

## July 9, 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.

| <b>June Manager Report</b>                         |  |
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| <b>Issue</b>                                       | <b>Report</b>  |
| Farmers Market                                     | Lorraine and the office staff have been working hard to develop a Farmers Market for the downtown to take place on the last Thursday of August, September, and October from 4:00pm to 7:00pm. Policy Briefing Summary attached.  |
| Hiring of Police Officer- Civil Service Commission | The written examination for the hiring of a Police Officer was cancelled due to a lack of applicants. The exam is being rescheduled.   |
| Mandatory Sidewalk Implementation                  | 4 properties required to install sidewalks in 2016 did not do so by the final deadline. The Public Works Manager has been instructed to install the sidewalks. The funds will be recuperated through the municipal lien process. |
| Meadow Manhole Repair                              | Staff, Administration and Finance, and the Public Facilities are requesting Council take action to approve the repair of the meadow sewer manhole. See attached Policy Briefing Summary.   |
| Center Wheel Bearing                               | Staff, Administration and Finance, and the Public Facilities Committee are requesting Council take action to approve the replacement of the Center Wheel Bearing. See attached Policy Briefing Summary.                          |
| Trickling Filter Demolition                        | Staff, Administration and Finance, and Public Facilities Committee are requesting Council take action to approve the demolition of the Trickling Filter. See attached Policy Briefing Summary.                                   |
| Job Opening- Public Works Equipment Operator       | The Borough is seeking to hire an Equipment Operator for the Public Works Department. Applications are available on the website and can be given to the Borough Office.  |
| Stormwater Pollutant Impact Fee- Roll Out          | The Office received over 100 phone calls and many visitors to discuss their stormwater pollutant impact fee. Citizens were understanding of the fee and appreciative to learn how it is calculated.                              |
| Green Light Go                                     | The Borough is preparing to issue the Notice to Proceed to Wyoming Electric and Signal who have submitted their appropriate insurances and bonds.  |

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|------------------------------------|--|
| GAEF Land Development              | The Greencastle-Antrim Education Foundation has met with the Borough Manager & Assistant Manager and Borough Engineer to review a sketch plan for the concession stand at Kaley Field. A Land Development plan is expected to be submitted this summer.  |
| RHC- Conditional Use               | The Borough is finalizing the application process for properties wishing to obtain a conditional use per the zoning amendment enacting such use. The Rescue Hose Company and Blue Heron are expected to submit an application in the coming weeks to begin the review process.   |
| Colombia Gas- Sidewalks            | The Public Works Manager is working with Colombia Gas to obtain a schedule of work to be completed in the Borough of Greencastle and determine how that will interact with our sidewalk maintenance program. A report and recommendations for alterations to the program will be presented to the Public Facilities Committee in the month of August.  |
| State Route 16 Maintenance Project | The improvement of SR 16 in the Borough of Greencastle is on the Metropolitan Planning Organizations Transportation Improvement Plan. The project is expected to be released in August of 2020 and executed in the 2021 construction season. Borough staff is working with the County Planning Department and Penndot on enhancements that can be added to this project to improve transportation and reduce speed on SR 16. |
| Stream ATWP                        | The Borough is working with Antrim Township to set a time to draft the inter municipal cooperation agreement to engage in a stream restoration project together to meet our collective MS4 obligations. Both Greencastle and Antrim Township have verbally agreed to complete this work together.  |
| US 11 Bridge Project               | The contractor for the US 11 bridge project south of the Borough has informed the Manager and Mayor that the project will likely take place in June 2020 with full bridge closure lasting several weeks. The Borough is working to determine if a better, less intrusive, option is available.   |

## Stormwater Utility Credit Program Financial Risk Analysis

The Public Facilities and Administration and Finance Committee have recommended to the Borough Council that they adopt the Stormwater Utility Credit and Appeals Manual as proposed. The manual proposes both effectiveness value credits and Stormwater Pollutant Impact Fee credits as ways to reduce the quarterly bill. The manual goes on to state that a reduction that utilizes a SPIF credit cannot be greater than 10% of the annual bill.

It is important to note that the Stormwater Utility Budget only budgets for credits and impervious area reductions in the amount of 3% or \$20,000.00 across the board. The Administration and Finance Committee has recommended a reduction percentage of 10% or 7% over the budget amount. The Committee considered this risk when formulating their recommendation. It was the presiding thought that the Borough would not fully maximize on credit opportunities.

The Committee reviewed an analysis, featured below, that shows two scenarios of every property taking advantage of the 10% SPIF reduction and the same for other percentage amounts. At a maximum of 10% reduction the risk if every property with an annual SPIF of \$100 or more is (\$39,995.51) over budget. The risk if every property with an annual SPIF of \$200 or more is (\$28,134.27.)

The Manager's outlined to the Committee that in both scenarios the budget has enough space to cover the overages noting that a recalculation and reevaluation of rates would happen in November of 2019 and every year after that. Furthermore, the likelihood is low that the overwhelming majority of bill payers would take full advantage of the SPIF credits making a 3% credit budget manageable at present time.

| <b>Reduction Summary Calculations for Total SPIF &gt;\$100</b> |               |                     |                     |                      |                      |
|--|---------------|---------------------|---------------------|----------------------|----------------------|
|  |               | <b>3% Reduction</b> | <b>5% Reduction</b> | <b>10% Reduction</b> | <b>20% Reduction</b> |
| <b>Total SPIF Annual Revenue</b>                               | \$ 599,955.09 | \$ 581,956.44       | \$ 569,957.34       | \$ 539,959.58        | \$ 479,964.07        |
| <b>Annual Revenue Reduction</b>                                | \$ -          | <b>\$ 17,998.65</b> | <b>\$ 29,997.75</b> | <b>\$ 59,995.51</b>  | <b>\$ 119,991.02</b> |

| <b>Reduction Summary Calculations for Total SPIF &gt;\$200</b> |               |                     |                     |                      |                      |
|--|---------------|---------------------|---------------------|----------------------|----------------------|
|  |               | <b>3% Reduction</b> | <b>5% Reduction</b> | <b>10% Reduction</b> | <b>20% Reduction</b> |
| <b>Total SPIF Annual Revenue</b>                               | \$ 481,342.74 | \$ 466,902.46       | \$ 457,275.60       | \$ 433,208.47        | \$ 385,074.19        |
| <b>Annual Revenue Reduction</b>                                | \$ -          | <b>\$ 14,440.28</b> | <b>\$ 24,067.14</b> | <b>\$ 48,134.27</b>  | <b>\$ 96,268.55</b>  |

| <b>Calculation of Bill Amount for \$50 Credit</b> |                    |                             |
|---|--------------------|-----------------------------|
|   | <b>Percent Off</b> | <b>Bill Amount (Annual)</b> |
|   | 3%                 | \$ 1,666.67                 |
|   | 5%                 | \$ 1,000.00                 |
|   | 10%                | \$ 500.00                   |
|   | 20%                | \$ 250.00                   |