

Borough of Greencastle

Manager's Report

August 2020

By: Lorraine Hohl

Significant Events

Stormwater Refunds

- The first round of refund checks have been mailed, with the second round taking place the first week of August. Included in the mailing is a brief overview outlining significant events regarding the stormwater utility, MS4 waiver and Council's decision to return a portion of fees back to bill payers. Proactive education provides transparency and efficiency, creating a healthy dialogue and relationship between the public and its government.

Check Batch #	Number of Accounts	% of Accounts Refunded	Amount Refunded	% of Total Refund Amount
1	196	11%	\$ 243,485.00	58%

Scheduled Meetings

- Joint Meeting with Antrim Township – August 12, 2020 scheduled for 6:30pm at 842 S. Washington St.
- Special Borough Council Meeting – August 19, 2020 scheduled for 7:00pm at 60 N. Washington St.

Administration and Finance

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

General Fund (01)	\$1,214,133.00*
Sewer Fund (08)	\$986,731.00
Stormwater Fund (09)	\$346,740.07
Capital Reserve Fund (30)	\$240,471.67*
Highway Aid Fund (35)	\$489,478.20

*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 4)

- 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.

Anonymous Donation

- Borough staff would like to thank an individual, who desires to be anonymous, for their generous donation of \$2,000.00 to be used for labor costs regarding the deployment and removal of the Chamber Program: *Hometown Heroes Banners*. This donation will cover 100% of associated costs.

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 to share a name throughout Franklin County.
 - **UPDATE:** Franklin County representatives have reviewed the Public Facilities Committee's list of proposed alley names and has identified duplications. As a result, Borough staff will need to work with the Public Facilities Committee at the August 19th meeting to propose different names.

CDBG Handicap Ramp Installation

- Approved for bidding in March 2020, CDBG grant handicap ramp construction will commence, upon approval of the Borough Council, in August 2020. The first round of bid opening will be for ramps along Route 16 needed to be improved for ADA compliance, along with the installation of two new ramp locations. Ramp installation on Rt. 16 is in advance of the PennDOT resurfacing project, which is postponed until 2021. After an awareness of cost estimates from bid proposals compared to remaining funds from the CDBG grant, the second round of bidding will be advertised. Ramps to be included are those on Williamson Avenue, Sunburst Drive, Lietersburg Street, Mifflin Lane, Tyrone Street and Walter Avenue. CDBG requirements state that the Borough must have the project completed by October 2020. The total available grant funding, with no matching requirement, is \$178,361.00.

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

Pension Awareness

- In response to questions and concerns regarding the Borough of Greencastle's pension plan, the Borough has provided a few informational documents for public review. The documents outline the pension benefit, calculations and other pertinent facts, which were asked to the Borough Council last fall. The documents will be available on our website and hard copies can be obtained at the Borough office for \$0.25/page.

Conrad Update

- Borough staff has been in contact with a contractor to abate the remaining nuisances declared in the Court Order dated February 21, 2020. Once the quote for removal has been finalized, the Borough Council will consider the approval of the expense. Associated expenditures are unbudgeted however, will be passed to the property owner through municipal lien.

Public Safety

- Upon citizen request and Borough staff employee sight visits, the Public Safety Committee recommends to place stop signs at the intersection of Elm Lane and Spruce Lane. The existing buildings create sight distance hardships and without stopping mechanisms in place, two vehicles could collide. Placing stop signs at the intersection will slow traffic and reduce risk of an accident.



Public Works

Project Updates

- With heavy rainstorms bringing much needed rainfall, the Borough Public Works team has been busy with street sweeping and inlet cleaning. The Borough has approximate 400 inlets and thousands of linear feet of stormwater pipe. Inspections, repairs and routine maintenance to stormwater infrastructure help to reduce flooding on borough streets and alleyways.

Wastewater

Project Updates

- As we prepare to reconstruct North Carlisle St in 2021, Kevin has directed USG to inspect sewer Borough owned sewer laterals. USG discovered a few laterals showing significant damage, to which the Borough Public Works team has begun to replace. At times, sections of North Carlisle Street may be closed in order to make repairs.
- The Carlisle Street Pumping Station has been advertised for bidding and a pre-bid meeting was held on July 21, 2020. Bid opening is scheduled for August 4, 2020 at 1:00pm in Borough Hall. The reconstruction of the pumping station is a 2020 approved capital expenditure with an estimated total cost of \$345,000.00. Cost estimates include engineering and construction.

<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.