

Borough of Greencastle

Manager's Report

December 2019

By: Lorraine Hohl

Significant Events

Tree Lighting Ceremony

On November 22, 2019 Greencastle once again celebrated a long standing tradition of the lighting of the downtown Christmas tree. I would like to thank the Chamber of Commerce and all involved who dedicate their time and energy into making this event enjoyable for hundreds of people. It truly sets a positive and festive tone for the holiday season.

Administration and Finance

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

General Fund (01)	\$915,110.82
Sewer Fund (08)	\$1,093,502.52
Stormwater Fund (09)	\$558,624.66
Capital Reserve Fund (30)	\$271,522.47
Highway Aid Fund (35)	\$412,466.08

Final Budget Meeting

- The final budget meeting will be held on December 9th at 7:00pm in Council Chambers to adopt the 2020 budget and tax resolution.

Public Safety

Green Light Go Update

- Wyoming Electric has installed the flashing beacons on both intersections. The contractor is currently waiting for West Penn Power to connect wiring and provide inspection to ensure proper installation. The Borough of Greencastle will need to address sidewalk ADA compliance as pole infrastructure impedes necessary width requirements.

Public Facilities

Submission of MS4 Waiver

- Staff has been diligently researching the requirements to apply for and receive an MS4 waiver from the Pennsylvania Department of Environmental Protection within the last month. Dedicated time and efforts have been given to this research in response to October's motion and November's motion to apply for an MS4 waiver. Engineering firm, W.M. Hill has agreed to

draft a waiver for the Borough of Greencastle, as both the firm and staff strongly agree that a waiver is obtainable. A second engineering firm has also agreed with Staff regarding the positive outcomes of submitting a waiver. Staff recommends W.M. Hill to draft the waiver, as they are already familiar with the Borough of Greencastle Staff and some operations, as they complete engineering for our Wastewater Facility. W.M. Hill I has experience drafting and obtaining waivers for other municipalities which were once under MS4 requirements.

Creation of MS4 Workgroup

- The Public Facilities Committee and Staff recommend the creation of an MS4 workgroup within the Borough of Greencastle in response to Resolution 2019-02. Comprised of community members representing industry, religious groups, small business, small and large residential homes, the Greencastle Antrim School Board, Public Works, Public Facilities Committee Chair, Mayor and Staff, the workgroup will act as an advisory, informational and action planning group to the Public Facilities Committee.
- Staff will be collecting names of individuals and/or reaching out to those of interest in order to begin the review process for final recommendation to the Borough Council.

Borough of Lemoyne & MS4 Requirement Trip

- Staff and the Public Facilities Chair will be traveling to the Borough of Lemoyne to meet their Borough Manager, Borough Engineer and MS4 Coordinator on December 3, 2019 to discuss and compare MS4 requirements. The Borough of Lemoyne, approximately 1.6 square miles, with a number of outfalls directly along the Susquehanna River, and with a sediment load reduction significantly less than the Borough of Greencastle, similarities and yet major MS4 differences, raise questions and need for insight. Staff and Chairman will be researching and inquiring why their Borough has less stringent requirements, more outfalls and direct connection to the Chesapeake Bay discharge, how they administer their MS4 program and budget preparation and administration thereof. Findings will be gathered and distributed in a report for Council/Mayor review.

Joint Meeting: Antrim Township & the Borough of Greencastle

- On November 20, 2019 both the Antrim Township Board of Supervisors and the Borough of Greencastle Council jointly met to discuss the MS4 program as it generally related to both municipalities. Within the joint meeting, Staff began by giving an overview of general requirements and projects to complete in order to meet those requirements. However, both municipalities took action to discontinue further MS4 project planning until the Pennsylvania Department of Environmental Protection provided thorough insight to the program and data results.

Community Development

Farmers Market

- Staff, the Council President and Georgina Cranston from the Chamber of Commerce, met to preliminary discuss joint efforts regarding the Farmers Market for 2020. Both entities agreed to the sharing of resources and goal to attract community members, visitors and residents to the downtown. Further collaboration and joint efforts will be discussed on a Staff level, with final review from the Board of the Chamber of Commerce and the Borough Council.

Administrative Office

MS4 Workgroup Attendance

- Within the South Central to Central areas of Pennsylvania, many MS4 coordinators have come together, creating an inter-municipality workgroup. The workgroup is mostly comprised of coordinators, geographers, engineers and others influenced by the MS4 program. Staff was able to attend the last 2019 meeting where the group created an online document sharing forum. Many documents necessary for the administration and compliance of the program will be shared on this forum, so that each municipality does not have to spend their own resources recreating a document that a neighboring municipality may have already drafted. Cost saving measures and collaboration are essential to effective and efficient daily operations. Additionally, this workgroup provided a roundtable of discussion as it related to MS4 questions answered, knowledge shared and thorough detail and review of the revised *Frequently Asked Questions* document from the PA-DEP. The workgroup will be meeting quarterly in 2020.

PennDOT I-81 Strategic Meeting

- Municipalities effected by the southern region of the I-81 corridor met early this month at a strategic workgroup session held by PennDOT in order for the department to gather more information and data points for maintenance improvements. There were four focus areas:
 1. Safety
 - a. Increase of traffic flow whether vehicular or increase of semi-trucks
 - b. Revised ramp creation and how it relates to speed when entering the Borough
 2. Congestion and Traffic Operations
 - a. Detour routes through Greencastle and the mobility of traffic
 3. Infrastructure Condition
 - a. Discussing the structure and deterioration of roads throughout Greencastle when used at high volumes
 4. Access & Land Development
 - a. Increase in development and access equal increase in truck traffic, congestion and road maintenance. What is PennDOT future maintenance plan and how will municipalities have an increase awareness and influence when decisions are being made?

While the Borough of Greencastle does not directly touch the I-81 interstate, this Borough is directly affected by its presence. Staff represented the Borough of Greencastle as it related to the focus areas. Staff's notes and areas of concern are below each focus area.

Fire Extinguisher Training

- Thank you Officer Creager and Chief Wastewater Operator Kevin Hunsberger for organizing an inter- departmental fire extinguisher use training. Officer Creager gave a presentation regarding proper storage and use of a fire extinguisher in case of an emergency. Utilizing expired fire extinguishers, staff was able to practice using an extinguisher properly.

High School Civics Class Engagement

- Staff was asked to attend two high school civic classes in order to be interviewed about the Borough Manager position and interworkings of local government for the administration of a grant project the high school received. Many students asked questions regarding MS4, trucks on South Washington St, law enforcement, street maintenance, permitting, etc. Other governmental representation were present as well, including Antrim Township, the Greencastle Antrim School Board, Representative Paul Schemel and the Greencastle Borough Mayor.

Vacancies

- The Borough of Greencastle continues to seek volunteers for the positions of Emergency Services Coordinator, Zoning Hearing Board Member and Sidewalk Board of Appeals Board Member. If you know anyone who may be of interest, please have them contact the Borough administrative office or email at office@greencastlepa.gov

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

Upcoming Projects

- The Public Works team continues to address street light installation as we target and mitigate dark areas in the Borough. Conduit has been installed for two lights on Teaberry Drive however, West Penn Power must finalize their schedule for final installation.

Completed Projects

- The North Linden Avenue Stormwater Project was completed on November 25, 2019. Added stormwater infrastructure will mitigate ponding at this site.
- The Public Works team has prepared for snow removal, making sure salt contracts are complete, equipment is properly running and installed on trucks and trucks are operating at capacity.

Community Highlights

- Many community members continue to express their gratitude for the leaf collection program. The Public Works team will continue collection for approximately two more weeks. Notification will be given to the community when the collection has stopped.

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

Significant Accomplishments

- Kevin has been working extremely hard to ensure all projects approved within the year's budget are completed in a timely fashion. Often times, this can be a challenge due to contractor scheduling, weather and ordering of parts/equipment. As a result, many projects are rolled over from year to year skewing budget projections and planning documents. However, Kevin has been able to complete a series of projects within the year, an increase from previous years.
 1. Demolition of the Trickling Filter
 2. Meadow Manhole Rehabilitation
 3. Center Wheel Bearing/Scraper Replacement
 4. Chlorine Tank/Pump Replacement
 5. Relining Sewer Main
 - Mr. Rehab was able to reline 2,233 feet of 8 inch sewer main throughout the Borough. This also included 37 laterals.

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 30 th	Budget Workshop	Council/Mayor
November 4 th	Preliminarily Adopt Budgets	Council/Mayor
December 9 th	Adopt 2020 Budgets/Tax Resolution	Council/Mayor

Note: All meetings open to the public.

