

# Borough of Greencastle

## Manager's Report

October 2020

By: Lorraine Hohl

### Significant Events

#### Stormwater Refunds

Check Batch #	Number of Accounts	% of Accounts Refunded	Amount Refunded	% of Total Refund Amount
1	192	11%	\$ 243,485.00	58%
2	147	8%	\$ 20,462.83	5%
3	240	13%	\$ 44,960.12	11%
4	292	16%	\$ 33,718.18	8%
5	870	48%	\$ 58,821.67	14%
<b>TOTALS</b>	<b>1741</b>	<b>97%</b>	<b>\$ 401,447.80</b>	<b>96%</b>

### Administration and Finance

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

General Fund (01)	\$1,210,954.79
Sewer Fund (08)	\$1,041,066.81
Stormwater Fund (09)	\$271,150.57
Capital Reserve Fund (30)	\$225,572.21
Highway Aid Fund (35)	\$489,541.08

\*September reconciled will show a \$39,153.14 transfer from PLGIT to the Capital Reserve Fund to show for 2020 paid capital expenses as outlined in the 2020 budget.

#### 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.

### 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 has come before the Council as a result of Franklin County approval. The Borough of Greencastle's Public Facilities Committee and staff reviewed all community input and requested the County to approve however, based off of County criteria not all names were approved.

## CDBG

- The Borough of Greencastle requested and received an extension to complete the CDBG handicap ramp project by December 31, 2020. The original deadline was early October. The extension will allow for the contractor to have more time to prepare for and complete construction. Initially, the Borough Council planned to advertise two bids for the CDBG program because of PennDOT's original construction timeline.
  1. For all PennDOT required handicap ramps on Rt. 16 in preparation for the resurfacing project rescheduled to Spring 2021
  2. Original CDBG submitted ramps
- In order to meet the deadline and to reduce advertising costs, the Borough advertised one bid instead of two and used "alternates" for various ramps. Alternates allow the Borough to control which ramps are to be constructed based off of the overall cost of the project. In other words, could the Borough fund all ramps not otherwise covered by grant funding?
  - The total cost, using the base bid and alternates: \$225,867.00.
  - Grant funding: \$178,361.00
  - Borough funding: \$47,506.00
    - Staff proposed to use funds within the 01.439.610 account (\$50,000.00) to support the construction project.

## Burning Ordinance Review

- An amended burning ordinance has been drafted by the Borough solicitor using guidance from the Public Facilities Committee and Council. As a result of the Public Facilities Committee review, the Borough Council will review in the spring of 2021 in conjunction with a single source waste collection service. This is to ensure proper disposal of yard waste and debris.

## Rt. 11 & Madison Stormwater Debris

- During significant rain events, gravel/debris travel south on Antrim Way and collect near the intersection of W. Madison and Rt. 11 causing unsafe road conditions and debris falling into the wastewater collection system. Borough staff would like to thank PennDOT for their efforts to curb the affected area as a mitigation effort.



## **Administrative Office/Personnel**

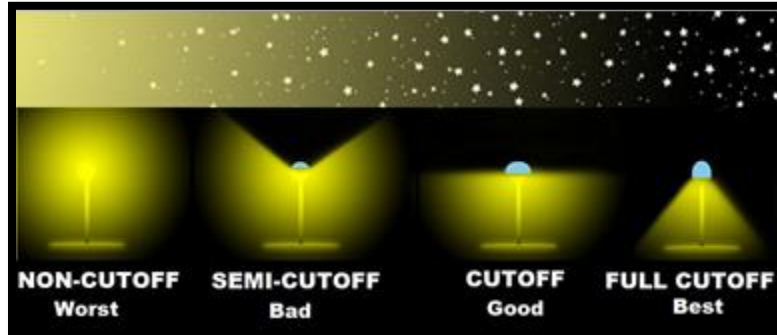
### Vacancies

- The Borough of Greencastle continues to seek volunteers for the positions of Zoning Hearing Board Member, Sidewalk Board of Appeals Board Member 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](mailto:office@greencastlepa.gov)

## Public Works

### Additional Street Light Project/LED Lighting

- Lights were installed on Ronald Drive by West Penn Power on September 24, 2020. This concludes the additional street light project in an effort to mitigate dark areas on the Borough.
- West Penn Power verified, as Council requested and Public Facilities discussed, LED street lights do not come with shielding as they are mounted as “cut off” lighting. This means that the light housing structure is not within a globe like the current yellow light. The LED bulb is flush within the mechanism. Please review examples in the picture below. Currently, the globe lighting we have acts as a semi-cut off light without shielding. West Penn Power has stated that the cut off lighting does not cause safety concerns but does mention that they will be significantly brighter than the yellow lighting. The light will first protrude downward and then outward and not outward like a yellow globe.



## Wastewater

### Plant Maintenance

- In the fall of 2018, two walls of the Aeration Tank were resurfaced however, almost immediately, cracks developed in the epoxy around the edges of the tank. Over the course of 2019 and 2020, the Chief Wastewater Operator has been in touch with numerous representatives from various contractors to fix the cracking. As a result, PSI will be grinding down the epoxy from the walls and recoating them.
- A set of liners, originally installed in 2005, were replaced on the biosolids chute that had been buckling and snagging on the rotating auger.

### **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> 6:30 PM	Admin., Operations, Total Expenditures & Revenue	Finance/Mayor
October 14 <sup>th</sup> 6:30PM	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.**