

# **Borough of Greencastle**

## **Manager's Report**

**May 2020**

**By: Lorraine Hohl**

### **Significant Events**

#### May 4<sup>th</sup> Council Meeting

- Governor Wolf recently signed SB841, which allows municipalities to hold virtual meetings during a State of Emergency, eliminating the requirement for municipalities to physically establish a quorum.
- The bill requires municipalities to advertise the virtual meeting on either their website, newspaper or both, the type of device used for communication and means for the public to participate. A press release was provided to two local newspapers and published on the Borough of Greencastle's website.
- The Borough of Greencastle, using similar practices to other government agencies in our local area, will be using the Cisco Webex platform to conduct the May 4<sup>th</sup> meeting. The public has been advised to call in to the meeting, in listen only mode, from the number published on the website. Additionally, should a community member wish to provide comments or ask questions, they may submit them via email, placing in the drop box or by USPS. All comments/questions received by 6pm on May 4<sup>th</sup> will be read during the public comment period.

#### 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.

#### Farmers Market Postponed

- Keeping in mind the safety of our entire community, staff in conjunction with the Chair of Public Facilities Committee, Council President, Council Vice President and Mayor have concluded to postpone the 2020 Farmers Market. Originally scheduled to begin on May 28<sup>th</sup>, staff anticipates a new start date on June 25<sup>th</sup>. The Market will be held at the Life Center located at 35 N. Carlisle Street on the last Thursday of the month from 4-7pm, June to September.
- Applications are still being accepted. All interested applicants can mail their \$30 check with applicable documents to the Borough of Greencastle for review.

**Administration and Finance**

Reporting Fund Balances (using April unreconciled numbers) \*includes investments\*

General Fund (01)	\$759,298.03
Sewer Fund (08)	\$964,284.70
Stormwater Fund (09)	\$566,625.53
Capital Reserve Fund (30)	\$240,015.49*
Highway Aid Fund (35)	\$489,048.28

\*Inter-fund transfer required. Altered representation due to fund 30 account expensed projects, as budgeted. Pending new bank transition authorization from investment account to cash.

2021 Budget Schedule (see page 5)

- The Administration and Finance Committee has published the 2021 budget schedule. All dates will be duly advertised and will be open for the public. Please mark your calendars accordingly.

**Public Safety**

Reducing Speed on Rt. 16 Request

- PennDOT has completed the corresponding traffic study to the Borough’s request to reduce speed near the municipal boundary lines on Rt. 16. As a result, PennDOT will be reducing the speed from the intersection of N. Washington St to N. Linden Ave to 25mph. The study concluded that it was not warranted to reduce speed further to the east or west ends of Rt. 16. The concise results of the traffic study have been requested.

**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.

MS4 Waiver Update

- DEP continues to analyze the Borough of Greencastle’s MS4 waiver request, as a decision remains pending. Originally, DEP expressed an end of March timeline however, due to COVID the timeline has been extended. Moving forward, the MS4 Task Force, Public Facilities Committee and the Administration/Finance Committee will need to analyze the results of the DEP decision in order to make recommendations to the full Council.

### 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.

### **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](mailto:office@greencastlepa.gov)

#### Census Update as of 4/29/2020

National Self Response Rate: 54.3%

Pennsylvania's Self-Response Rate: 55.9%

Final 2010 Rate: 70.2%

Franklin County's Self Response Rate 59.9%

Final 2010 Rate: 72.7%

Borough of Greencastle's Self Response Rate: 67.7%

Final 2010 Rate: 75.7%

### **Public Works**

#### Significant Accomplishments

- The Public Works team is working with our Chamber of Commerce to deploy the 80+ Hometown Heroes banners within the downtown. With our staff's health and safety a main priority, a feasible schedule has been created, keeping social distancing and PA Department of Health guidelines intact. Hanging the banners within the coming weeks will provide our town some long awaited joy and positivity – enhancing the value of the program.

## **Wastewater**

### Assisting the Community

- The Wastewater Department assisted a few residents and a local business regarding clogged sewer lines within the past month and thanks our community members for not using “flushable” wipes as they wreak havoc on the system’s infrastructure. Both the Borough of Greencastle and the Pennsylvania Department of Health have published statements regarding the importance of flushing appropriate material and consequences if not adhered to.

### **2021 Budget Meeting Schedule**

<b><u>Due Date</u></b>	<b><u>Project</u></b>	<b><u>Jurisdiction</u></b>
September 23 <sup>rd</sup>	Capital Project Proposals	Finance/Mayor
October 7 <sup>th</sup>	Admin., Operations, Total Expenditures & Revenue	Finance/Mayor
October 14 <sup>th</sup>	Revenues & Wrap Up	Finance/Mayor
October 26 <sup>th</sup>	Budget Workshop	Council/Mayor
November 2 <sup>nd</sup>	Preliminarily Adopt Budget	Council/Mayor
December 7 <sup>th</sup>	Adopt 2021 Budgets/Tax Ordinance/Resolution	Council/Mayor

**Note: All meetings open to the public.**