

Borough of Greencastle
September 2021 Council Meeting
Manager's Report

By: Emilee Little

Construction Updates

North Carlisle Street Rehabilitation Project

Progress Completed to Date:

- DOLI Construction has been awarded the contract for the N. Carlisle Street Rehabilitation Project with the initial contract price of \$964,973.25 to complete stormwater, curbing, sidewalks, ADA ramps, bump outs, milling, and repaving work.
- Work has begun on the stormwater infrastructure, including reengineered piping and new inlet boxes installed at Chambers Lane, Mifflin Lane, and North of Warren Lane.
- Sidewalks and curbing from mid N. Carlisle to Walter Avenue are being demolished first then demolition will proceed South through the Madison Street intersection to the end of the project at intersection of Route 16.
- A meeting is scheduled with DOLI, ARRO, Columbia Gas, and Borough staff on Tuesday, September 7th to discuss Columbia Gas's portion of the project and review clearances.
- Curb installation for the full project will occur over the span of 3-4 days during the week of September 13th, weather permitting.

Tentative Project Timeline:

- September – Sidewalk & curbing work
- October – Sidewalks finalized & paving completed no later than October 31st
- Early November – Project finalization & completion

Besore Library BMP

- Funded by a \$50,000 DCED grant, the Borough of Greencastle and the Lilian S. Besore Memorial Library are collaborating on the construction of a bioswale at the library.
- The Borough has awarded the project contract to Kinsley Construction as the lowest qualified bidder with a contract price of \$45,800.
- Work has begun on this project with the crew mobilizing the week of August 30th. The project is planned to be completed in less than a month.

Tentative Project Timeline:

- September 30th – substantial construction completion date
- October 15th – project finalized

Administration and Finance

Reporting Fund Balances

- Using August unreconciled numbers and including investments

Fund	Balance
General Fund (01)	\$ 1,493,304.82
Sewer Fund (08)	\$ 1,047,439.31
Stormwater Fund (09)	\$ 136,760.74
Capital Reserve Fund (30)	\$ 176,474.43
Highway Aid Fund (35)	\$ 653,091.80

2020 Audit Finalization

- Boyer & Ritter has completed the Borough's audit for the year end December 31, 2020 and has prepared the financial statements for the Borough Council's approval.
- While auditing the Borough's financial practices in accordance with generally accepted accounting principles, the auditors looked for major and minor weaknesses and deficiencies.
- No material weaknesses were identified and the only deficiency cited during the audit was a lack of segregation of duties. This concern has been identified in prior audits and is difficult to avoid due to the size of the Borough and the limited administrative staff.
- The Boyer & Ritter auditors will be reviewing the presented financial statements with the Admin & Finance committee in mid-September.

2022 Tax Billing Changes

- The Franklin County Commissioners have proposed changes to the real estate tax billing process for 2022. With the new processes the bills will be printed as mailers, as opposed to separate bills and inserts, mailed by a vendor not the local tax collector.
- This change to a mailer format allows for additional mill rates to be added to the bill forms. Furthermore it streamlines the mailing process; consequently, decreasing costs.
- This mailer option and the associated increased efficiency was presented to generate an annual cost savings of at least \$2,600 to the county. The Borough's costs will also decrease by the envelope cost which was \$670 in 2021.
- The Commissions stated that the 2022 billing cycle will be used as a "trial run for this new format and process," and that municipalities and tax collectors will be invited to assess the effectiveness of this new format after the billing cycle.
- The County is to notify the general public of these changes to the 2022 tax bills.

FY 2022 Budget Meeting Schedule

Meeting Date	Subject	Jurisdiction
Wednesday, September 29	Capital Project Proposals	Finance & Mayor
Wednesday, October 6	Admin & Operations Total Expenditures & Revenues	Finance & Mayor
Wednesday, October 13	Review & Wrap Up	Finance & Mayor
Monday, October 25	Council Budget Workshop	Council & Mayor
Monday, November 1	Preliminarily Adopt Budget	Council & Mayor
Monday, December 6	Adopt Budget Tax Ordinance/Resolution	Council & Mayor

Note: All meetings will be held at 6:30 pm and will be open to the public.

Community Development

Proposed Sheetz Development – Request to Vacate N. Carl Ave

- The Borough’s Planning Commission met on August 9th to review a sketch plan application submitted for a proposed Sheetz store on the northeast corner of the intersection of Rt. 11 and Rt. 16 in the Borough of Greencastle.
- The plans reviewed present the joining of six separate properties to create a total property area of 2.5 acres for the construction of a new Sheetz Store.
- In combination with the proposed lot consolidation, the developer has submitted a formal request to the Borough Council to vacate N. Carl Avenue from Rt. 16 to W. Madison Avenue.
- The Borough is permitted to negotiate with the developer regarding financial compensation. The Borough Council has requested staff identify an appraiser to professionally determine the value of N. Carl Avenue.
- N. Carl Avenue will be appraised as part of the adjoining greater parcel as proposed by the developer and then the land’s specific contributory value will be isolated.
- If the vacation is approved, the developer will prepare and present Borough Council with a Vacation Agreement to document the vacating of the roadway as well as memorialize any financial compensation to the Borough.

Public Facilities

Current Construction Projects throughout the Borough

- Street Rehabilitation Project – North Carlisle Street
 - The Borough’s streetscape project will occur now through early November. No parking will be allowed as signed, and significant traffic delays should be expected as street closing will occur daily during construction hours.
- Besore Memorial Library BMP – S. Linden Avenue
 - Through the month of September, Kinsley Construction will be working on S. Linden Avenue to install a new stormwater inlet in conjunction with the Borough’s collaborative bio-swale project with the library.
- Columbia Gas Repairs
 - Columbia Gas is finalizing the replacement of gas lines along S. Washington, S. Allison, and Addison Avenue. Sidewalk repairs will be completed in this area in Fall 2021.
 - Replacement work is also scheduled to be completed along N. Allison, Grant, N. Church, and Ridge Avenue in the coming months.

Single Trash Hauler

- The Borough Council approved staff to work with Salzmann Hughes to begin the process of establishing a single trash hauler based on safety, infrastructure, and noise concerns.
- Salzmann Hughes drafted an ordinance change to allow for a single trash hauler and provided a draft RFP the Borough would advertise to solicit bids from area contractors.
- Prior to submitting for proposals, staff will schedule public forums and survey residents to determine community support of the single waste hauler initiative.

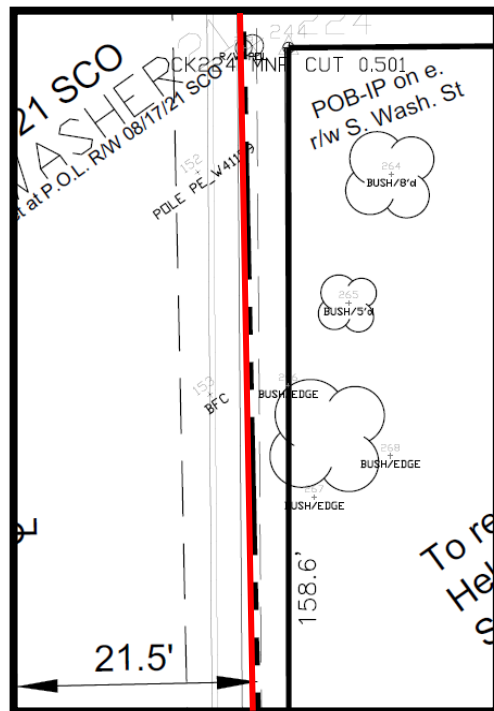
Speed Study for Truck Restrictions on N. Carlisle Street

- To ensuring the longevity of the soon to be improved streetscape, the Public Facilities committee has recommended gross weight vehicle restrictions on N. Carlisle Street.
- In order to enforce weight restrictions, an engineered traffic study must be conducted to determine traffic volume, vehicle and speed data on N. Carlisle St south of Chambers Lane.
- The data collected will be analyzed to develop a comprehensive traffic study review document to validate the need for increased weight restrictions.
- This recommendation was tabled by Borough Council in August and staff will be obtaining additional quotes for the traffic study engineering.
- After Council approval and the completion of the N. Carlisle Street Rehabilitation project in November, the traffic study will be conducted and weight restrictions will be enforced.

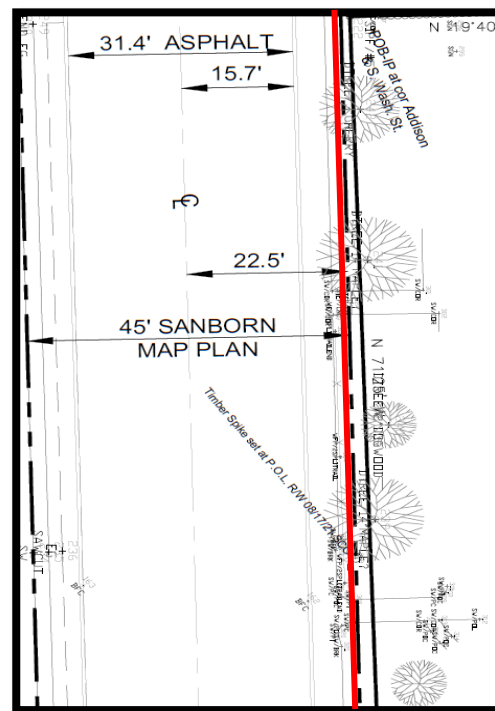
Public Safety

Survey Results - Shade Tree Designation

- To determine the right-of-way relative to Shade Tree designations at 168 & 196 S. Washington Street, Council approved Shelly, Witter & Fox to complete deed research, field surveying, and stakeout of the lot corners for the identified properties.
- The survey results show that the trees in question at the noted properties on S. Washington Street are outside of the Borough's established 43' right-of-way, see ROW as red line below.
- At the recommendation of the Public Safety Committee, the Shade Tree tags on the property owners' trees have been removed.



Survey Data at 168 S. Washington St



Survey Data at 196 S. Washington St

No Parking Designations – E. Madison & S. Jefferson Street

- At the request of the Public Safety Committee staff has measured the roadway at various areas on E. Madison Street and found it to be generally 30 ft. wide. Engineering standards recommend that a roadway with 2 lanes of traffic and parking on both sides be 40 ft. wide.
- Public Safety also discussed ordaining no parking on the West side of S. Jefferson Street.
- Upon final approval by the Public Safety Committee, parking restrictions on E. Madison Street and S. Jefferson Street will be recommended to Borough Council.

Administrative Office & Personnel

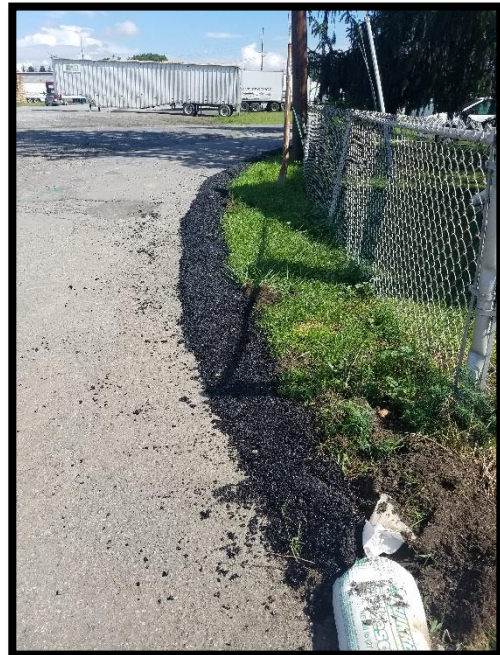
Part-Time Administrative Receptionist Position

- The Borough is hiring for a part-time receptionist. This position completes 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 communication skills, knowledge of computers and organizational abilities. A working knowledge of and familiarity with accounting practices and procedures is preferred.
- Applications are available online and will be accepted until the position has been filled.

Public Works

Tropical Storm IDA Preparations

- On Wednesday, September 1st Tropical Storm Ida caused substantial rainfall in the Borough.
- In preparation, before the strong rains began, the Borough's Public Work employees focused on ensuring all stormwater inlets were clear of debris throughout the Borough.
- Additionally as some properties had curbing and sidewalks already removed as part of the streetscape project, the Public Works teams made extensive efforts to protect properties along N. Carlisle Street from flooding.
- The Public Works team received a very kind thank you from Ms. Charlene Stone, resident of N. Carlisle Street. The crew installed sand bags and created a temporary berm and channel to prevent the water from getting into her home.



Wastewater

Collaboration with the Public Works Department

- With the assistance of the Street Department, the wastewater operators were able to complete their annual biosolids testing and send the samples for analysis. Upon receiving favorable test results, the biosolids will be removed by a local farmer.
- The Public Works team also completed necessary work at the sewer plant required prior to the driveway paving project. The staff was able to install a much needed stormwater inlet and pipe, eliminating a persistent ponding problem occurring at the plant after rain events.

Visiting Antrim Township Wastewater Plant

- The Borough's wastewater plant operators were invited by Roger Nowell of Antrim Township to visit the Township's newly upgraded wastewater plant.
- The Borough's team greatly appreciated the invitation to see the newly renovated plant and also hosted the Township employees at the Borough's wastewater plant as well.

Sewer Line Maintenance & Rehabilitation

- Utilizing Mr. Rehab's cleaning and televising inspection report, Chief Wastewater Operator Kevin Hunsberger has identified sewer mains in need of rehabilitation.
- Mr. Rehab has provided a COSTARS quote for the pipeline maintenance required at S. Jefferson St, N. Allison St, Maple Ave, and S. Carlisle St. Once approved this budgeted work will be completed before December of 2021.
- Based on the condition of the sewer main and severity of the deterioration, the most substantial and urgent repairs need to be completed on S. Jefferson and S. Carlisle Street.
 - S. Jefferson St – Due to a substantial crack in the main, 42' of 10" sewer main needs to be replaced immediately.
 - S. Carlisle St – 5' of 8" sewer main to be replaced near the Carlisle pumping station.

Carlisle Street Pumping Station Reconstruction

- PSI Pumping Solutions has completed the reconstruction of the Carlisle Street Pumping Station for the contract price of \$353,900.00.
- Upon final completion of the grading, spouting, and driveway repairs the pumping station is now online and fully functional.