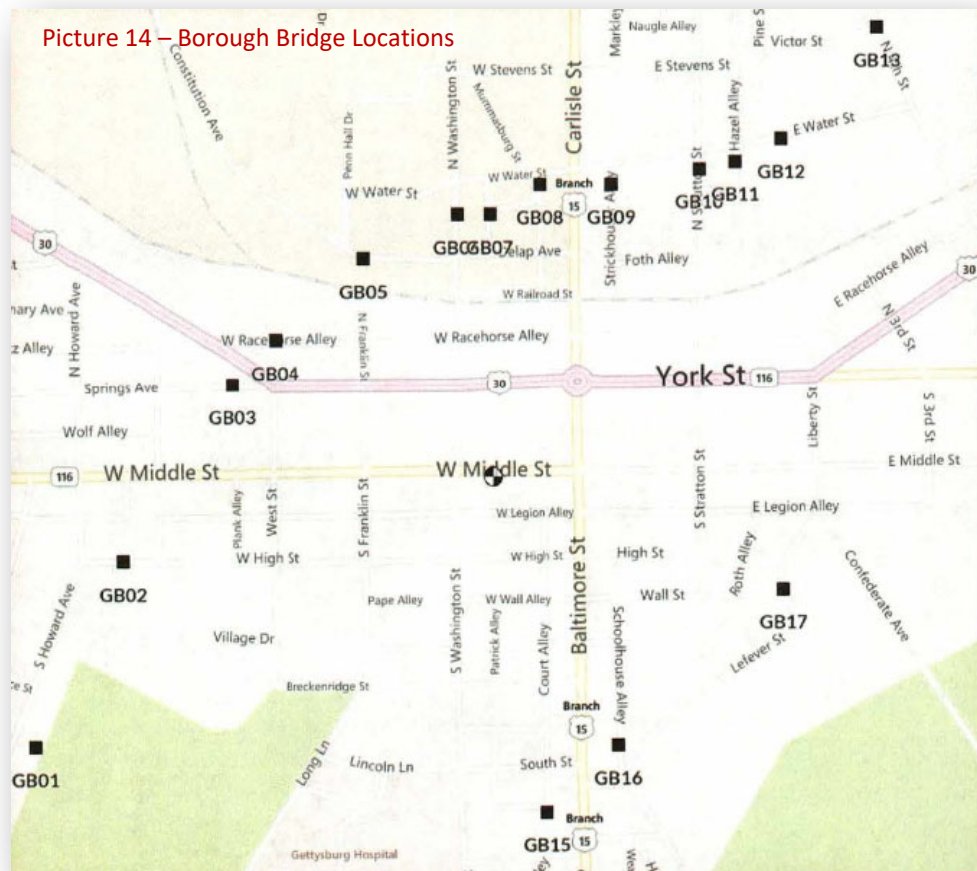
Previously in this chapter, highlights of the Gettysburg Gateway

Connectivity Project were discussed - another multi-year capital project. **Pictures 16 and 17** are an artist's rendition of what the streetscape will look like after the project is completed. **Pictures 18 through 24** 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 19** illustrates the Committee's reporting Structure. **Appendix VII** details the project, while **Picture 27** highlights many of the community sponsors of the project.

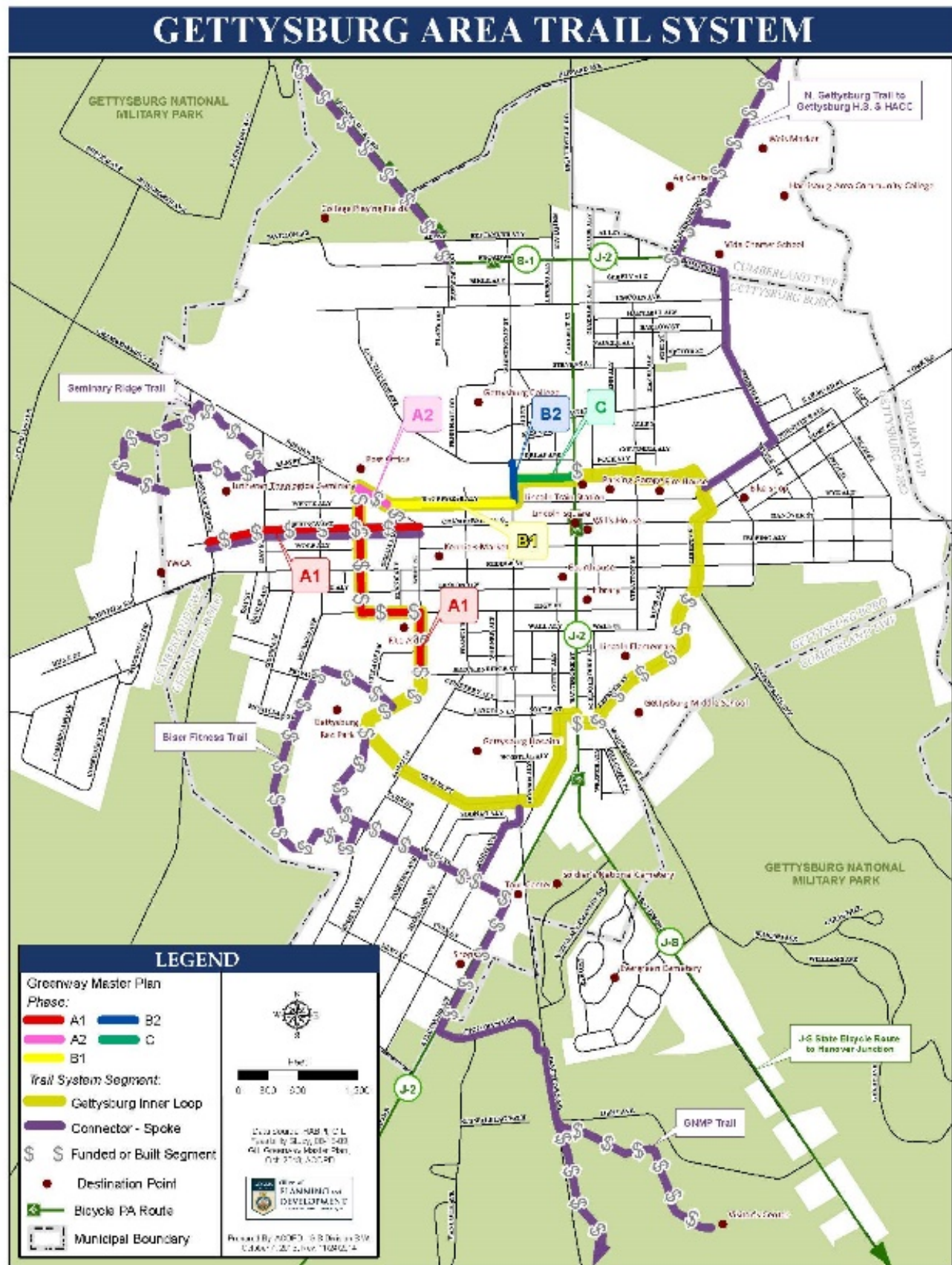
Gettysburg Welcome Center

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 25 and 26** show conceptual designs and possible floor plans of what could become the property in the future.

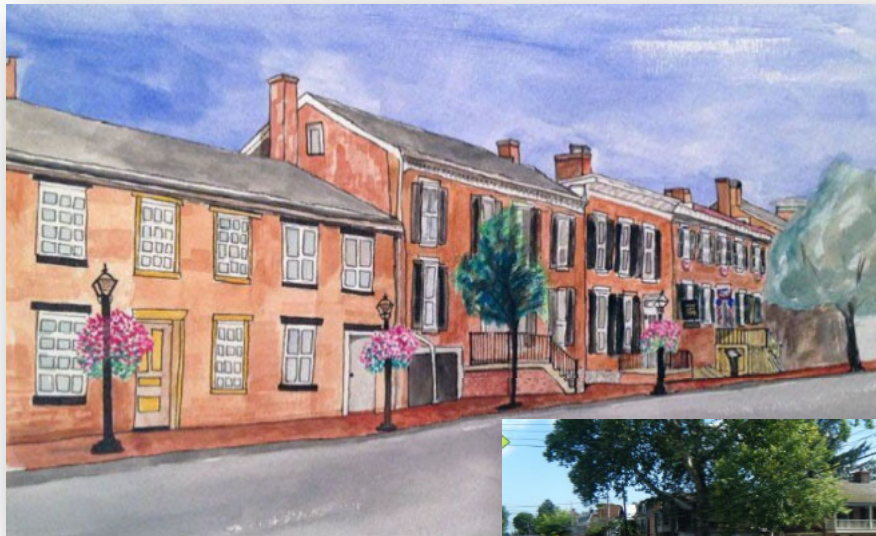
Picture 14 – Borough Bridge Locations



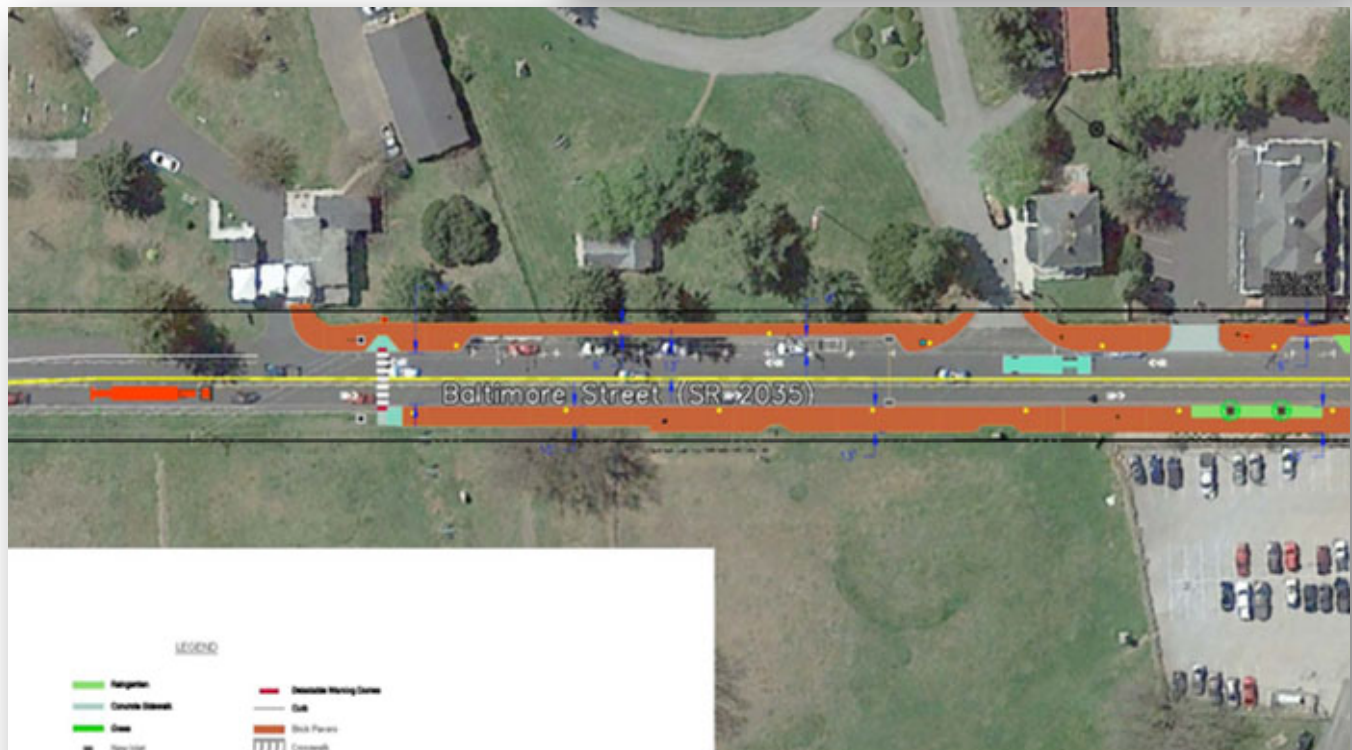
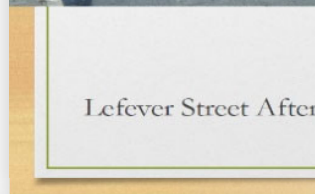
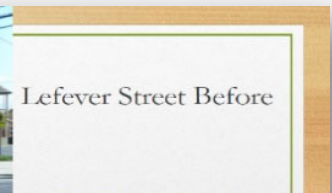
Picture 15 – Map of Gettysburg Inner Loop and Trail System



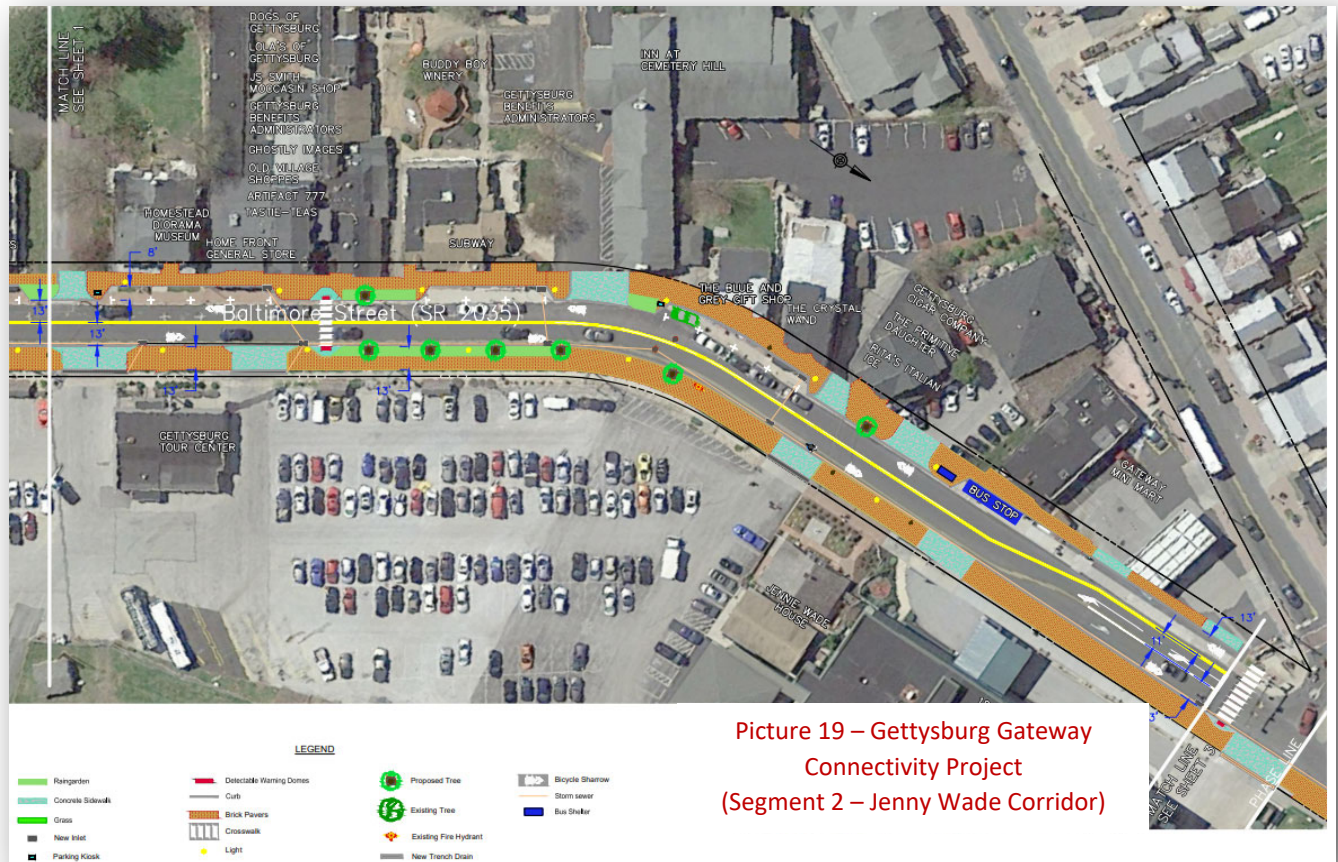
A project of regional governments and institutions, with assistance from the National Park Service Rivers and Trails Program and NABPI.



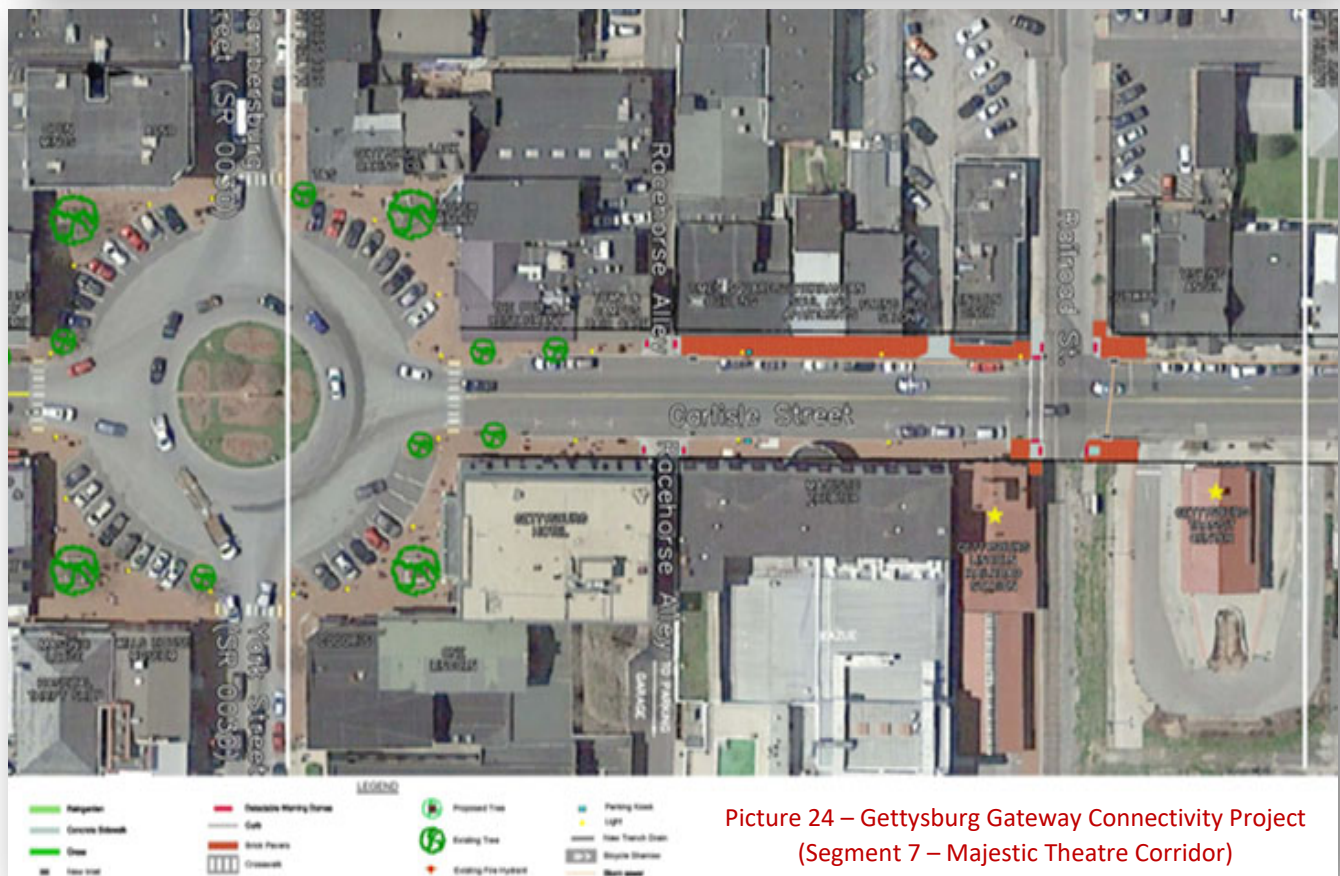
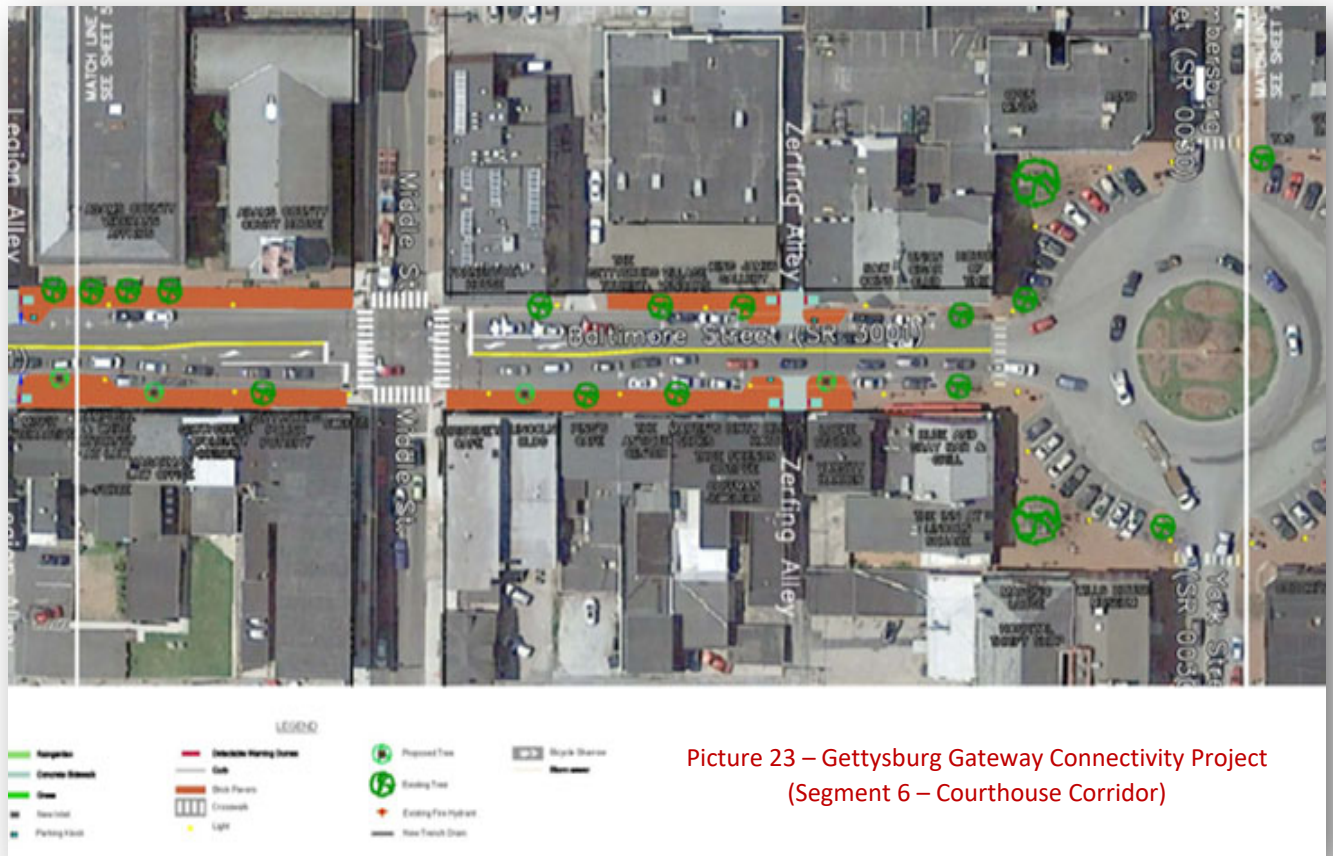
Picture 16 –
Rendition of Baltimore Street
By Wendy Allen



Picture 18 – Gettysburg Gateway Connectivity Project
(Segment 1 – Soldier's Cemetery Corridor)







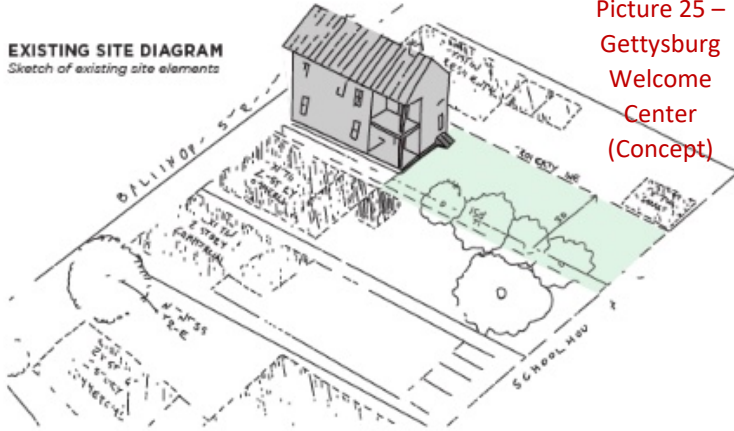
PROFESSIONAL WORK

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 25 –
Gettysburg
Welcome
Center
(Concept)

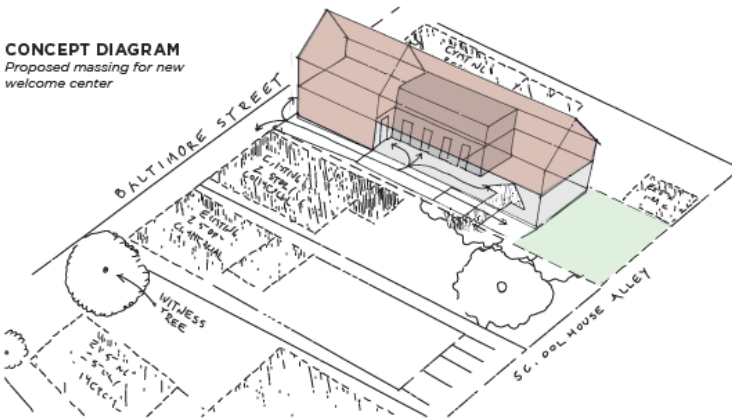


EXISTING STREETScape

The "Brown House" shown in the center, is the site for the new welcome center.

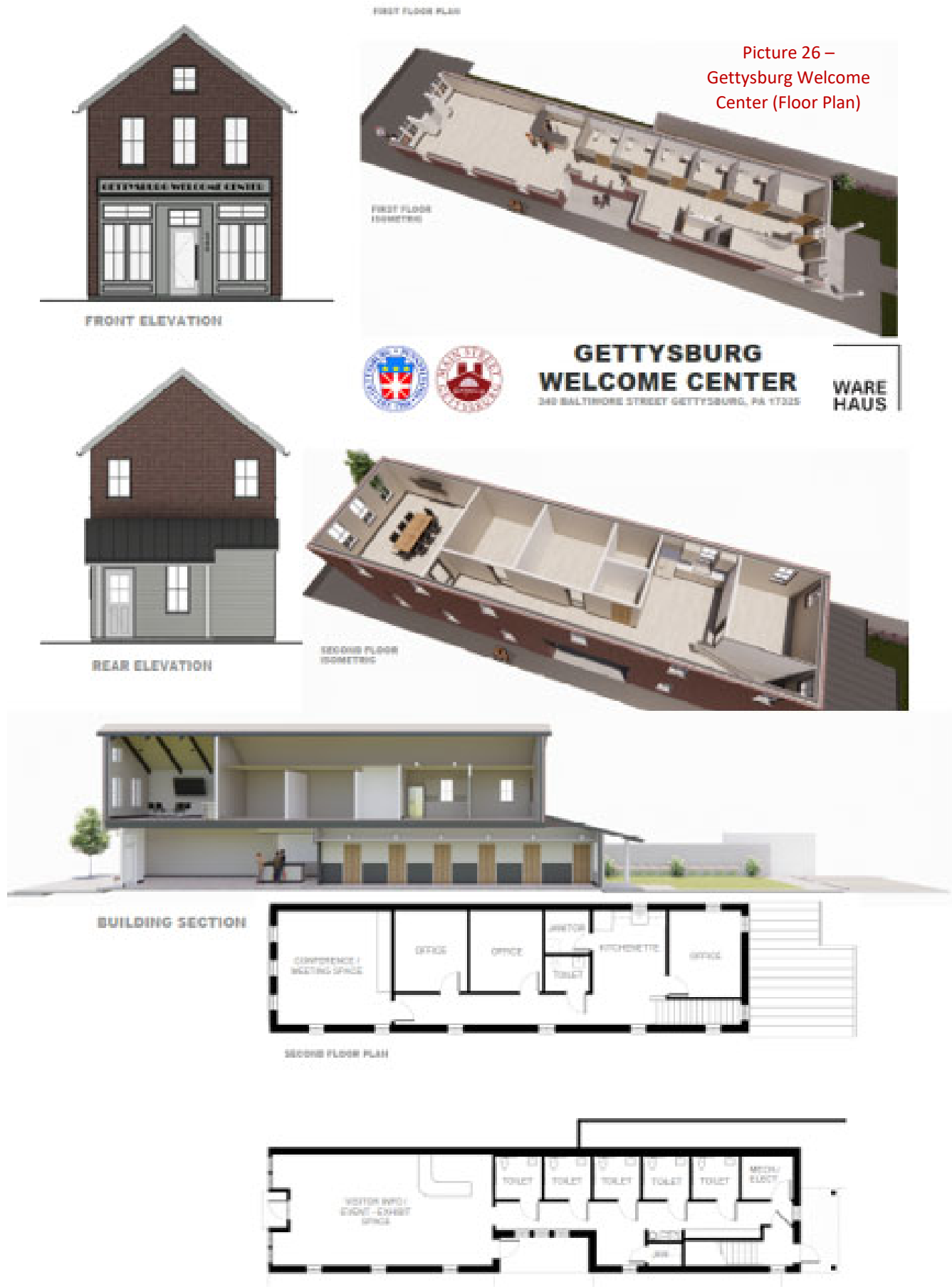
CONCEPT DIAGRAM

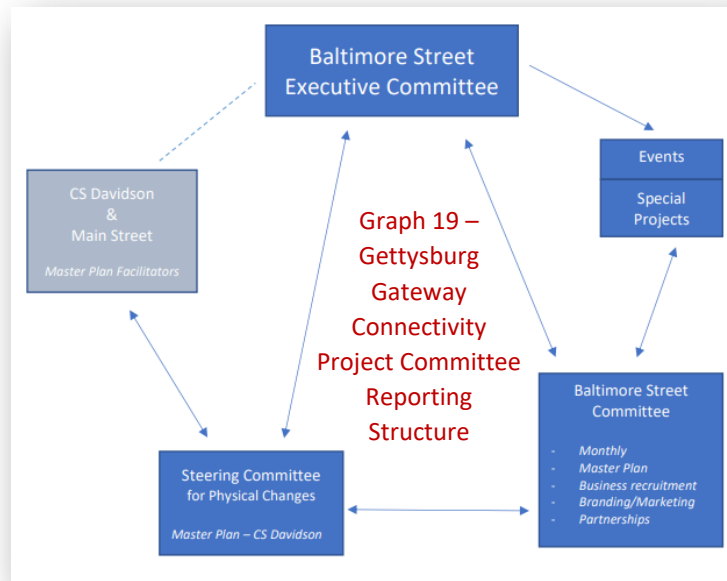
Proposed massing for new welcome center



STREETSCAPE ILLUSTRATION

Concept for new welcome center and sidewalk enhancement is in conjunction with the proposed Baltimore Street Revitalization Plan.





Picture 27 – Gettysburg Gateway Connectivity Project Sponsors



Debt Services Fund (23)

The Debt Services Fund was created in 2015. While debt is managed in a separate Fund, the associated millage rate to service the debt is found in the General Fund (Fund 01). 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 fluctuates 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 FY2024 to meet the debt service needs of the Borough is 1.2671 mills, which is the same as 2023. This is in large part due essentially to the same debt payment level as 2023. The Borough continues to amass a slight reserve in the Debt Services Fund in anticipation of a large debt payment required in 2026. Debt

Graph 20 – Amortization Schedule of Borough Debt

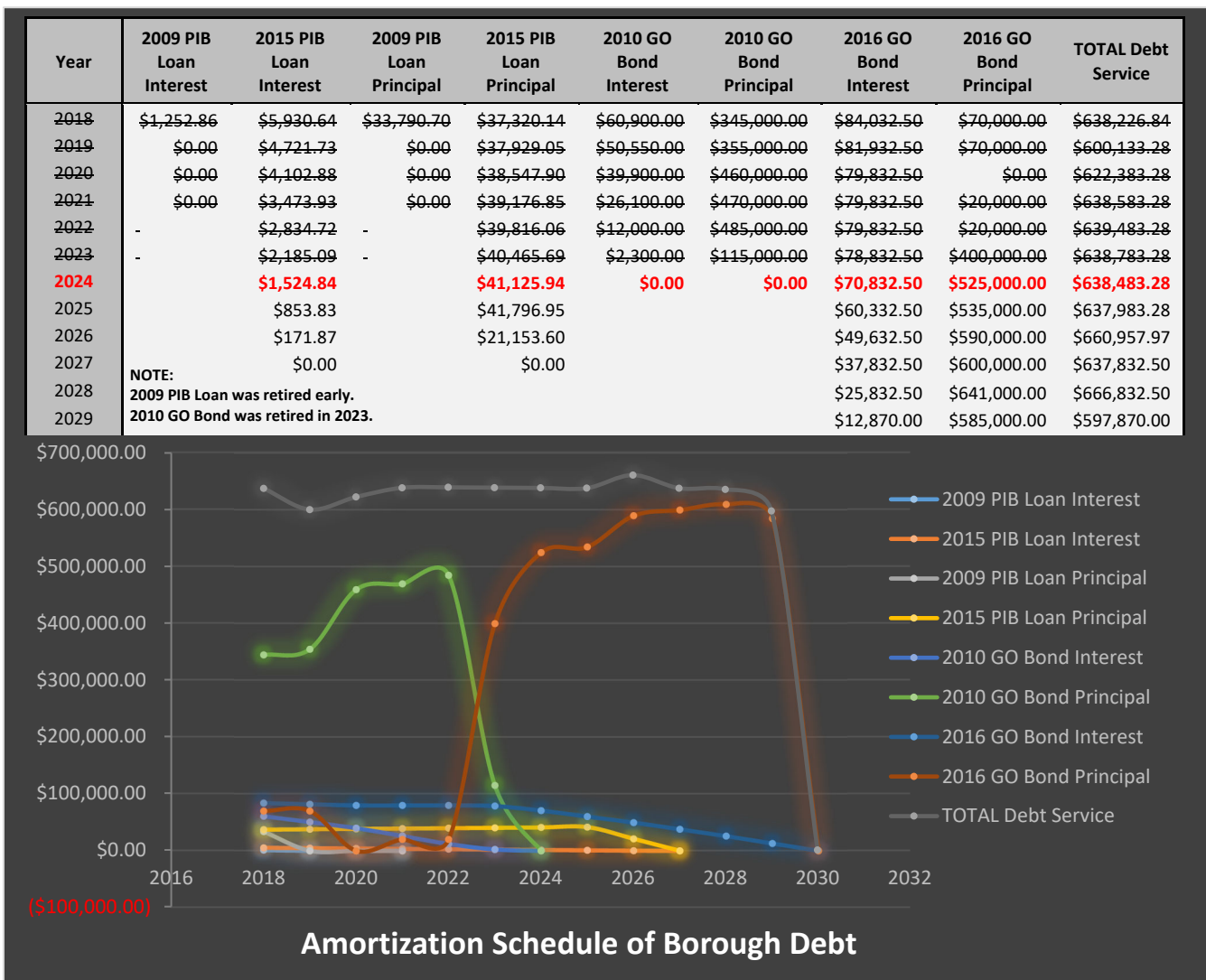




Table 106 – Debt Services Fund Department 341 (Interest Earnings)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	341	010	Interest on Checking	\$3,900	\$3,000	\$922	\$2,670	\$575	\$1,030
	341	030	Interest on CDs	^^^	\$3,000	\$3,250	\$891	\$75	\$75
			Department 341 TOTALS	\$3,900	\$3,000	\$922	\$2,670	\$650	\$1,105

Table 107 – Debt Services Fund Department 392 (Interfund Transfers In)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	392	010	Transfer from General Fund	\$604,855	\$622,383	\$562,500	\$639,484	\$638,785	\$640,529
			Department 392 TOTALS	\$604,855	\$622,383	\$562,500	\$639,484	\$638,785	\$640,529

Reserve Funds in anticipation of the year 2026, when the Borough's debt payment swells to over \$660,000 can be seen in **Graph 20**, which also shows the amortization schedule of Borough debt until the debt is retired in 2029.

the financing of Borough debt. There are two types of debt that must be paid down in FY2024:

- ✚ General Obligation Bond (2016) and
- ✚ Pennsylvania Infrastructure Bank (PIB) Loan (2015).

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 106 and 107** 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 FY2024. These funds are exclusively derived from real estate tax collections. It should be noted that the Borough's total debt obligation in FY2024 is \$638,483.

Expenditures

The only expenditures in this fund are to satisfy Borough debt. This includes debt principal, debt interest, and administrative costs associated with

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. The Borough paid off the 2010 GO Bond in 2023.

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 Plan²³⁸:

- 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. 2019 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 20**.

Table 108 –
Debt Services Fund Department 471
(Debt Principal)

Expenditure	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	471	100	2010 GO Bond Principal	\$355,000	\$460,000	\$470,000	\$485,000	\$115,000	^^^
	471	101	2016 GO Bond Principal	\$70,000	^^^	\$20,000	\$20,000	\$400,000	\$525,000
	471	125	2015 PIB Loan - East Middle Street	\$42,651	\$38,548	\$39,177	\$39,817	\$40,466	\$41,126
	Department 471 TOTALS			\$355,000	\$498,548	\$529,177	\$544,817	\$555,466	\$566,126

²³⁸ See Chapters 9 and 15 – Capital Projects.

Table 109 – Debt Services Fund Department 472 (Debt Interest)

Expenditure	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	472	101	2016 GO Bond Interest	\$81,933	\$79,833	\$79,833	\$79,833	\$78,833	\$70,833
	472	125	2015 PIB Loan - East Middle Street	\$4,721	\$4,103	\$3,474	\$2,835	\$2,186	\$1,525
			Department 472 TOTALS	\$86,654	\$83,936	\$83,307	\$82,668	\$81,019	\$72,358

Table 110 – Debt Services Fund Department 475 (Fiscal Agent Fees)

Expenditure	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	475	000	Bond Issue Costs	\$3,560	\$3,560	\$3,560	\$3,560	\$1,575	\$3,075
			Department 475 TOTALS	\$3,560	\$3,560	\$3,560	\$3,560	\$1,575	\$3,075

Department 471**Debt Principal**

This department solely funds debt principal as shown in **Table 108**.

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 109**.

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.

Department 475**Fiscal Agent Fees**

This department solely funds debt interest as shown in **Table 110**.

Object 100**Bond Issue Costs**

Covers the cost for bond counsel (DAC Bond) associated with the issuance of the 2016 GO Bond.

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 2022 as the Borough began utilizing its ARPA Funds to support the ‘*provision of government service*’²³⁹. 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 I**.

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 2019.

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 fifteen years 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 year²⁴⁰.

In short, the Borough needs to find a way to generate an additional 400 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 \$150,000 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 generate \$348,4371,064 in FY2024.

**Table 111 –
Capital Reserve Fund Department 341
(Interest Earnings)**

	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
Revenue	341	010	Interest on Checking	\$1,800	\$490	\$550	\$1,064	\$1,064	\$550
	341	030	Interest on CDs	^^^	\$3,300	\$2,210	\$150	^^^	\$0
	Department 341 TOTALS			\$1,800	\$490	\$550	\$1,214	\$1,064	\$550

²³⁹ The term is taken from the ARPA legislation which articulates the ‘*provision of government services*’ as an allowable use of ARPA funds.

²⁴⁰ This deficit will be masked through 2026 with the infusion of ARPA funding.

Department 341

Table 112 – Capital Reserve Fund Department 392 (InterFund Transfers In)

Interest Earnings

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	392	010	Transfer from General Fund	^^^	^^^	^^^	\$410,405	^^^	\$347,887
			Department 392 TOTALS	\$0	\$0	\$0	\$410,405	\$0	\$347,887

Object 010**Interest on Checking**

Interest earned on cash sitting in a checking account or in long-term CDs. See These accounts are divided between ACNB Bank and PLGIT. **Table 111.**

Table 113 – Capital Reserve Fund Department 492 (Interfund Transfers Out)

Expenditure	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	492	180	Transfer to Capital Projects	^^^	^^^	^^^	^^^	\$113,250	\$188,693
	492	400	Transfer to Revolving Loan	^^^	^^^	^^^	^^^	^^^	\$100,000
			Department 430 TOTALS	\$0	\$0	\$0	\$0	\$113,250	\$188,693

Department 392
Interfund Transfers In

Object 010**Transfers from General Fund**

This line items is the anticipated amount of General Fund surplus revenue that will be transferred to Capital Reserve for future use on the Capital Improvement Plan. See **Table 112.**

Expenses

Overall, \$188,693 is scheduled to be spent in FY2024 with a transfer to both the Capital Projects (Fund 18) and the Revolving Loan Fund (Fund 40). Funds being transferred to the Revolving Loan Fund are in preparation for the anticipated implementation of the Borough's sidewalk replacement program. See **Table 113.**

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.

Object 400**Transfer to Revolving Loan**

Fund moved to support loan for the sidewalk replacement program.

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 114 – Liquid Fuels Fund Department 341 (Interest Earnings)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	341	010	Interest on Checking	\$1,950	\$500	\$650	\$2,200	\$2,200	\$2,605
			Department 341 TOTALS	\$1,950	\$500	\$650	\$2,200	\$2,200	\$2,605

Table 115 – Liquid Fuels Fund Department 355 (State Shared Revenue)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	355	020	Motor Vehicle Fuel Taxes	\$197,937	\$193,950	\$178,364	\$182,000	\$173,125	\$175,125
			Department 355 TOTALS	\$197,937	\$193,950	\$178,364	\$182,000	\$173,125	\$175,125

Revenues

Gettysburg's share of state liquid fuels funding in FY2024 is expected to be \$175,125 – a notable decrease from 2017, 2018, 2019, and 2020 when the implementation and windfall resulting from Act 89 had decreased.

The Borough's share under Act 89 had been increasing after the implementation of Act 89 – which created additional funding for roadwork statewide. The decreased Liquid Fuels appropriation in FY2024 shows that the revenue generated via Act 89 has generally leveled off, or slightly decreased statewide.

Interest earnings on principal remain elevated based on inflationary pressures nationwide. **Table 114** and **Table 115** 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 FY2024, 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 FY2024, 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 \$70,550 in anticipated expenditures in FY2024. Those departments are Winter Maintenance Services, Traffic Control Devices, Street Lighting, Bridges, and Roads & Alleys. **Tables 116, 117, 118, 119, and 120**, respectively, describe the use of Liquid Fuels funds.

Department 432
Winter Maintenance Services

This department, shown in **Table 116**, 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 117 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.

Table 116 –
Liquid Fuels Fund Department 432 (Winter Maintenance Services)

Expenses	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	432	200	Snow & Ice Materials	\$16,000	\$20,000	\$17,500	\$18,000	\$15,500	\$16,900
	432	384	Rental of Machinery & Equipment	\$20,000	\$20,000	\$15,000	\$15,000	\$10,000	\$10,000
			Department 432 TOTALS	\$36,000	\$40,000	\$32,500	\$33,000	\$25,500	\$26,900

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 118** 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 119 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 120 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 117 – Liquid Fuels Fund Department 433 (Traffic Control Devices)

Expenditure	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	433	245	Signs & Road Markings	\$15,000	\$15,000	\$12,500	\$13,250	\$13,250	\$13,250
	433	321	Communication - Telephone	\$2,500	\$2,700	\$2,700	\$3,116	\$3,100	\$3,100
	433	361	Traffic Signal Electricity	\$6,500	\$6,000	\$6,000	\$7,711	\$7,700	\$7,800
	433	374	Repairs & Maintenance of Traffic Devices	\$8,000	\$8,000	\$8,000	\$8,000	\$7,500	\$8,000
			Department 433 TOTALS	\$32,000	\$31,700	\$29,200	\$32,077	\$31,550	\$32,150

Table 118 – Liquid Fuels Fund Department 434 (Street Lighting)

Expense	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	434	374	Machinery & Equipment Repairs	\$12,000	\$12,000	\$7,500	\$7,000	\$5,000	\$5,500
			Department 434 TOTALS	\$12,000	\$12,000	\$7,500	\$7,000	\$5,000	\$5,500

Table 119 – Liquid Fuels Fund Department 438 (Bridges)

Expense	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	438	245	Highway Maintenance Materials	\$10,000	\$10,000	\$100,000	^^^	\$2,500	\$3,000
			Department 438 TOTALS	\$10,000	\$10,000	\$10,000	\$0	\$2,500	\$3,000

Table 120 – Liquid Fuels Fund Department 439 (Roads & Alleys)

Expense	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	439	245	Highway Maintenance Materials	^^^	^^^	\$7,000	\$6,500	\$2,500	\$3,000
	439	313	Engineering Fees	^^^	^^^	\$10,000	^^^	^^^	^^^
	439	661	Construction - Roads	\$200,000	\$100,750	\$50,000	^^^	\$20,000	^^^
			Department 439 TOTALS	\$0	\$0	\$7,000	\$6,500	\$22,500	\$3,000

Revolving Loan Fund (40)

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 \$309,662. 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 total²⁴¹:

1. The Residential ZILP Loan and the
2. Emerging Enterprise Loan.

The overview of the Residential ZILP Loan program and the Emerging Enterprise Loan

²⁴¹ 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.

Table 122 –

Revolving Loan Fund Department 389 (Miscellaneous Revenue)

Revenues	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	389	632	COVID Loan Payments	^^^	^^^	^^^	^^^	\$16,450	\$16,450
			Department 389 TOTALS	\$0	\$0	\$0	\$0	\$16,450	\$16,450

Table 123 –

Revolving Loan Fund Department 392 (Interfund Transfers In)

Revenues	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	392	030	Transfer from Capital Reserve	^^^	^^^	^^^	^^^	^^^	\$100,000
			Department 389 TOTALS	\$0	\$0	\$0	\$0	\$0	\$100,000



program can be viewed in Pictures 28 and 29, respectively.

Revenues

There are only two revenue sources in this department: interest earnings, loan repayments, and an interfund transfer.

Table 121 –

Revolving Loan Fund Department 462 (HUD – Community Development)

Revenues	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	341	010	Interest on Checking	\$480	\$400	\$1,020	\$584	\$1,150	\$280
	341	030	Interest on CDs	\$2,200	\$4,000	\$3,555	\$584	^^^	\$0
			Department 341 TOTALS	\$2,680	\$4,400	\$4,575	\$1,168	\$1,150	\$280

Department 341
Interest Earnings

Interest rates remain fairly high as compared to traditional norms. However, only \$280 is expected to be generated in this department. See **Table 121**.

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 122**.

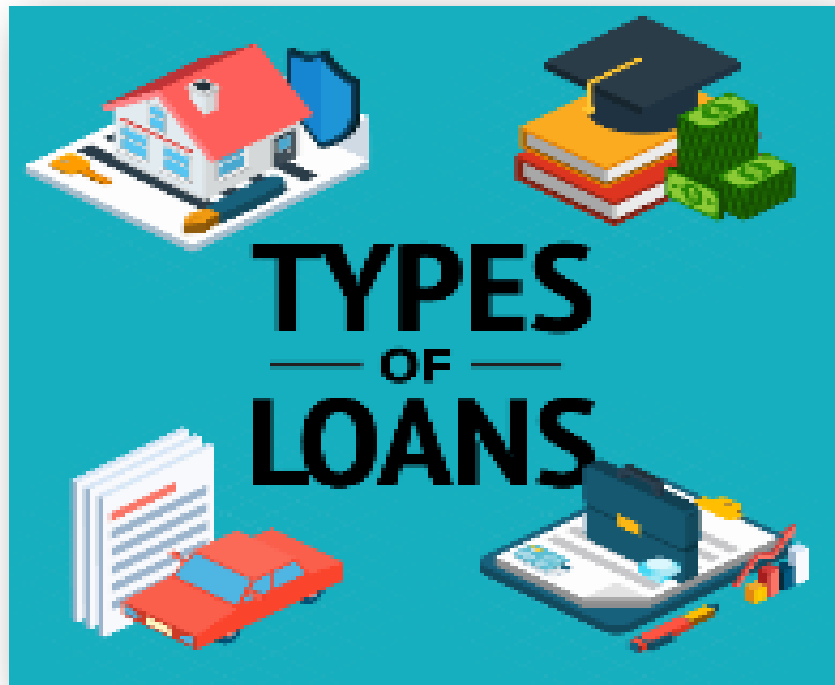
Object 632

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 FY2024.

Department 392
InterFund Transfers In

This is a transfer from the Capital Reserve Fund for the purpose of preparing for the Borough's sidewalk replacement program. This program will be a low-interest loan to assist qualified property owners to repair and / or replace sidewalks in disrepair. See **Table 123**.



Object 030

COVID loan payments

The Borough will commit \$100,000 toward this program in FY2024, with more money possibly being allocated in future years.

Expenses

No expenses from the Revolving Loan Fund are anticipated in FY2024.

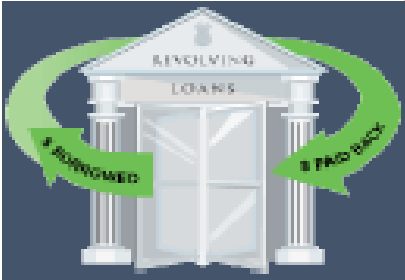
Picture 28 – Residential ZILP Loan Program

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.




© Can Stock Photo


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 \$55,800.
- 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 29 – 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.



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Emerging Microenterprise Loan

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.



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 2021²⁴², also called the COVID-19 Stimulus Package or American Rescue Plan²⁴³, 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

In addition to an ongoing economic recession at the time, over 900,000 Americans had died due to the public health crisis. Additionally, over 29 million Americans had tested positive for COVID-19 since the start of the pandemic. The United States had 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

²⁴² Much of this chapter is sourced via Wikipedia.

²⁴³ 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 Fund 96 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 2021 and 2022. See **Table 124**. No other significant revenue stream is anticipated in this fund through 2026, 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 125**.

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 124 – American Rescue Plan Act Fund Department 341 (Interest Earnings)

Revenue	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	341	010	Interest on Checking	^^^	^^^	^^^	\$261	\$675	^^^
	341	030	Interest on CDs	^^^	^^^	^^^	\$532	\$885	\$885
			Department 341 TOTALS	\$0	\$0	\$0	\$261	\$1,560	\$885

Table 125 – American Rescue Plan Act Fund Department 492 (Interfund Transfers Out)

Expense	Dept.	Object	Description	2019	2020	2021	2022	2023	2024
	492	010	Transfer to General Fund	^^^	^^^	^^^	\$1,047,009	\$749,000	\$1,034,415
			Department 492 TOTALS	\$0	\$0	\$0	\$1,047,009	\$749,000	\$1,034,415

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.

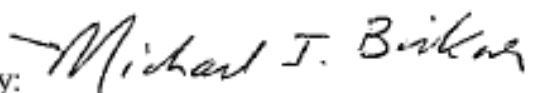
8. Posting of Financial Policies. A copy of this resolution adopting financial policies of the Borough shall be conspicuously posted at the Borough municipal offices at 59 East High Street, Gettysburg, Pennsylvania 17325.

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

**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

TABLE OF CONTENTS

AGREEMENT	1
PREAMBLE	2
ARTICLE I – RECOGNITION	3
ARTICLE II – CIVIL SERVICE	4
2.01 Bound by Borough Code	4
2.02 Use of Part-Time Officers While Full-Time Officers Furloughed	4
ARTICLE III – MANAGEMENT’S RIGHTS	5
ARTICLE IV – INTERFERENCE WITH BOROUGH OPERATIONS	6
ARTICLE V – DUTIES OF POLICE OFFICERS	7
ARTICLE VI – UNION SECURITY	8
6.01 Voluntary Contribution	8
6.01.01 Union Membership	8
6.02 Save Harmless	8
6.03 Merger, Disbanding, Privatization	8
ARTICLE VII – UNION DUES (CHECK-OFF)	9
7.01 Dues/Fees and Assessments	9
7.01.01 Deduction of Fees in First Two Pays	9
7.01.02 Certification of Deductions	9
7.01.03 Pay-Day Schedules	9
7.01.04 Irrevocability of Authorization	9
7.02 Indemnification	9
ARTICLE VIII – UNION BUSINESS	10
8.01 Bulletin Boards	10
8.02 Grievance Investigations During Work Hours	10
8.03 Payment of Shop Stewards	10
8.04 Copies of CBA to Employees	10
ARTICLE IX – PROBATIONARY PERIOD	11
9.01 Probationary Period Defined	11
9.01.01 Commencement of Probationary Period with Act 120 Certification	11
9.01.02 Commencement of Probationary Period without Act 120 Certification	11
9.01.03 Extension of Probation Period	11
9.02 New Hires Who Are Not Act 120 Certified	11
ARTICLE X – HOURS OF WORK, WORK PERIODS, AND SCHEDULING	12
10.01 Work Period	12
10.01.01 Full-Time Officers	12
10.01.02 Criminal Investigator	12
10.01.03 Part-Time Officers	12
10.02 Work Schedule/Shifts	12
10.02.01 Bidding for Permanent Work Schedule/Shift	12
10.02.02 Right to Establish Shifts	12

Appendix III

10.02.03	Exigent Circumstances and Reassignment	13
10.03	Rest Periods	13
10.04	Exchange of Works Shifts	13
10.05	Meal Periods	13
10.06	Earned Time Off	13
10.06.01	Earned Time Off for Officers Hired On or Before June 30, 2017	13
10.06.02	Earned Time Off for Officers Hired After June 30, 2017	14
10.07	Part-Time Officers	14
10.08	Seniority	14
10.08.01	Discipline and Shift Selection	14
ARTICLE XI – OVERTIME		15
11.01	Overtime Rate	15
11.01.01	Calculation of Hourly Rate of Pay	15
11.01.02	Hours Worked Toward the Calculation of Overtime Pay	15
11.01.03	Overtime if On Administrative Leave	15
11.02	Assignment of Overtime Hours	15
11.02.01	Equitable Allocation of Overtime Hours	15
11.02.02	Emergency Overtime Hours	15
11.03	Court Appearances	15
11.03.01	‘Standby’ Court Appearances	16
ARTICLE XII – EXTRA DUTY		17
12.01	Recall to Duty	17
12.01.01	Recall Compensation Provisions	17
12.02	Secondary Employment/Outside Employment	17
ARTICLE XIII – VACATION		18
13.01	Accumulation of Vacation Time	18
13.01.01	Vacation Time for Full-Time Officers Hired On or Before June 30, 2017	18
13.01.02	Vacation Time for Full-Time Officers Hired After June 30, 2017	18
13.01.03	Use of Accumulated or Accrued Vacation Time	18
13.02	Use of Bereavement Leave	18
13.03	Scheduling Vacation Time	18
13.03.01	Vacation Time Balances When Not Able to be Used	18
13.03.02	Seniority When Scheduling Vacation Time	19
ARTICLE XIV – SICK LEAVE		20
14.01	Sick Leave Provisions	20
14.01.01	Accumulation and Accrued	20
14.01.02	Usage	20
14.01.03	Accumulation	20
14.01.04	Termination Value	20
14.02	Disability for a Non-Occupational Illness or Injury	20
ARTICLE XV – PAID HOLIDAYS, PERSONAL LEAVE, AND BEREAVEMENT LEAVE		22
15.01	Holidays	22
15.01.01	Holiday Compensation Provisions	22
15.01.02	Overtime Worked on a Holiday	22
15.01.03	Taking Off on a Holiday Scheduled to Work	23
15.01.04	Holiday on a Regularly Scheduled Day Off	23
15.02	Personal Leave	23
15.02.01	Awarding of Personal Leave Time	23

Appendix III

	15.02.02	Accrual of Personal Leave – New Employees After June 30, 2017	24
15.03		Bereavement Leave	24
	15.03.01	Immediate Family	24
	15.03.02	Next of Kin	24
	15.03.03	Special Leave	24
15.04		Mandatory Work Day	24
ARTICLE XVI – TRAINING			25
16.01		Scheduling of Training Days	25
16.02		Expense Reimbursement for Training Days	25
	16.02.01	Mode of Transportation	25
	16.02.02	Food/Lodging Reimbursement	25
16.03		Awarding of training Opportunities	25
	16.03.01	Notification of Training Opportunities	25
16.04		Training Hours Worked	25
	16.04.01	Training Time Compensation Provisions – More Than 8 Hours	25
	16.04.02	Training Time Compensation Provisions – Less Than 8 Hours	25
16.05		Police Training Agreement	26
	16.05.01	Purpose of police Training Agreement	26
ARTICLE XVII – COMPENSATION			27
17.01		Base Grade Salary	27
17.02		Annual Salary	27
	17.02.01	Salary Advancements	27
17.03		Hourly Rate of Pay	27
17.04		Compensation Categories	27
	17.04.01	Base Grade Salary System	27
	17.04.02	Rank Bonus Pay	28
	17.04.03	Longevity Pay	28
17.05		Part-Time Police Officers	29
17.06		Special Compensation Provisions	29
	17.06.01	Master Sergeant	29
	17.06.02	Sergeant	29
	17.06.03	Corporal	29
	17.06.04	Officer-in-Charge (OIC)	29
	17.06.05	Criminal Investigator/Detective	30
	17.06.06	Field Training Officer	30
17.07		Officer Annual Salaries Calculated	30
17.08		Retirement Provisions	30
ARTICLE XVIII – INSURANCE			33
18.01		Types of Insurance Coverage	33
	18.01.01	Life Insurance	33
	18.01.02	Health Insurance	33
	18.01.02 A	Employee Eligibility	33
	18.01.02 B	Wellness Committee	33
	18.01.02 C	Premium Contributions by Payroll Deduction	33
	18.01.02 D	Health Reimbursement Account	33
	18.01.02 E	Medicare Eligibility	34
	18.01.03	Dental Insurance	34
	18.01.04	Vision Insurance	34
	18.01.05	Right to Change Coverage	35
	18.01.06	Dispute Rights	35

Appendix III

18.02	Legal Expenses and Attorney Fees	35
18.03	Liability Insurance	35
18.03.01	Indemnification	35
18.03.02	Conflict of Interest	36
18.04	Short-Term Disability	36
18.04.01	Person's Covered	36
18.05	Incentive to have Spouse/Dependent Children Covered by Their Spouses Employer	36
18.05.01	Benefit to Employee Waiving Health Care Coverage	36
ARTICLE XIX – ISSUANCE OF UNIFORMS		37
19.01	Uniform Items	37
19.01.01	Persons Who Can Wear Uniform	37
19.01.02	Issuance of Uniform	37
19.01.03	Replacement of Clothing and Equipment	37
19.01.03 A	Purchase of Non-Specified Equipment	37
19.01.04	Voucher/Purchase Order System	38
19.01.05	Property of the borough	38
19.01.06	Plain Clothes Detail	38
19.01.07	Uniform Maintenance	38
19.02	Neglect	38
19.03	Uniform When Off-Duty	38
19.04	Personal Damaged Clothing/Property	38
19.04.01	Claim of Loss	38
19.04.02	Officer Negligence	38
19.05	Use of Fleet Vehicle	39
19.05.01	Reporting of Defect	39
19.06	Body Armor	39
ARTICLE XX – PENSIONS		40
20.01	Notice of Pension Benefits	40
20.02	Military Buy-Back Time	40
20.03	Pension Contribution	40
20.04	Early Retirement Pension Amendments	41
20.05	Pension Calculations	41
ARTICLE XXI – SENIORITY		42
21.01	Scheduling Time-Off Conflicts	42
21.02	Specialty Work	42
ARTICLE XXII – GRIEVANCE PROCEDURE		43
22.01	Process	43
22.01.01	Step 1	43
22.01.02	Step 2	43
22.01.03	Step 3	43
22.02	Binding Arbitration	43
22.02.01	Selection of Arbitrator	43
22.02.02	CBA Shall Remain Whole	43
22.02.03	Past Practices	44
22.02.04	Arbitrator's Binding Decision	44
ARTICLE XXIII – DISCIPLINE		45
23.01	Progressive Discipline	45
23.01.01	Immediate Suspension/Dismissal	45

Appendix III

23.02	Forms of Discipline	45
23.02.01	Demotion	45
23.02.02	Non-Disciplinary Demotion	45
23.03	Standards of Conduct	45
23.04	Loudermill Hearing	45
23.05	Challenge to Discipline	45
ARTICLE XXIV – RESIDENCY		46
24.01	Residency Requirement	46
24.01.01	Extenuating Circumstances	46
ARTICLE XXV – MASCULINE TO INCLUDE FEMININE		47
ARTICLE XXVI – NON-DISCRIMINATION		48
ARTICLE XXVII – PAYROLL		49
27.01	Pay Periods	49
27.02	Direct Deposit	49
ARTICLE XXVIII – ENTIRE AGREEMENT		50
ARTICLE XXIX – CONFORMITY TO LAW		51
ARTICLE XXX – TERM OF AGREEMENT		52
Signature Page		53

Listing of Tables and Exhibits

Table 1 – Shift Schedules	12
Table 2 – Earned Leave Time (Officers Hired Before June 30, 2017)	23
Table 3 – Earned Leave Time (Officers Hired After June 30, 2017)	23
Exhibit A – Police Training Agreement	26
Table 4 – Base Grade Salary by Year	28
Table 5 – Rank Bonus	28
Table 6 – Longevity Bonus Schedule	28
Table 7 – Shift Differential Pay	29
Table 8 – Officers’ Annual Salary and Hourly Wage	32
Table 9 – Employee Health Care Premium Contributions	33
Table 10 – HRA Capped Funding Amounts	34
Table 11 – Uniform, Equipment, & Items Issued	37

Appendices

Appendix A-1	Base Grade Salary Calculations	54
Appendix A-2	Longevity Bonus Calculations	55
Appendix B	Health Insurance Comparable	56
Appendix C	Dental Insurance Comparable	58
Appendix B	Vision Insurance Comparable	59

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
0500 -1630	0500 -1630
0600 - 1730	0600 - 1730
1630 - 0400	1630 - 0400
1730 - 0500	1730 - 0500

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.

Appendix III

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.

Appendix III

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 III

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.*

Appendix III

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.

Appendix III

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

Appendix III

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

¹⁵ Page 28.

Appendix III

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%
				181-192 months	4.00%
				193-204 months	4.25%
				205-216 months	4.50%
				217-228 months	4.75%
				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.

Appendix III

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
1630 - 0459	\$0.35/hr. (Thirty-Five Cents)
0500 - 1629	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

¹⁷ Page 28.

¹⁸ Page 28.

¹⁹ Page 28.

²⁰ Page 28.

²¹ Page 28.

Appendix III

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).

²² Page 28.

²³ Page 28.

²⁴ Page 28

²⁵ Page 31.

²⁶ Page 54.

²⁷ Page 55.

Appendix III

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
Weikert, Larry (SGT.)		2023	\$70,017	\$6,000	\$76,017	\$3,801	\$79,818	\$38.19	\$4,702	6.26%
2022 Annual Salary		2024	\$72,818	\$6,000	\$78,818	\$3,941	\$82,759	\$39.79	\$2,941	3.68%
\$75,116		2025	\$75,731	\$6,000	\$81,731	\$4,087	\$85,817	\$41.26	\$3,058	3.70%
Squad A Seniority Date: 12/7/2003		2026	\$78,760	\$6,000	\$84,760	\$4,238	\$88,998	\$42.79	\$3,181	3.71%
Orth, William		2023	\$70,017		\$70,017	\$3,472	\$73,489	\$35.16	\$3,140	4.46%
2022 Annual Salary		2024	\$72,818		\$72,818	\$3,641	\$76,459	\$36.76	\$2,970	4.04%
\$70,349		2025	\$75,731		\$75,731	\$3,787	\$79,517	\$38.23	\$3,058	4.00%
Squad A Seniority Date: 2/2/2004		2026	\$78,760		\$78,760	\$3,938	\$82,698	\$39.76	\$3,181	4.00%
Weikert, Brian (DET.)		2023	\$70,017	\$4,000	\$74,017	\$2,961	\$76,978	\$36.83	\$5,949	8.38%
2022 Annual Salary		2024	\$72,818	\$4,000	\$76,818	\$3,265	\$80,083	\$38.50	\$3,105	4.03%
\$71,029		2025	\$75,731	\$4,000	\$79,731	\$3,588	\$83,319	\$40.06	\$3,236	4.04%
Seniority Date: 12/23/2007		2026	\$78,760	\$4,000	\$82,760	\$3,931	\$86,691	\$41.68	\$3,372	4.05%
Bevenour, Dennis		2023	\$70,017		\$70,017	\$2,669	\$72,687	\$34.78	\$3,098	4.45%
2022 Annual Salary		2024	\$72,818		\$72,818	\$2,958	\$75,776	\$36.43	\$3,090	4.25%
\$69,589		2025	\$75,731		\$75,731	\$3,266	\$78,997	\$37.98	\$3,220	4.25%
Squad B Seniority Date: 9/15/2008		2026	\$78,760		\$78,760	\$3,593	\$82,354	\$39.59	\$3,357	4.25%
Pruy, Harald (SGT.)		2023	\$70,017	\$6,000	\$76,017	\$2,740	\$78,757	\$37.68	\$4,914	6.65%
2022 Annual Salary		2024	\$72,818	\$6,000	\$78,818	\$3,038	\$81,856	\$39.35	\$3,099	3.93%
\$73,843		2025	\$75,731	\$6,000	\$81,731	\$3,354	\$85,085	\$40.91	\$3,229	3.95%
Squad B Seniority Date: 7/10/2009		2026	\$78,760	\$6,000	\$84,760	\$3,691	\$88,451	\$42.52	\$3,365	3.96%
Holden, Bryan		2023	\$70,017		\$70,017	\$1,357	\$71,374	\$34.15	\$3,078	4.51%
2022 Annual Salary		2024	\$72,818		\$72,818	\$1,593	\$74,411	\$35.77	\$3,037	4.26%
\$68,296		2025	\$75,731		\$75,731	\$1,846	\$77,577	\$37.30	\$3,166	4.25%
Squad B Seniority Date: 3/21/2016		2026	\$78,760		\$78,760	\$2,117	\$80,877	\$38.88	\$3,300	4.25%
Hilliard, Shannon		2023	\$70,017		\$70,017	\$1,269	\$71,286	\$34.11	\$3,074	4.51%
2022 Annual Salary		2024	\$72,818		\$72,818	\$1,502	\$74,320	\$35.73	\$3,034	4.26%
\$68,212		2025	\$75,731		\$75,731	\$1,751	\$77,482	\$37.25	\$3,162	4.25%
Squad A Seniority Date: 9/18/2016		2026	\$78,760		\$78,760	\$2,018	\$80,778	\$38.84	\$3,296	4.25%
Evans, Christopher (DET.)		2023	\$70,017	\$4,000	\$74,017	\$1,157	\$75,174	\$35.97	\$8,474	12.70%
2022 Annual Salary		2024	\$72,818	\$4,000	\$76,818	\$1,392	\$78,210	\$37.60	\$3,037	4.04%
\$66,700		2025	\$75,731	\$4,000	\$79,731	\$1,644	\$81,375	\$39.12	\$3,165	4.05%
Seniority Date: 9/12/2017		2026	\$78,760	\$4,000	\$82,760	\$1,914	\$84,674	\$40.71	\$3,299	4.05%
Klunk, Jordan		2023	\$69,820		\$69,820	\$873	\$70,693	\$33.82	\$6,166	9.56%
2022 Annual Salary		2024	\$72,818		\$72,818	\$1,244	\$74,062	\$35.61	\$3,369	4.77%
\$64,527		2025	\$75,731		\$75,731	\$1,483	\$77,214	\$37.12	\$3,152	4.26%
Squad B Seniority Date: 2/18/2018		2026	\$78,760		\$78,760	\$1,739	\$80,499	\$38.70	\$3,285	4.26%
McDonald, Kevin		2023	\$69,031		\$69,031	\$518	\$69,549	\$33.28	\$5,754	9.02%
2022 Annual Salary		2024	\$72,818		\$72,818	\$1,183	\$74,001	\$35.58	\$4,453	6.40%
\$63,795		2025	\$75,731		\$75,731	\$1,420	\$77,151	\$37.09	\$3,149	4.26%
Squad A Seniority Date: 6/12/2018		2026	\$78,760		\$78,760	\$1,674	\$80,434	\$38.67	\$3,283	4.26%
Weinrich, Eric		2023	\$58,735		\$58,735	\$0	\$58,735	\$28.10	\$4,821	8.94%
2022 Annual Salary		2024	\$64,748		\$64,748	\$0	\$64,748	\$31.13	\$6,014	10.24%
\$53,914		2025	\$70,098		\$70,098	\$0	\$70,098	\$33.70	\$5,349	8.26%
Squad B Seniority Date: 3/21/2022		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).

Appendix III

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.

Appendix III

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 service weapon as approved by the Chief of Police or his designee. Ammunition shall be made available to each Police Officer as needed, to be dispensed by the Chief of Police.

Any weapon purchased by the BOROUGH or any weapon 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	Uniform Shirts with Shoulder Patches
	5 Summer
	3 Winter
3	Uniform Pants
1	Police Baseball Cap
1	Uniform Coat (Winter)
1	Uniform Jacket (Lightweight Nylon)
1	Raincoat
1	Boots or Shoes
1	Equipment List
	1 Holster
	1 Handcuff Case
	1 Baton/Baton Holder
	1 Spare Ammunition Carrier
	1 Under-Belt
2	Handcuffs (Pair)
3	Badges
	2 For Uniform Use
	1 For ID Case
1	Personal Body Armor w/ Replacement Cover
2	Name Plates
1	Set Collar Brass
1	Identification Case
1	Flashlight
1	Briefcase
1	Citation Holder
1	Winter Gloves (Pair)
1	PA Motor Vehicle Code
1	PA Crimes Code
1	Service Weapon

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-

Appendix III

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 III

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 Body Armor: All body armor shall be replaced in accordance with the manufacturer's recommendations at the expense of the BOROUGH.

Each Uniformed Officer shall wear body armor when on duty, per the approved Body Armor policy.

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 III

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)
Weikert, Larry (SGT.) <i>Seniority Date</i> <i>Sunday, December 7, 2003</i>	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
Orth, William <i>Seniority Date</i> <i>Monday, February 2, 2004</i>	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
Weikert, Brian (DET.) <i>Seniority Date</i> <i>Sunday, December 23, 2007</i>	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
Bevenour, Dennis <i>Seniority Date</i> <i>Monday, September 15, 2008</i>	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
Pruy, Harald (SGT.) <i>Seniority Date</i> <i>Friday, July 10, 2009</i>	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
Holden, Bryan <i>Seniority Date</i> <i>Monday, March 21, 2016</i>	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
Hilliard, Shannon <i>Seniority Date</i> <i>Sunday, September 18, 2016</i>	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
Evans, Christopher (DET.) <i>Seniority Date</i> <i>Tuesday, September 12, 2017</i>	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
Klunk, Jordan <i>Seniority Date</i> <i>Sunday, February 18, 2018</i>	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
McDonald, Kevin <i>Seniority Date</i> <i>Tuesday, June 12, 2018</i>	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
Weinrich, Eric <i>Seniority Date</i> <i>Monday, March 21, 2022</i>	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)
Weikert, Larry (SGT.) <i>Seniority Date</i> <i>Sunday, December 7, 2003</i>	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
Orth, William <i>Seniority Date</i> <i>Monday, February 2, 2004</i>	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
Weikert, Brian (DET.) <i>Seniority Date</i> <i>Sunday, December 23, 2007</i>	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
Bevenour, Dennis <i>Seniority Date</i> <i>Monday, September 15, 2008</i>	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
Pruy, Harald (SGT.) <i>Seniority Date</i> <i>Friday, July 10, 2009</i>	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
Holden, Bryan <i>Seniority Date</i> <i>Monday, March 21, 2016</i>	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
Hilliard, Shannon <i>Seniority Date</i> <i>Sunday, September 18, 2016</i>	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
Evans, Christopher (DET.) <i>Seniority Date</i> <i>Tuesday, September 12, 2017</i>	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
Klunk, Jordan <i>Seniority Date</i> <i>Sunday, February 18, 2018</i>	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
McDonald, Kevin <i>Seniority Date</i> <i>Tuesday, June 12, 2018</i>	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
Weinrich, Eric <i>Seniority Date</i> <i>Monday, March 21, 2022</i>	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	
		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

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) <u>unless</u> 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.

8

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.

9



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

July 11, 2022

Borough Council Vote: 7-0

August 8, 2022

TABLE OF CONTENTS

AGREEMENT	1
PREAMBLE	1
ARTICLE I – RECOGNITION	2
1.01 Exclusive Bargaining Agent	2
1.02 Full-Time Employee Defined	2
1.03 Part-Time Employee Defined	2
1.04 Temporary or Seasonal Employee Defined	2
1.04.01 Temporary or Seasonal Employees Not Part of	
Bargaining Unit	2
1.04.02 Use of Temporary/Seasonal Workers Not Intended to	
Reduce Work Force	2
1.04.03 Overtime for Temporary/Seasonal Workers	2
1.05 Creation of New Employment Categories/Positions	2
1.05.01 Disagreement Over Classification	3
1.05.02 New Employment Categories/Positions	3
1.05.03 Providing Notice of New Employees/Negotiating Wages.....	3
ARTICLE II – MANAGEMENT’S RIGHTS	4
2.01 Management of Borough	4
2.02 Rights Retained by Management	4
2.03 Right to Contract Out Work	4
ARTICLE III – CONFORMANCE TO LAW, SAVINGS, AND ZIPPER CLAUSES	5
3.01 Subordinate to Federal and State Laws	5
3.02 If Agreement Declared Invalid	5
3.03 Covenants, Stipulations, and Provisions Agreed Upon	5
ARTICLE IV – CONTINUITY OF WORK	6
4.01 Interruption of Work	6
4.01.01 Right to Discipline	6
4.01.02 Lockout	6
ARTICLE V – UNION SECURITY	7
5.01 Voluntary Contribution	7
5.01.01 Union Membership	7
5.02 Save Harmless	7
ARTICLE VI – UNION DUES (CHECK-OFF)	8
6.01 Dues/Fees and Assessments	8

Appendix IV

6.01.01	Deduction of Fees in First Two Pays	8
6.01.02	Certification of Deductions	8
6.01.03	Pay-Day Schedules	8
6.01.04	Irrevocability of Authorization	8
6.02	Indemnification	8
ARTICLE VII – UNION BUSINESS		9
7.01	Bulletin Boards	9
7.02	Grievance Investigations During Work Hours	9
7.03	Payment of Shop Stewards	9
7.04	Copies of CBA to Employees	9
ARTICLE VIII – RESPONSIBILITIES OF THE PARTIES		10
8.01	Parties Bound to Provisions in Agreement	10
8.01.01	Intimidation and Coercion	10
8.01.02	Interference With Rights of Employees	10
8.01.03	UNION Activity While on Duty	10
8.01.03 A	Collective Bargaining While on Duty	10
8.01.04	Discrimination	10
8.01.05	UNION Representative In BOROUGH Workplace	10
8.01.06	Notice of UNION Stewards to BOROUGH	11
8.01.06 A	Authority of Stewards	11
8.01.06 B	Authority for Strike Action	11
8.01.07	Conflicting Agreements if Entered Into By BOROUGH	11
ARTICLE IX – SENIORITY		12
9.01	Seniority Defined	12
9.02	Probation Period	12
9.02.01	Placement on Regular Seniority List	12
9.03	UNION Membership	12
9.04	Copies of Seniority List	12
9.05	Loss of Seniority Rights	12
9.06	Leaving UNION for a Non-UNION Position	13
ARTICLE X – LAYOFFS		14
10.01	Layoff in Reverse Order of Seniority	14
10.01.01	BOROUGH Decisions on Skill, Ability, and Certifications ..	14
10.01.02	Bumping a Less Senior Employee	14
10.02	Placement on Recall List	14
10.03	Stewards Last to Be Laid Off	14
ARTICLE XI – HOURS OF WORK		15
11.01	Work Period or Pay Period	15
11.01.01	Work Week	15
11.02	Work Schedule	15

Appendix IV

11.02.01	Administrative Employees	15
11.02.01 A	Daily Work Schedule	15
11.02.01 B	Unpaid Breaks – Meal Period	15
11.02.01 C	Paid Breaks	15
11.02.02	Public Works Employees	15
11.02.02 A	General Daily Work Schedule	15
11.02.02 B	Unpaid Breaks – Meal Period	16
11.02.02 C	Paid Breaks	16
11.02.02 D	Extenuating Circumstances	16
11.02.03	Parking Department Employees	16
11.02.03 A	First (1 st) Shift	16
11.02.03 B	Second (2 nd) Shift	16
11.02.03 C	Swing Shift	16
11.02.03 D	Unpaid Breaks – Meal Period	16
11.02.03 E	Paid Breaks	17
11.02.03 F	Extenuating Circumstances	17
11.02.03 G	Departmental Work Shared	17
11.02.04	Hybrid Employees	17
11.03	No Guarantee of Hours	17
11.04	Minimum Rest Period	17
11.05	Mandatory Work Day	17
ARTICLE XII – PAID HOLIDAYS		18
12.01	Holidays	18
12.01.01	Holiday Compensation Provisions	18
12.01.02	Hours Worked on a Holiday	18
12.01.03	Overtime Worked on a Holiday	18
12.02	Weekend Holidays	18
12.03	Eligibility for Holiday Pay	18
12.03.01	Holiday Pay Prohibited While on Disability or Worker’s Compensation	18
12.04	Holidays Occurring While on Vacation	18
ARTICLE XIII – VACATION		19
13.01	Accumulation of Vacation Time	19
13.01.01	Vacation Time for Full-Time Employees Employed On or Before January 1, 2018	19
13.01.02	Vacation Time for Full-Time Employees Employed After January 1, 2018	19
13.01.03	Use of Accumulated or Accrued Vacation Time	19
13.02	Use of Bereavement Leave	19
13.03	Scheduling Vacation Time	19
13.03.01	Increments of Vacation Time Usage	19
13.03.01 A	Single Day Vacation Requests	19
TABLE 1	Accumulation of Paid Leave Types Before January 1, 2018	19
13.03.02	Vacation Time Balances When Not Able To Be Used	20
13.03.02 A	Submitting Vacation Time Requests	20

	13.03.02 B	Providing Notice Regarding Vacation Payout/Carry-Over Preference	20
	13.03.02 C	Leaving Employment Before End Of Budget Year	20
TABLE 2	Accumulation of Paid Leave Types After January 1, 2018		20
	13.03.02 D	Holiday's Occurring During Vacation	21
	13.03.03	Seniority When Scheduling Vacation Time	21
	13.03.04	Basis for Vacation Payout	21
13.04	Commencement of Vacation Accrual		21
13.05	Part-Time Employees		21
ARTICLE XIV – SICK LEAVE			22
14.01	Sick Leave Provisions		22
	14.01.01	Accumulation and Accrual	22
		14.01.01 A Rate of Accumulation	22
	14.01.02	Usage	22
		14.01.02 A Usage In First Six Months of Employment	22
	14.01.03	Accumulation	22
	14.01.04	Termination Value	23
	14.01.05	Abuse of Sick Leave	23
		14.01.05 A Pattern Of Calling Off Sick	23
	14.01.06	Documentation of Illness	23
	14.01.07	Disability for a Non-Occupational Illness or Injury	23
	14.01.08	Part-Time Employees	24
14.02	Bereavement Leave		24
	14.02.01	Immediate Family	24
	14.02.02	Next of Kin	24
	14.02.03	Special Leave	24
	14.02.04	Bereavement When Employee Not Working	24
	14.02.05	Part-Time Employees	24
14.03	Personal Leave		25
	14.03.01	Awarding of Personal Leave Time	25
	14.03.02	Accrual of Personal Leave – New Employees After January 1, 2018	25
	14.03.03	Personal Leave Schedules Based on Hiring Date	25
	14.03.04	Part-Time Employees	25
14.04	Jury Duty/Court Leave		25
	14.04.01	Fees for Jury Duty	25
	14.04.02	Compensation When Subpoenaed for Matters Related To Employee's Job	25
		14.04.02 A Regular Rate of Pay	25
		14.04.02 B Witness Fees	25
	14.04.03	Part-Time Employees	25
14.05	Military Leave		25
14.06	Elected or Appointed to UNION Office		25
	14.06.01	Retention of Seniority	26
	14.06.02	Leave Provisions While on Leave of Absence	26

Appendix IV

ARTICLE XV – TRAINING	27
15.01 Training Mandated by BOROUGH	27
15.01.01 BOROUGH Management Rights	27
15.01.02 Awarding of Training Opportunities	27
15.01.03 Condition of Employment	27
15.02 Elective Training	27
15.03 Expense Reimbursement for Training	27
15.03.01 Mode of Transportation	27
15.03.02 Food/Lodging Reimbursement	27
ARTICLE XVI – INSURANCE	28
16.01 Types of Insurance	28
16.01.01 Life Insurance	28
16.01.02 Health Insurance	28
16.01.02 A Employee Eligibility	28
16.01.02 B Wellness Committee	28
16.01.02 C Premium Contribution by Payroll Deduction	28
TABLE 3 Employee Health Care Premium Contributions	28
16.01.02 D Health Reimbursement Account (HRA)	29
16.01.02 E Medicare Eligibility	29
16.01.03 Dental Insurance	29
16.01.04 Vision Insurance	29
16.01.05 Right to Change Coverage	29
TABLE 4 Health Reimbursement Accounts (HRA) Capped Funding Amounts	29
16.02 Short Term Disability	30
16.02.01 Person’s Covered	30
16.03 Incentive to Have Spouse/Dependent Children Covered by Their Spouse’s Employer	30
16.03.01 Benefit to Employee Waiving Health Care Coverage	30
ARTICLE XVII – PENSIONS	31
17.01 Notice of Pension Benefits	31
17.02 Military Buy-Back Time	31
17.03 Pension Contributions	31
17.03.01 Reopener Clause	31
17.04 Pension Calculations	31
ARTICLE XVIII – PROBATIONARY PERIOD; DISCIPLINE; AND DISCHARGE	32
18.01 Probationary Period	32
18.01.01 Use of Accrued Paid Leave While on Probation	32
18.02 Discharge	32
18.02.01 Notice Given	32
18.02.02 Discharge for Medical Reasons	32
18.02.02 A Mandated Examination	32

Appendix IV

	18.02.02 B	Second Opinion of BOROUGH's Doctor's Assessment	32
	18.02.02 C	Conflicting Opinions Subject to Grievance Process	32
18.03	Discipline		32
	18.03.01	Immediate Suspension/Dismissal	32
	18.03.02	Forms of Discipline	32
		18.03.02 A Demotion	32
		18.03.02 B Non-Disciplinary Demotion	33
	18.03.03	Challenge to Discipline	33
	18.03.04	Discipline for Just Cause	33
18.04	Loss of Motor Vehicle License or CDL		33
ARTICLE XIX – GRIEVANCE PROCEDURE			34
19.01	Process		34
	19.01.01	Step 1	34
	19.01.02	Step 2	34
	19.01.03	Step 3	34
19.02	Binding Arbitration		34
	19.02.01	Selection of Arbitrator	34
	19.02.02	CBA Shall Remain Whole	34
	19.02.03	Past Practices	34
	19.02.04	Arbitrator's Binding Decision	35
19.03	Extension of Time Limits		35
19.04	Payment of Arbitration Expenses		35
ARTICLE XX – UNIFORMS AND FLEET VEHICLES			36
20.01	Non-Uniform Clothing Policy		36
20.02	Use of Fleet Vehicle		36
	20.02.01	Reporting of Defect	36
TABLE 5	PPE Requirements for Specified Job Duties		36
ARTICLE XXI – COMPENSATION			37
21.01	Tiered Compensation Based on Length of Service		37
	21.01.01	Compensation – Hired On or Before December 31, 2013 ...	37
	21.01.02	Compensation – Hired After December 31, 2013	37
21.02	Annual Salary		37
	21.02.01	Salary Advancements	37
21.03	Hourly Rate of Pay		38
21.04	Compensation Categories		38
	21.04.01	Pay Grade System	38
	21.04.02	Base Grade Salary	38
	21.04.03	Rates of Pay in Pay Grade System	38
	21.04.04	Differential Pay	38
	21.04.05	Specialty Pay	38
21.05	Part-Time Employees		39
21.06	Overtime		39
	21.06.01	Calculation for Overtime Provisions	39

Appendix IV

21.06.02	Overtime Approval	39
21.06.03	Not Working Scheduled Overtime or Overtime Without Approval	39
21.06.04	Distribution of Overtime Hours	39
	21.06.04 A Mandated Overtime	39
21.07	Call-In Provisions	39
21.08	Pyramiding	40
21.09	Temporary Transfer	40
ARTICLE XXII – RESIDENCY		41
ARTICLE XXIII – NON-DISCRIMINATION		42
ARTICLE XXIV – MASCULINE TO INCLUDE FEMININE		43
ARTICLE XXV – PAYROLL		44
25.01	Pay Periods	44
25.02	Direct Deposit	44
ARTICLE XXVI – ENTIRE AGREEMENT		45
ARTICLE XXVII – CONFORMITY TO LAW		46
ARTICLE XXVIII – TERM OF AGREEMENT		47
Signature Page		48
Appendix A	Health Insurance Comparable	49
Appendix B	Dental Insurance Comparable	50
Appendix C	Vision Insurance Comparable	52
Appendix D	Clothing and Equipment List	53
	Appendix D-1 Parking Department Clothing & Equipment List	53
	Appendix D-2 Public Work Department Clothing & Equipment List	53
Appendix E	Non-Uniform Clothing Policy	54
I.	Purpose	54
II.	General Policy	54
III.	Employee Categories	55
IV.	Uniforms	55
V.	Clothing (taxable)	56
VI.	Workplace Attire Requirements	57
VII.	Personal Protective Equipment	58
VIII.	Annual Purchase of Uniform Items	59

Appendix IV

Appendix F	Pay Grade System	60
	Table 6	Pay Grade System (2023) 60
	Table 7	Pay Grade System (2024) 60
	Table 8	Pay Grade System (2025) 61
	Table 9	Pay Grade System (2026) 61
Appendix G	Annual Compensation by Employee	62

LISTING OF TABLES AND APPENDICIES

Table 1	Accumulation of Paid Leave Types Before January 1, 2018	19
Table 2	Accumulation of Paid Leave Types After January 1, 2018	20
Table 3	Employee Health Care Premium Contributions	28
Table 4	Health Reimbursement Accounts (HRA) Capped Funding Amounts	29
Table 5	PPE Requirements for Specified Job Duties	36
Table 6	Pay Grade System (2023)	60
Table 7	Pay Grade System (2024)	60
Table 8	Pay Grade System (2025)	61
Table 9	Pay Grade System (2026)	61
Appendix A	Health Insurance Comparable	49
Appendix B	Dental Insurance Comparable	50
Appendix C	Vision Insurance Comparable	52
Appendix D	Clothing and Equipment List	53
Appendix E	Non-Uniform Clothing Policy	54
Appendix F	Pay Grade System	60
Appendix G	Annual Compensation by Employee	62

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

Appendix IV

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

Appendix IV

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.

Appendix IV

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, Monday through Friday, 8:00 AM to 4:30 PM.

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, Monday through Friday, 6:00 AM to 2:30 PM.

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, Monday through Friday, with the following hourly schedule:

- Monday and Thursday 6:00 AM to 2:30 PM, and
- Tuesday, Wednesday, and Friday 7:00 AM to 3:30 PM.

B. Second (2nd) Shift: The regular work week shall be forty (40) hours per week, Tuesday through Saturday, with the following hourly schedule:

- Tuesday through Friday 12:00 PM (noon) to 8:30 PM, and
- Saturday 11:00 AM to 7:30 PM.

C. Swing Shift: The regular work week shall apply to all Grade 3 Employees (Laborer – Grounds/Maintenance) and be forty (40) hours per week, Monday through Friday, with the following hourly schedule:

- Monday through Friday 5:00 AM to 1:30 PM

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.

Appendix IV

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.

Appendix IV

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

Appendix IV

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.

Appendix IV

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.

Appendix IV

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 IV

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.

Appendix IV

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

Appendix IV

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.

Appendix IV

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:

- 5:00 AM – 10:59 AM No Differential Pay
- 11:00 AM – 9:59 PM \$.60/hr. (Sixty cents)
- 10:00 PM – 4:49 AM \$.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%)

Appendix IV

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

Appendix IV

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.


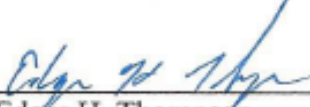
SIGNATURE PAGE


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

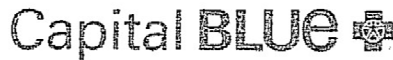
ATTEST:  BY: 
Sara L. Stull Wesley K. Heyser
Borough Secretary President of Council

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)	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
 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
Vision Exam
Lenses
Frames

Employee
12 Months
12 Months
12 Months

Spouse
12 Months
12 Months
12 Months

Children
12 Months
12 Months
12 Months

Benefits: Employee Can Select Either
Vision Exam (Glasses or Contacts)
Clear Standard Lenses (Pair):
Single Vision
Bifocal
Blended Bifocal
Trifocal
Progressives
Lenticular
Polycarbonate
Basic Scratch Coating
Frame (Wholesale Allowance)
-AND-
Elective Contacts
Material Allowance
Elective Fitting Fee and Evaluation
-OR-
Medically Necessary Contacts
-AND-
Lasik Surgery (once every 8 years)

VBA Participating Provider Amount Covered/Benefit
Covered in Full
Covered in Full
Covered in Full
Covered in Full
Covered in Full
Covered in Full
Partially-Covered
Covered in Full
Covered in Full for Persons Up to Age 19
Covered in Full
Up to \$50 ^A
Up to \$110 ^B
15% off UCR
Covered in Full ^C
N/A

Out-of-Network Max Reimbursement (Zero Copay)
\$40
\$40
\$60
\$60
\$80
\$80
\$120
N/A
N/A
\$50
\$110
N/A
\$450
\$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 Boskov'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	Heflin, Randy ^	2023	\$54,599	\$546					\$55,145	\$26.51	\$5,226	10.47%
	2022 Annual Base Salary	2024	\$55,691	\$557					\$56,248	\$27.04	\$1,103	2.00%
	\$49,919	2025	\$57,083	\$571					\$57,654	\$27.72	\$1,406	2.50%
	Laborer - CDL Class B	2026	\$58,510	\$585					\$59,095	\$28.41	\$1,441	2.50%
Grade 2	Heflin, Wayne ^	2023	\$54,599	\$546					\$55,145	\$26.51	\$5,226	10.47%
	2022 Annual Base Salary	2024	\$55,691	\$557					\$56,248	\$27.04	\$1,103	2.00%
	\$49,919	2025	\$57,083	\$571					\$57,654	\$27.72	\$1,406	2.50%
	Laborer - CDL Class B	2026	\$58,510	\$585					\$59,095	\$28.41	\$1,441	2.50%
Grade 3	Reese, Dave ^	2023	\$54,599		\$546				\$55,145	\$26.51	\$5,226	10.47%
	2022 Annual Base Salary	2024	\$55,691		\$557				\$56,248	\$27.04	\$1,103	2.00%
	\$49,919	2025	\$57,083		\$571				\$57,654	\$27.72	\$1,406	2.50%
	Laborer - Grounds/Maintenance	2026	\$58,510		\$585				\$59,095	\$28.41	\$1,441	2.50%
Grade 5	Gardner, William **	2023	\$38,781		\$388		\$388		\$39,557	\$19.02	\$3,367	9.30%
	2022 Annual Base Salary	2024	\$39,557		\$396		\$396		\$40,348	\$19.40	\$791	2.00%
	\$36,190	2025	\$40,546		\$405		\$405		\$41,356	\$19.88	\$1,009	2.50%
	Parking Enfc. - Group Leader	2026	\$41,559		\$416		\$416		\$42,390	\$20.38	\$1,034	2.50%
Grade 4	Riley, Courtney **	2023	\$39,831					\$398	\$40,229	\$19.34	\$5,298	15.17%
	2022 Annual Base Salary	2024	\$41,034					\$410	\$41,444	\$19.93	\$1,215	3.02%
	\$34,931	2025	\$42,481					\$425	\$42,906	\$20.63	\$1,461	3.53%
	Police Records/Support Coord.	2026	\$43,978					\$440	\$44,418	\$21.35	\$1,512	3.52%
Grade 2	Carbaugh, Logan **	2023	\$39,580			\$396			\$39,976	\$19.22	\$5,250	15.12%
	2022 Annual Base Salary	2024	\$40,775			\$408			\$41,183	\$19.80	\$1,207	3.02%
	\$34,726	2025	\$42,212			\$422			\$42,634	\$20.50	\$1,451	3.52%
	Laborer - CDL Class B	2026	\$43,700			\$437			\$44,137	\$21.22	\$1,503	3.53%
Grade 0	Arndt, Brady **	2023	\$49,570			\$496			\$50,066	\$24.07	\$5,155	11.48%
	2022 Annual Base Salary	2024	\$51,067			\$511			\$51,578	\$24.80	\$1,512	3.02%
	\$44,911	2025	\$52,866			\$529			\$53,395	\$25.67	\$1,817	3.52%
	Vehicle Mechanic	2026	\$54,730			\$547			\$55,277	\$26.58	\$1,883	3.53%
Grade 2	Meisenbacher, Sean **	2023	\$39,188		\$392				\$39,580	\$19.03	\$5,359	15.66%
	2022 Annual Base Salary	2024	\$40,371		\$404				\$40,775	\$19.60	\$1,195	3.02%
	\$34,221	2025	\$41,795		\$418				\$42,213	\$20.29	\$1,438	3.53%
	Laborer - CDL Class B	2026	\$43,267		\$433				\$43,700	\$21.01	\$1,487	3.52%
Grade 3	Stringer, Petr Francis **	2023	\$38,559		\$386				\$38,945	\$18.72	\$5,290	15.72%
	2022 Annual Base Salary	2024	\$39,722		\$397				\$40,119	\$19.29	\$1,175	3.02%
	\$33,655	2025	\$41,123		\$411				\$41,534	\$19.97	\$1,415	3.53%
	Laborer - Grounds/Maintenance	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.

Table of Contents

How to Use This Guide.....	1
History and Background.....	1
Why Do We Regulate Stormwater?	1
Stormwater Management Program.....	2
Minimum Control Measures (MCMs)	3
Minimum Control Measure #1: Public Education & Outreach on Stormwater Impacts	4
Minimum Control Measure #2: Public Participation/Involvement	5
Minimum Control Measure #3: Illicit Discharge Detection & Elimination.....	6
Minimum Control Measure #4: Construction Site Runoff Control.....	8
Minimum Control Measure #5: Post-Construction Stormwater Management.....	9
Minimum Control Measure #6: Pollution Prevention/Good Housekeeping	11
Record-Keeping & Reporting Strategies	13
Documentation Needed by MCM	13
Office and Field Inspections	14
Overview of Stormwater Best Management Practices (BMPs)	16
Appendix 1: Glossary of Terms and Acronyms	19
Appendix 2: Directory of Public and Non-Profit Partners.....	20
Appendix 3: Sample Checklists.....	21
Appendix 4: Document Sources and Additional Resources.....	27

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

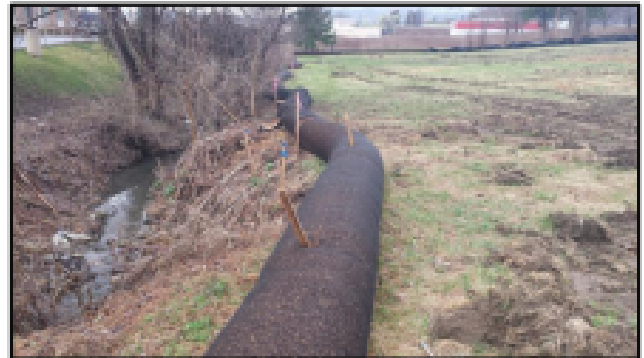


Figure 7: Filter sock used to provide erosion and sediment control (Source: Westmoreland Conservation District)

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="172 636 678 1119">  <p>Before</p> </div> <div data-bbox="678 636 1174 1119">  <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="172 1293 678 1770">  <p>Before</p> </div> <div data-bbox="678 1293 1174 1770">  <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
<div>   </div> <p>Before 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.bccdnline.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.				

3800-FM-BCW0521 12/2015
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) ILLICIT 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"/>

Page: of
☐ White – Regional Office

Date:
☐ Yellow – Permittee

Permit No.:
☐ Pink – Inspector



COMMONWEALTH OF PENNSYLVANIA
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	
BMP Reported In: <input type="checkbox"/> Annual/Progress Report <input type="checkbox"/> Other (_____)	
Locational Description:	Property: <input type="checkbox"/> Public <input type="checkbox"/> Private
Structural BMPs Only:	Is BMP Implemented or Being Implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No
Latitude: ° ' "	Who Is Responsible for O&M (Structural BMPs Only)?
Longitude: ° ' "	<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	
BMP Reported In: <input type="checkbox"/> Annual/Progress Report <input type="checkbox"/> Other (_____)	
Locational Description:	Property: <input type="checkbox"/> Public <input type="checkbox"/> Private
Structural BMPs Only:	Is BMP Implemented or Being Implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No
Latitude: ° ' "	Who Is Responsible for O&M (Structural BMPs Only)?
Longitude: ° ' "	<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	
BMP Reported In: <input type="checkbox"/> Annual/Progress Report <input type="checkbox"/> Other (_____)	
Locational Description:	Property: <input type="checkbox"/> Public <input type="checkbox"/> Private
Structural BMPs Only:	Is BMP Implemented or Being Implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No
Latitude: ° ' "	Who Is Responsible for O&M (Structural BMPs Only)?
Longitude: ° ' "	<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	
BMP Reported In: <input type="checkbox"/> Annual/Progress Report <input type="checkbox"/> Other (_____)	
Locational Description:	Property: <input type="checkbox"/> Public <input type="checkbox"/> Private
Structural BMPs Only:	Is BMP Implemented or Being Implemented? <input type="checkbox"/> Yes <input type="checkbox"/> No
Latitude: ° ' "	Who Is Responsible for O&M (Structural BMPs Only)?
Longitude: ° ' "	<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

Page: of
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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#.VxfJG_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&ZyURL>

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).



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

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**



WELCOME

MAIN STREET GETTYSBURG MISSION:

TO WORK WITH COMMUNITY PARTNERS FOR THE PRESERVATION, REVITALIZATION, AND IMPROVEMENT OF THE HISTORIC DISTRICT OF GETTYSBURG.

PURPOSE OF MEETING

PROVIDE AN EXECUTIVE UPDATE ON THE BALTIMORE STREET REVITALIZATION PROJECT



BALTIMORE STREET
HISTORIC PATHWAY REVITALIZATION PROJECT



BALTIMORE STREET PROJECT VISION



BALTIMORE STREET MASTER PLAN INITIATIVES

Transportation

- Pedestrian Friendly
 - Safer crosswalks & wider sidewalks
 - Additional lighting for safety
 - Additional benches
 - Eliminate blind alleys
 - Wayfinding signage
 - Public restrooms
- Multi-modal expansion
 - Collective parking
 - Bike lanes/sharrows/racks
 - Public transportation

Environmental Initiatives

- Utilities/Infrastructure
- Storm water management (MS4)
- Enhanced landscaping
- Additional recycling & trash receptacles

Economic Development

- Marketing, branding, events and promotion
- Showcasing historical features and enhancements
- Business recruitment





TO DATE, OVER \$127K RAISED

HOW DO WE RAISE 11 MILLION DOLLARS?



	PHASE I	PHASE 2A	PHASE 2B
Total Cost	\$4.3M	\$3.7M	\$3.7M
Design Cost	\$872K	\$736K	\$741K
Construction Cost	\$2.9M	\$2.4M	\$2.4M

ADDITIONAL BALTIMORE STREET REVITALIZATION PROJECTS

- Gettysburg Community Center/Visitor Center
 - Public Restrooms
- Cultural & Historic Learning Attractions
 - Barricades
 - Augmented reality
 - Lincoln's Gettysburg Address in sidewalk
 - Others



BALTIMORE STREET
HISTORIC PATHWAY REVITALIZATION PROJECT

GUEST SPEAKER



TROY TRUAX, AICP
ASSOCIATE VICE PRESIDENT
MICHAEL BAKER INTERNATIONAL

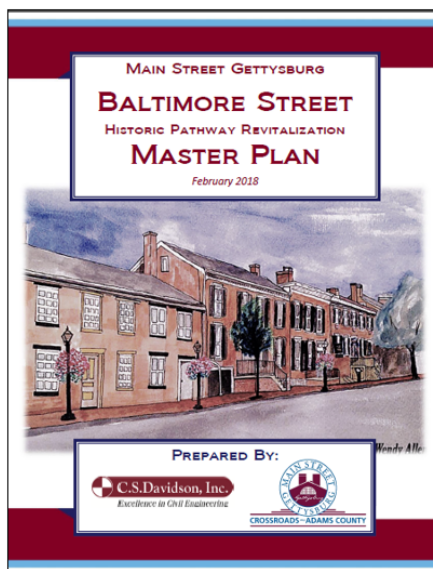
Gettysburg Gateway Connectivity Project – Estimated Project Costs

**Total Estimated
Project Cost =
\$11,786,888**

Phase 1 = \$4,331,263

Phase 2A = \$3,709,922

Phase 2B = \$3,745,703



Gettysburg Gateway Connectivity Project – Phasing Strategy

11

- Community Stakeholders and Steering Committee voted for the Phase 1 section to be completed first.
- Phase 2 priorities were not determined at the time of the Master Plan's completion.


Michael Baker
INTERNATIONAL

We Make a Difference


*"... the strength of the Pack is the Wolf,
and the strength of the Wolf is the Pack..."*

Gettysburg Gateway Connectivity Project – Phasing Strategy

Phase One

Phase 1 = \$4,331,263

Design = \$ 872,992

Const. = \$3,458,271

Federal Match = 80/20

Local Match = \$866,253 (20% Design)

Total Project

Total = \$11,786,888

Design = \$ 2,351,095

Const. = \$ 9,435,793

Federal Match = 80/20

Local Match = \$2,357,378 (20% Design)

Local Cash Match vs. Soft Match

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and the strength of the Wolf is the Pack..."*

Gettysburg Gateway Connectivity Project – Public Funding Strategy

Design Funding Opportunity

- FHWA Federal Lands Assistance Program (FLAP) – “Identified for FY2021 Programming”

Construction Funding Opportunities

- USDOT Better Utilizing Investments to Leverage Development (BUILD)
- PennDOT / CFA Multimodal Transportation Program
- PennDOT Transportation Alternatives Set-Aside (TA Set-Aside)
- DCED Keystone Communities Program

Loan Funding Opportunities

- USDA Community Facilities Loan/Grant Program
- Pennsylvania Infrastructure Bank (PIB)



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and the strength of the Wolf is the Pack...”

Gettysburg Gateway Connectivity Project – Public Funding Strategy

Design Funding

- \$1,567,397 FHWA Federal Land Assistance Program (FLAP) Application
- Application submitted August 30, 2019
- “Identified for FY2021 Programming” (February 2020)
- Pennsylvania is allocated approximately ~\$2 million for projects statewide each year

Local Match:

- Borough committed local match (20%) \$313,480

U.S. Department of Transportation
Federal Highway Administration

Eastern Federal Lands Highway Division

21400 Ridgeway Circle
Sterling, VA 20166-6511

SENT VIA ELECTRONIC CORRESPONDENCE

FEB 10 2020

In Reply Refer to: HFFP-15 FLAP - PA

Subject: Federal Lands Access Program – State of Pennsylvania
Federal Fiscal Year (FY) 2020-2022 FLAP Call for Projects Results

To Whom It May Concern:

The Programming Decisions Committee (PDC) responsible for the Pennsylvania Federal Lands Access Program (FLAP) has concluded the FY 2020-2022 Call for Projects. The projects identified for programming for the Pennsylvania FLAP are listed below by application number.

Application Number	Project / Facility Name	Project Type	Federal Land Accessed	Applicant	Fiscal Year*
PA 31	Crowsdale Bridge	Bridge Replacement	FWS- Cherry Valley National Wildlife Refuge	Stroud Township	2021
PA 32	Gettysburg Gateway Connectivity	Bicycle/Pedestrian Improvements	NPS – Gettysburg National Military Park	PennDOT	2021
PA 34	Cordons Creek Trail	Multi-Use Trail	USACE- Cordons Creek Project	York County Redevelopment Authority	2022

* Fiscal Year Programmed/Project Schedule is subject to change

All final project approvals will be contingent upon the availability of funds. Funding beyond FY2020 is dependent on reauthorization of the Access Program by Congress. Please note that FLAP funds programmed by the PDC for the projects listed in the above table may not equal the FLAP funds requested in the application. The programmed amounts will be shared in a separate selection letter to be sent to the successful applicants.

Ms. Jacinda Russell, Access Program Manager, or another member of the Eastern Federal Lands Program team will work with the successful applicants on the next steps. To begin this process, please complete the attached FLAP agreement worksheet and submit by email to FLAP.AccessProgram@dot.gov within 20 business days following the receipt of this letter.

If you have any questions, please feel free to contact Ms. Jacinda Russell at 571-434-1543 or Jacinda.Russell@dot.gov.

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and the strength of the Wolf is the Pack...”

Scenario 1: Advance ALL Phases

COST SUMMARY for Phases 1, 2A, and 2B

Project Costs		Design Costs	Construction Costs	TOTALS
Phase	Phase Description	Project Management, Survey, Design, Permitting, Estimates, Technical Specs (20%) NO BIDDING SPECS	Construction	Phase Totals
1, 2A, 2B	Railroad Street to Soldiers' National Cemetery	\$ 1,567,397	\$ 9,161,498	\$ 10,728,895
Subtotal:		\$ 1,567,396.99	\$ 9,161,498.49	\$ 10,728,895.48

FUNDING STRATEGY for Phases 1, 2A, and 2B

FLAP & State

Funding Scenario for: Phases 1, 2A, and 2B

Design Costs	Grant	Match	TOTALS
FLAP at 80%	\$ 1,253,918	\$ 313,480.00	\$ 1,567,397



Gettysburg Gateway Connectivity Project – Public Funding Strategy



Public Funding Strategy

Project Advocacy



Coordinating local funding priorities is key!

Michael Baker
INTERNATIONAL

We Make a Difference

"... the strength of the Pack is the Wolf,
and the strength of the Wolf is the Pack..."

OPTIONS TO RAISE THE PUBLIC LOCAL MATCH

LOCAL MATCH NEEDED FOR DESIGN PHASE OF PROJECT - \$313,479.40

- Private donations
- Fundraising events
- National campaign
- Neighborhood Improvement District



BALTIMORE STREET
HISTORIC PATHWAY REVITALIZATION PROJECT

FUNDING STRATEGY

- \$11M – Strategy outlined and update
- \$1.5M – Community center
- TBD – Cultural and Historic Learning Attractions



BALTIMORE STREET
HISTORIC PATHWAY REVITALIZATION PROJECT

MSG BOARD INVOLVEMENT

- Gettysburg, the Town Campaign
- MSG Board Committee



BALTIMORE STREET
HISTORIC PATHWAY REVITALIZATION PROJECT