

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

By: Emilee Little

Construction Updates

North Carlisle Street Rehabilitation Project

DOLI Construction has been contracted to complete stormwater, curbing, sidewalks, ADA ramps, bump outs, milling, and repaving work for the N. Carlisle Street Rehabilitation Project.

Progress Completed to Date:

- Reengineered stormwater piping and new inlet boxes have been installed.
- Sidewalks and curbing have been demolished with new curbing, including the traffic calming bump outs, installed through the majority of the project.
- All milling work has been finalized and base repairs from Mifflin to Walter as approved by Council have been completed, with spot base repairs from the Square to Mifflin to be done the week of November 1st.
- DOLI has concluded the Borough's portion of N. Carlisle Street to pave, from Walter Avenue to Mifflin Lane, by the Borough's Liquid Fuels deadline for paving of October 31st.
- Columbia Gas will be paving the rest of N. Carlisle Street from Mifflin Lane to the Center Square. This work is not dictated by the Borough's Liquid Fuels deadline and will be paved after all flatwork is finished.



Milling of N. Carlisle Street



Paving of N. Carlisle Street

- On October 29th, DOLI submitted a change order for a time extension. This change order establishes a 59 day extension for substantial completion and 184 day extension for final.
 - Substantial completion by December 17, 2021, includes the following work:
 - All concrete flat work: sidewalks, curbing, driveway aprons, ADA ramps, resurfacing & repair work
 - Line striping, brick replacement, signage, yard stabilization
 - Final completion by May 6, 2022, only extends the contract for the planting of grass in impacted yards.
 - Because the growing season is over for 2021, if DOLI were to complete yard restoration now the seeding would not grow. Instead DOLI will temporarily stabilize the area and then seed as soon as appropriate in 2022.

Tentative Remaining Project Schedule:

Week of 11/1	Complete base paving on the 1 st block of N Carlisle, complete concrete curb on the 1 st block, install ADA's at Warren and Madison, begin flat work in the area of 126 N Carlisle and head south
Week of 11/8	Continue ADA's around Pine, flat work on the west side of N. Carlisle between Pine and Warren, start resurfacing and brick replacement
Week of 11/15	Flat work on the East side between Pine and Warren, install no parking signage
Week of 11/22	Flat work on the East & West side between Warren and Chambers
Week of 11/29	ADA's and flat work between Mifflin and Walter
Weeks of 12/6 & 12/13	Finalize misc concrete work and punch list

Administration and Finance

Reporting Fund Balances

- Using October unreconciled numbers and including investments

Fund	Balance
General Fund (01)	\$ 1,511,611.54
Sewer Fund (08)	\$ 907,546.09
Stormwater Fund (09)	\$ 118,032.62
Capital Reserve Fund (30)	\$ 176,508.41
Highway Aid Fund (35)	\$ 653,109.44
ARPA Fund (70)	\$ 208,620.76

2022 Budget Overview

- The 2022 budget represents the Borough's continued commitment to strategic planning, comprehensive financial management practices, and a clear focus on the sustainable future of the Greencastle Borough.
- Functioning as a blueprint for implementation, the budget identifies the Council's goals and objectives each year.
- The 2022 budget format includes separate operating funds for General, Sewer, and Stormwater. By outlining these services in individual funds, the actual costs of these government functions can be separately identified and analyzed.

2022 Budget Highlights

- The budget maintains municipal services at the current levels.
 - The 2022 budget allows for all current services to remain at the same level residences are experiencing in 2021. The budget provides for sustained police services, street maintenance, community involvement, and sewer services.
- No new staff positions are proposed in the 2022 budgets.
 - The Borough is blessed with a truly remarkable team of very dedicated individuals. Present staffing is capable of maintaining the high level of services Borough residents are accustomed to receiving going forward.
- The proposed Stormwater budget includes an increase in the SPIF rate.
 - Based on the calculated 2021 year end Stormwater Fund balance of approximately \$30,000, the Admin and Finance committee is recommending a \$0.25 increase in the SPIF rate from \$0.50 to \$0.75 per hundred square feet of impervious area. This rate change will increase the fund's annual revenue by \$30,000 and will increase the average residential property SPIF billing by \$2.00 per quarter.
- The proposed budget does not include an increase in the property tax millage rate.
 - The proposed 2022 General Fund budget is balanced without an increase to the property tax rate which will remain at 15.0 mills. 2022 will be the fourth consecutive year that the Borough has not increased real estate taxes with the last millage increase occurring 2018.

2022 Fund Balance Overview

- Below is a chart providing the proposed budget balances for the 3 main operating funds. These numbers are tentative and may change during the budget finalization process.

Fund	Revenues	Expenses	Balance
General	\$ 2,318,576.27	\$ 2,318,021.72	\$ 554.55
Sewer	\$ 1,140,500.00	\$ 1,122,052.51	\$ 18,447.49
Stormwater	\$ 148,000.00	\$ 138,975.95	\$ 9,024.05

Public Facilities

Current Construction Projects throughout the Borough

- North Carlisle Street Rehabilitation Project
 - The Borough’s streetscape project will occur now through December. No parking will be allowed as signed, and significant traffic delays should be expected as street closing will occur daily during construction hours.
- 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 has begun along N. Allison, Grant, N. Church, and Ridge Avenue.

2016 CDBG Project – ADA Ramps

- The Borough has been approved for CDBG funding to install 14 ADA compliant ramps along S. Ridge Avenue to Leitersburg Street. These sidewalk ramps ensure ADA compliance between the GASD High School and Middle School.
- Total approved funding for this project is \$51,800 which will include engineering, construction, and inspection. For full funding the project is required to be substantially completed by May 31, 2022.
- Borough and ARRO staff met with interested contractors on October 21st for a pre-bid meeting and site visit.
- Bids will be received via PennBid until 10:00 A.M. on Monday, November 15, 2021, at which time the bids will be opened and tabulated.



Single Trash Hauler

- Based on concerns raised related to public safety, Borough infrastructure, and noise complaints, the Borough Council has advised staff to begin the process of establishing a single trash hauler for the Borough.
- Staff has created an online survey to collect feedback and to determine community support of the single waste hauler initiative. The ten question survey is for Borough residents only and can be completed in less than five minutes.

- Links to the survey are available to the public from November 1st to November 30th on the Borough's website and Facebook page.
- Paper copies of the survey are available at the Borough office for anyone who would prefer to complete the survey in person.
- Results of the survey will be collected and analyzed on December 1st for Council review.

Public Safety

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

- Accepted engineering standards identify that a roadway with 2 lanes of traffic and parking on both sides be 40 ft. wide. E. Madison Street is generally 30 ft. wide.
- With the roadway being considerably narrow and not allowing for a consistent flow of traffic, the Public Safety committee is recommending parking be eliminated on the south side of E. Madison Street between N. Allison Street and Spring Grove Avenue.
- Additionally the Public Safety committee has recommended no parking designations be reviewed on the west side of S. Jefferson Street 55 feet going north from the intersection with Dahlgren Street.
- The proposed increased restrictions on S. Jefferson St is due to the turn in the road at Dahlgren Street and concerns raised about sight distance and safe travel lanes in this area.

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, receipts payments, and functions 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.

Franklin County Municipal Summit Meeting

- On Friday, October 29th Borough staff attended the Franklin County Municipal Summit. This year's theme was comprehensive planning for the future.
- The meeting was attended by Franklin County Commissioners, Franklin County Planning department, Franklin County Area Development Council, and several municipal leaders from Townships and Boroughs around the county.
- Speakers presented timely information about grants, technology, and conservation projects.

Upcoming Community Events

Event	Organizer	Date	Time
Veteran's Day	VFW Post 6319	November 11	10:00 am
Christmas Tree Lighting	Chamber of Commerce	November 19	7:00 pm
Christmas Parade	VerStandig Media	November 20	9:21 am
Heritage Christmas	Chamber of Commerce	December 3 & 10	N/A

Public Works

Leaf Collection

- The Borough's Public Works crew has begun leaf pick-up services throughout the Borough as of October 18th.
- Residents are asked to observe the following program guidelines:
 - Leaves must be piled on curb(s) away from light poles, mail boxes, vehicles or any object that could impede the collection truck.
 - Leaves should not be placed in or near storm drains.
 - Leaves should not be bagged or otherwise contained.
 - No tree limbs, logs or other yard waste will be accepted.
- The daily collection schedule is:
 - Monday: Northeast Quadrant – N. Washington St to E. Baltimore St
 - Tuesday: Southeast Quadrant – E. Baltimore St to S. Washington St
 - Wednesday: Southwest Quadrant – S. Washington St to W. Baltimore St
 - Thursday: Northwest Quadrant – W. Baltimore St to N. Carlisle St
- This seasonal leaf collection program will continue until it is determined that leaves are no longer falling.

Alley Patching

- As approved in the 2021 budget, the Public Works team recently completed some minor repairs to Borough alleyways.
- More substantial repairs and paving work will be completed in 2022, but this maintenance work will improve a number of the Borough's more frequently travelled alleys.

Wastewater

Preventative Maintenance and Repairs

- Clarifier #1 wall was resurfaced with a sealer and epoxy after a repair to the concrete surface was completed.
 - Previously outside contractors were hired to complete this work but the WWTP staff did a great job of minimizing cost in completing this repair and resurfacing maintenance themselves.
- The plant and pumping stations generators as well as the blowers at the WWTP were all serviced in October as annual preventative maintenance tasks.
- Additionally the roof of the control building was cleaned as per the yearly warranty requirements.

Driveway Paving Project

- As approved by Council in September, the driveway at the Wastewater Treatment Plant is being repaired and repaved by Ganoë Paving Inc.
- The Borough saved costs for this repair by purchasing the base and surface asphalt materials at COSTARS pricing.
- The contractor's labor costs will include the removal of the existing asphalt, repairing damaged areas, grading, and applying the new material.
- As of November 1st most of the old asphalt has been removed and the paving work should be completed within the week.

