

Borough of Greencastle
March 2022 Council Meeting
Manager's Report

By: Emilee Little

Administration

Borough Street Vacation Procedure

- In 2021, Borough Council received a request to vacate N. Carl Avenue in conjunction with a proposed development on the northeast corner of the intersection of Rt. 11 & Rt. 16.
- As there is no established procedure in place to evaluate a request for vacation, staff has been developing a formalized process by which an adjoining property owner could petition the Borough Council to vacate a Borough street.
- A main tenet of a vacation petition is that the vacation must provide a long-term public benefit in addition to the payment of the appraised fair market value for the right-of-way.
- In determining whether to vacate a street, several departments, commissions, and professional services providers will evaluate the request and submit a report to Council. Council will then review all the reports ultimately considering benefits proposed by the petitioner and if there are any adverse effects caused by the proposed vacation.
- The vacation procedure packet includes an outline of the vacation process, costs to the petitioner, information and exhibits required, responsibilities after vacation, and the actual petition to be notarized and submitted.
- Borough Council reviewed the proposed vacation procedure packet at the February 28th workshop meeting and staff will be analyzing the information with Salzmann Hughes prior to Council approval.

Budget & Finance

Reporting Fund Balances

- Using February unreconciled numbers and including investments

Fund	Balance
General Fund (01)	\$ 1,151,394.88
Sewer Fund (08)	\$ 807,024.45
Stormwater Fund (09)	\$ 55,604.81
Capital Reserve Fund (30)	\$ 176,578.13
Highway Aid Fund (35)	\$ 653,147.39
ARPA Fund (70)	\$ 208,649.48

FY 2021 Audits

- Completed in early February, no findings were found in the the annual Workers Compensation and Liquid Fuels audits.
- Representatives from Boyer & Ritter LLC finalized the in office fieldwork for the fiscal year ending December 31, 2021 financial audit.
- 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)

Community Outreach

High Line Train Station Collaboration

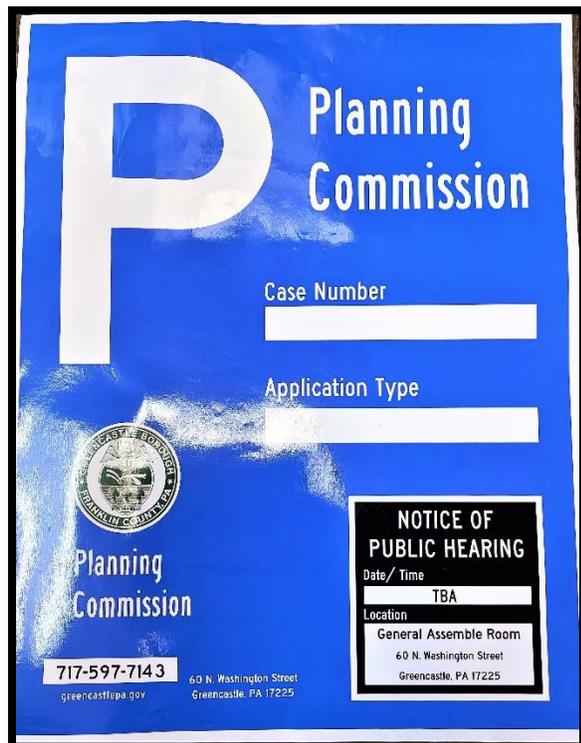
- In late February, a representative from the High Line Train Station reached out to the Borough requesting assistance with submitting for a grant opportunity.
- The train station is hoping to acquire funding through the Local Share Account Statewide program to replace the roof and reinstall the portico structure on the front of the station.
- Projects eligible for this funding include projects of public interest that improve the quality of life in the community.
- Staff is working with Salzmann Hughes to review this request and draft a resolution of support. At the March Council meeting Council will be discussing conditionally approving this request subject to an agreement established between the train station and the Borough outlining specific responsibilities of both entities.



Economic Development

Potential Development: Buchanan Flats

- The proposed Buchanan Flats development is located over 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.
- In early January, 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 and answered questions from the group. Borough staff continues to attend a PennDOT Traffic Impact Study scoping meetings regarding this proposed development.
- Details on the land development plan submitted on February 7th include 10 multi-family structures with 30 units per building totaling 330 units, 406 parking spaces, several areas of stormwater management, and a proposed public road allowing access to the development from Rt. 16.
- Currently the Water Authority's engineer is reviewing the submitted plan relative to GAFCWA's sourcewater protection area and total capacity requests. Additional ARRO Consulting is reviewing the land development plan based on the Borough's zoning and SALDO requirements.
- This plan will be on the Borough's Planning Commission March 14 agenda beginning at 6pm.



Planning Commission Signage

- At the request of Borough Council, staff has developed signage to be used for the Planning Commission.
- Borough Council reviewed the proposed signage at the February workshop meeting and a few changes will be made prior to the signs being utilized.
- Going forward, once plans are submitted the sign will be prominently displayed at any property at which plans have been submitted to the Planning Commission.
- The signs will assist with notifying residents of potential development and upcoming Planning Commission meetings.

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
- 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 encouraged 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 or returned to the Borough office.

Help Wanted: Billing & Accounting Coordinator Position

- The Borough is now hiring for a full-time Billing & Accounting Coordinator. This position completes quarterly utility billing, coordinates several Borough programs, and calculates daily bank deposits.
- A well-qualified applicant for this position must have an associate degree in accounting, business, or bookkeeping or related work experience as well as excellent knowledge of computer programs and Excel.
- The work requires data analysis, a strong working competency for generally accepted accounting principles, strong knowledge of various forms of technology, and excellent communication and organizational skills.
- This employee will generate quarterly utility billings for the Borough of Greencastle residents, monthly accounts receivable billings for customers, and receive, enter, and process payment for all accounts payable invoices.
- A full job description is posted on the Borough website with applications available online and in the Borough office. Applications 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.

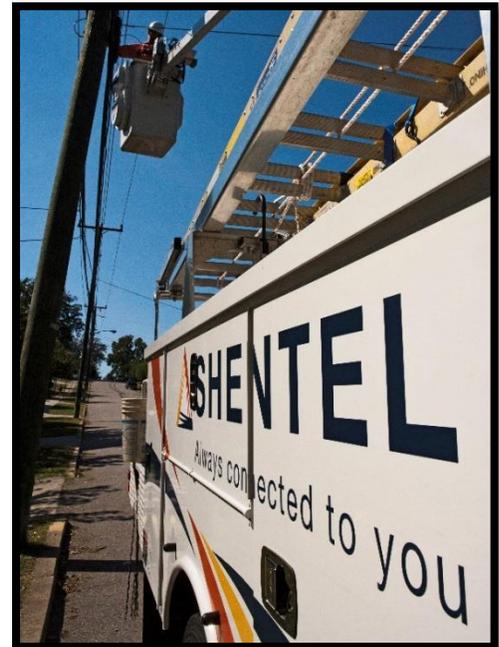
- The lowest qualified bidder as recommended for award by ARRO Consulting was Canadochly Construction, Inc. with the initial contract price of \$26,225.00 for the ramps at the intersections of Rowe Ave and S. Ridge Ave and Addison Ave and S. Ridge Ave.
- Canadochly has submitted the executed contract, bonding, and insurance information which will be reviewed by Salzman Hughes prior to the Borough's execution.
- Construction is planned to begin in May and the project will be finalized by the September 2022 deadline for CDBG funding.

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 as well as an extension of the previous June 2022 deadline to September 2022.
- The project scope now includes sidewalks, curbing, ADA ramps, and driveway aprons to be installed as specified on the approved plans. Additionally the roadway will receive a complete 2" mill and overlay.
- Total approved funding for engineering, construction, and inspection is \$249,207.36.
- This project is currently listed on PennBid and staff held a non-mandatory pre-bid meeting on March 3rd to review the project and complete a site visit. Bids will be received for this project until 10:00am on Friday, March 25th.

Shentel Franchise & Internet Access Agreements

- Shenandoah Cable Television (Shentel) is an established company focused on delivering broadband, TV, phone, and wireless service to rural areas.
- A non-exclusive franchise agreement for fiber-based broadband services within the Borough has been drafted, reviewed and amended by Borough Council.
- 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.
- Upon execution of the franchise agreement Shentel anticipates that infrastructure buildout construction will take 2 years for substantial completion in the Borough.



Public Safety

N. Carlisle Street Safety Concerns

- In response to several public complaints of additional truck traffic, Borough staff has reached out to the management of Industrial Pallet Corporation to reiterate the Borough request that trucks use the Walter Avenue entrance to N. Carlisle Street instead of coming from Center Square and through the more residential section of N. Carlisle Street.
- Staff is hopeful this increased communication will minimize the amount of trucks traveling on N. Carlisle Street. Additionally staff will be collecting tag numbers of tractor trailers still using the wrong route and reporting that information to the pallet company.
- In addition to truck traffic, public safety concerns have also been raised about increased speeding on the newly paved N. Carlisle Street roadway. Although speed tables were originally proposed in the streetscape design, those traffic calming structures were removed from the final plans at the request of several property owners on N. Carlisle Street.
- If desired, the Borough staff and engineer can reassess the installation of additional speed controlling mechanisms in this area.
- Currently the Greencastle Police Department has increased speed assessments on N. Carlisle Street with several speeding citations written in the month of February.

Special Events Permit

- Borough staff is developing a special event permitting process for groups requesting closure of public streets or use of Borough public facilities for special events. The more formalized process is intended to assist community groups with planning special events within the Borough of Greencastle.
- The permitting application will review traffic control, emergency services, post event cleanup, and special accommodations that may be required for a safe and successful event.
- Borough staff will work with the Greencastle Police Department and the Borough's Emergency Management Coordinator to develop and finalize this special events permit.

Public Works Department

Coordination with Columbia Gas Construction

- Columbia Gas is current working on its pipeline replacement project through the North East quadrant of the Borough. The Public Works department completed all the PA One Calls needed for this large project.
- Additionally as this project progresses the Public Works department will continue to work with Columbia Gas to ensure all Borough and Water Authority infrastructure is secure throughout construction.

- Starting on March 8th through March 10th from 6 p.m. to 6 a.m., Columbia Gas will be working at the intersection of E. Baltimore Street and Washington Street with a portion of N. Washington Street closed at the Greencastle post office.
- Traffic control and flagging will be utilized but residents should expect delays and exercise caution in this active work zone.

S. Jefferson Street Service Evaluation

- The Public Works department will be assessing water service lines on S. Jefferson Street prior to the Borough's street improvements project.
- Work on the residential service lines will begin the week of March 7th and be completed by the end of the month.

Street Sweeping

- A Borough-wide street sweeping route has been established and was completed in late February by Public Works Foreman Brian Maynard.
- This early spring sweeping after the snow is gone, picks up salt and other winter debris.
- Overall street sweeping improves the appearance of Borough streets and also collects solid debris before it can be washed down the storm drains and enter the Borough's stormwater infrastructure.

Sewer Department

Annual Wastewater Reports

- Chief Wastewater Plant Operator Kevin Hunsberger has completed the Annual Biosolids Reports which has been reviewed by Material Matters and submitted to DEP.
- The Annual Biosolids Report details the quality and quantity of biosolids produced for the year and documents the average nitrogen concentration in sewage sludge.
- In the Wasteload Management Report, used to track current and future needs of the waste water plant and collection system, Hunsberger will be requesting the Corrective Action Plan imposed for the overload at the Carlisle Street Pumping Station be lifted.

Operations Updates

- Hunsberger has compiled a list of lines to have cleaned and televised in 2022.
- Inspections and videos are scheduled to be completed for South Jefferson Street to ensure the functionality and condition of the mains and laterals in that area prior to the Borough's paving work.
- The Borough's Sewer and Public Works departments have assessed and inspected the sewer lateral issue at Industrial Pallet caused during the Water Authority's water main replacement project on N. Carlisle Street. Both departments will be involved with the repair to ensure compliance with Borough standards.