

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

By: Emilee Little

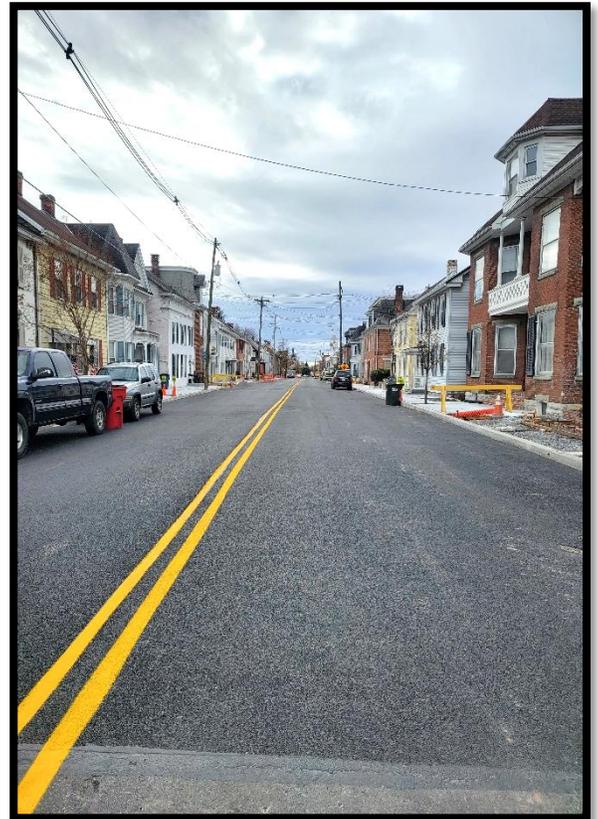
Construction Updates

North Carlisle Street Rehabilitation Project

The North Carlisle Street Rehabilitation Project includes stormwater improvements, curbing, bump outs, sidewalks, ADA ramps, milling, and repaving work to be completed by DOLI Construction for the initial contract price of \$964,973.25.

Progress Completed to Date:

- Stormwater – Reengineered stormwater infrastructure including new piping and inlet boxes have been installed.
- Curbing – All existing curbing has been removed with new curbing installed including traffic calming bump outs at Pine and Warren Lane.
- Sidewalks – The majority of sidewalks have been installed with the remaining flatwork to be completed in early December.
- ADA Ramps – The majority of the ADA ramps have been installed and tested for compliance.
- Milling – The entire road surface has been milled.
- Repaving – Paving work including base repairs as approved by Council has been completed.
 - DOLI paved from Walter Avenue to Mifflin Lane.
 - Columbia Gas completed the 2" overlay from Mifflin Lane to Center Square.
- Line Striping – The centerline has been painted over the entire paved roadway.



Remaining Work to be Completed:

- On November 15th, Borough Council approved a time extension establishing a 59 day extension for substantial completion and 184 day extension for final.

- Substantial completion by December 17, 2021, includes the remaining work:
 - All concrete flat work: sidewalks, driveway aprons, resurfacing & repair work
 - Miscellaneous items: brick replacement, signage, yard stabilization, crosswalk & stop bar painting
- Final completion by May 6, 2022, extends the contract only for grass seeding as identified.

Tentative Remaining Project Schedule:

Week of 12/6	<ul style="list-style-type: none"> • Remove and replace depressed curbing & apron at the Life Center • Finish remaining sidewalk work on West side between Mifflin & Madison • Ardex resurfacing & repairs to vandalized sidewalk panels • Brick replacement at 46 N. Carlisle St • Finish remaining ADA ramps at Pine Ln and Madison St
Week of 12/13	<ul style="list-style-type: none"> • Complete all remaining flatwork • Complete punchlist items • Complete Ardex resurfacing • Install signage • Finalize any other items for December 17th substantial completion

Administration and Finance

Swearing In of Newly Elected Borough Council Members

- Borough staff has been working collaboratively with Antrim Township staff to organize a joint swearing in ceremony for both Antrim Township and Borough of Greencastle officials.
- Judge Duane Cunningham will preside over the Monday, January 3rd, 2022 oaths of office ceremony to take place in the Council Chambers of Borough Hall at 6:00 pm.

Reporting Fund Balances

- Using November reconciled numbers and including investments

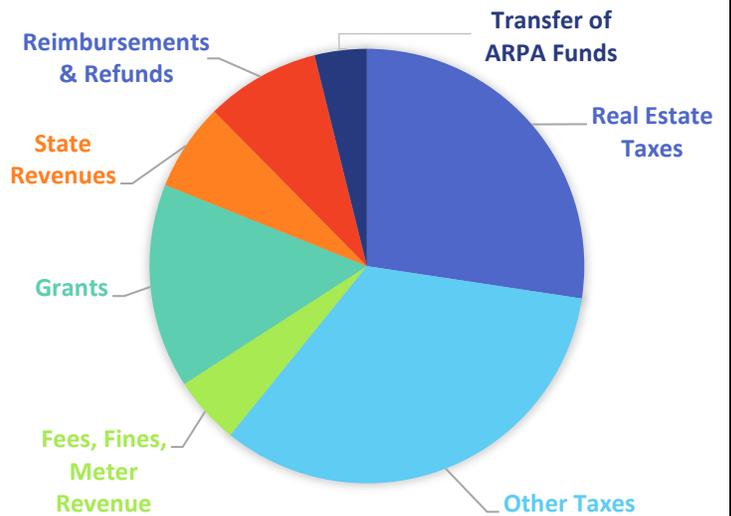
Fund	Balance
General Fund (01)	\$ 1,397,263.93
Sewer Fund (08)	\$ 1,077,601.69
Stormwater Fund (09)	\$ 124,603.71
Capital Reserve Fund (30)	\$ 176,525.59
Highway Aid Fund (35)	\$ 653,118.70
ARPA Fund (70)	\$ 208,628.15

2022 Budget Highlights

- Maintained level of municipal services.
- No additional staff positions.
- Increased SPIF rate from \$0.50 to \$0.75 per hundred square feet of impervious area.
- All funds are balanced with no property tax millage rate increase.

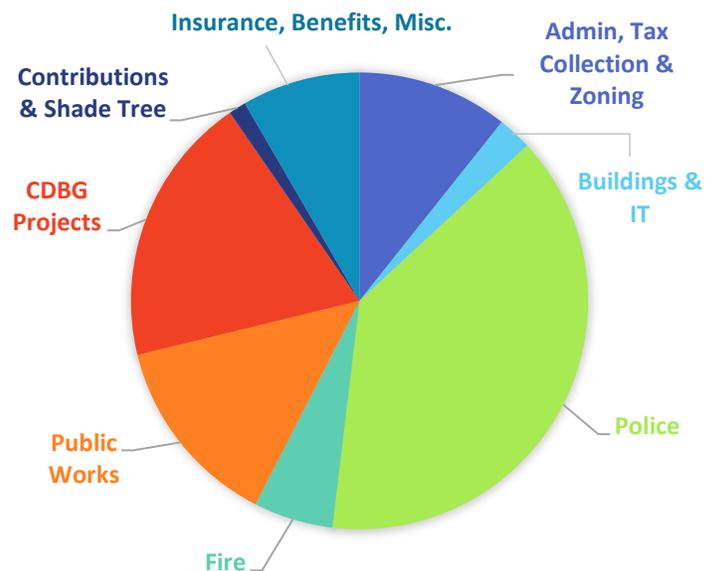
2022 Budgeted General Fund Revenues

REVENUE SOURCE	AMOUNT
Real Estate Taxes	\$ 635,000.00
Other Taxes	\$ 775,000.00
Fees, Fines, Meter Revenue	\$ 117,175.00
Grants	\$ 352,901.27
State Revenues	\$ 151,000.00
Reimbursements & Refunds	\$ 197,500.00
Transfer of ARPA Funds	\$ 90,000.00
TOTAL REVENUES	\$ 2,318,576.27



2022 Budgeted General Fund Expenses

EXPENSE	AMOUNT
Admin, Zoning, Tax Collect.	\$ 249,006.41
Buildings & IT	\$ 55,846.00
Police	\$ 898,105.69
Fire	\$ 130,400.00
Public Works	\$ 316,953.62
CDBG Projects	\$ 445,300.00
Contributions, Shade Tree	\$ 28,600.00
Insurance, Benefits, Misc.	\$ 193,810.00
TOTAL EXPENSES	\$ 2,318,021.72



2022 Budget Balance Overview

- Proposed 2022 budget balances for the 3 main operating funds.

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

Community Development

N. Carl Avenue Vacation

- On August 9th, the Borough's Planning Commission reviewed a sketch plan application for potential development on the northeast corner of the intersection of Rt. 11 & Rt. 16.
- The plan proposed the joining of six separate parcels to create a total property area of 2.5 acres for the construction of a new Sheetz Store.
- To allow for the proposed lot consolidation, on July 29th the developer submitted a formal request to the Borough Council to vacate N. Carl Avenue from Rt. 16 to W. Madison Avenue.
- The Borough Council authorized staff to work with William G. Bowen, Inc to complete a professional appraisal determining the value of N. Carl Avenue as a contributing piece of the proposed greater development.
- After a meeting with the developer to determine the Borough's compensation, a vacation agreement was drafted by the Borough solicitor.
- Proper advertisements and notifications have been made as required by the PA Borough Code, allowing for a public hearing to be held during the December Council meeting.
- If approved, the Borough Council can enact an Ordinance vacating any and all interest held by the Borough in N. Carl Avenue in accordance with the terms of the Vacation Agreement.

Potential Development: Buchanan Flats

- The proposed Buchanan Flats development is located on parcel 01-0A17.-075.-000000 in the Township and on parcel 08-2B22.-077.-000000 in the Borough.
- The property is zoned Community Commercial in the Township, which allows for apartment buildings. Within the Borough this area is zoned as General Residential (R-2) providing for multiple dwelling residences.
- Details on the concept plan include 10 buildings with 30 units per building totaling 330 units, 578 parking spaces, several areas of stormwater management, and a proposed public road that would connect Rt 16 to Moss Spring Avenue.

- As requested at the November 15th, rescheduled Council meeting staff has sent a letter to Antrim Township proposing a joint meeting between the two municipalities' Planning Commissions to discuss the proposed development and potential impacts.
- Additionally as requested, staff sent correspondence to Greencastle-Antrim School District and Antrim Township requesting a joint meeting to discuss the Buchanan Flats concept plan.
- Although both the Borough and Antrim Township have been made aware of the potential development, formal plans have not been submitted to date with either municipality.

Public Facilities

Current Construction Projects throughout the Borough

- North Carlisle Street Rehabilitation Project
 - The Borough's streetscape project will be proceeding through mid-December. No parking will be allowed as identified and street closure will occur during construction hours.
- Columbia Gas Repairs
 - Replacement work will continue along N. Allison, Grant, N. Church, and Ridge Avenue.

2016 CDBG Project – ADA Ramps

- CDBG funding has been approved for the installation of 14 ADA compliant ramps along S. Ridge Avenue to Leitersburg Street allowing for ADA compliance along the GASD campus.
- Total approved funding for this project is \$51,800 which will include engineering, construction, and inspection.
- Initial bids for this project were due November 15, 2021. Two contractors submitted bids, both of which were substantially over the estimated cost and the grant funding allocation.
- Rebidding the project in late December without a mandatory pre-bid meeting should allow for additional contractors to review the project resulting in more competitive bids received.



High School South Entrance



Addison & S. Ridge N. Corner

2017 CDBG Project – S. Jefferson Street Restoration

- This project was originally approved as a single block restoration only providing improvements on S. Jefferson Street from Baltimore Street to Franklin Street.
- Staff worked with the Franklin County Planning department to increase the scope of this project to include all S. Jefferson Street from Baltimore Street to Dahlgren.
- Given the current conditions in this area these modifications better serve the residents identified in this block group.
- Sidewalks, curbing, ADA ramps, and driveway aprons will be installed as identified.
- The Borough engineer has advised that several areas are in need of a deep milling with reclamation procedures implemented and base repair performed, otherwise the roadway will receive a comprehensive 2" mill and overlay.
- Total approved funding for engineering, construction, and inspection is \$261,038.00.
- This project is planned to be bid in late-December with bids due at the end of January, and final completion estimated for June 2022.



Single Trash Hauler Survey & Results

- After numerous issues having been discussed regarding public safety, Borough infrastructure, and noise, the Borough Council voted for staff to begin the process of establishing a single trash hauler for the Borough.
- To determine community support for the single waste hauler initiative, staff created an online survey to collect and quantify feedback. The survey consisted of ten questions posed to Borough residents relating to current trash services as well as the potential implementation of a burn ban.
- The survey was posted on the Borough website and Facebook page from November 1st to November 30th with hard copies available at public meetings and in the Borough office.

- The 157 participants in survey identified the following:
 - 51% supported the Borough establishing a single trash hauler.
 - 77% currently have waste collection services at their home.
 - 48% would opt out if the Borough contracted with a single waste hauler.
 - 56% do not support implementing a burn ban for yard waste.
- Council will review these survey results at their December meeting and advise staff of any additional follow up actions.

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.
- 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.
- As directed at the October Council meeting, letters were mailed to residents potentially impacted by these additional no parking designations.
- Residents were asked to provide input on this decision and encouraged to contact the Borough office with any questions, comments, or concerns.

Administrative Office & Personnel

Administrative Receptionist Position Filled

- The Borough has hired an Administrative Receptionist. Borough resident, Haley Allshouse has been chosen to fill this position.
- In addition to completing office and secretarial tasks, as the Administrative Receptionist Haley will be the first person residents encounter when entering the Borough office.
- Borough staff happily welcomes Haley to our team and is confident in her ability to fulfill the needs of this position.

Help Wanted: Billing & Program Coordinator Position

- The Borough is hiring for a part-time Billing & Program Coordinator. This position completes quarterly utility billing, coordinates several Borough programs, and calculates bank deposits.
- A well-qualified applicant for this position must have strong communication skills, excellent knowledge of computers and Excel, as well as strong organizational abilities. A working familiarity with accounting practices and procedures is strongly preferred.
- Applications are available online and will be accepted until the position has been filled.

Public Works

Leaf Collection

- The Public Works crew continues to provide leaf pick-up services throughout the Borough.
- 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 collection program will continue until leaves are no longer falling.

Assistance with Holiday Community Events

- As the Borough residents enjoy many community events during the holiday season, the Public Works staff has been hard at work preparing, coordinating, and cleaning up after these beloved occasions.
- Coordinating with the Chamber of Commerce, the Public Works department completes tasks including the installation of the Holiday House and Santa's mailbox in the town square, designating no parking to facilitate local commerce, and cleaning Borough streets before and after events.



Safe Walkway for Heritage Christmas

Wastewater

Preventative Maintenance and Repairs

- Service of plant mixers: Mixer #3 has been in service since 2005 and was sent to be rebuilt
- Replaced motor assembly and upper gearbox on screw pump #2
- Completed annual service to pumping stations and generators
- Replaced flow sensor on effluent flow meter

Line Rehabilitation Services

- Mr. Rehab will be completing line rehabilitation work in the Borough.
- As stated on the Borough website, residents should be prepared for traffic interruptions or delays as outlined below:
 - December 6th – South Carlisle Street
 - December 7th – North Allison Street
 - December 8th – South Jefferson Street
- Anyone with questions can contact the Borough office at 717-597-7143.