

Borough of Greencastle
May 2021 Council Meeting
Manager's Report

By: Emilee Little

Significant Events

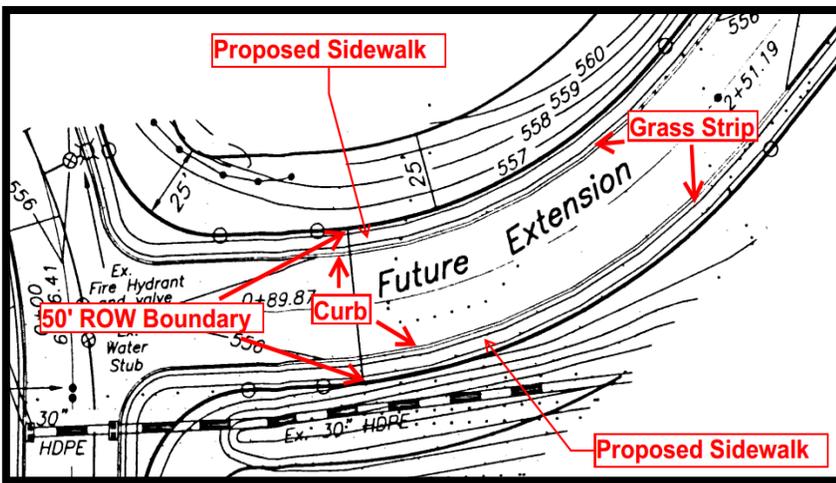
North Carlisle Street Rehabilitation Project

- The Greencastle Area, Franklin County, Water Authority has completed construction of the replacement water main on North Carlisle Street and Walter Avenue. DOLI Construction is now replacing residential water service lines that have been deemed deficient and connecting all lines to the new 8" water main. Construction on the Water Authority's portion of this project should be completed by the end of May.
- Council approved final plans and authorized the advertisement to bid the Borough's portion of the N. Carlisle St project as designed and submitted by ARRO Consulting. The Borough's work will include ADA ramps, curbing, sidewalks, paving, traffic calming measures, and stormwater infrastructure upgrades.
- After the 2-week postponement of this project, the invitation to bid has been readvertised in the Echo Pilot, posted at the Borough office, and is available online via the PennBid Program. A mandatory pre-bid meeting and site visit will be held on May 4, 2021. Bids will be received via PennBid until 10:00 a.m. May 21, 2021 at which time bids will be opened.
- Letters outlining the scope of this project and the residents' responsibility will be mailed to property owners on N. Carlisle Street pending solicitor and full Council review. Borough staff, working with ARRO Consulting, has compiled a comprehensive listing of N. Carlisle St properties documenting the curbing and sidewalks required to be replaced with this project.
- Cost sharing options have been discussed for residents on N. Carlisle Street who completed Borough required curb and sidewalk maintenance and installation work as identified during the Borough's annual inspection cycle. Once the specific needs and costs of the existing identified properties are determined, the Admin and Finance committee will review and make recommendation for appropriate cost sharing options.
- The Borough's State Liquid Fuels funding can be used for a considerable portion of the overall cost for this rehabilitation project. Upon the opening of the contractor's submitted bids and determining the Borough's approximate cost, the Admin and Finance committee will make recommendation to Council to determine the most appropriate avenue for funding if necessary.

Vivian Avenue – Chadwick Estates

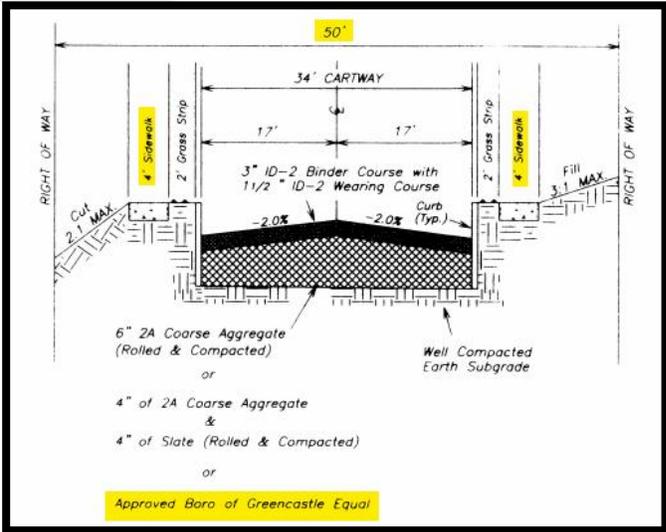
- As a requirement of Antrim Township's subdivision and land development approval, Greenworth Land LLC, the developer of Heritage Estates West, is being required to install Vivian Avenue, the interconnecting road noted as future extension on the Chadwick Estates approved plans.

- Staff is working to obtain plans from Greenworth Land LLC to determine compliance with the following items:
 - a) Adherence to all Borough SALDO requirements, including sidewalks
 - b) Sight distance issues related to the embankment behind 78 Homestead Drive
 - c) The installation of speed tables to help alleviate traffic concerns
 - d) Construction vehicles only entering the development through Walter Avenue
- The Borough is requesting the development occur in accordance with the approved Chadwick Estate Phase III plans including sidewalks (see below). The Borough is not taking a position to stop this construction but does have an obligation to ensure the safety of Borough citizens. Sidewalks are a critical safety feature in this type of highly residential area.



Plan view on sheet 5 of the Chadwick Estates approved plans. Specifically illustrates the curb line, 2' grass strip, sidewalk, and 50' ROW

Typical 50' ROW cross section on the Chadwick Estates approved plans. Identifying the curb, 2' grass strip, and 4' sidewalk



- Staff reached out to Antrim Township to discuss requiring construction vehicles only enter the site through Walter Avenue. The Borough and Township agreed that the use of Walter Avenue for construction traffic will be emphasized and monitored by both municipalities.
- As construction is soon to begin on this roadway, staff will continue to monitor development and communicate with Council and impacted citizens.

Administration and Finance

Reporting Fund Balances

- Using April unreconciled numbers and including investments

Fund	Balance
General Fund (01)	\$ 1,086,749.75
Sewer Fund (08)	\$ 1,039,286.86
Stormwater Fund (09)	\$ 145,307.01
Capital Reserve Fund (30)	\$ 176,409.26
Highway Aid Fund (35)	\$ 653,056.79

CDBG Reimbursement Allotments

- In March, the Borough received a check for CDBG reimbursement in the amount of \$178,361.00 for the ADA Accessible Curb Ramp Improvement Project completed in late 2020. Staff worked with the Franklin County Planning Department to request additional reimbursement be submitted for DCED approval.
- Because all ramps were included within the original bid, completed before the December 31st deadline, and there were funds remaining in the Franklin County FY 2015 CDBG contract; the Borough's additional cost of \$47,506.00 has been approved for reimbursement.
- While requesting this added funding, staff was informed that the Borough of Greencastle has additional unused CDBG funds allotted as follows:
 - a) CDBG FY 2016 - ADA Curb Ramp Project = \$55,260.00
 - i. Must be completed by 11/6/2021
 - b) CDBG FY 2017 - Jefferson Street Improvements = \$139,652.00
 - i. Must be completed by 07/31/2022
- Staff will be working the ARRO Consulting to evaluate the viability of these projects and communicating any necessary alterations or requests to the Franklin County Planning Department.

Personnel

Part-Time Employee Benefits

- As the Borough relies on several exceptional part-time employees in its administrative, sewer, and police departments the Personnel committee has approved greater benefits to be provided to these individuals.
- Upon Council approval, part-time employees will receive holiday pay and employees who worked over 1300 hrs in the preceding year will receive 25 hrs of personal leave annually.

Public Facilities

Route 16 PennDOT Construction

- New Enterprise Stone and Lime Company, Inc. has been awarded a contract for roadwork on Route 16 beginning in late April.
- The work includes milling, base repair, guiderail replacement, drainage upgrades, markings, and resurfacing.
- Borough staff is working with project officials to ensure accurate timelines and information is communicated to our community. The project is expected to be complete by mid-September.

Besore Library BMP

- Funded by a \$50,000.00 grant from the Department of Community & Economic Development, the Borough of Greencastle and the Lilian S. Besore Memorial Library are working together on a stormwater management project on library's property.
- On March 25th members of the Public Facilities committee, Borough staff, and ARRO Consulting met with the Besore Library Board of Directors to review the updated bio-swale.
- Pleased with the design, the library representatives presented the plans and updated MOU to the full board at their meeting on April 8th.
- Staff is working to finalize an updated Memo of Understanding with the library to address future stormwater responsibilities and specify maintenance obligations for the proposed bio-swale. This revised MOU has been reviewed by the Borough solicitor and the library solicitor. Upon final revisions, full Council will review and vote to execute the new MOU, then the project will be finalized and advertised for bidding.
- Completion of this bio-swale stormwater project is anticipated to be July or August 2021.

Curb and Sidewalk Program Updates

- Current year curb and sidewalk maintenance program notifications were dispersed in April. Staff drafted two different letters based on the type of repair required for compliance. The letters were streamlined relative to previous correspondence and were mailed with a copy of the Borough's updated permit form.
- As approved by Council, the community has recognized and appreciated the simplified letters, option for minor repairs to be completed by the Public Works department, and the elimination of the \$10 permit fee if the property owners elect to do the repairs themselves.
- At the request of the Public Facilities committee, final notice letters will be dispersed to property owners with outstanding curb and sidewalk violations for prior years. 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.

Public Safety

Leaning Utility Pole on East Madison Street

- Pole number 41452 has been identified as a critical hazard as it is leaning considerably far into the eastbound lane of traffic on E. Madison Street.
- Upon receiving a complaint from Councilman Layman to the Public Safety Committee, Public Works Manager Bob Manahan communicated with various utility companies to coordinate a repair to this safety issue.
- West Penn Power will be repairing this safety concern within the next 7 days.



One Way & Right Turn Only Designations

- A letter was submitted to the Borough Council requesting for Church Lane to be designated as a one way alley from E. Baltimore Street to E. Madison Street. The correspondence noted increased business related traffic, visibility restrictions, and a recent accident as reasons for this request.
- Additionally the area at Linden Avenue and E. Baltimore Street was identified as a dangerous intersection due to sight distance issues and the amount of traffic on Baltimore Street. The Public Safety committee determined that restricting traffic traveling southbound on N. Linden Avenue to only right turns onto E. Baltimore Street could sufficiently minimize safety concerns.
- Citing the recent traffic accident and concerns for increasing safety issues, the Public Safety committee is recommending to Council that these requests for a one way and right turn only designations be reviewed and approved.

Community Development

Zoning Hearing Board – 113 E. Baltimore Street – Variance Request Approved

- On April 15, 2021, the Zoning Hearing Board held a hearing for the property at 113 E. Baltimore Street zoned Community Commercial. The applicant requested a variance from Section 205-25 of the Greencastle Zoning Ordinance, which requires a 10 foot side yard setback, for the purpose of installing a paved parking lot at the rear of the property.
- The proposed parking area is the minimum width allowable to accommodate the parking required for the three residential units and one commercial unit at the property, as approved by the Borough Planning Commission.

- The parking lot installation would allow for a 10 foot side yard on the west side of the property but only a 6.98 foot side yard on the eastern property line. Therefore the variance requested is 3.02 feet on the eastern side.
- The Board carefully considered testimony and identified an existing physical hardship related to the circumstances and conditions at the Applicant’s property not created by the Applicant; therefore, the Zoning Hearing Board has granted the requested variance.

Administrative Office & Personnel

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 him or her contact the Borough office at 717-597-7143 or email at office@greencastlepa.gov.

Public Works

Hometown Heroes Banners

- The Borough Public Works team has deployed this year’s Hometown Hero Banners in cooperation with the Greencastle-Antrim Chamber of Commerce. The banners are a powerful representation of past and present servicemen and women in the Greencastle-Antrim community that have served our country.
- Public Works Foreman, Brian Maynard, coordinated the deployment of banners along Baltimore, Carlisle, Washington, and Leitersburg Streets as well as Ridge Avenue. Banners will be displayed from May to November for Veterans Day.
- A charitable community member has again made an anonymous donation of \$2,000 to cover the Borough’s cost of installing the banners.



Alley Name Signage

- Upon Council's enactment of Ordinance 2021-01, all alleys in the Borough are now named. The Borough Public Works staff is currently working to finalize the installation of appropriate signage on newly designated alleyways.

Collaboration with Contractors – Columbia Gas

- Columbia Gas has a long standing relationship with the Borough of Greencastle; working together to support the safe and reliable transportation of natural gas to residents while restoring the town's streets, sidewalks, and upgrading ADA ramps along the way.
- Columbia Gas is currently working to replace gas lines along S. Washington, S. Allison, and Addison Avenue. During the construction of their new gas lines, numerous utility service lines have been unintentionally damaged.
- The Public Works department has assisted with the repair of several sewer laterals and water service lines. In these emergency situations, the Public Works team always goes above and beyond to ensure Borough residents have operational essential services.

N. Carlisle Street Construction Project

- The Public Works staff continues to be highly involved with the Water Authority's water main replacement project on Walter Avenue and N. Carlisle Street to ensure the integrity of the Authority's distribution system.
- Currently the team is inspecting all residential water service lines on N. Carlisle Street to identify lines that are deficient and in need of replacement. Coordinating timing with private plumbers and the contractor is also a primary objective for the Public Works staff.

Part-Time Employee Wanted

- As approved at the April 5th Council meeting, the Public Works department is hiring for a new part-time employee. This is a semi-skilled to skilled position assisting with the maintenance of the Borough's streets, water, wastewater, and stormwater systems.
- The main function of this position will be to complete minor residential sidewalk maintenance repairs as recently approved by Council as well as assist with seasonal mowing. Additionally this employee will perform a variety of duties requiring strenuous physical effort as well as the operation of various tools and Borough vehicles.
- A full job description for this position will soon be available on the Borough's website. The ideal candidate will be a team player with appropriate communication skills, solid work ethic, and a strong commitment to safety. All qualified individuals are encouraged to apply.

Wastewater

Carlisle Street Pumping Station Rehabilitation

- As a result of PADEP corrective action plan, the reconstruction of the Carlisle Street Pumping Station was a 2020 approved capital project. In September 2020, Council approved and awarded the bid to PSI Pumping Solutions in the amount of \$353,900.00.
- Construction on the pumping station is underway after commencing in early March with the full project anticipated to be completed in June 2021.



April Construction Progress



May Construction Progress

Requests for Sewer Service

- Recent requests for development and subdivisions in the Borough are likely to result in additional capital revenue generated by sewer tapping fees.
- As per the Pennsylvania Municipal Authorities Act, 1 EDU = 165 gpd. This is based on water usage of 65 gallons per person per day and average persons per household in Franklin County.
- With development, if sewer service to the structures currently on the development property has not been disconnected and quarterly sewer charges continue to be paid, then the property's current EDUs will remain available to the developer.
- For subdividing, each additional unit a developer adds to an existing property requires an additional EDU charge. The current Capital Charges Study provides for a fee of \$6,030 per EDU.
- Sewer engineer Wm. F. Hill & Associates, Inc., wastewater operators, and Borough staff will continue to work together to review submitted requests for sewer services and analyze appropriate capital charges.