

# Borough of Greencastle

## Manager's Report

June 2020

By: Lorraine Hohl

### Significant Events

#### Hometown Heroes

- Thank you to the Greencastle-Antrim Chamber of Commerce, FastSigns and public works team for their continued partnership to support the downtown.
- All Hometown Heroes banners have been deployed on Baltimore Street, Washington Street and Carlisle Street.
- An interactive tool was created by the Greencastle Police Department to allow community members to easily locate specific banners and can be found on the Borough's PD website.

<https://police.greencastlepa.gov/news/news-detail/?post=29>

#### COVID-19 Preparedness: Transitioning to Yellow

- The administrative office will be opening to the public beginning June 1<sup>st</sup>. We thank the community for their continued patience as we incorporate CDC guidelines for social distancing and sanitizing procedures. If visiting the office, please be mindful of the red tape located on the ground as we ask you to remain 6ft apart from other visitors. We also recommend wearing masks for the protection of others.
- As Franklin County moves to the yellow phase, the Borough of Greencastle encourages all residents and businesses to use CDC guidelines for safely re-opening. Please review the full article posted on our website:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>



**Administration and Finance**

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

General Fund (01)	\$1,020,899.66
Sewer Fund (08)	\$1,064,270.17
Stormwater Fund (09)	\$561,483.04
Capital Reserve Fund (30)	\$240,320.21*
Highway Aid Fund (35)	\$489,270.47

\*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

- As of May 27, 2020 the speed limit change on Route 16 from the intersection of Allison/Baltimore to Linden/Baltimore has been posted from 35mph to 25mph. This change comes from the Borough’s request to PennDOT in an effort to reduce speed on Route 16.

PennDOT Resurfacing Project

- PennDOT has announced the delay of resurfacing Rt. 16 from the I-81 intersection westbound to Hill Road due to COVID. Originally scheduled to begin this summer, PennDOT will not be placing the project out to bid until February 2021.

**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

- The Borough of Greencastle has qualified and obtained a NPDES MS4 waiver from the PADEP. The permit will be in effect for 5 years beginning May 12, 2020. This is excellent news for our community. Using staff research, William Hill Engineering was able to prepare the waiver application in the fall/winter months of 2019. Staff thanks the firm for their expertise through the validation process and continued follow-up.

MS4 & Stormwater Utility: Next Steps

- **As requested by Borough Council – please review the decision making tree outlined on page 6 of this report. It is imperative that the committee structure of Council is adhered to in order to outweigh all aspects of the utility and steps moving forward. The MS4 Workgroup, Public Facilities Committee and Administration/Finance Committee should hold public meetings in order to gather recommendations to the entire Borough 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.
- As the warm weather has arrived, community members are more active outside whether that be walking, bicycling, etc. Staff would kindly like to remind our community of two codes outlining policy in regard to proper handling of dogs and bicycling for the overall safety and courtesy of others.
  - Chapter 71: Animals  
*It shall be unlawful for the owner of any dog and/or cat to allow or permit such dog and/or cat to run at large in the Borough. Further, any owner of a dog or cat shall immediately collect the feces or droppings from such dog or cat in a container or receptacle and dispose of the same in a safe and sanitary manner.*
  - Chapter 78: Pedalcycle – no cycling, roller skating, skate boarding is permitted on the following sidewalks

<b>Name of Street</b>	<b>Side</b>	<b>Between</b>
East Baltimore Street	Both	Washington Street and Center Square
West Baltimore Street	Both	Center Square and Jefferson Street
North Carlisle Street	Both	Madison Street and Center Square
South Carlisle Street	Both	Center Square and Franklin Street
Center Square	Outer	Entire extent

## **Administrative Office/Personnel**

### Employment

- Please help staff congratulate Tawny Gallagher as she has accepted the position of Billing and Program Coordinator. Her mathematical background, customer service experience, along with code enforcement knowledge is an invaluable asset to this organization and community. Her acceptance has returned the administrative office to full complement.

### 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 & Shade Tree Commission. 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)

## **Public Works**

### Interdepartmental Cooperation

- Staff would like to highlight the interdepartmental cooperation between public works, sewer and water departments. In the month of May, Public Works primarily assisted the Water Authority employees with repairing infrastructure. For example, a major water leak was found, causing a water loss of 100,000 gallons per day. Because our public works team has the knowledge to repair water leaks without stopping flow, customers continued to have water service, Water Authority employees could remain working and as a result, water processing efficiencies have been implemented. Interdepartmental cooperation and vast knowledge allows for cost saving measures to flourish.

## **Wastewater**

### Project Updates

- Currently, the Carlisle Street Pumping Station is under a Corrective Action Plan with the PADEP due to pumping requirements. As proposed in the 2020 budget, the station will need to be upgraded in order to remain on schedule and removed from Corrective Action. William Hill Engineering will be finalizing bid documents and will be prepared to advertise upon the approval of Borough Council.

### **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.**

Note: outlined in MS4 Presentation in February as requested by the Borough Council

