

Borough of Greencastle
Interim Manager's Report

September 2019

By: Lorraine Hohl

Significant Events

Resignation of Eden Ratliff

- Approximately three weeks ago, Eden Ratliff, former Borough Manager officially resigned from the Borough of Greencastle. I congratulate him with his new position as Township Administrator for Kennett Township. On behalf of our staff, we wish him well and thank him for his time and efforts while employed here.

Farmer's Market

- On September 26th from 4-7pm we held the second Farmers Market located at 35 N. Carlisle St in the Life Center Parking lot. Using market vendor data, the event is consistently drawing approximately 600 people to our downtown. The overwhelming majority of citizens have mentioned that they are extremely appreciative of an evening activity in the downtown and hope to see the market grow and continue.
- I would like to thank the following vendors for their support:
 - Broadleaf Acres: Non-GMO chicken, grass fed beef, raw milk soaps, seasonal produce
 - Foot of the Mountain: Organic, no till produce
 - Helanthius Herbals: Neck wraps, bath salts, bug spray
 - Mama K's Buns: Baked goods – cinnamon buns, pies, cupcakes
 - Alynni Candles: Soy candles & wax melts
 - Undone Kombucha: Raw, craft-fermented beverages using local ingredients
 - Buzz Worthy Apiary: Raw Local Honey, Bee Balms, Beeswax Candles
 - Amazin' Grazin' Farms: Grass fed beef
 - Fat Russ' BBQ: Hickory smoked BBQ food truck
 - Pully Wistle Provisions: Sausages, pork, chicken, brisket, slaw food truck
 - Dawn & Dusk Donuts: Locally made donut food truck
 - Jan Zell Wines: Local wine
 - GearHouse Brewery: Craft beer
 - Williamson Ruritan Club: Ice Cream food truck
 - Falafal Shack: Wood-fired pizza food truck
 - F&M Trust: Children activities

Development

Conditional Use Hearing (Blue Heron & Rescue Hose Co.)

- A final decision has been written and sent to respective parties, granting the property located at 407 South Washington Street to be a conditional use operating as a "Multi-Purpose Venue –

Events Center” within in the General Residential (R-2) District. This determination and final written opinion derives from the Conditional Use Hearing held on September 3, 2019 after a 7-0 vote approving the conditional use request.

Waiver Request

- The Planning Commission will be meeting on October 14, 2019 at 6:00pm in order to review a land development waiver request pursuant to the Subdivision and Land Development Ordinance (SALDO). This matter will be brought forth to Council to consider during the regularly scheduled meeting on November 4, 2019.

Administration and Finance

Reporting Fund Balances (using August 2019 reconciled numbers) *includes investments*

| | |
|---------------------------|--------------|
| General Fund (01) | \$972,277.99 |
| Sewer Fund (08) | \$983,055.28 |
| Stormwater Fund (09) | \$303,459.11 |
| Capital Reserve Fund (30) | \$270,727.68 |
| Highway Aid Fund (35) | \$411,526.69 |

Budget Meetings (See Schedule on Page 6)

- To date, the Administration and Finance Committee have held two public meetings in order to review the proposed 2020 budget. Their first meeting was to discuss Capital Outlays, where the Chief and I presented a PowerPoint of projects to be considered. The second meeting initiate discussions regarding revenues and expenditures throughout various funds. A third public meeting is scheduled for Oct. 11th at 7:00pm to finalize the discussions regarding revenues and expenditures.

Eastern Area Stormwater Management Project Funding

- Upon Council approval, staff has reached out to both Principal Financial Group and Salzmann Hughes for obtaining debt service for this project. After review, staff has determined to utilize this service from Salzmann Hughes at a time to be determined. Salzmann Hughes had a comparable financial obligation compared to Principal however, they will be more readily available to assist in the process, will request funding from local banks and will further develop our working relationship.

National Fish and Wildlife Foundation Grant

- The Borough Council has a written understanding to construct and complete a bio-retention pond on the Lilian S. Besore Memorial property. This project will not only contribute towards our sediment reduction requirements concerning MS4 but it will be incorporated into the library’s education program. Because of the educational integration, community involvement,

and the positive relationship between the two entities, the bio-retention pond or rain garden is eligible for a National Fish and Wildlife Foundation: Pennsylvania Local Government Implementation Grant. There are a series of other criteria requirements, which this project meets. The grant application is due October 22, 2019. In order to submit the project for consideration, modifications to the drawings and geogrid testing needed to be completed. As a result, an additional engineering cost will equate to \$8,500.00. The stormwater fund supports this expenditure because other expenses have not and will not be expensed. The Administration & Finance Committee approved this expenditure and is asking for Council ratification.

The grant requires a 15% match, which is significantly low.

Personnel

Tuition Reimbursement

- While departing from the Borough of Greencastle, Eden Ratliff adhered to his employment agreement by reimbursing the Borough for tuition coverage.

Public Safety

Shade Tree Causing Hazard

- The Public Safety Committee met on Sept. 26th at 2:00pm for a public meeting regarding shade trees causing safety hazards. Ongoing discussions between the Public Works staff, the Committee and the Shade Tree Commission have been scheduled in order to mitigate future safety concerns.

EMC Position

- The Borough currently has an open vacancy to fill the Emergency Management Coordination position. Staff has been working with Antrim Township in order to select an applicant however, the vacancy remains unfilled after discussing with numerous potential candidates. This position is critical and we encourage anyone who may be interested to contact either Antrim Township or the Borough's administrative office.

Public Facilities

2016 Sidewalk Maintenance Program Update

- In the effort to provide safe walking infrastructure within the Borough, in 2011 Council implemented a sidewalk and curb installation/inspection program. Every 5 years, portions of the community are informed of maintenance or installation needed to remain in compliance. Unfortunately, 5 properties have resisted compliance. As a result, the Borough of Greencastle has begun to schedule the installation of new sidewalk and will be placing a lien on the properties affected.

Request for Alley Name

- Borough staff received a written request by a Borough resident to name an alley off of Madison Street. The Public Facilities Committee should consider this request at their next scheduled meeting. We have a few unnamed alleys located in the Borough of Greencastle, which can make it difficult for emergency services to pinpoint specific locations.

Administrative Office

Conrad Update

- A motion for Order of Contempt was filed earlier this month to the court of Judge Sponseller due to the violation of the court order to abate the junk from Conrad's properties. Conrad had 30 days to abate the nuisance from the date of ruling. To date, Conrad has not complied with the court order, which is failing to bring his properties in compliance of the Greencastle Zoning Ordinance. This motion for Order of Contempt, if granted, allows for the Borough to enter the property, abate the nuisance and charge Conrad all fees incurred.

Senate Environmental Resources & Energy Committee Public Hearing

- Committee Chairs Senators Yaw & Yudichak held a hearing at the Antrim Brethren and Christ Church on September 11, 2019 regarding MS4 requirements and the affects it places on communities. Borough Manager Eden Ratliff, Mayor Ben Thomas and Zoning Officer Sylvia House from Antrim Township and community member and business owner, Brian Harbaugh were one of the few local representatives who testified at the hearing. The Committee also invited Representatives Paul Schemel and Dan Moul from Adam's county to participate. The call for restructuring the BMP portion of the MS4 program and to supply municipalities with a scientific data used for stream bank restoration were two of the requests made by community leaders. Until further action taken by the State of Pennsylvania, the Borough of Greencastle must move forward with compliance of the program. However, this does not prohibit proactive activism to request modifications towards MS4 obligations.

Stormwater Pollutant Impact Fee Credit Program

- In July, Council approved adopted the proposed Stormwater Utility Credit and Appeals Manual as recommend by the Public Facilities and Administration and Finance Committees pending approval from the Borough Engineer and Borough Solicitor. Both parties have approved. Moving forward, borough staff will create and collect applicable permits for credits and remapping requests.

FCADC Dinner

- The Franklin County Area Development Corporation held its 33rd Annual Industry Appreciation Dinner this past month at Green Grove Gardens and I had the pleasure to attend with the Borough Manager and Council members. Thank you to the Borough Council for authorizing the management team to attend this event. I want to congratulate the following award winners:

- Small Business of the Year Award: The Baxter Group, LLC
- Large Business of the Year Award: Epiroc Drilling Tools, LLC
- Zane a Miller Award: John M. Van Horn

Public Works (report notes from Public Works Manager: Bob Manahan)

Upcoming Projects

- Leaf Program: Starting Oct. 14th the Public Works team will be initiating their leaf collection program for the fall season. Please visit our website or Facebook page in order to view the pick-up schedule and guidelines.
- Sidewalk Inspection: Frederick Seibert & Associates are working together with Bob to complete sidewalk inspections in accordance with the maintenance program. Our engineer is downloading a program on a tablet for Bob to complete his inspections. Completion of the inspections will be throughout the fall season.

Wastewater (report notes from Chief Wastewater Operator: Kevin Hunsberger)

Significant Accomplishments

- The WWTP team assisted a concerned citizen, stating wastewater had backed up and overflowed into the home from the downstairs toilet. This citizen has had wastewater back up into the home before due to a broken lateral when installing stormwater pipes. The repairs were completed and satisfactory after the initial break. In this case, the citizen believed the Borough had once again damaged the line. However, after completing a camera review of the lines, which the citizen was able to witness, the WWTP determined that there were no blockages or pipe damages. The camera did discover the wastewater cleanout underneath a slab of concrete. The citizen was made aware the potential risk with an obstructed cleanout. The WWTP thanks Guildford Township for providing the camera service and the PW department for their assistance.

Project Completion

- Meadow Manhole Rehabilitation: On October 2nd, Ganoë paving completed the rehabilitation of manhole 109-A due to significant deterioration. We thank Rich Brewbaker for his cooperation as he granted a crane to be placed on his property in order to lower materials down to the manhole.
- Center Wheel Bearing Replacement: Schreiber is scheduled to complete this project the week of October 7th.

2020 Budget Meeting Schedule

| <u>Due Date</u> | <u>Project</u> | <u>Jurisdiction</u> |
|----------------------------|---|----------------------------|
| September 25 th | Capital Project Proposals | Finance/Mayor |
| October 3 rd | Admin., Operations, Total Expenditures & Revenue | Finance/Mayor |
| October 10 th | Revenues & Wrap Up | Finance/Mayor |
| October 15 th | Special Council Meeting to Preliminarily Adopt Budget | Council/Mayor |
| November 18 th | Adopt Budget & Tax Ordinance/Resolution | Council/Mayor |

Note: All meetings open to the public.