

**BOROUGH OF GETTYSBURG**  
**59 EAST HIGH STREET, GETTYSBURG, PA 17325**  
**DUE TO COVID-19 PANDEMIC, MEETING**  
**CONDUCTED VIA TELECOMMUNICATIONS**  
**DEVICES THROUGH ZOOM PLATFORM**  
**COUNCIL MEETING MINUTES**  
**MAY 11, 2020**

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

Others present include: Deb Adamik, President of Main Street Gettysburg; Susan Naugle, 650 Red Patch Avenue; Tom Jolin, Healthy Adams Bicycle Pedestrian Inc. (HABPI) and Gettysburg Inner Loop (GIL) Coordinator; Clay France, Crossfit Gettysburg Gym, 5 South Washington Street; representing the press was Jim Hale with the *Gettysburg Times*; and Mark Wherley, Community Media-ACCTV filming through Zoom platform.

**President Schindel** announced that an executive session of the Borough Council was conducted immediately following the adjournment of its April 27, 2020 special meeting consistent with section 708(a)(1) of the Sunshine Act.

**President Schindel** announced that an executive session of the Borough Council will be held immediately following the adjournment of this evening's meeting consistent with section 708(a)(1) of the Sunshine Act in order to conduct discussions of matters involving the employment, the terms and conditions of employment, and the possible furloughing or laying off of current Borough employees due to the financial impact upon the Borough of the COVID-19 disaster emergency.

**Moved Ms. Lawson, seconded Mr. Heyser to approve the May 11, 2020 agenda as presented. Motion carried unanimously.**

**Moved Ms. Lawson, seconded Mr. Heyser to approve minutes of the Council Meeting of April 27, 2020 as presented. Motion carried unanimously.**



## **Public Comments**

**Tom Jolin, Healthy Adams Bicycle Pedestrian Inc. (HABPI) and Gettysburg Inner Loop (GIL) Coordinator and Susan Naugle, 650 Red Patch Avenue** urged Council to support the grant applications for the Gettysburg Inner Loop Phase B2 project. Both Resolutions are on tonight's agenda for approval. Mr. Jolin noted some of the support letters they received to date are from the Gettysburg Area Retail Merchants Association, Destination Gettysburg, and the South Mountain Partnership. Mrs. Naugle offered her assistance in preparing and submitting the applications for the Borough.

## **Special Presentation**

**Mayor Theodore Streeter** read a proclamation for Ronald Rosensteel who retired from the Public Works Department on April 30<sup>th</sup>. He was a valued employee serving the Borough for 17 years. Due to COVID-19 Ronald was unable to accept the proclamation in person, so it will be mailed to him.

## **Finance Department**

**Finance Director James** reported that she and the Borough Manager continue to monitor the revenue and cash flow accounts on a daily basis.

**Manager Gable** prepared a financial analysis presentation outlining the impact of the COVID-19 crisis (see attached). He pointed out that the estimated lost revenue is \$1,007,331.

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

**Finance Director James** gave an update on the Borough Zero-Interest Loan Program for businesses within the Borough to help them during this time. The businesses can apply for a \$3,000-loan to be repaid in three years. She reported that 26 businesses inquired about the program, and 5 applications received to date. Two of those applications were rescinded because they qualified for federal or state aid, which disqualified them from the Borough program. Mrs. James suggested that Council remove the aid exclusion from the Borough's criteria in receiving funds to open it for more businesses to apply.

Council members agreed to drop the rule that excluded businesses that received federal or state aid.

## **Planning Department/Zoning/Code Enforcement**

**Planning Director Marshall** announced that the Community Development Block Grant Hearing is scheduled for May 26, 2020 at 6:30 PM.

**Planning Director Marshall** reported that we are receiving complaints regarding grass, weeds, and large items around town. She noted that people could haul large items to Neiderer Transfer Station in New Oxford to dispose of items.

### **Historical and Environmental Preservation**

**Director of Historic & Environmental Preservation English** reported that the application for the National Fish and Wildlife Federation (NFWF)-Small Watershed Grant (SWG) for technical assistance costs for the Culps Run Stream Restoration project was submitted. If awarded, the Borough would receive \$50,000.

**Moved Mr. Berger, seconded Mr. Moon to enact an ordinance amending Chapter 17 of the Gettysburg Borough Code of Ordinances of the Borough of Gettysburg in order to designate and authorize the Gettysburg Borough Storm Water Authority to review, approve or disapprove stormwater management site plans under The Gettysburg Borough Stormwater Management Ordinance. Motion carried unanimously.**

### **Parking Department**

**Parking Manager Fissel** reported that Parking Department personnel have been busy with maintenance at the Racehorse Alley Parking Garage in preparation for the upcoming bi-annual structural repairs and maintenance. The construction bids will be advertised in the near future.

### **Public Works Department**

**Public Works Director Harbaugh** gave the following report: Stevens Run Tiber along Kuhn Alley is scheduled for paving to be completed by May 8<sup>th</sup> weather permitting; Gilliland Alley is scheduled to reopen later this month when the project is completed; and now that construction companies are allowed to resume work on May 1<sup>st</sup>, C.E. Williams plans to complete the Broadway items to include, signage, touch-up grass areas and pavement markings.

### **Borough Engineer**

**Borough Engineer Chad Clabaugh** gave the following report: work has resumed for the Gettysburg College CEP parking lot; and bids will be advertised for the Community Development Block Grant (CDBG) curb ramp project.

### **Police Department**

**Chief Rob Glenny** gave the following report: officers arrested an individual who was breaking into cars; continue to receive calls from businesses about how they can open to the public; and he will apply for the DUI Grant.



## **Borough Secretary**

**Moved Ms. Lawson, seconded Mr. Lawver to award a contract to C. E. Williams Sons, Inc. as the lowest qualified responsible and responsive bidder for the rental of heavy construction vehicles and equipment as set forth in the Borough's specifications and instruction to bidders. Motion carried unanimously.**

## **Borough Manager**

**Manager Gable** reported that he has begun to write the COVID-19 Pandemic for the budget. He urged everyone to complete the 2020 Census and the importance for everyone to be counted. Chief Glenney noted that the Census workers will begin walking around town on May 13<sup>th</sup> and will have proper identification.

**Moved Mr. Heyser, seconded Mr. Moon to pay Community Media TV of Southcentral Pennsylvania \$500 as compensation for coverage of the Borough's COVID-19 Task Force Press Conferences, in lieu of payment for the cancelled March 23, 2020 and April 13, 2020 meetings of the Borough Council. Motion carried unanimously.**

**Moved Mr. Heyser, seconded Ms. Lawson to adopt a resolution authorizing the submission of a grant application to the state Department of Conservation and Natural Resources (DCNR) for the Gettysburg Inner Loop Bicycle Trail - Phase B2 project. Motion carried unanimously.**

**Moved Ms. Lawson, seconded Mr. Berger to adopt a resolution to authorize and designate Charles R. Gable, Borough Manager, to submit on behalf of the Borough and to execute electronically all documents and agreements in connection with an application to the PA Department of Community and Economic Development, and to remit the \$100.00 fee for the same, for the purpose of obtaining a Greenways, Trails and Recreation Program (GTRP) grant in connection with application for funds for the Gettysburg Inner Loop. Motion carried unanimously.**

**Councilwoman Lawson** thanked Susan Naugle for her work on writing these grants for the Borough.

## **Liaison Reports**

### **Main Street Gettysburg**

**Deb Adamik, President of Main Street Gettysburg** gave the following report: the Board of Directors approved Loni Buck, business owner, Steve Sims, Superintendent GNMP and Elle Lamboy, VP of Development Gettysburg Foundation as new directors on the MSG Board in April; as of May 7<sup>th</sup>, 79 businesses registered up for the free Main Street Cares Program Jumpstart Toolkit to be distributed on May 14<sup>th</sup>; and on May 13<sup>th</sup>, Mary

Tate, from Pennsylvania Downtown Center, and Marita Kelley, from Department of Community and Economic Development will be conducting MSG's first year assessment as a Designated Community. She said that MSG is one of 30 designated communities in the entire state that must meet higher standards to be in a "preferred" position when seeking funding.

### **Gettysburg Area Recreation Authority**

**Councilman Schindel** reported that Destination Gettysburg is working with GARA to host the July Fourth fireworks at the recreation park. They normally host the fireworks at the Gettysburg College, but it was cancelled due to the current pandemic.

### **Elected Officials' Comments**

**Councilman Schindel** expressed his concern with the financial situation of the Borough and urged everyone to contact their state legislators to request relief. Congress needs to provide a stimulus package to aid municipal governments.

### **Public Comment**

**Clay France, Crossfit Gettysburg Gym at 5 South Washington Street** expressed his frustration with not being allowed to open his business and urged Council to make a statement supporting the re-opening of the local businesses.

**Moved Mr. Lawver seconded Mr. Heyser, to adjourn the meeting to an executive session at 8:45 PM. Motion carried unanimously**

Respectfully submitted,



Sara L. Stull  
Borough Secretary



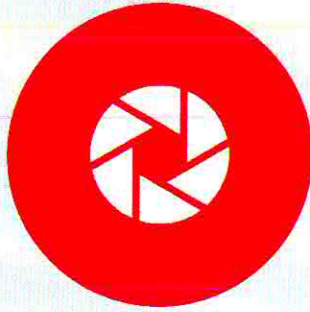


# A FINANCIAL ANALYSIS

of the impact of the COVID19 crisis  
on Borough of Gettysburg revenue  
streams and cash flows



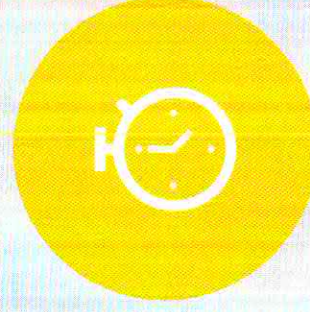
# Considerations



REVENUE ESTIMATES




IMPACT OF REVENUE ON CASH  
FLOW AND FUND BALANCE



LOOKING FORWARD





## **Change of Focus**

- Shift thinking from accrual to cash basis
- Assess the ability of revenue streams to meet ongoing expenses
- Make assumptions based on current climate
- Monitor the data on a daily/weekly basis and compare to assumptions
- Reassess the situation as new information becomes available and change assumptions to conform with emerging trends in financial data



# Assumptions

Based on current conditions – **subject to change as crisis plays out**

- **Real Estate Tax** - Receipt will be delayed due the push back of due dates
- **EIT-LST** - Due date for 1st quarter and 2019 EIT returns were pushed back. Assuming 15% reduction of usual based on unemployment figures (19% less the usual 4%) from now on
- **Admission and Hotel Tax** - No revenue until June, then at 50% for remainder if the year
- **Fines** - Resumption of enforcement in May/June with 50% reduction.
- **Parking** – Hybrid model
  - Streets and surface lots - May 20%, June 30%, July forward 50%
  - Parking Garage Daily - May 10%, June 20%, July and forward 30%
  - Parking Garage Permits – Hotel accounts for 67% resume at 50% in June for remainder of the year
- **Other** – 10% reduction

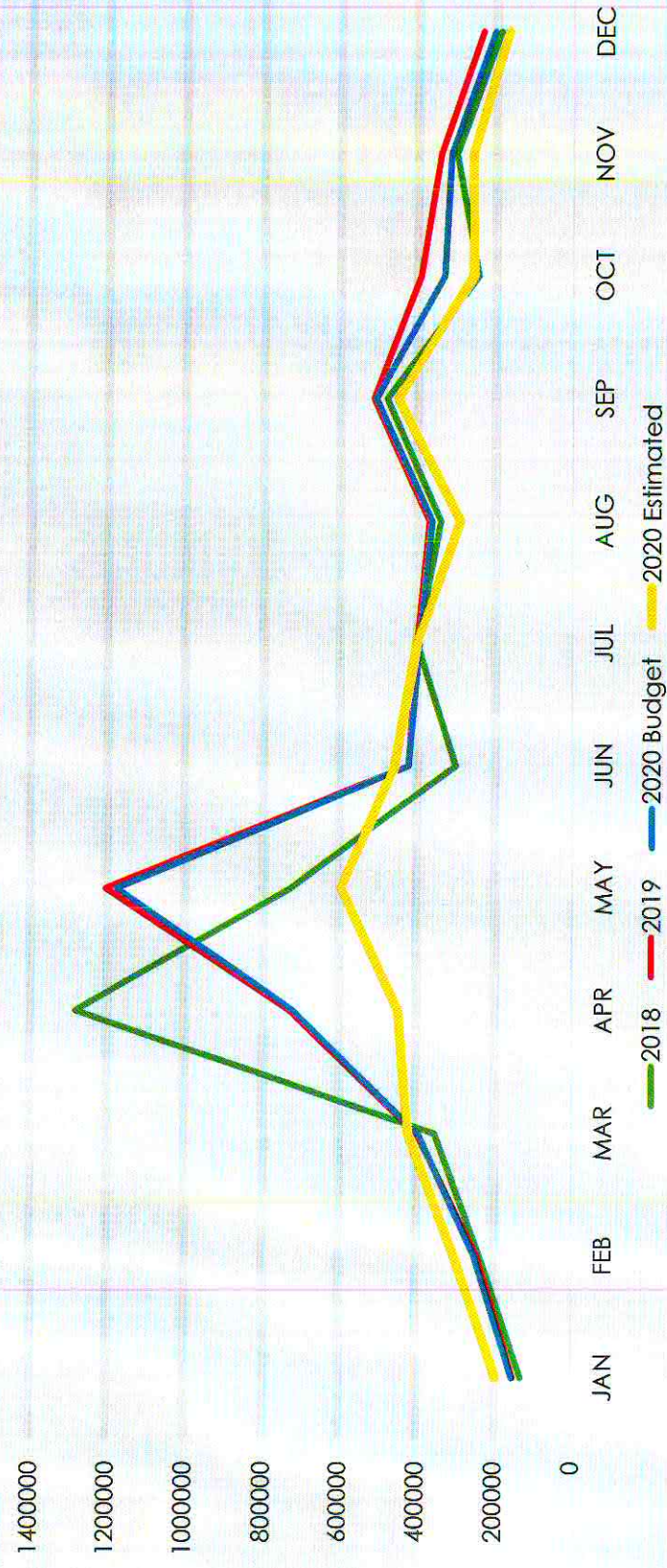
2020 Revenue	Budget	Estimate/Act*
Real Estate Tax	1,867,000	1,867,000
EIT	512,000	475,930
LST	280,000	228,705
Admission Tax	165,000	85,858
Fines	253,887	185,667
Hotel Tax	165,000	80,894
Parking	1,237,539	624,723
Other	744,304	668,622
<b>Total</b>	<b>5,224,730</b>	<b>4,217,399</b>

**Estimated lost revenue of \$1,007,331**

\*January-April actual plus May-December Estimated



# A comparative look at cash receipts





## Estimated Impact of Revenue Loss on Cash Balance

	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Beginning cash balance	1,274,444	1,934,980	1,969,569	1,948,916	1,817,117	1,845,562	1,102,134	909,703
<b>+ CD cashed in 5/4/20</b>	<b>517,419</b>							
+ predicted revenues	593,117	454,590	399,347	288,201	448,445	256,572	257,569	164,318
-expenditures	450,000	420,000	420,000	420,000	420,000	1,000,000	450,000	420,000
Ending cash balance	1,934,980	1,969,569	1,948,916	1,817,117	1,845,562	1,102,134	909,703	<b>654,020</b>

This scenario is based on current cash, the previous estimated revenue assumptions and average monthly expenses with no cost mitigation



## Looking Forward – Planning Ahead for post COVID19 Financial Recovery

- **Mitigation**

- We can do little to increase revenue, we can only wait to see how quickly the economy recovers and at what rate revenue is regained
- We can look at all expenditure line items for places to make reductions and mitigate costs

- **Solvency Planning**

- At the end of 2019 we had a fund balance of \$1.7 million, maintaining an appropriate level of fund balance is the first step in maintaining solvency and we have consistently done that.
- Constant reevaluation of the financial climate as the crisis plays out to ensure incoming revenue will cover expenses on a continuous basis
- Budget for both 2021 and 2022 to map out a path for financial recovery and to recover the fund balance to the 18% minimum outlined in our Fund Balance Policy.
- Prepare for the potential need of a TRAN in 2021 to maintain operations in early 2021

- **Teamwork**

- Recovery from COVID will require shared sacrifices and cooperation from everyone