

Borough of Greencastle
July 2021 Council Meeting
Manager's Report

By: Emilee Little

Significant Events

Recent Legislation - Act 65: Requirement to Publish Agenda in Advance of Public Meetings

- Effective August 30, 2021, this new legislation requires that an agenda detailing all Borough business to be deliberated or official action to be taken must be posted 24 hours prior to the any Borough Council or committee meeting.
- If not included on the posted agenda, the Borough can only take official action on the matter if:
 - The action does not involve expending funds or entering into a contract.
 - The action is related to real or potential emergencies.
- Upon adding an allowable matter to the agenda by a majority vote, the reason for the action shall be announced prior to voting, and the amended agenda must be posted no later than the first business day following the meeting.
- If a matter is brought up at a meeting that does involve expending funds or entering into a contract and is not deemed an emergency, the Council may only refer the matter to staff for research on whether to include it on the agenda for a future meeting.

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 to be installed on library's property.
- An updated Memo of Understanding has been executed to address future stormwater responsibilities and specify maintenance obligations for the proposed bio-swale.
- Tentative Project Timeline:
 - June 24th & 29th – The project was advertised in the Echo Pilot, also advertised on PennBid and at the Borough Hall for 30 days.
 - July 8th at 10:30 am – mandatory pre-bid meeting & site visit at the library
 - July 26th at 10:00 am – bids opened via Penn Bid
 - Early August – award the project to the lowest qualified bidder
 - August – pre-construction meeting & construction occurs
 - September 30th – substantial construction completion date
 - October 15th – project finalized

North Carlisle Street Rehabilitation Project

- Progress Completed to Date:
 - Bids were received from New Enterprise Inc. and DOLI Construction Corporation for stormwater, curbing, sidewalks, ADA ramps, bump outs, milling, and repaving work.
 - Borough Council and ARRO Consulting reviewed and evaluated the quality of bids, resulting in an intent to award letter to be submitted to DOLI Construction for the initial contract price of \$964,973.25.
 - Letters and individual parcel maps have been mailed to property owners on N. Carlisle Street outlining the scope of this project and the residents' responsibility.
 - Council approved cost sharing and payment plans for residents on N. Carlisle Street meeting all identified criteria.
 - A financing proposal from F&M Trust was approved for a 20 year, maximum of \$1,000,000.00 draw down note with a 15 year fixed rate of 2.05% and subsequent variable rate capped at 3.75%.
 - ARRO Consulting and Salzmann Hughes have completed reviews of all bonds, insurances, and contracts.
- Tentative Project Timeline:
 - July 8th – issuance of Notice to Proceed letter & pre-construction meeting
 - July 19th – construction begins
 - October 20th – substantial construction completion

Administration and Finance

Reporting Fund Balances

- Using June unreconciled numbers and including investments

Fund	Balance
General Fund (01)	\$ 1,495,883.48
Sewer Fund (08)	\$ 1,089,447.66
Stormwater Fund (09)	\$ 134,109.27
Capital Reserve Fund (30)	\$ 176,438.68
Highway Aid Fund (35)	\$ 653,074.21

2022 Budget Preparations

- The Admin and Finance committee will be setting the budget meeting schedule with meetings in late September and through October. All meetings will be advertised and the public is encouraged to attend.

2021 CDBG Application for Funding

- Staff has completed and submitted an application for FY 2021 CDBG funding requesting a total amount of \$67,000 to complete the installation of 14 ADA ramps.
- The intention of the Borough is to promote connectivity and walkability within Greencastle Borough for residents and visitors alike. Although ADA ramps focus on the accessibility of those who are impaired and/or disabled, the installation of these ramps will benefit the entire Borough of Greencastle.
- Throughout Greencastle Borough, there are several sidewalk ramps requiring replacement to meet ADA standards, included in this funding request were the following areas:
 - North west corner of Colonial Drive and Williamson Avenue
 - East and west corners of S. Elm Street
 - South east corner of E. Franklin Street and S. Washington Street
 - East and west corners of N. Ridge Avenue and Tyrone Street
 - All four corners at the intersection of N. Ridge Avenue and Grant Street
 - North and south corners of Grant Street and Linden Avenue



East Corner of N. Ridge & Tyrone St



NE Corner of N. Ridge & Grant St

- The current conditions of the identified ramps create walking hazards not only to those who are impaired, but also the general public.
- Contingent upon receiving a notice to proceed granted by Franklin County, the tentative project timeline will be as follows:
 - November 2021 – project engineering to include survey & design
 - February 2022 – project bid & mandatory pre-bid meeting
 - March 2022 – project awarded & pre-construction meeting
 - April 2022 – construction begins
 - June 2022 – final completion
- If approved, full funding for the identified ramps will be provided through the CDBG allotment and will allow for the ADA improvements to be completed without a tax increase.

Public Facilities

Current Construction Projects throughout the Borough

- Route 16 – New Enterprise will be completing PennDOT roadwork from July to September.
- North Carlisle Street – The Borough’s streetscape project will occur from July to October.
- 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.

Single Trash Hauler

- Based on concerns including roadway and pedestrian safety, deterioration of Borough streets, and noise issues, the Public Facilities committee is recommending Borough Council continue the discussion of obtaining a single trash hauler to provide exclusive curbside refuse collection services to the Borough.
- Specifications within the Request for Proposal (RFP) for required services would include:
 - Weekly trash and bi-weekly recycling pickup
 - Residents ability to opt-out of the program
 - Waste collection will not be mandatory but residents desiring trash collection within the Borough will be required to use the named contractor.
 - Contractor-maintained accounts, customer service, and invoicing
 - Additional services would consist of bulky items, yard waste, and senior discounts
- If approved by Council, Salzmann Hughes would draft an ordinance change to Chapter 162: Solid Waste and Recycling to allow for a single trash hauler as well as assist staff in developing an RFP the Borough would advertise to solicit bids from area providers.
- Due to the scale of services and additional bargaining power, establishing a single trash hauler would likely result in a reduction in cost to all Borough residents electing to participate in this program.

One-Way Streets: Ordinance 2021-03

- Upon the naming of all the unnamed alleyways in the Borough with Ordinance 2021-01, as a housekeeping item, modifications need to be made to Chapter 190, Section 16 regulating one-way streets based on the new alleyway names.
- Additionally new one-way streets as suggested by the Public Safety and Public Facilities committees include:
 - N. Church Lane going north from E. Baltimore Street to E. Madison Street
 - Chambers Lane from N. Carlisle Street heading east to N. Washington Street

- Other modifications include Conn Ln replacing what was titled as “unnamed alleyway” or VFW Lane and then directional designations to reflect newly established alley names.

Public Safety

Collaboration with the Shade Tree Commission

- In June, a meeting was held with members of the Public Safety committee, the chairman of the Shade Tree Commission, and concerned residents.
- As a result of the group’s discussion and upon Council approval, staff has acquired 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.
- Three quotes were received to provide deed research, field survey, and stakeout of the lot corners for the identified properties on S. Washington Street.
 - Shelly, Witter & Fox was the lowest proposal at \$1,400.00 and upon Council approval, staff will coordinate this work to be completed.

Issues at the Route 16 and Washington Street Intersection

- At 5 pm on June 28th, the signal at the intersection of Route 16 and Washington Street stopped working. Borough staff acted immediately to identify and correct the issue.
- Brian Maynard came back into work and met staff on site. Maynard communicated with PERCS representatives to address the problem and had the signal functioning quickly to ensure a safe commute for residents traveling through this busy intersection.
- In the future, additional work may need to occur at this intersection to address truck traffic resulting in frequent collisions with the installed bollard.

Public Works

Community Involvement

- Public Works staff continues to work with the Chamber of Commerce to mount additional Hometown Hero Banners throughout town, as 13 new banners were deployed last week.
- With upcoming events including the 54th Annual Greencastle Sidewalk Days on July 9th and 10th and the 3rd Saturday in the Square on July 17th, the Public Works team will be assisting the Chamber of Commerce with road closures, no parking restrictions, and general maintenance requests.

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 good communication skills, a solid work ethic, and a strong commitment to safety. All interested individuals are encouraged to apply.

Administrative Office & Personnel

Permitting for Construction and Land Use Changes

- Zoning in the Borough of Greencastle is governed by the Code of the Borough, Chapter 205. The Zoning Ordinance states that no building in any district may be erected, reconstructed or restored, or structurally altered, without an appropriate permit issued by the Borough.
- No permit may be issued unless the proposed construction or use is in full conformity with all provisions of the Zoning Ordinance.
- Property owners or contractors who wish to obtain a Building Permit must first obtain a Land Use/Zoning Permit issued by the Borough Zoning Officer.
- Applications for a Land Use/Zoning permit are available at the Borough office and on the Borough's website at www.greencastlepa.gov.
- Property owners who are uncertain whether a permit is required for their proposed work should contact the Borough office at 717-597-7143 for clarification.
- If a property owner is found to be working without a necessary and current permit, a stop work notice will be executed and no work will be allowed at the property until the proper permits are applied for and granted.

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, 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.

Wastewater

Carlisle Street Pumping Station Reconstruction

- Resulting from a 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. Initial startup of the new facility on June 7th went very well. Currently the pumping station is operational but not yet complete with the contractor finalizing cosmetic items and equipping the completed building.



Current Construction Progress

Sewer Line Rehabilitation

- Mr. Rehab has recently completed inspections of several sewer mains throughout the Borough.
- Upon receiving the contractor's report, Chief Wastewater Operator Kevin Hunsberger will determine lines in need of rehabilitation and the nature of any necessary repairs.

Aeration Tank Cleaning and Diffuser Installation

- Beginning July 6th, contractors will be on site to remove grit from the Wastewater aeration tank and prepare the tank for the installation of new diffusers.
- This work was budgeted within the 2021 budget under account 08.429.600.
- Clean out of the aeration tank should be completed by the contractor by July 9th and then Wastewater operators will begin work to install the new Sanitaire diffusers.