

Borough of Greencastle
February 2021 Council Meeting
Manager's Report

By: Emilee Little

Significant Events

North Carlisle Street Rehabilitation Project

- The Borough of Greencastle and Greencastle, Area Franklin County, Water Authority will be performing significant construction on North Carlisle Street and Walter Avenue beginning approximately March 2021.
- The Authority will be replacing the water main and necessary water service lines; additionally, the Borough will modify the streetscape, improve stormwater management, and repave N. Carlisle Street in its entirety.
- Additional pre-construction work on N. Carlisle Street included Columbia Gas replacing all gas line connections and updating meters while Borough staff updated sewer laterals as needed.
- Below is the tentative timeline for the remainder of this extensive project:
 - March 1, 2021 – Construction on water main replacement begins
 - May 1, 2021 – Construction on water main replacement ends
 - June 1, 2021 – Construction on stormwater and streetscape begins
 - September 1, 2021 – Completion date for entire project
- ARRO Consulting is working as the Authority's engineer of choice for the water main replacement project. Additionally as the Borough of Greencastle's newly appointed Borough Engineer, ARRO Consulting also will be engineering all stormwater and streetscape improvements.
- Residents on N. Carlisle Street have been made aware of this extensive construction and will soon be receiving letters pertaining to the Authority's work in this area.
- The N. Carlisle Street rehabilitation is a significant, collaborative project and staff along with ARRO Consulting is working hard to ensure construction is completed in a timely manner and that N. Carlisle Street can stand as a representation of how future planning and cooperative efforts can greatly improve our community.

Vivian Avenue – Chadwick Estates

- As it is a private legal matter, the Borough of Greencastle will not take any action on the construction of the proposed future extension (Vivian Avenue) depicted on the Chadwick Estates approved land development plans. Staff will keep Council apprised if any changes occur, or if there is additional information obtained that needs brought to Council's attention.

COVID-19 Update

- Act 15 of 2020, signed into law by Governor Wolf on April 20, 2020, allows municipalities to hold virtual meetings, eliminates the requirement for municipalities to physically establish quorum, and establishes minimum interaction requirements of audio communication via an authorized telecommunications device or written comments.
- The Borough of Greencastle will continue to offer a virtual option for residents to view and participate remotely in all Council and public committee meetings. Citizens will be able to join virtual Council and committee meetings through their computer or by phone.
- In addition to virtual access the public is invited to participate in person with limitations as restricted by official indoor gathering guidelines, currently limited to 10% maximum occupancy. All in-person participants are required to wear a mask and follow social distancing guidelines.
- An air purification device has been purchased and will be used prior to and during all meetings. Additionally staff will be using the police department's disinfectant fogger prior to and after all public meetings.
- In offering both in-person and virtual formats and maintaining strict cleanliness procedures, the Borough hopes to ensure public safety while promoting transparency in providing citizens access to their local government.
- 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 January unreconciled numbers and including investments

Fund	Balance
General Fund (01)	\$ 893,116.47
Sewer Fund (08)	\$ 1,090,575.53
Stormwater Fund (09)	\$ 149,930.78
Capital Reserve Fund (30)	\$ 225,668.79
Highway Aid Fund (35)	\$ 533,243.19

2020 Financial Audit

- Representatives from Boyer & Ritter LLC are currently working with staff through the initial phase of the auditing process. The audit is conducted in accordance with generally accepted auditing standards (GAAS) to ensure the accuracy, consistency, and verifiability of auditors' actions and reports.

- Funds being evaluated as part of this audit include:
 - Governmental – General Fund, Capital Reserve Fund, Highway Aid Fund
 - Proprietary – Utility Sewer Fund, Stormwater Fund
 - Fiduciary – Police Pension Fund, Non-Uniform Pension Fund
 - Component Units – Greencastle, Fr. County, Authority (Sewer), GAFCWA (Water)

2021 Rescue Hose Donation

- In their numerous presentations to Council in 2020, the Rescue Hose Company No. 1 outlined the increasing local need for emergency medical services and fire rescue response resulting in their proposed additional staffing and related costs.
- Based on the Rescue Hose Company’s requests, the Borough budgeted \$40,000 to be paid out of the General Fund to cover additional personnel costs at the Rescue Hose Company.
- This annual contribution was made in January 2021 to ensure it would cover necessary staff costs as soon as possible.

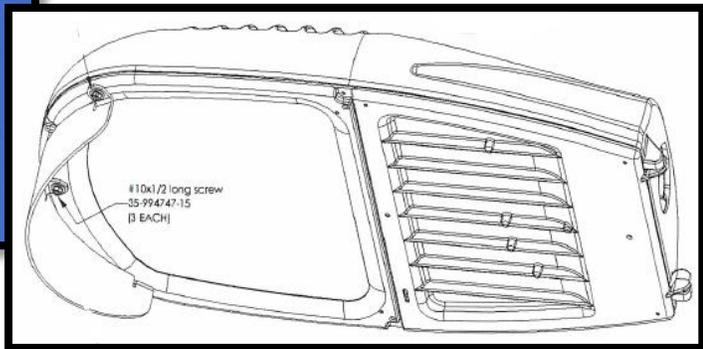
Public Facilities

LED Light Conversion Update

- West Penn Power worked from early November 2020 to the end of January to update all street lights in the Borough to LED lights. The installation portion of this project is complete.
- A few areas of concern are being addressed by West Penn Power. Shielding and redirecting the lights will be used to mitigate issues with directional brightness in identified areas.



Residence Side LED Light Shield



Street Side LED Light Shield

Alley Naming

- At the request of Franklin County, Borough staff worked to name all the unnamed alleys in the Borough of Greencastle. Public Works Manager, Bob Manahan, identified all unnamed alleys and the public was encouraged to submit historical or personal names of significance.
- All alley names requested were formally submitted to Franklin County Planning Department. Numerous alley names were denied due to duplication of current Franklin County road names and/or pronunciation issues.
- Councilman Duane Kinzer took a special interest in naming the dead end alley off South Linden Avenue Omwake Lane due to the historical significance of the Omwake family name in Greencastle. Kinzer personally met with Franklin County Planning representatives and was instrumental in getting the name Omwake approved for this alley.
- Upon the enactment of Ordinance 2021-01, all alleys in the Borough will be named and signage will be installed as appropriate.

Stormwater Workgroup

- In December of 2019, Council and staff initiated the creation of the Stormwater Workgroup to act as an advisory, informational, and action planning group.
- Community members representing different groups including industry, business, education, religion, and residential were invited to join the Mayor, Public Facilities chairman, and staff to collectively create this workgroup.
- With the granting of the Borough's MS4 waiver and COVID-19 concerns this workgroup has not recently met, but a public Stormwater Workgroup meeting has now been scheduled for Thursday, February 25th.

Public Safety

Police Department Speed Sign

- Approved by Borough Council in December 2020, the police department has purchased and deployed a new digital radar speed sign. This traffic calming device detects the speed of approaching vehicles and displays the driver's speed by flashing bright LED digits.
- Additionally this sign is able to collect data and allows the Borough to document its own speed studies while determining areas of concentration for police involvement.

PennDOT Speed Study

- Beginning February 2021 through April 2021, PennDOT will be collecting traffic data on Borough roads. The data collected will be utilized by the Department of Transportation to map a statewide network with the purpose of prioritizing areas of safety improvements.
- Traffic counters will be set by PennDOT in the Greencastle area to gather this safety data.

Administrative Office & Personnel

Tree City USA

- With the assistance of Shade Tree Commissioner Jeremy Layman's annual reports, the Borough staff recently submitted the Tree City USA application for 2021. If approved this will be the 5th year of the Borough of Greencastle's Tree City USA designation.

Borough Manager Hiring Process

- Having not found an ideal candidate for the Borough Manager position in its first round of hiring, Council has re-advertised this position in hopes of finding a qualified applicant with both management and municipal government experience.
- Interested applicants may submit a cover letter, application, and resume to the Borough of Greencastle's Personnel Committee addressed to 60 N. Washington Street, Greencastle, PA 17225.

Volunteers Needed

- The following positions are currently unfilled for the 2021 calendar year.
 - Shade Tree Commission – 2 volunteers needed
 - Sidewalk Appeals Board – 1 volunteer needed
 - Water/Sewer Authority – 1 volunteer needed
 - Zoning Hearing Board – 1 volunteer needed
- If you know anyone who may be interested in volunteering for any of these vacancies, please have them contact the Borough administrative office at 717-597-7143 or email at office@greencastlepa.gov.

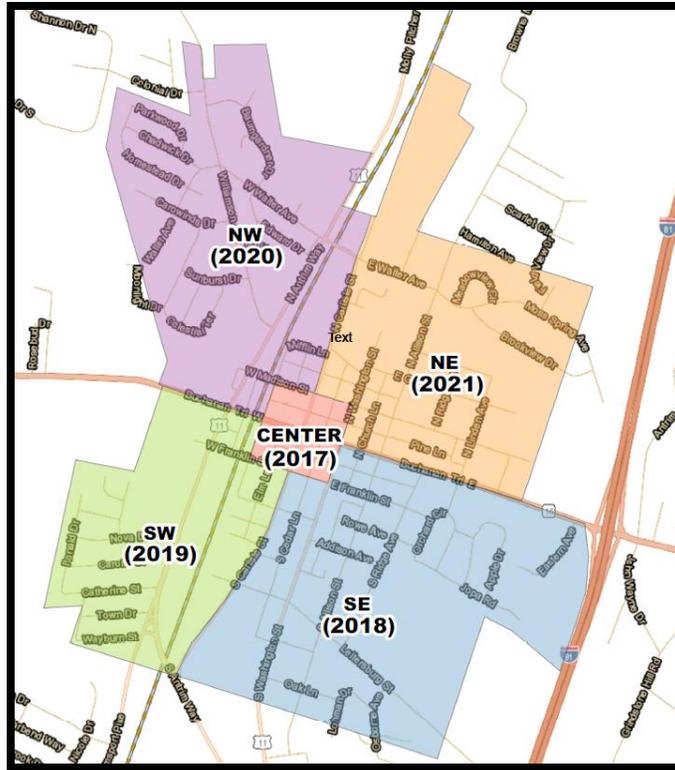
Public Works

Parking Meter Service Work

- Public Works employees Brian Maynard and Daniel Kendall are certified through the Pennsylvania Department of Agriculture to service parking meters. This rehabilitation work ensures that each meter's timing is correct relative to the amount of money that the meter receives.

Sidewalk Maintenance Program

- Public Works staff continues to implement the Borough of Greencastle Sidewalk Maintenance Program as established in Chapter 162-24 of the Borough Code.
- Residents in the identified 2021 Northeast quadrant on the following map may see white paint marking areas to be remedied of curb and sidewalk deficiencies.



Curb & Sidewalk Maintenance Program Annual Inspection Map

- Per section 169-18 of the Borough’s Sidewalk Ordinance, the Borough may also identify any high safety concerns to property owners outside the corresponding Maintenance Program if the sidewalk causes immediate public danger.
- All identified curb and sidewalk deficiencies must be fixed at the property owner’s expense and a permit is required for all curb and/or sidewalk repairs.
- Letters will be mailed to property owners in February to formally define areas for corrections, outline the permitting process, and establish a due date for necessary repairs.

Wastewater

Annual Wastewater Reports

- The Chief Wastewater Plant Operator Kevin Hunsberger is currently working on the Annual Biosolids and Wasteload Management Reports. The Biosolids Annual Report documents the average nitrogen concentration in sewage sludge. The purpose of the Wasteload Management Report is to track current needs and forecast any potential future upgrades needed in the Wastewater plant and/or collection system.
- Hunsberger does not anticipate any findings from these reports in that the capacity levels at the Wastewater plant are appropriate and the capacity issue at the Carlisle Street Pumping Station is being addressed with the rehabilitation project.

Carlisle Street Pumping Station Rehabilitation

- The Carlisle Street Pumping Station reconstruction project was a 2020 approved capital expenditure with a budget of \$345,000.00 to include all construction and engineering costs.
- In September 2020, Council approved and awarded the bid, as reviewed by WM Hill Engineering, to PSI Pumping Solutions in the amount of \$353,900.00.
- Project preparation is underway with construction planned to begin by the end of February and the project to be completed in June 2021.