

Borough of Greencastle

Manager's Report

April 2020

By: Lorraine Hohl

Significant Events

COVID-19 Preparedness

- Staff would like to thank our Councilmembers and community for their continued support and cooperation as we strive to provide quality and safe service during a worldwide pandemic. Parts of our society are fragmented with fear, anxiety, sadness and confusion and our staff not only encourages our community but each other to keep persevering. Our goal at the Borough during this time, is to provide our community with a glimpse of normalcy when everything around seems out of place or uncomfortable. Water must continue to flow, wastewater collected and street emergencies may happen and as such, we work hard to bring you services you need in order to keep your dwelling operational and safe. We thank our healthcare providers, essential services, volunteers and those on the front lines aiding in the efforts to stop the spread of the novel Coronavirus. Take care and be safe.

Administration and Finance

Reporting Fund Balances (using March unreconciled numbers) *includes investments*

General Fund (01)	\$624,384.58
Sewer Fund (08)	\$1,006,444.54
Stormwater Fund (09)	\$571,817.34
Capital Reserve Fund (30)	\$248,542.58
Highway Aid Fund (35)	\$359,746.08

Franklin County Area Development Corporation Breakfast

- On Thursday, March 5th, Staff had the opportunity to attend the FCADC Annual Breakfast. We thank Mike Ross and the FCADC team for their invitation and successful event. Below is a 2019 recap from the FCADC:
 - Assisted 11 real estate developments and loan projects
 - Retained 89 jobs
 - Created 55 new jobs
 - Prevailed \$2,550,000 in low interest financing
 - Supported \$7,352,260 in private sector investments
 - Facilitated at least one economic development project in each of the County's 6 school districts.

Public Safety

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. PennDOT will be conducting a traffic study and will forward results once complete.

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.

- The current appointed members met this past month to begin holding conversations of their involvement and next steps to take. The members of the workgroup decided to take no further action until the outcome of the MS4 waiver has been received. From there, they will move forward with their efforts.

MS4 Roundtable with Congressmen Joyce

- Many municipalities joined around the table with Congressman John Joyce, EPA and DEP officials at the Franklin County Area Development Corporation office. Staff thanks Mike Ross for hosting the event and allowing municipalities to ask questions to those affecting the MS4 program, creating the guidelines and enforcement.

Code Enforcement

- Code enforcement has been one of the Borough's most neglected areas within 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.

CDBG Handicap Ramp Update

- Frederick Seibert engineering has completed the handicap ramp design and cost estimates for CDBG reporting and used for bidding documents. The Franklin County Planning Department has

been given these documents for CDBG submittal. At this time, new construction is not permitted in the Commonwealth and many state offices are closed due to COVID-19. The Franklin County Planning department has been in contact with DCED to advocate for granting extensions for municipalities who cannot complete the work by the filing deadline. The County is expecting extensions will be granted.

Administrative Office/Personnel

Vacancies

- The Borough of Greencastle continues to seek volunteers for the positions of 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

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.

Utility Billing

- Utility customers are encouraged to pay their bill online using Xpress Bill Pay, mailing their check or money order or placing their payment(s) in the drop-box located at the Borough office. Walk in payments will not be available as the office is closed to the public. Should a bill payer require a receipt, please make note with the payment, stating an applicable mailing address or email address for staff to send.

Shade Tree Commission

- The Shade Tree Commission has completed a comprehensive study of all trees they govern. This study will be used as a tool for the Commission and the Borough office for when a property owner may have a question, determining asset management and budgetary needs. The study can be viewed in person at the Borough office or online at www.greencastlepa.gov

Public Works

Significant Accomplishments

- While the Borough of Greencastle may be surrounded with farms and their livestock, cows typically are not spotted within Borough limits. Oddly enough, this past month our Public Works assisted the Greencastle Police Department with the capturing of a black angus gallivanting downtown and towards heavily populated areas. With their creative and speedy efforts, we are grateful the cow did not harm anyone in our community.

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

Significant Interdepartmental Cooperation

- With the current rush to buy toilet paper, paper towels, disposable wipes, etc. Kevin and Donna were able to quickly draft a Borough Bulletin reminding our residents what is safe to flush. They provided a warning by stating the consequences of flushing improper products down the toilet. The Borough Bulletin is published in the Echo Pilot, on our website and social media platform. On Facebook, the post reached 5,558 people and was shared 37 times.