

# Borough of Greencastle

## Manager's Report

March 2020

By: Lorraine Hohl

### Significant Events

#### Farmers Market Preparedness

- Borough staff, community members and vendors are eager to begin the preparation for the 2020 Farmers Market. We thank the Life Center for their willingness to host our event on their property at 35 N. Carlisle Street on the last Thursday of every month from May to September from 4pm to 7pm. If you are an interested vendor, please contact the Borough office to gather application and guideline documents. These documents can also be found on the Borough's website.

### Administration and Finance

#### Reporting Fund Balances (using January reconciled numbers) \*includes investments\*

General Fund (01)	\$683,042.41
Sewer Fund (08)	\$1,047,715.32
Stormwater Fund (09)	\$574,700.82
Capital Reserve Fund (30)	\$272,488.62
Highway Aid Fund (35)	\$359,410.92

### Public Safety

#### Posting of Speed Limit Initiatives

- Borough staff, the Greencastle Police Department and the Public Safety committee have begun to identify developments in the Borough lacking proper speed limit signage. Not only does it create an unsafe environment for the development, it also limits the Borough's ability to post additional signage, such as no parking.
- For example, periodically the Borough analyzes when an intersection creates a site distance challenge. Site distance requirements are calculated using PennDOT standard's whether it be on a PennDOT owned road or not, in order to keep consistency and to accept a widely known standard operating procedure. PennDOT uses a calculation based off of the speed of the roadway in order to determine the applicable feet needed for site clearance.

### Reducing Speed on Rt. 16 Request

- A formal request has been mailed to the District 8 Traffic Engineer of PennDOT to reduce speed limit signage on Rt. 16 where it currently enters and exits the Borough's municipal boundaries, west bound and east bound, from 35mph to 25mph. A copy of the letter has been provided to Council in the March agenda packet.

### **Public Facilities**

#### MS4 Task Force

- Staff has had meetings with interested persons who desire to serve as a representative to the Borough of Greencastle's MS4 workgroup. There are a number of seats still available to fill the vacancies (see below)
  - Representing Religious Organizations
  - Representing Small Business
  - Representing Large Business
  - Representing Large Property Owners

If you or someone you may know, be interested in serving, please have them contact the Borough office at 717.597.7143.

#### Code Enforcement

- Borough Staff has issued several more Notice of Violation letters to property owners within the Borough of Greencastle. Notice of Violation letters are meant to educate the property owner in which way their current state of property violates a Borough Code and it does not produce an immediate fine. If you receive a Notice of Violation letter, I encourage you to reach out to Borough staff to discuss further.
- Code enforcement has been one of the Borough's most neglected areas the Borough Code due to numerous diversified situations however, current Staff and Council recognize the need for improvement. Furthermore, Borough staff understands the confusion and immediate irritation this may cause for property owners due to historical lack of attention. This is why Borough staff continues to report publically of the Borough-wide program each month & encourages contact with the Borough office for further questions or inquiries.

#### Parking Meter Research

- The results are in! Out of 75 surveys mailed to effected property owners, residents, business and tenants, 29 were returned. The survey asked a series of questions regarding the effectiveness of the meter in front of the property. Overall, there was a 50/50 response stating meters either being a positive or a hindrance. As a result, the Public Facilities Committee, using previous research (Free Parking on Saturdays – spring 2019) and survey results, the recommendation is to not consider the removal as the data does not suggest negative behavior. The Public Facilities Committee acknowledges that further research on this project creates more consequences then forward change.

### MS4 Roundtable Discussion/Council of Government's Presentation

- The Borough of Greencastle thanks the Borough of Chambersburg for hosting an informative MS4 roundtable discussion in the month of February. Many public officials, DEP representatives, legislators and their representatives and municipal staff discussed the MS4 program within an open forum.
- In February, Antrim Township Administrator Brad Graham and Antrim Township Supervisor Fred Young gave a presentation to the Council of Governments regarding direct support for the joint letter written to Franklin County municipalities, the Franklin County Commissioners and numerous legislators between the Borough of Greencastle and Antrim Township. A copy of the letter was redistributed.

### Alley Naming

- Public Works Manager, Bob Manahan has identified unnamed alleys within the Borough's limits. Unnamed roadways create challenges for emergency response teams, has the potential to create confusion for visitors who do not often travel in Greencastle and does not properly identify the roadway being traveled. Should the public have an interest in naming a specific alleyway, Borough staff requests a written proposal identifying the location of the unnamed alley and its potential name. Once names have been collected, the requests will be made available to the Public Facilities Committee and ultimately approved by Borough Council & the Franklin County Planning Department.

### **Administrative Office/Personnel**

#### Vacancies

- The Borough of Greencastle continues to seek volunteers for the positions of Emergency Services Coordinator, Zoning Hearing Board Member, Sidewalk Board of Appeals Board Member, Civil Service Commission and MS4 Workgroup. If you know anyone who may be of interest, please have them contact the Borough administrative office or email at [office@greencastlepa.gov](mailto:office@greencastlepa.gov)

#### Conrad Update

- On February 20, 2020 the Borough of Greencastle and its attorney represented and justified the ongoing legal case between John Conrad III and the abatement of un-roadworthy vehicles and junk at four locations. Previous court proceedings ruled Mr. Conrad's property were not subject to the grandfathering rule of the Borough Code. Ultimately, Mr. Conrad is required to comply with current standards.
- Borough staff testified of the long standing legal bills incurred, the importance of compliance and the current state of the four locations. As a result of the February 20<sup>th</sup> proceedings, Judge Sponseller issued a court order for Mr. Conrad to complete the following:
  - Pay a fine of \$8,960.00 due to continuing violations and contempt of the Court's November 20, 2018 Order.

- Abate all remaining nuisances by April 5, 2020. If not in full compliance by April 5<sup>th</sup>, the Borough received authorization to enter the properties and remove all existing junk and the permanent disposing thereof.
- Pay all legal fees incurred by the Borough of Greencastle from July 31, 2017 to February 20, 2020 regarding this matter – totaling \$24,372.15
- Authorization for the Borough to assess all costs associated with the enforcement against the properties by municipal lien.

#### Hiring: Billing & Program Coordinator

- Applications are being expected on a rolling basis for the hiring of a Billing & Program Coordinator after the successful promotion of Emilee Little as the Finance/HR Manager. Applications and requirements of this position can be found on the Borough's website & Facebook page.

#### Pension Review

- The Personnel Committee met with RJ Hall, the Borough's third-party administrator to review the Borough's pension plans after a call for review was enacted late fall/early winter. RJ Hall will be making a full presentation to Council in April.

#### Rescue Hose Requests

- After last month's Rescue Hose presentation regarding adding paid personnel to their staff, Council asked for a joint meeting with Antrim Township to discuss many aspects towards joint efforts of the new request. The joint meeting, once scheduled, will be public and duly advertised.

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

##### Upcoming Projects

- Our Public Works team has been highly involved this month with Water Authority developments. With warm weather, there has been little activity for snow removal. Bob and his team continue to strive towards interdepartmental cooperation, assisting on sewer breaks, water leaks and assisting administrative staff when needed.

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

##### Significant Accomplishments

- Kevin & Jon are finishing the remaining work to be completed for the disinfection system upgrade. The upgrade altered procedures as chlorine will be delivered on site and stored within the tank instead of making chlorine at the plant. As a result, the Wastewater personnel will have less risk coming in contact with a dangerous substance.

- The Carlisle Street Pumping Station CAP has been submitted and is under review by DEP. DEP estimates a review period of at least 6 months, further delaying the execution of the project. This severely limits new connections to the N. Carlisle pumping station, ironically we have received 4 requests in this area.

#### Upcoming Projects

- Two costars quotes are being considered for point repair work, lateral rehabilitation, manhole repair and cleaning/televising lines. The total cost is approximately \$69,000.00 leaving \$80,000 to remain in the sewer budget for additional manhole work.
  - North & South Washington Street, East Franklin Street and North Antrim Way need repoint work.
  - North Carlisle, Tyrone and North Linden need cleaning/televising.
  - In conjunction with estimated paving schedules and gas repair work, West Baltimore Street, Century Drive, Campion Court to Lohman and Leitersburg Street are included to be cleaned/televised.

#### Thank you

- Kevin wishes to thank the Borough Council for their continued effort to prioritize expenditures at the Wastewater Facility. DEP completed an inspection of the facility this past month, particularly interested in noting the plant's equipment condition. Without allocating funds for the plant's equipment and maintenance thereof, the facility could have faced DEP findings.