

Borough of Greencastle

Manager's Report

July 2020

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Significant Events

Action Forcing Event: Borough of Greencastle received MS4 waiver and in response, will no longer be required by the PADEP to complete MS4 designated projects until May 12, 2025.

Analysis: As a result, staff modified current year and future year budget projections in order to reduce the stormwater pollutant impact fee. The original goal of the collected revenue was to be used to pay for existing stormwater infrastructure, maintenance and upgrades, MS4 mandated projects, along with targeted capital projects and corresponding percentages of wages/insurances for the public works staff and administrative staff. The waiver provided a 5 year relief of collecting fees assigned to MS4 projects and reduced staffing needs.

The Borough Council and Mayor held two workshops during the month of June to define the future objective of the established stormwater pollutant impact fee, as the budget no longer required \$630,000.00 to be collected from utility payers. The first workshop briefly discussed the history of the program, noting that the Borough was first notified in 2015 of their future MS4 status and shortly after in 2016 given a chance to appeal the designation. A second chance to appeal was given in 2018. However, since appeals were not pursued, the Borough began the creation of the utility in 2018*. The second workshop outlined the budgetary needs for the remainder of 2020 and future years in order to determine the total amount refundable. Staff notes the amount of \$356,908.00 to be refunded back to the community as the annual revenue was adjusted from \$630,000.00 to \$215,000.00.

Revenues are projections based on historical data, trends and the cost of service based needs. The stormwater utility, has not had one year of stability since its full enactment. Funds were collected, expenses put on hold, a waiver sought after and awarded, COVID spending holds, staff's budgetary adjustments due to project modifications, staff salary reduction projections, etc. all impact the analysis of revenue needed for future years. A true year over year analysis is warranted in order to determine the correct budget projections for future years especially as the Council focuses on proactive measures rather than reactive repairs; ultimately, this effects the stormwater pollutant impact fee billable rate.

Conclusion

The following action items were agreed to by the majority of Council on June 30th for Council consideration at the regularly scheduled July 6th meeting.

1. The stormwater utility will remain in place, using a revised and reduced billable rate. (From \$5.36/100sqft of impervious area to \$1.83/100sqft of impervious area)

*refer to MS4 Timeline for more details – posted on Borough Website

2. Refunds will be issued with prioritization to the highest utility payer to the lowest using September 30, 2020 as the deadline for all refunds to be processed by.
3. Refunds will be issued in a form of a check for immediate and full dissemination.
4. The stormwater fee would commence with Q4 2020 utility billing with collection in January 2021.
5. The Besore Library raingarden project will continue to be budgeted for and de-scoped where possible.
6. The Public Facilities Committee will discuss the viability of the Eastern Area Stormwater Project and develop recommendations regarding obtaining a new stormwater engineer.

Administration and Finance

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

General Fund (01)	\$1,151,452.32*
Sewer Fund (08)	\$907,945.64
Stormwater Fund (09)	\$597,779.21
Capital Reserve Fund (30)	\$240,421.18*
Highway Aid Fund (35)	\$489,406.22

*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 Facilities

Alley Naming

- The Committee has reviewed and recommends to Council numerous alleyway names currently without proper signage. The request to advertise an Ordinance will come before the Council once Franklin County GIS representatives ensure the uniqueness of each alley name compared to other Franklin County municipalities. Essentially, the County prefers no two alleys share name throughout Franklin County.
- In an effort to capture alley names that have not been previously ordained, the Committee also recommends to Council to include existing alley names to the Ordinance.

Burning Ban Discussions

- At the March 2020 Council meeting, a brief workshop was held to discuss amending Chapter 95: Open Burning of the Code of the Borough. The Council asked for a two month period to collect the public’s comments and questions regarding their position to eliminate burning with or

without exceptions. Due to COVID, the Committee could not meet to review submitted comments until June.

- The Committee recommends for the Borough Council to hold a second workshop to discuss various questions such as, who would enforce the burning ban; will the Council desire an approved container to burn within; how would some of our community members discard yard waste, etc. **Staff proposes adding a workshop session to the August regular Council meeting.**

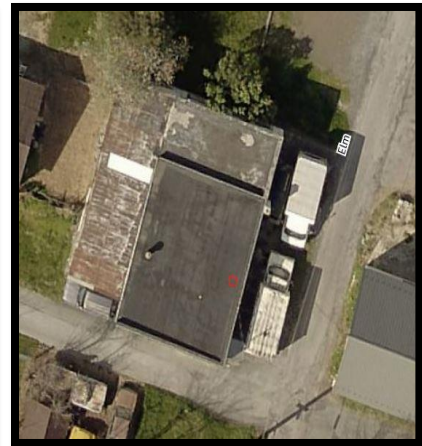
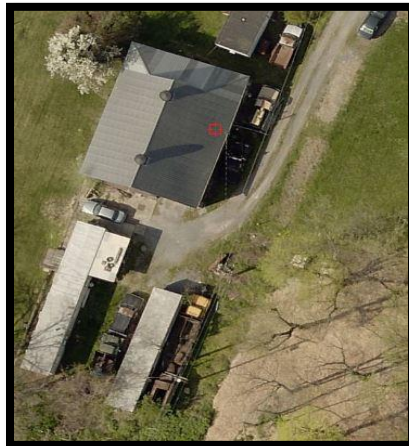
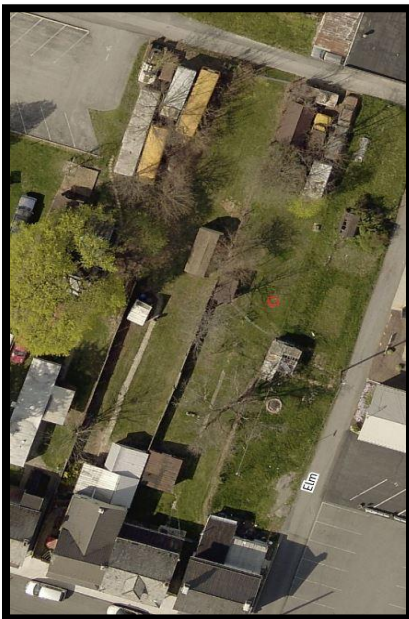
Single Trash Hauler

- Staff, along with the Committee, recognized the community request to discuss the possibility of having one trash hauler for solid waste and recycling collection. Staff presented examples of RFPs used by neighboring municipalities, showing the diversity and creativity the Borough Council can stipulate, such as times the hauler can pick-up, mandatory connection versus voluntary, mandatory versus voluntary recycling, pricing preferences, the collection of bulky items and yard debris. The committee prioritized cost, stating that the awarded RFP would need to provide a collection rate lower than privately obtaining. Additionally, the collection of yard debris was prioritized. **Staff proposes adding a workshop session to the August regular Council meeting in order to collect support or concerns as a 2021 priority.**

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.

Conrad Overview



In 2016, the Borough Council made the decision to pursue the following properties due to multiple code violations (pictured on page 3):

1. 37 West Franklin
2. 45 West Franklin
3. 0 West Franklin
4. 0 Spruce lane

At the time, the Borough Council did not pursue the property located on Jefferson St (pictured below) due to an existing non-conforming use argument. In an effort to show fiscal responsibility, the Council did not issue a code violation and corresponding legal action where a defensible argument could not be upheld.



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 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

Public Works

Community Involvement

- Public Works continues to work with the Chamber of Commerce to deploy additional Hometown Heroes Banners in amongst their mowing season. An additional 65 banners have been deployed. Borough staff kindly reminds community members that this program is Chamber sponsored.

Borough employees are solely securing the banners to various street poles. The location of banners is not subject to change once deployed unless modifications are made to the Chamber program.

Wastewater

Project Updates

- The North Carlisle Street pumping station renovation has been advertised for bidding, with the desire for Borough Council to accept an award a bid at the September Council meeting. Bid opening will be held August 4th at 1pm in the Borough Chambers.

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

Note: All meetings open to the public.