

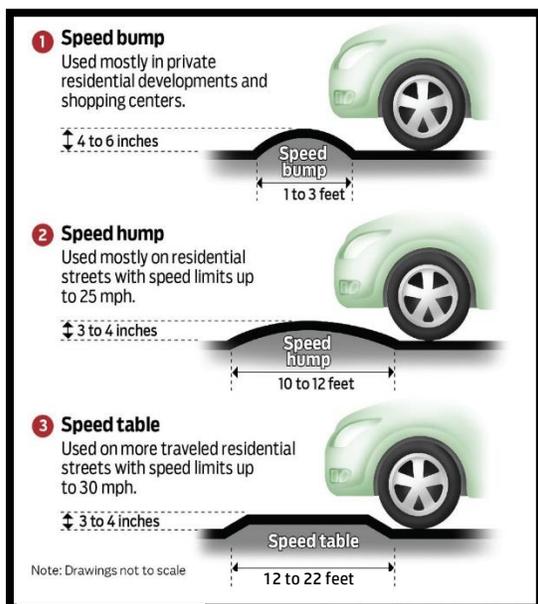
**Borough of Greencastle
March 2021 Council Meeting
Manager's Report**

By: Emilee Little

Significant Events

North Carlisle Street Rehabilitation Project

- The North Carlisle Street rehabilitation is a collaborative, comprehensive project involving Greencastle, Area Franklin County, Water Authority, Columbia Gas, and the Borough of Greencastle.
- In 2020, the Borough of Greencastle's Sewer and Public Works department updated all necessary sewer laterals while Columbia Gas installed new gas line connections and gas meters along the entire roadway.
- The Greencastle Area, Franklin County, Water Authority will begin construction on the water main replacement project on North Carlisle Street and Walter Avenue in early March. GAFCA has notified residents on N. Carlisle Street via certified mail of their responsibility associated with individual service line connections.
- Due to the extensive repair work completed to update gas lines, Columbia Gas has agreed to complete the 2" milling and overlay from the southern point of N. Carlisle Street at Rt. 16 to Mifflin Lane and will be responsible for the related cost for that portion of the project.
- The Borough's responsibility in this collaborative project will include 2" mill and overlay from Mifflin Lane to East Walter Avenue, ADA ramps, traffic calming measures, curbing, sidewalks, and stormwater improvements.



Traffic Calming Measures on N. Carlisle Street

- The Public Facilities committee prioritized public safety in the overall design plans for this streetscape initiative.
- Traffic calming measures such as bump outs as proposed at Pine Lane and Warren Lane and 2 speed tables to be installed near the Jerome King Playground will help mitigate the potential for speeding on this newly paved roadway.
- Bump outs and speed tables allow for 24/7 consistent speed control for the entire length of this well-traveled street.

- Below is the tentative timeline for the remainder of this extensive project:
 1. March 1, 2021 – Construction on water main replacement begins
 2. May 1, 2021 – Construction on water main replacement ends
 3. June 1, 2021 – Construction on stormwater and streetscape begins
 4. September 1, 2021 – Completion date for entire project
- As the Water Authority’s engineer of choice for the water main replacement project and the Borough of Greencastle’s newly appointed Borough Engineer, ARRO Consulting will be substantially involved in this complete street restoration project.
- Upon completion, the collaborative efforts involved in the N. Carlisle Street restoration project will demonstrate how proactive planning and cooperation can benefit the Greencastle community.

Vivian Avenue – Chadwick Estates

- As it remains a private legal matter, the Borough of Greencastle has been advised to 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 continue to keep Council apprised of any changes as they occur, and of any additional information that may be obtained.

COVID-19 Update

- The Borough of Greencastle will continue to offer a virtual option for residents to view and participate in all Council and public committee meetings remotely via computer or phone.
- In addition to virtual access residences can participate in person while following current indoor gathering limitations. All in-person participants are required to wear a mask and follow social distancing guidelines.
- For the additional protection of Greencastle citizens, the police department’s disinfectant fogger and an air purification device will be used prior to and during all 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.

Administration and Finance

2020 Financial Audit

- Fieldwork has begun for the 2020 financial audit. The audit is conducted in accordance with generally accepted auditing standards (GAAS) to ensure the accuracy, consistency, and verifiability of auditors' actions and reports.
- Representatives from Boyer & Ritter LLC worked remotely and in the Borough office for several days collecting information for their financial analysis.

- 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)

Reporting Fund Balances

- Using February unreconciled numbers and including investments

| Fund | Balance |
|---------------------------|-----------------|
| General Fund (01) | \$ 732,466.94 |
| Sewer Fund (08) | \$ 1,159,601.62 |
| Stormwater Fund (09) | \$ 155,809.90 |
| Capital Reserve Fund (30) | \$ 225,690.79 |
| Highway Aid Fund (35) | \$ 533,250.72 |

Farmers Union Tax Stipulation

- Borough solicitor Salzmann Hughes notified Borough staff of a tax appeal regarding the Farmers Union Cooperative, Inc. The Farmers Union Cooperative, Inc. is appealing from the assessment of the Franklin County Board of Assessment and Revision of Taxes with regard to 30 E. Walter Avenue in the Borough of Greencastle, Tax Parcel No. 08-2B05.-015.-000000.
- As a taxing district to this property, the Borough would need to consent to the terms of the stipulation as presented by the Attorney for the Appellant.
- The difference between the assessed value that is being appealed and the proposed stipulated value equates to a tax proceed loss of approximately \$2,636.25.
- Legal recommendation was that if the Borough attempted to intervene in the matter it would very likely incur costs well in excess of the approximately \$2,636.25 loss in taxes and would be very unlikely to win a legal challenge in this situation.

Public Facilities

LED Shielding Update

- West Penn Power worked from early November 2020 to the end of January 2021 to update all street lights in the Borough to LED lights.
- As identified by Borough residents, areas of concern are being addressed by West Penn Power. Shielding will be installed to mitigate issues with directional brightness in all identified areas.

Alley Naming

- In 2020 Franklin County requested that all Borough alleys be officially named. Public Works Manager, Bob Manahan, identified all unnamed alleys and the public was encouraged to submit historical or personal names of significance.
- After substantial involvement from staff, the community, and members of the Public Facilities committee, upon Council's enactment of Ordinance 2021-01, all alleys in the Borough will be named and signage will be installed as appropriate.

Sidewalk Listing

- In the effort to provide safe walking infrastructure within the Borough, in 2011 Council implemented a curb and sidewalk installation/inspection program. On a 5 year rotation, portions of the community are informed of maintenance or installation needed to remain in compliance.
- At the request of the Public Facilities committee, staff is compiling a comprehensive listing of locations that have failed to complete their required sidewalk repairs or installation.
- Secondary letters will be dispersed to property owners with outstanding curb and sidewalk violations. This correspondence will outline areas of violation(s), corrective action required, updated final due date, and specific penalties to be enforced for further non-compliance.

Besore Library BMP

- The Borough of Greencastle has a written memo of understanding to construct stormwater management on the Lilian S. Besore Memorial Library property.
- To offset the Borough's cost to install the library's stormwater infrastructure, in the fall of 2019, staff applied for a National Fish and Wildlife Foundation (NFWF) grant for a bioretention rain garden.
- Unfortunately, the Borough of Greencastle's application was not selected but through the NFWF grant application process, Borough Staff solicited the help of state representatives asking for their endorsement of the project. As a result, Senator Judy Ward allotted \$50,000.00 to the Borough of Greencastle through a non-competitive grant from the Department of Community & Economic Development.
- ARRO Consulting reengineered a more streamlined bio-swale to be installed on the library property which will better satisfy the library's desires for a narrower, minimal design and still capture and treat all stormwater for this location.
- Public Facilities has approved the preliminary plan designs for the bio-swale and Borough staff is coordinating a meeting with the Besore Library Board of Directors to go over the plan designs and draft an updated memo of understanding for future maintenance needs.
- Full Council will approve design plans and the advertisement of this stormwater project for bidding after the library confirms the updated plan meets their needs and specifications.

Stormwater Workgroup

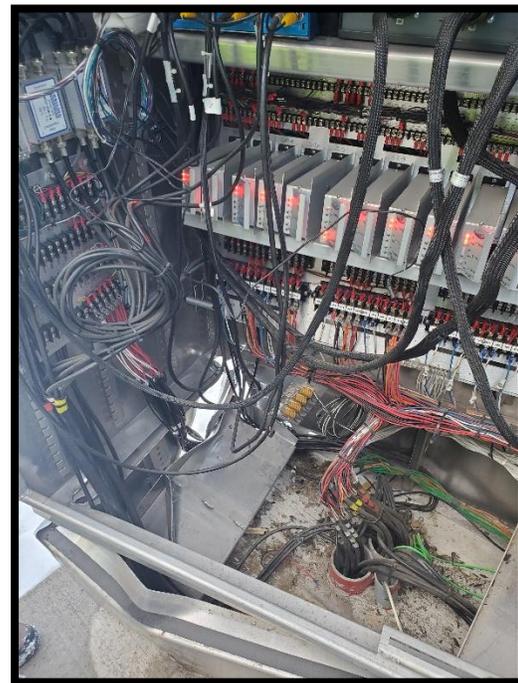
- In December of 2019, Council and staff initiated the creation of the Stormwater Workgroup to act as an advisory, informational, and action planning group.
- Community members representing different groups including industry, business, education, religion, and residential were invited to join the Mayor, Public Facilities chairman, and staff to collectively establish this workgroup.
- The Stormwater Workgroup recently met on February 25, 2021. The consensus of the group was that the Borough should pursue an exemption from MS4 requirements as the next step after having received the 5-year MS4 waiver.
- Overarching objectives for this workgroup were defined as:
 1. Keeping Borough staff and council informed and involved in what is happening pertaining to MS4 in Harrisburg and possible next permit cycle regulations.
 2. Find appropriate, cost-effective projects that if not granted a waiver in 2025, the Borough could do to get necessary credits.
- No regular meeting schedule was outlined, but staff will be working to set up a meeting with this workgroup and local representatives to ensure Greencastle's position remains relevant and that the Borough is doing everything possible to receive another waiver or a full exemption in upcoming years.

Public Safety

Damage to PERCS Control Panel on Rt. 11 & Rt. 16



External Damage to Control Panel



Internal Damage to Control Panel

- On January 23rd at around 2 am, during a high speed chase involving the Pennsylvania State Police, a man driving a stolen car while impaired crashed into the PERCS traffic control panel at the intersection of Rt. 11 and Rt. 16.
- Damage to the traffic control panel was extensive (see photos on previous page) and it was determined that the entire panel box would need to be replaced with a new custom panel.
- A claim has been submitted to the Borough's insurance company and staff coordinated with PERCS to ensure the repairs were completed in a timely manner. Repairs to the box were scheduled to begin on February 23rd.

PennDOT Speed Study

- Beginning February 2021 through April 2021, PennDOT will be placing traffic counters on Borough roads to collect traffic data. 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.

Administrative Office & Personnel

Code Enforcement

- Borough Staff has issued several Notice of Violation letters to property owners within the Borough of Greencastle. Notice of Violation letters are dispersed as a means of educating the property owner, identifying areas of property violations, and specifically identifying sections of the Borough Code for reference.
- Frequent violations are processed in relation to trash, junk, and non-roadworthy vehicles as outlined in Chapter 132 of the Code of the Borough. Currently, there are two violations awaiting decision from the local District Magistrate.

Borough Manager Hiring Process

- The personnel committee will meet the week of March 1st to hold interviews for the Borough Manager position.
- Resumes will be accepted until the position is filled. 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.
 1. Shade Tree Commission – 2 volunteers needed
 2. Sidewalk Appeals Board – 1 volunteer needed
 3. Water/Sewer Authority – 1 volunteer needed
 4. Zoning Hearing Board – 1 volunteer needed
- If you know anyone interested in volunteering for any of these vacancies, please have them contact the Borough office at 717-597-7143 or email at office@greencastlepa.gov.

Public Works

Winter Weather Conditions

- As a drastic change from our winter weather in 2020, the Public Works department has worked extremely hard this season to ensure all Borough roads and alleyways are clear and traversable.
- Staff would like to thank Bob Manahan, Brian Maynard, Daniel Kendall, and Michael Lehman
- for their hard work and tireless efforts to ensure the safety of Borough citizens.

Interdepartmental Cooperation

- The Public Works department recently worked with the water operators in the GAFSCWA Water Treatment Plant to assist with the installation of a new valve to improve water regulatory procedures.
- Public Works staff will also be tasked with all inspections of customer water service lines on N. Carlisle Street and will ultimately make the determination if a service line needs to be replaced as a part of the Water Authority's main replacement project.
- It is through this interdepartmental cooperation and the substantial knowledge base of the Borough PW staff that makes joint projects like the N. Carlisle Street rehabilitation possible.

Wastewater

Carlisle Street Pumping Station Rehabilitation

- The Carlisle Street Pumping Station reconstruction project was a 2020 approved capital expenditure budgeted at \$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.
- On February 16th, wastewater staff and the WM Hill engineering team met with PSI Pumping Solutions for the preconstruction meeting. Construction is set to begin in early March and work is to be completed in June 2021.

Sewer Billing Rates

- As a result of the 2020 rate study conducted by WM Hill Engineering and due to substantial capital expenditures such as the Carlisle Street Pumping Station rehabilitation project, sewer rates are budgeted to increase by 3% in 2021.
- Council enacted ordinance 2020-04 setting the sewer billable rate at \$8.86 per thousand gallons of water used. The minimum quarterly charge for sewer service is now \$79.74 based on a minimum quarterly usage of 9,000 gallons of water used. This updated rate was effective January 1, 2021 and will be assessed with the Quarter 1 billing for 2021 billed in March 2021 with payment due at the end of April 2021.
- This 3% increase will generate approximately an additional \$32,000 in revenue for the sewer fund and will allow for a more proactive approach to repairs and long-term planning.