

**Borough of Greencastle  
February 2022 Council Meeting  
Manager's Report**

**By: Emilee Little**

**Significant Events**

Joint Meeting with Borough, Township, and Greencastle-Antrim School District

- On January 27<sup>th</sup> the Borough Council joined the Antrim Township supervisors and the Greencastle-Antrim School District school board members for a joint meeting between the three entities.
- Representative Paul Schemel provided an overview of recent and upcoming legislation as well as recognized Joel Wenger who provided 42 years of dedicated service to the Antrim Township Planning Commission.
- Dr. Lura Hanks outlined the Greencastle-Antrim School District's core competencies and provided an example of their competency immersion days. On behalf of the Borough, I presented a PowerPoint reviewing projects accomplished in 2021 and upcoming projects planned for 2022. Brad Graham of Antrim Township reviewed development within the Township and future projects.
- Staff will continue to communicate and coordinate future joint meetings between the three entities. All meetings will be open to the public and legally advertised.

**Administration**

Borough Chamber Updates

- At the request of Council during the January 24<sup>th</sup> workshop, Borough staff including Public Works Manager Bob Manahan and Mike Lehman assisted with the installation of 25 donated Mark Twain Noe paintings.
- Additionally staff will be pricing a large Borough seal to be installed in Council Chambers as well as updated tables for presentations.



Shade Trees

- The Borough staff has recently submitted the Tree City USA application for 2022. If approved this will be the 6<sup>th</sup> year for the Borough of Greencastle's Tree City USA designation.

- With the guidance of local advisor Cassandra Godbey, Borough staff has planned for 16 new shade trees to be planted this year in the Borough. It is essential that the Borough's shade tree canopy remain nurtured and maintained as it provides countless natural benefits to our community and infrastructure.
- Council will be reviewing the estimate provided by local supplier Green Arbor Landscape for the 2022 shade tree plantings and if approved the new trees will be planted in early spring.

## **Budget & Finance**

### Reporting Fund Balances

- Using January unreconciled numbers and including investments

<b>Fund</b>	<b>Balance</b>
General Fund (01)	\$ 1,271,706.21
Sewer Fund (08)	\$ 871,000.44
Stormwater Fund (09)	\$ 58,622.52
Capital Reserve Fund (30)	\$ 176,561.30
Highway Aid Fund (35)	\$ 653,138.25
ARPA Fund (70)	\$ 208,642.20

### FY 2021 Audits Scheduled

- Representatives from Boyer & Ritter LLC are currently working with staff through the initial phase of the financial auditing process for the year ended December 31, 2021. The main audit fieldwork is scheduled for the week of February 21<sup>st</sup>.
- The financial audit is conducted in accordance with generally accepted auditing standards (GAAS) to ensure the accuracy, consistency, and verifiability of auditors' actions and reports.
- Funds being evaluated as part of the financial audit include:
  - Governmental – General Fund, Capital Reserve Fund, Highway Aid Fund
  - Proprietary – Utility Sewer Fund, Stormwater Fund
  - Fiduciary – Police Pension Fund, Non-Uniform Pension Fund
  - Component Units – Greencastle, Fr. County, Authority (Sewer), GAFCWA (Water)
- Additionally staff has completed the annual Workers Compensation audit and has scheduled the Liquid Fuels audit for the week of February 7<sup>th</sup>.

## **Economic Development**

### Sheetz Plan Submission to Borough Planning Commission

- On August 9, 2021, 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.
- After a public hearing on December 6<sup>th</sup>, the Borough Council enacted Ordinance 2021-06 vacating any and all interest held by the Borough in N. Carl Avenue in accordance with the terms of the executed Vacation Agreement.
- On December 22<sup>nd</sup> Sheetz engineers submitted subdivision and land development plans to the Greencastle Borough, Franklin County Planning Commission, and Franklin County Conservation District. These plans along with the PennDOT Traffic Impact Study were reviewed by the Borough engineer with comments submitted to the Borough Planning Commission.
- The Planning Commission met on January 10<sup>th</sup> to review the submitted plans and engineering comments. After consideration, the Planning Commission voted to provide recommendation to the Borough Council for approval of the final subdivision plan. The land development plans had several comments that will need to be addressed prior to recommendation from the Commission.
- First Capital Engineering presented the subdivision plan on behalf of the Sheetz development group to Council at their January 24<sup>th</sup> workshop meeting. Council will be evaluating this subdivision plan for approval at the February Council meeting.

#### 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.
- On January 6<sup>th</sup>, Borough staff attended a PennDOT Traffic Impact Study scoping meeting regarding this proposed development. At this meeting the Borough's opposition to the proposed connector road, as referenced in the 2012 Joint Comprehensive Plan, was stated. Also staff emphasized the need for the Borough to be kept aware of any updates or correspondence in regards to this potential development.
- On January 18<sup>th</sup>, Council representatives and staff met with Inch & Co. Director of Acquisitions Joe Eisenhauer to discuss the potential project. Eisenhauer reviewed comparable projects Inch & Co. has constructed, answered questions from the group, and stated that formal plans would be submitted by January 31<sup>st</sup>.
- At the time of this report, the Borough has not received a hard copy plan submittal for this proposed development.

## Personnel

### Public Participation & Volunteerism

- Borough of Greencastle is proud to offer many opportunities for residents to participate in their local government by serving on boards, committees and commissions. Each year, residents offer their time, energy, knowledge and talents to our municipality.
- Current vacancies on the Borough's committees, boards, and commissions for the 2022 calendar year include the following positions:
  - Curb and Sidewalk Appeals Board – 3 volunteers
  - Zoning Hearing Board – 1 volunteer
- As approved at the January Council meeting, staff has prepared a public participation form to be used by residents who would like to be considered for open vacancies.
- If you have expertise in a particular area, free time, and a desire to volunteer, the Borough of Greencastle encourages you to complete an Application for Public Participation Consideration Form.
- Residents are encourage to visit the Borough office or website to receive this application form. Completed public participation forms can be submitted via email to [office@greencastlepa.gov](mailto:office@greencastlepa.gov) or returned to the Borough office.

### 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 Facilities

### 2016 CDBG Project – ADA Ramps

- CDBG funding has been approved for the installation of ADA compliant ramps along S. Ridge Avenue allowing for ADA compliance along the GASD campus.
- For engineering, construction, and inspection the total approved funding allocation for this project is \$49,204.73.
- Due to the initial bids received being over budget, the project was rebid with optional ramps and a non-mandatory pre-bid meeting. Current bids were



received via PennBid on Wednesday, January 26 will be reviewed by Council at the February meeting.

- The lowest qualified bidder as recommended for award by ARRO Consulting was Canadochly Construction, Inc. with the initial contract price of \$26,225.00 for the ramps at the intersections of Rowe Ave and S. Ridge Ave, and Addison Ave and S. Ridge Ave.

#### 2017 CDBG Project – S. Jefferson Street Restoration

- 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 allowing for more substantial improvements in the identified block group.
- The project scope now includes sidewalks, curbing, ADA ramps, and driveway aprons to be installed as identified. Additionally the roadway will receive a complete 2” mill and overlay.
- Total approved funding for engineering, construction, and inspection is \$249,207.36.
- Borough staff and Franklin County are still working through the final approval for this modified project. Staff meet with the Franklin County Planning department and PA DCED on February 1<sup>st</sup> to review the project and request an extension of the current June 2022 deadline.
- Staff will continue to keep Council updated on this project and the associated extension request to ensure the project is completed within the approved CDBG regulations.

#### Shentel Agreements



- Shenandoah Cable Television (Shentel) is an established company focused on delivering broadband, TV, phone, and wireless service to rural areas.
- Staff has been working with Salzmann Hughes to draft a non-exclusive franchise agreement for fiber-based broadband services within the Borough
- As established by the draft franchise agreement, Shentel would be required to pay a 5% cable franchising fee to the Borough based on the company’s annual gross revenue received within the Borough.
- Also Shentel has agreed to provide free internet services to Borough facilities resulting in an annual savings of approximately \$7,200.
- After approval of the franchise agreement Shentel estimates that the buildout construction effort will take 2 years for substantial completion.
- Council will be reviewing the draft Shentel Franchise Agreement and the draft internet service agreement at the February Council meeting.

## **Public Safety**

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

- In response to several complaints of safety concerns and parking not allowing for a consistent flow of traffic on E. Madison Street, the Public Safety committee made recommendation to Borough Council to eliminate parking 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 due to concerns raised about sight distance, safe travel lanes, and clearance for emergency apparatus in this area.
- In January, Council voted to approve Ordinance 2022-01 which mandated no parking along the south side of E. Madison Street between N. Allison Street and Spring Grove Avenue, and along the west side of S. Jefferson Street at a location 55 feet north from Dahlgren Street.
- The Public Works department installed the signage designating these parking restrictions. In addition to letters sent, the Greencastle Police department has been notifying impacted residents of the new regulations and will soon begin to enforce the illegal parking.

## **Public Works Department**

### PA One Calls for Columbia Gas Construction

- The Pennsylvania One Call system is used to protect underground utilities such as gas, water, and sewer as well as promote safe construction practices.
- Residents and contractors doing any work requiring excavation are required by law to call 8-1-1 at least three business days prior to beginning any digging.
- When PA One Call is notified of any excavation in the Borough or within the Greencastle Water Authority's distribution area, the Public Works department receives a request to mark where the Borough's underground utilities are located.
- Columbia Gas is current working on its pipeline replacement project through the North East quadrant of the Borough. The Public Works department worked for several days to complete all the PA One Calls needed for this large project and will work with Columbia Gas to ensure all Borough infrastructure is safe throughout construction.

### Winter Weather

- The Borough's Public Works staff has been working hard during the recent inclement winter weather to ensure all Borough streets are kept clear and safe for residents and visitors.
- Residents are reminded of Chapter 169-2 of the Borough Code outlining the responsibility for removal of snow and ice from sidewalks. The Code specifically notes that snow/ice must be removed from sidewalks within 24 hrs after the cessation of snow, sleet, or freezing rain.
- The Public Works team's main priority during snow events is to clear the public roadways, it remains the property owner's responsibility to ensure sidewalks are clear for pedestrians.

## **Sewer Department**

### Operations Updates

- Contractor Envirep Inc. rebuilt the sewer plant grinder.
  - This unit grinds foreign matter saving wear and tear on the pump that provides liquid to the plant's solid material press.
  - This repair had been delayed for several months due to supply chain issues.
- Impacts from winter weather events on waste water treatment:
  - Part of the waste water treatment process involves a wheel that constantly travels around an outdoor tank with a circular exterior wall.
  - Snow and ice interfere with the wheel's path of travel around the tank wall.
  - Prior to winter weather events, operators must turn this rotational unit off and then back on once the surrounding tank wall have been cleared of snow and ice.
  - Additionally ice forms in several tanks during cold temperatures so the wastewater operators must remove some of the cold water from the tanks and replaced it with warmer influent water.

### Annual Wastewater Reports

- The Chief Wastewater Plant Operator Kevin Hunsberger is currently working on and compiling information for the Annual Biosolids and Wasteload Management Reports.
- The Biosolids Annual Report details the quality and quantity of biosolids produced for the year and documents the average nitrogen concentration in sewage sludge.
- The purpose of the Wasteload Management Report is to track current needs and forecast any potential future upgrades required at the waste water plant and/or collection system. This report details the quantity of flow and organic loadings to the plant for the last 5 years and projects the capacities needed, hydraulically and organically, for the next 5 years.
- Additionally the Wasteload Report reviews the condition of the plant, pumping stations and collection system. Once complete the Wasteload Management Report will show when current capacities will be insufficient and when upgrades will be needed.
- Hunsberger anticipates that the sewer system should have more than sufficient hydraulic and organic capacity for the foreseeable future. Notwithstanding, any large development and/or a new business that would routinely use significant amounts of water or contribute a heavy waste discharge could alter the future demands on the Borough's sewer system.