

Borough of Greencastle
December 2020 Council Meeting
Manager's Report

By: Emilee Little

Significant Events

COVID-19 Update

- In response to the increasing prevalence of the COVID-19 pandemic in the county and numerous positive cases amongst Borough staff, the Borough of Greencastle Administration Office will remain closed to the public until Monday, December 14th. Staff will be working remotely and may be reached by phone at 717-597-7143 or by e-mail at office@greencastlepa.gov during regular business hours.
- All public meetings will continue to be held virtually. The decision to reopen meetings for in person participation will be made as conditions improve.
- The Borough of Greencastle Public Works department had been quarantined for 2 weeks but is now back to regular operations as of November 30th and will be working 2-man split shifts for month of December.
- All department heads have submitted updated contingency plans to be implemented in case of emergencies. These plans include modified schedules, third party operators and contractors, as well as interdepartmental training for current employees.
- Staff would like to thank the Mayor and Council for their leadership and the community for their understanding as we deal with the significant impact of COVID-19. Borough employees love the work they do and the community they serve. We are looking forward to getting full staff back and healthy soon.
- We encourage residents to please continue to follow Centers for Disease Control and PA Department of Health guidelines to mitigate the spread of COVID-19 in our community.

Administration and Finance

Reporting Fund Balances

- Using November unreconciled numbers and including investments

Fund	Balance
General Fund (01)	\$ 1,179,178.13
Sewer Fund (08)	\$ 1,176,051.99
Stormwater Fund (09)	\$ 165,908.49
Capital Reserve Fund (30)	\$ 225,613.71
Highway Aid Fund (35)	\$ 489,553.32

2021 Budget Update

- Below are the Council proposed changes made to the 2021 budget during and since the November Council meeting.

1. My promotion to the Assistant Borough Manager position and subsequent increase:

Fund	Account	Wage Allocation	Increased Cost per Fund
General	01.400.122	30%	\$ 4,093.54
Sewer	08.400.122	20%	\$ 2,729.02
Stormwater	09.400.122	20%	\$ 2,729.02
Water	06.400.122	30%	\$ 4,093.54
TOTAL EXPENSE			\$ 13,645.12

2. Part-time police officer increase by 1.3% COLA
 - a. 01.410.132 = \$1,495.00 increase
 3. Add software upgrade expense to Police budget
 - a. 01.410.740 (capital item) = \$10,000 increase
 - b. Recommendation of Public Safety Committee – December Council meeting item
 - c. Funds would not be expensed until Mayor assesses outside funding opportunities
 4. Water Authority did not approve the expense of the monitors in Council Chambers
 - a. Change allocation of tablets & monitors from 4 way split with Admin, Police, Sewer, and Water to eliminate Water and split 3 ways
 - b. Results in \$400.00 increase in accounts 01.407.450, 01.410.450, 08.400.450
- As an additional recommendation, staff suggests applying the 1.3% COLA increase given to all other Borough employees to part-time sewer employees.
 - a. 08.429.110 = \$69.00 increase
 - b. Minimal expense, these are excellent workers and if not accepted they would be the only employees not receiving a 2021 wage increase.
 - All proposed Chart of Account documents are available on the Borough of Greencastle website and will be updated when Council adopts the 2021 Municipal Budgets as advertised with the proposed changes at the December Council meeting.

Public Facilities

ADA Accessible Curb Ramp Improvements

- Areas of work include:
 - 20 ramps and retrofit of existing ramps along E. Baltimore Street
 - 8 ramps along the west side of Williamson Avenue
 - 6 ramps at the intersection of E. Franklin Street and S. Ridge Avenue
 - 2 ramps on the school access driveway located west of the intersection of Leitersburg St and Osborne St

- Funding:
 - Total cost of the project including the base bid and alternate bids = \$225,867.00
 - Grant funding through CDBG = \$178,361.00 (80%)
 - Borough portion of cost = \$47,506.00 (20%)
 - These funds will be expensed to the 01.439.610 account
- Ganoë Paving is the contractor doing this work and has done an excellent job of getting the ramps installed prior to the threat of winter weather and will allow us to meet the updated December 31, 2020 project completion deadline.
- Ramps will be inspected by PennDOT and Borough Engineer Keith Moore from Frederick, Seibert and Associates.
 - Corrective adjustments have been identified at some transitional areas and Ganoë Paving will be making these modifications under the bid agreement.

LED Light Installation Update

- West Penn Power has been working since early November to update all street lights in the Borough to LED lights. Currently 45 of the Borough's 250 lights have been updated.
- Council approved this \$7,344.00 expense for West Penn Power to update the street lights and allows for a savings of \$17,000.00 annually.

Administrative Office & Personnel

Employment

- Staff is pleased to welcome Caleb Davis as he has been hired as the Borough's Billing and Program Coordinator. Caleb will be an excellent addition to the Borough staff and we are excited to have him join our team.

Public Works

COVID-19 Situation

- The Borough's Public Works department had been quarantined due to close contact COVID-19 protocols but is now back and fully operational as of Monday, November 30th. With our Public Works team quarantined, PW Manager Bob Manahan coordinated with Mark's Lawn Care to continue leaf collection throughout the Borough. We would like to thank Mark's Lawn Care for their excellent and timely work to ensure the Borough's essential services remain functional.

Wastewater

Annual Sewer Line Rehabilitation

- Annual budgeted expense due to corrective action plan.
- Areas of work include:
 - N. Linden Street, S. Ridge Avenue, Lohman Avenue, Baltimore Street

- Mr. Rehab is the contractor completing this work with a submitted CO-STARS quote of \$72,229.90 to reline and cure-in place deficient wastewater system piping.
- Mr. Rehab notified all affected residents 48 hours prior to beginning work. This rehabilitation service was completing the first week in December.

Upcoming Community Events

Heritage Christmas

- Friday, December 11th from 5:30 pm to 8:30 pm there will be activities, food, and entertainment for the Greencastle community. Pictures with Santa Claus will be held in the Life Center parking lot. The Greencastle Chamber of Commerce is encouraging residents to follow all CDC guidelines including social distancing and masking requirements.

Boy Scout Troop 99 – Tree Collection

- Local Boy Scout Troop 99 will be collecting Christmas trees on Saturday, January 9th. Residents are able to place their tree at the curb by 9 am and the Boy Scout will come and pick it up. Additionally citizens can also take their trees to Tayamentasachta Environmental Center themselves throughout February.