

Borough of Greencastle
January 2021 Council Meeting
Manager's Report

By: Emilee Little

Significant Events

Relevant COVID-19 Laws – Act 15 of 2020

- Act 15 of 2020, signed into law by Governor Wolf on April 20, 2020, allows municipalities to hold virtual meetings during a State of Emergency and eliminates the requirement for municipalities to physically establish quorum.
- The Governor's Proclamation of Disaster Emergency was renewed on November 24, 2020 for an additional 90 days.
- Act 15 dictates how virtual public meeting must be conducted, permitting governing bodies to conduct meetings via an authorized telecommunications device. Audio communication between individuals is the minimum interaction requirement.
- A virtual meeting as allowed by Act 15 is considered an open meeting under the Sunshine Act as long as appropriate notice has been provided and the public can participate through an authorized telecommunication device or written comments.
- The Borough Council elected to hold a virtual meeting for the December 2020 meeting pursuant to Act 15 with the intent of ensuring public safety and in consideration of several COVID-19 diagnoses among Borough staff.

January 4th Council Meeting

- On December 12, 2020, Governor Tom Wolf established the Limited-Time Mitigation Order aimed at slowing the spread of COVID-19 throughout the commonwealth. As a requirement of these mandated restrictions, indoor gatherings of more than 10 people were prohibited. The Limited-Mitigation Order will expire on January 4, 2021 at 8:00 am.
- Without knowing what regulations would be enforced at the time of the meeting, the Borough Council advertised a virtual only option for public participation at the January 4, 2021 meeting.
- On December 30, 2020, the governor's office press release stated that the Governor would not extend the Limited-Time Mitigation Order. Action was taken by staff and Council to open the meeting up to the public, while following the established indoor gathering and masking guidelines.
- The Borough of Greencastle will continue to offer a virtual option for residents to view and participate in Council meetings remotely, but we look forward to having residences back in attendance.

COVID-19 Update

- The Borough of Greencastle Public Works department worked 2-man split shifts and the Sewer department worked 1-man shift during the month of December.
- The Borough staff experienced one additional positive COVID-19 case, but due to modified schedules and stringent sanitizing protocols there was no additional spread of the virus among staff.
- All departments are back to fully staffed shifts with all employees returning healthy. Cleaning, distancing, and masking protocols will all continue to be closely followed.
- We again strongly encourage residents to follow Centers for Disease Control and PA Department of Health guidelines to reduce the spread of COVID-19 in the Greencastle community.

Administration and Finance

Reporting Fund Balances

- Using December unreconciled numbers and including investments

| Fund | Balance |
|---------------------------|-----------------|
| General Fund (01) | \$ 972,101.37 |
| Sewer Fund (08) | \$ 1,148,668.72 |
| Stormwater Fund (09) | \$ 153,547.39 |
| Capital Reserve Fund (30) | \$ 225,645.99 |
| Highway Aid Fund (35) | \$ 533,226.54 |

2021 Budget Update

- The 2021 Municipal Budgets were adopted at the December 7, 2020, Borough Council meeting. Charts of Accounts are available online and the full adopted budget can be viewed at the Borough office.

Stormwater Overview & Update

- The Borough of Greencastle received an MS4 waiver effective until May 12, 2025 and is no longer required to complete MS4 related projects.
- In June 2020, Stormwater workshops were held to define the objective of the established Stormwater utility and determine an appropriate budget going forward.
- In July 2020, Council approved a 66% refund of collected stormwater fees and with Resolution 2020-07, set the new billable rate for the stormwater pollutant impact fee (SPIF) at \$1.83 per 100 square feet of impervious area.
- From July to September, a total amount of \$417,908.00 was refunded back to residents.

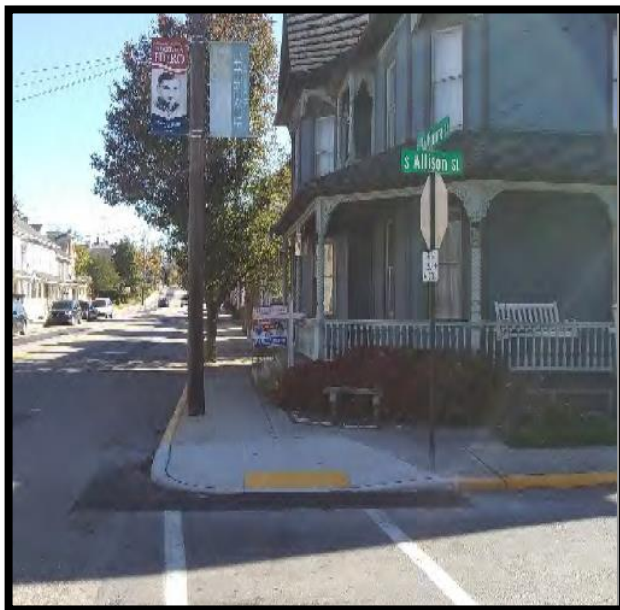
- At the 2021 budget workshop meetings, the stormwater budget was further analyzed and it was determined that administrative and operational expenses could be reduced from prior projections. As a result, Resolution 2020-10 set the SPIF billable rate at \$0.50 per 100 square feet of impervious area effective December 7, 2020.
- This reduced SPIF rate will generate a projected annual revenue of \$58,000.00. With this reduction, the Stormwater Fund is projected to have a budget deficit of approximately \$84,700.00 to allow for spending down of the fund balance and future zero base budgeting practices.
- The Borough of Greencastle will begin to bill for the Stormwater Pollutant Impact Fee with the 4th quarter 2020 billing mailed to the residents on December 30, 2020 and due on January 31, 2021.

Public Facilities

ADA Accessible Curb Ramp Improvements

- Construction on the Baltimore Street curb ramps began on October 20, 2020. All ramps have been installed by Ganoë Paving and inspected by Borough Engineer, Keith Moore and PennDOT representatives. The final notice of completion was signed on December 28, 2020.
- All necessary documentation has been submitted to DCED for the approval of the CDBG reimbursement.

Photos of Curb Ramp Improvements



Rt 16 & S. Allison Street



Rt 16 & N. Carlisle Street

LED Light Installation Update

- West Penn Power has been working since early November to update all street lights in the Borough to LED lights. This installation process is about 55% complete as 135 of the Borough's 250 lights have been updated.
- West Penn Power is estimating this installation process to be completed by March.

Administrative Office & Personnel

Awards Received from PSAB

- The Borough of Greencastle has received the following awards from the Pennsylvania State Association of Boroughs:
 - 2020 Borough News Municipal Newsletter Contest – Honoree
 - 2020 Social Media – Honoree
 - 2020 Website – 3rd Place Recognition
- Administrative Receptionist Donna Zimmerman authored the award winning Borough Bulletins and manages the Borough's social media account and website. Management would like to thank Donna for her outstanding work and congratulate her for the exceptional efforts she contributes to the Borough.

Borough Manager Hiring Process

- Full Council interviewed candidates selected by the Personnel Committee for the open position of Borough Manager. Council has decided to advertise this position again in January in hopes of finding a qualified applicant with both management and municipal government experience.

Public Works

Snow Storm – December 2020

- December 16 - 17, 2020, Franklin County received a substantial amount of snowfall. The Borough's Public Works department worked all day and overnight to ensure all Borough roads and public buildings were clear and accessible. The Borough office has received numerous calls in appreciation of the Public Works team's efforts, bringing attention to the outstanding job they did to maintain safe roadways during this formidable winter storm.

Wastewater

Carlisle Street Pumping Station Rehabilitation

- The Carlisle Street Pumping Station reconstruction was approved as a 2020 capital expenditure. \$345,000.00 was budgeted as the full cost of this project including construction and engineering expenses.

- In September 2020, Council approved and awarded the bid for the Carlisle Street Pumping station rehabilitation to PSI Pumping Solutions in the amount of \$353,900.00. WM Hill Engineering reviewed all bid documents and submitted an application and certificate for payment. The first payment in the amount of \$11,250.00 was submitted to PSI on December 29, 2020 for expenses related to project preparation.
- Work on this project is scheduled to begin in the end of February and construction should be completed by June 2021.

Upcoming Community Events

Boy Scout Troop 99 – Tree Collection

- Local Boy Scout Troop 99, in partnership with the Tayamentasachta Environmental Center, will be collecting Christmas trees throughout Greencastle Borough on Saturday, January 9. Anyone interested in recycling their trees is asked to place it on the curb by 9 a.m. on Saturday, January 9th. Additionally citizens may take their trees to Tayamentasachta Environmental Center themselves throughout February.