

Borough of Greencastle
June 2021 Council Meeting
Manager's Report

By: Emilee Little

Significant Events

North Carlisle Street Rehabilitation Project

- The replacement of the water main and necessary residential water service lines on North Carlisle Street and Walter Avenue has been completed by the Water Authority.
- On May 21, 2021, the Borough opened bids submitted through PennBid for the N. Carlisle Street rehabilitation project to include stormwater infrastructure, curbing, sidewalks, ADA ramps, traffic calming measures, milling, and repaving. Two bids were received for this project; New Enterprise Stone & Lime Co., Inc. and DOLI Construction Corporation.
- ARRO Consulting has evaluated the quality of both bids as received and has provided Borough Council a recommendation to award letter based on their analysis. Council will review both bids at their June Borough Council meeting and if a bid proposal is accepted, Council will then issue an intent to award letter to the appropriate contractor.
- Letters, as reviewed by the Borough Council and solicitor, outlining the scope of this project and the residents' responsibility have been mailed via Certified Mail to property owners on N. Carlisle Street. Each letter provided residents excerpts of referenced ordinance provisions and included a parcel map documenting the curbing and sidewalks required to be replaced with this project.
- Borough Council will be reviewing cost sharing as recommended by the Admin and Finance committee for residents on N. Carlisle Street meeting the following criteria:
 - All the Borough required work on the curb and/or sidewalk was completed.
 - A Borough issued permit was requested and approved to complete the necessary repairs and/or installation.
 - The work previously completed encompasses greater than 50% of the total curb and sidewalk area of the identified property.
- Additionally the Admin and Finance committee has recommended to Council the option of payment plans with a no interest, 3 year term for the cost of curbing and/or sidewalks to be installed during the N. Carlisle Street Rehabilitation Project.
- The Borough's State Liquid Fuels funding can be used for a portion of the overall cost for this rehabilitation project. F&M Trust has provided a financing proposal for Borough Council's review as an option for the remaining funding required to complete this project.
- Upon preliminarily awarding the contract for the North Carlisle Street Rehabilitation Project at the June Borough Council meeting, the estimated timeline for construction completion will be the end of September 2021.

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.
- The Borough is not taking a position to stop this construction but staff has been in close contact with the impacted residents, Township administration, and the developer to determine the scope and timeline of this project.
- The Borough and Township staff have agreed that construction vehicles will only be able to enter the site through Walter Avenue. This will be monitored by both municipalities.
- At this point construction has been delayed due to a conflict with an existing gas main directly under the proposed roadway. Staff will continue to monitor development and communicate with Council and all parties involved.

Administration and Finance

Reporting Fund Balances

- Using May unreconciled numbers and including investments

Fund	Balance
General Fund (01)	\$ 1,163,698.63
Sewer Fund (08)	\$ 1,239,734.63
Stormwater Fund (09)	\$ 138,510.74
Capital Reserve Fund (30)	\$ 176,422.06
Highway Aid Fund (35)	\$ 653,065.49

CDBG Reimbursement Allotments

- The Borough has now received full reimbursement in the amount of \$225,867.00 for the ADA Accessible Curb Ramp Improvement Project completed in late 2020. Staff worked with the Franklin County Planning Department to request additional funding be submitted for DCED approval.
- Funding has also been approved for the following previously submitted projects:
 - a) CDBG FY 2016 - ADA Curb Ramp Project = \$55,260.00
 - b) CDBG FY 2017 - Jefferson Street Improvements = \$139,652.00
- Staff has submitted modifications of these projects to the Franklin County Planning Department and requested extensions from DCED, as these projects were not budgeted for within the 2021 budget.
- Both projects are expected to be bid by October 2021 with construction to occur in 2022.

American Rescue Plan Act (ARPA) Funding

- The Pennsylvania DCED has begun accepting applications from local governments for funds from the Coronavirus Local Fiscal Recovery Fund, as formed by the ARPA.
- Borough staff is finalizing an application to DCED to receive funds in total of \$417,211.48. This funding will be dispersed by the Commonwealth in two equal payments as follows:
 - Payment #1 - \$208,605.74 to be received as early as June 2021
 - Payment #2 - \$208,605.74 to occur at least 12 months after the first payment
- ARPA has set forth general categories of eligible expenditures including replacing lost revenues, investment in water and sewer infrastructure, and the treatment and management of stormwater.
- Under the ARPA, these funds must be obligated by December 31, 2024 with projects approved and the bid awarded. Projects must be completed by December 31, 2026.
- The Borough will need to periodically report the use of these funds to the Treasury, with the first report due by October 31, 2021. The Treasury has stated that additional guidance on reporting requirements is forthcoming.

2022 Budget Preparations

- Staff has begun preparations for the 2022 budget process. By mid-June, account justification sheets will be dispersed to all department managers.
- The Admin and Finance committee will be setting the budget meeting schedule with all meetings being publically advertised and the public encouraged to attend. Meetings will be held in late September and through the month of October.
- Borough Council will preliminarily adopt the proposed 2022 budget at their November Council meeting and then formally adopt the 2022 budget in December.

Public Facilities

Construction Projects throughout the Borough

Route 16 - PennDOT Construction

- New Enterprise Stone and Lime Company, Inc. has been awarded the contract for roadwork on Route 16 to including milling, base repair, drainage upgrades, markings, and resurfacing.
- Substantial construction will begin in June with project completion by mid-September.

Browns Mill Road – Antrim Township

- Road construction signs have been placed on N. Allison Street near the baseball field, these are signifying PennDOT work planned to begin on June 1st on Browns Mill Road.
- The work area is in Antrim Township north of Scarlet Circle as PennDOT will be closing the road completely while replacing a pipe under the roadway. The expected construction timeframe is 2 weeks or less.

Columbia Gas Repairs

- Columbia Gas is currently working to replace gas lines along S. Washington, S. Allison, and Addison Avenue.
- Replacement work is also scheduled to be completed along N. Allison, Grant, N. Church, and Ridge Avenue in the coming months.

North Carlisle Street

- From March to May, the Water Authority completed the replacement of the 8" water main and residential service lines.
- The Borough's comprehensive streetscape project construction will take place from July to 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 collaborating on a stormwater management project on library's property.
- Staff and the Borough solicitor have worked with representatives of the library board to finalize an updated Memo of Understanding to address future stormwater responsibilities and specify maintenance obligations for the proposed bio-swale.
- In June, full Council will review and vote to execute the new MOU, at which point the project specifications can be finalized and advertised for bidding.
- Completion of this bio-swale stormwater project is anticipated to be late August 2021.



Shentel

- Shentel is an established company focused on delivering broadband, TV, phone, and wireless service to rural areas.
- The Public Facilities and Admin & Finance Committees have reviewed a proposal from Shentel to establish a non-exclusive franchise agreement for fiber-based broadband services within the Borough. This service would be available to Borough residents as an alternative to Comcast.
- Shentel would be required to pay cable franchising fees to the Borough based on the number of customer they service and would also provide free services to all Borough buildings resulting in an annual savings of approximately \$10,000.
- If approved, Salzmann Hughes would draft a franchise agreement as they have completed similar agreements between Shentel and the boroughs of Waynesboro and Shippensburg.

Public Safety

Leaning Utility Pole on East Madison Street - Resolved

- Pole number 41452 was identified as a critical hazard as it was leaning considerably far into the eastbound lane of traffic on E. Madison Street.
- Public Works Manager Bob Manahan communicated with various utility companies to coordinate a repair to this safety issue.
- West Penn Power has braced the pole back and it is no longer obstructing traffic.

Collaboration with the Shade Tree Commission

- A meeting was held with members of the Public Safety committee, the chairman of the Shade Tree Commission, and residents Jayne Keller and Justin Hollingshead. The purpose of the meeting was to determine a means forward to bring the respective parties to a collaborative understanding.
- Citing their petition, Keller and Hollingshead reiterated their desire for the Borough staff to manage the shade trees throughout the Borough and questioned the methodology used to determine the identified right of ways.
- As a result of the group's discussion and upon Council approval, staff will be acquiring quotes for property surveying services to be performed at 168 S. Washington Street and 196 S. Washington Street relative to the Shade Tree Commission Right of Way designation.

Community Development

Zoning Hearing Board – 257 S. Cedar Lane – Change in Nonconforming Use Request Approved

- On May 10, 2021, the Zoning Hearing Board held a hearing for the property at 257 S. Cedar Lane zoned General Residential (R-2). The applicant requested a special use hearing pursuant to Section 205-30A of the Borough Zoning Ordinance pertaining to the expansion and change of nonconforming uses.
- Although zoned residential, the property has an existing commercial building which had most recently been used for personal storage. The applicant requested the use be changed to allow for commercial storage.
- The Board considered testimony and determined that the proposed change meets the requirements of the Borough Zoning Ordinance; therefore, the Zoning Hearing Board has granted the requested change in nonconforming use.



Administrative Office & Personnel

Part-Time Administrative Receptionist Position

- The Borough is currently hiring for a part-time receptionist. This position completes typical office/secretarial tasks, serves as the first point of contact for all customers conducting business in the Borough office, receipts payments for Borough services, and serves as an office assistant for other Borough staff.
- A well-qualified applicant for this position must have excellent oral and written communication skills, adaptable interpersonal skills, knowledge of computers and a variety of computer software programs, and organizational abilities. A working knowledge of and familiarity with accounting practices and procedures is preferred.
- Applications will be accepted until the position has been filled. Applications can be obtained on the Borough website or at the Borough of Greencastle administrative office, 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 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

Seasonal Landscaping and Tree Watering

- With the summer season in full swing, the Public Works department is focused on maintaining the appearance of Borough streets and properties. Staff will be spraying weeds, weather permitting, beginning Monday, June 7. Please be aware of the Public Works staff members when traveling as the spraying will be done at the curb line Borough-wide during the hours of 7 am and 6 pm for the next two weeks.
- As a service to the Shade Tree Commission, the Borough's Public Works staff waters shade trees throughout the Borough. Water bags have been placed on various trees and will be filled at least once a week during the summer months.

Part-Time Employee Wanted

- The main function of this part-time position will be to complete minor residential sidewalk maintenance repairs as well as assist with seasonal mowing.
- The ideal candidate will be a team player with applicable communication skills, solid work ethic, and a strong commitment to safety. All qualified individuals are encouraged to apply.

Bulk Day

- Members from the Borough Sewer and Police departments assisted the Public Works team with the annual bulk item drop-off on May 7th and 8th.
- Totals for the event include 132 vehicles dropping off bulky items resulting in \$2010.00 in revenue for scrap metal collected.
- Thank you to all Borough staff involved with providing this important service to the Greencastle Borough community.

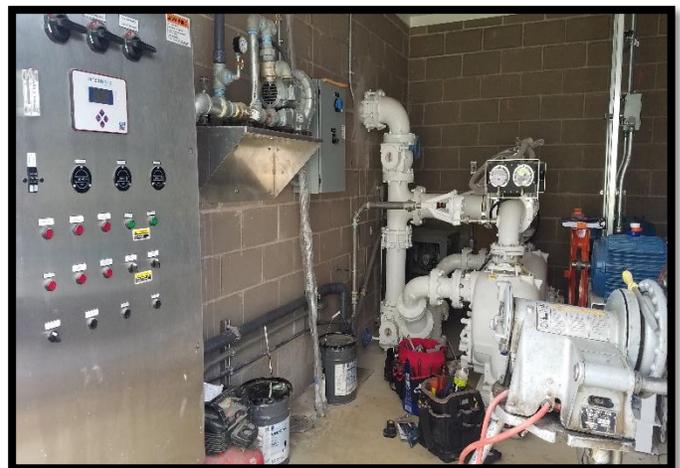
Handicap Parking at 38 N. Carlisle Street

- As approved by the enactment of Ordinance 2021-02, Chapter 190 Section 34 entitled "Handicapped Parking," the Code of the Borough of Greencastle was amended to add a handicap designated parking space at 38 N. Carlisle Street.
- Borough Public Works staff has installed a handicap parking sign at this location.

Wastewater

Carlisle Street Pumping Station Reconstruction

- As a 2020 approved capital project resulting from the PADEP corrective action plan, the Carlisle Street Pumping Station is currently being reconstructed. 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 has been underway since early March with the initial startup of the new facility scheduled for June 7th and 8th.



Current Construction Progress