

February 4, 2019 Council Meeting Manager's Report

Below are a listing of activities and updates for the Borough Council, Mayor, and community's review. The report is not intended to be an all-inclusive report but an overview of selected activities of interest.

January Manager's Report	
Issue	Report
Baltimore Street Rapid Flashing Beacons- Crosswalk Signals	Penndot has issued the permits for the traffic control devices as Allison Street and Linden Avenue where both intersect Baltimore Street. Rapid Flashing Beacon crosswalk signals will be installed through the Green-Light-Go program. The project will be put out to bid in the next week on Pennbid.
Police Department & Office Construction Project	Construction to begin early to mid-February. Borough Office staff is currently housed in Council Chambers with access to formal Borough Office. Borough residents have been very accommodating as they utilize a new entrance to conduct the business of government.
Clock Tower	As many may recall the Borough received a generous donation from Dirk and Jenna Mowen of Ganoë Paving to repaint the Borough Clock Tower. Borough staff is currently interviewing vendors to complete the project and plans to vet the project with the Public Facilities Committee this month. The project is expected to begin in the spring and be completed prior to Old Home Week.
Re-Zoning Request from the Rescue Hose Company No. 1	The Rescue Hose Company No. 1 has asked that a re-zoning request be considered to address an ongoing issue at 407 S. Washington Street. Mayor Ben Thomas gave a presentation and recommendation to the Planning Commission to address the issue. The recommendation was to add a "multi-purpose event center" as a condition use to the General Residential Zone (R2). The Planning Commission did not formally approve the recommendation and the Community Development Committee has opted to take no action. It has been recommended that the RHC seek a variance from the Zoning Hearing Board. Such a variance would likely not be approved in accordance with Chapter 205-44 of the Code of the Borough.
Civil Service Testing	The Civil Service Commission met and reorganized on January 21, 2019 to reorganize and put in motion their plan to certify a list of eligible candidates for the position of patrolmen in the Borough of Greencastle. Written testing will take place on Friday February 22nd at the Rescue Hose Company. A certified list of candidates for consideration will be provided at the April 2019 Council Meeting.

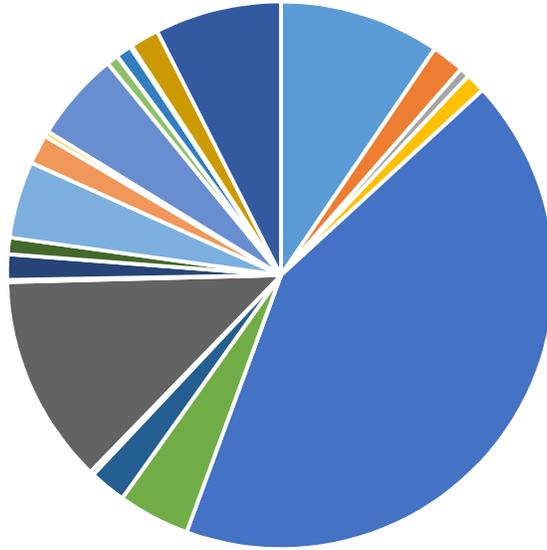
Storm Water Pollutant Impact Fee- Mapping	The Borough is in the process of mapping each individual parcel for the purpose of calculating impervious area. This is part of the process of developing an equitable storm water pollutant impact fee. Vetting of this process and the fee structure has already begun internally. Public presentations and vetting will be in February and March of 2019 and the public and Council/Mayor are strongly encouraged to attend.
Training Announcement	On behalf of Borough staff Lorraine Hohl attended the "Heart of Leadership" seminar hosted by the Greencastle-Antrim Chamber of Commerce, These local opportunities have a far reaching positive impact on our local government and community.
Community Events (Consent Agenda)	<p>The Chamber of Commerce desires to expand the Seasonal Marketplace event typically held once in the fall and spring respectively. The consent agenda provides no parking during this event held once per month on the square.</p> <p>Sidewalk Days will be held on July 12th and 13th and road closure is proposed to be authorized within the consent agenda pending approval of the Greencastle Police Department.</p> <p>Old Home Week Antique Tractor event will be held on August 8th. Authorization for no parking is within the consent agenda.</p> <p>Black Balloon Day, an event designed to bring attention to the opiate epidemic, is within the consent agenda for approval. The event involves the displaying of black balloons on parking meters for one day.</p> <p>The Chamber of Commerce has collected a petition for free parking on Saturday's due to the increase of complaints about citations for those parked in violation downtown. I recommend the request be forwarded to either the Community Development Committee or Administration and Finance Committee.</p>
Emergency Management Coordinator	The Borough is currently without an Emergency Management Coordinator which is a required position and crucial to our operations in emergency situations. The former EMC was Craig Myers who is no longer eligible to fill the position. We are in discussions with the Township as we desire to find an eager candidate eager to serve our at large community. I recommend the Borough Council consider a stipend for the position.
N. Carlisle Street Paving Project	The 2019 Budget allocated funding to execute a paving project on N. Carlisle Street from E. Walter Avenue to the Town Square. It has come to our attention that Colombia Gas will be unable to make needed utility repairs before the beginning of our project. In the interest of ensuring all underground utilities are repaired before paving begins I recommend the project be deferred to 2020. The Public Facilities Committee and staff are reviewing potential alternative paving projects for 2019.
Notes from Public Works Manager Report	<p><u>Adding additional Street Lights</u></p> <p>I have been working on pricing to add additional street lighting at 13 Center Square, 29 S. Jefferson St. and 363 Teaberry Dr. I have a few more questions for WPP and then I will meet with Eden on how he wants to proceed.</p>

	<p><u>Rewiring Trailer</u></p> <p>The department has completed rehabilitating the equipment trailer. We installed new bearings, fresh paint and new wiring to complete the project.</p>
Notes from Chief Waste Water Operator Report	<p>Relining Work</p> <p>Mr. Rehab was finally in and cleaned and televised the lines they were authorized to reline back in September of 2018. They are scheduled to do the relining work in early February, but weather, high flows, and equipment issues may impact the actual work dates. I have scheduled an inspector from Bill Hill's office to ensure we get a good job. The cost from Mr. Rehab is to be \$62,777.25.</p> <p>Aerating Colonial Drive Wet Well</p> <p>We have received the necessary aeration equipment to aerate the Colonial Drive wet well. I have contacted an electrician to install the necessary lines and disconnect switch. Jon and I will work on the installation as the weather and our schedule permits.</p>

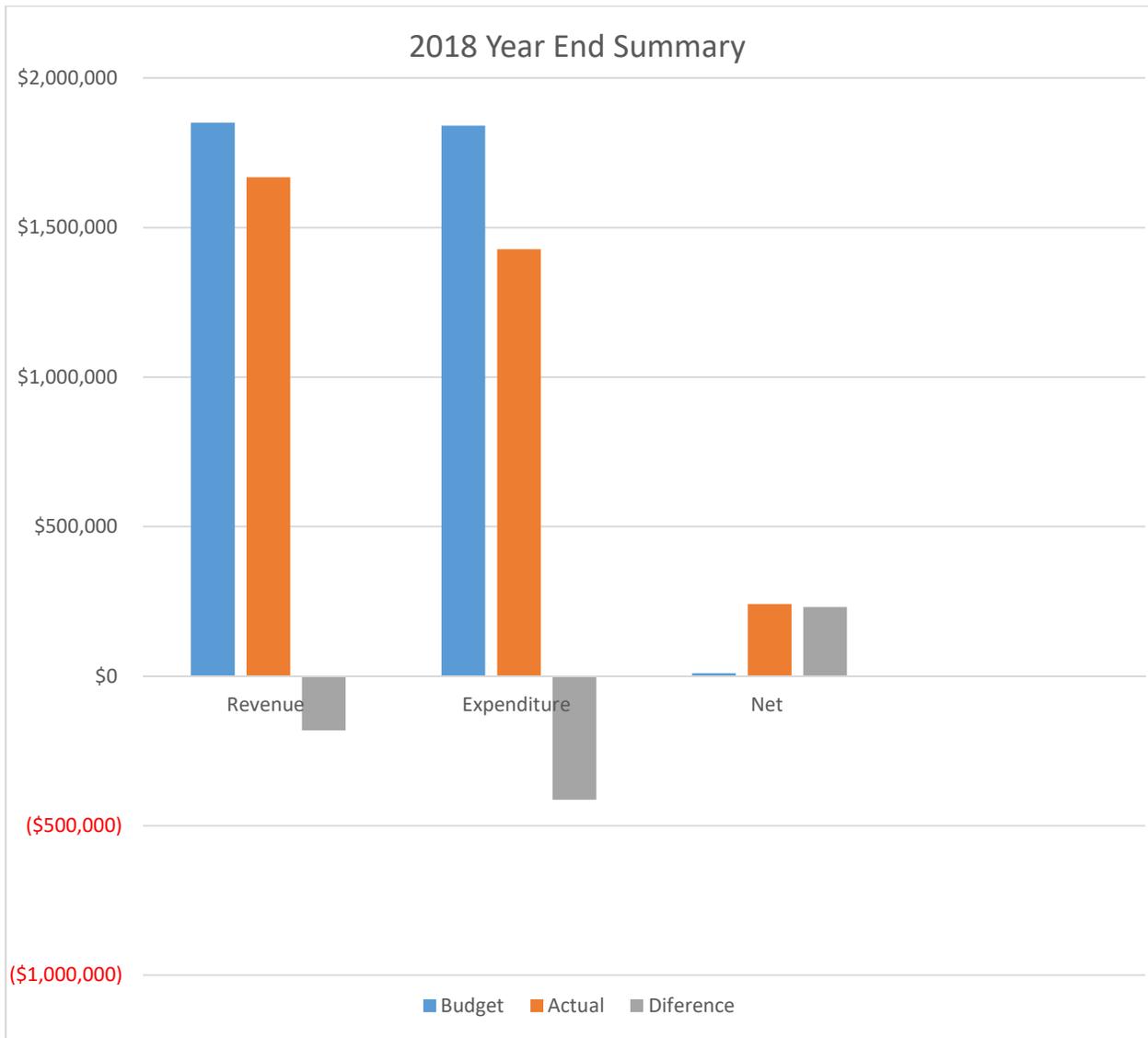
Reconciled Cash Position as of December 31, 2018

General Fund		Capital Reserve Fund		Highway Aid Fund		Sewer Fund	
Fund Balance	\$ 1,121,909.09	Fund Balance	\$ 267,090.28	Fund Balance	\$ 274,799.38	Fund Balance	\$ 711,409.59
Revenues	\$ 96,913.86	Revenues	\$ 2,776.76	Revenues	\$ 495.38	Revenue	\$ 6,364.06
Expenditures	\$ 148,773.20	Expenditures	\$ -	Expenditures	\$ -	Expenditures	\$ 99,698.07
Net	\$ (51,859.34)	Net	\$ 2,776.76	Net	\$ 495.38	Net	\$ (93,334.01)
Investments	\$ 1,955.13	Investments	\$ 238,649.25	Investments	\$ 274,799.38	Investments	\$ 742.39

2018 Year End by Dept. Acct.



- Administration (\$133,846)
- Information Technology (\$8,374)
- Police Department (\$598,570)
- Planning and Zoning (\$30,360)
- Streets-General Services (\$174,085)
- Streets-Snow Removal (\$21,203.47)
- Streets-Lighting (\$64,072)
- Equipment Repair (\$11.99)
- Steets-Construction (\$74,671)
- Shade Tree (\$13,150)
- Pigeon Control (\$1,425)
- Employee Benefits (\$105,328)
- Tax Collection (\$27,172)
- Buildings (\$16,396)
- Fire Department (\$60,007)
- Solid Waste (\$3,530)
- Streets-Cleaning (\$1,752)
- Streets-Traffic (\$13,853)
- Storm Services (\$24,588)
- Steets- Maintenance (\$4,340)
- Recreation (\$9,800)
- Civil Service (\$00.00)
- Insurance (\$24,181)



Respectfully Submitted,
 Eden R. Ratliff
 Borough Manager