

Borough of Greencastle
April 2022 Council Meeting
Manager's Report

By: Emilee Little

Administration

Borough Street Vacation Procedure

- As the Borough Council still reserves the right to effectuate a street vacation per Borough Code §1731, Borough staff has developed a formalized process by which an adjoining property owner can petition the Borough Council to vacate a Borough street.
- Under the established procedures, in order to approve a street or alley vacation, Council must find that the public will receive long-term benefits in addition to the payment of a mutually agreed upon value for the right-of-way.
- Upon the Borough Manager receiving a petition 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 could be any adverse effects caused by the proposed vacation.
- The vacation procedure manual includes an outline of the vacation process, non-reimbursable costs to be paid by the petitioner, information and exhibits required, responsibilities after vacation, and the actual petition to be notarized and submitted.
- Borough Council has reviewed the proposed vacation procedure manual at the February and March workshop meetings and Salzman Hughes has reviewed the information and provided necessary feedback.
- With the enactment of Resolution 2022-03, Council will adopt the official street vacation manual and authorize the assessment of all related costs.

Borough Newsletter

- The Borough of Greencastle is planning to reestablish a published newsletter designed to provide residents with updates and information regarding various issues, services, and community events impacting Borough residents.
- The newsletter would be distributed to Borough residents either quarterly or biannually with the first edition planned to be mailed out by Old Home Week in August.
- Staff will be working to format draft layouts and gather pricing information to be reviewed at the April 25th Council workshop meeting.

Budget & Finance

Reporting Fund Balances

- Using March unreconciled numbers and including investments

Fund	Balance
General Fund (01)	\$ 1,151,394.91
Sewer Fund (08)	\$ 807,024.46
Stormwater Fund (09)	\$ 55,604.81
Capital Reserve Fund (30)	\$ 176,579.90
Highway Aid Fund (35)	\$ 653,155.48
ARPA Fund (70)	\$ 208,655.87

FY 2021 Financial Audit

- In early March, 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.
- Based on the auditors' calculations, staff completed and submitted the Borough's annual DCED-CLGS-30 report reviewing the Borough's FY 2021 Balance Sheet, Statement of Revenues and Expenditures, and Debt Statement.

Community Outreach

High Line Train Station Collaboration

- On March 15th Borough staff submitted a Local Share Account Statewide Funding grant application to DCED on behalf of the Greencastle Area Youth Foundation.
- The grant funding request was for \$355,000 to be used to replace the roof and to reinstall the front portico structure on the High Line Train Station.
- The Greencastle Area Youth Foundation and the Borough of Greencastle have entered into a cooperative agreement, as drafted by Salzmann Hughes, outlining that the Borough is serving only as an applicant for the grant funding and that the Foundation will be administering and executing all required responsibilities for the project.
- Council will ratify Resolution 2022-02 at the April Council meeting as this resolution has been preliminarily voted on by Council and was submitted as required with the DCED grant application documents.

Updated Center Square Lighting

- At the March 28th workshop meeting, Council discussed updating the street lighting in the Center Square.
- The new lighting will allow for improved energy efficiency and increased visibility with LED bulbs.
- It is the Borough’s intention to request donations and sponsorships from local residents and businesses to offset the cost of the new lighting.
- Staff will be gathering lighting options and pricing information to be reviewed at the April 25th Council workshop meeting.



Economic Development

Name of Development	Zoning District	Proposed Use/Improvement	Status
Otterbein Church	R-2	Addition for the construction of a kitchen.	Recommendation from Planning Commission for Borough Council approval.
Sheetz	Highway Commercial	Lot consolidation for the construction of a new Sheetz gas and convenience store at the intersection of Rt. 11 & Rt. 16	Subdivision plan for lot consolidation and N. Carl Avenue vacation request approved by Council in 2021. PennDOT review in progress prior to land development plan submittal to the Planning Commission.
Buchanan Flats	R-2	10 multi-family structures with 30 units per building totaling 330 units, several areas of stormwater management, and a proposed public road allowing access to the development from Rt. 16.	G AFCWA’s engineer is reviewing the plans relative to sourcewater protection area and total capacity request. ARRO Consulting initial comments have been submitted to the developer. The Planning Commission will review the preliminary plans at the April 11 th meeting.

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
- Interested residents are encouraged to visit the Borough office or website to receive Application for Public Participation Consideration Form. Completed 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 in search of 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.
- 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

- To further improve local accessibility and compliance with ADA regulations, the Borough of Greencastle will be executing a grant funded project to install ADA curb ramps at the intersections of Rowe Avenue and S. Ridge Avenue & Addison Avenue and S. Ridge Avenue.
- Contracts have been executed with the lowest qualified bidder for this project, Canadochly Construction, Inc. with the initial contract price of \$26,225.00.
- Construction mobilization is planned to begin on April 4th with work expected to be complete at the end of April barring any delays.
- Borough staff has sent letters to impacted residents, coordinated the project timeline with the Greencastle-Antrim School District, and notified the contractor of the bus transportation schedule to minimize the impact of this construction on the local school traffic.

2017 CDBG Project – S. Jefferson Street Restoration

- With the expansion of the project scope and the approved time extension, this restoration project now includes all of S. Jefferson Street from Baltimore Street to Dahlgren allowing for more substantial improvements in the identified block group with a completion deadline of September 2022.
- Improvements 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.
- Contractor bids were opened on Friday, March 25th with five bids received ranging from \$216,570.27 to \$619,533.00. ARRO Consulting has reviewed the bidding documents and recommended the contract be awarded to Ganoë Paving, Inc. as the lowest qualified bidder.
- Borough Council will review the submitted bids at the April Council meeting and take action to award the project.

2021 CDBG Project – ADA Ramps

- In June 2021, staff completed and submitted an application for FY 2021 CDBG funding requesting a total amount of \$67,000 to complete the installation of 14 ADA ramps.
- Included in this funding request were the following areas:
 - North west corner of Colonial Drive and Williamson Avenue
 - East and west corners of S. Elm Street
 - South east corner of E. Franklin Street and S. Washington Street
 - East and west corners of N. Ridge Avenue and Tyrone Street
 - All four corners at the intersection of N. Ridge Avenue and Grant Street
 - North and south corners of Grant Street and Linden Avenue



East Corner of N. Ridge & Tyrone St



NE Corner of N. Ridge & Grant St

- In working closely with Franklin County Planning, staff was able to secure an additional \$43,000 bringing this project funding to a total of \$110,000.
- Staff submitted an updated project scope, activity description, and tentative timeline to Franklin County at the end of March to be reviewed by DCED for an additional six ramps.
- After final approvals the updated timeline has the project being tentatively bid in January 2023 with the construction work to be completed in August of 2023.

N. Carlisle Street Rehabilitation Project Updates

- Staff is scheduling a meeting with DOLI to review, negotiate, and finalize outstanding change orders for roof drain assemblies and additional base repair.
- Letters were mailed to residents on N. Carlisle Street requesting input on any outstanding issues that the property owner feels should be addressed prior to the project's finalization. Responses are required in writing by Monday, April 11th.
- DOLI has confirmed that they will be on site in early April to complete punch list items.
- Pricing options are being collected for the reinstallation of the fencing around the Jerome King Playground.

Franklin County Planning Updates

Franklin County Comprehensive Plan

- The County has begun the process of updating its current comprehensive plan which was adopted in June 2012.
- I have been invited to be a contributing member of the steering committee for the Franklin County Comprehensive Plan update. The steering committee will provide assistance with the process and input on the plan.
- The first steering committee meeting will be on April 5th with eight steering committee meetings scheduled throughout the planning process.

Franklin County Long-Range Transportation Plan

- The Franklin County Metropolitan Planning Organization (MPO) has launched an online survey to gather public input and opinion as planning continues on an update of its long-range transportation plan (LRTP).
- The LRTP will serve as the MPO's blueprint for decision making on transportation projects through the year 2045. The plan will also serve as the transportation implementation element of the Franklin County Comprehensive Plan outlining specific priorities to help the county plan for the future.
- The online survey is available at <https://metroquestsurvey.com/wy7a7t> through May 13th. The Borough office also has hard copies of the transportation survey allowing Borough residents to provide feedback on local transportation priorities.

Public Works Department

Dirt and Gravel Road Program

- On March 15th and 16th Public Works Manager Bob Manahan completed training and received certification for the Dirt and Gravel Road Program.
- On March 30th Borough staff met with Scott Metzger of the Franklin County Conservation District to assess several gravel alleys and low volume roadways in the Borough to determine the possibility of applying for funding through this program to pave these areas.

Removal of Hazardous Pole Remnant

- Upon notification of a portion of a removed pole being stuck in the electrical wires on the northeast corner of N. Carlisle Street and Madison Street, Bob Manahan notified West Penn Power of the issue.
- Within a week Manahan coordinated the removal of the partial pole and the reattachment of the wires as completed by Comcast.



Additional Operational Updates

- The Public Works department replaced all residential water service lines on S. Jefferson Street prior to the Borough's CDBG funded improvements and paving project.
- Public Works Foreman Brian Maynard completed another Borough-wide street sweeping.
- Daniel Kendall and Michael Lehman landscaped the Borough office.
- Coordination continues with the Columbia Gas pipeline replacement project.

Sewer Department

Operational Updates

- Submitted the Wasteload Management Report used to track current and future needs of the waste water plant and collection system.
- Assessed the PVC panels used for lighting in the biosolids building
- Supervised the replacement of the sewer lateral under the water main on N. Carlisle Street
- Staff replaced lighting fixtures at the Colonial Drive pumping station and blower building
- Pumped down and cleaned the obsolete primary clarifier to prepare for demolition
- Attended training on inflow and infiltration
- Two new garage doors were installed as budgeted