

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

**By: Emilee Little**

**Significant Events**

North Carlisle Street Rehabilitation Project

Progress Completed to Date:

- DOLI Construction has been awarded the contract for the N. Carlisle Street Rehabilitation Project with the initial price of \$964,973.25 to complete stormwater, curbing, sidewalks, ADA ramps, bump outs, milling, and repaving work.
- Residents have been notified of work to be completed at their property and Council has approved cost sharing and payment plans for residents on N. Carlisle Street meeting all identified criteria.
- DOLI Construction has submitted a change order for the stormwater piping material. 18" High Density Poly Ethylene pipe was originally included in the project specifications. Due to a 10-12 week delay, if approved by Council, reinforced concrete piping will be substituted as an alternative material allowing for the project to stay on schedule. The change in material would result in a total cost increase of \$1,933.20.

Capital Funding Application

- Council has approved a financing proposal from F&M Trust for a 20 year, maximum of \$1,000,000.00 draw down note with a 15 year fixed rate of 2.05% and subsequent variable rate capped at 3.75%.
- At the July meeting, the Borough Council of the Borough of Greencastle authorized the issuance of a general obligation note in a maximum principal amount of \$1,000,000.00 to F&M Trust to fund the N. Carlisle Street Rehabilitation capital improvement project.
- Staff has prepared the required documents including a debt statement and an appropriate borrowing base certificate as required by the Local Government Unit Debt Act for submission to DCED. Salzmans Hughes submitted the final application to DCED on July 30<sup>th</sup>.

Tentative Project Timeline:

- August 16<sup>th</sup> – Construction begins
- August & September – Sidewalk & curbing work
- October – Sidewalks finalized & paving completed no later than October 31<sup>st</sup>
- November – Project finalization & completion

## Besore Library BMP

- The Borough of Greencastle and the Lilian S. Besore Memorial Library are working together on a stormwater management project to install a bioswale on the library's property as funded by a \$50,000 DCED grant.
- As executed in June, an updated Memo of Understanding has been agreed upon to address future stormwater responsibilities and maintenance obligations for the bioswale.
- On July 8<sup>th</sup> representatives from the Borough, ARRO Consulting, and the Besore Library attended a mandatory pre-bid meeting and site visit with seven prospective contractors interested in bidding the bioswale project.
- Bids for this project were collected via Penn Bid and opened on July 26<sup>th</sup>. Three contractors submitted bids with the lowest bid of \$45,800 entered by Kinsley Construction.
- ARRO Consulting has evaluated the quality of all bids as received, reviewing the submitted documents for compliance with bidding requirements. Based on their analysis, ARRO has provided a recommendation to award the project to the lowest qualified bidder Kinsley Construction.
- Council will review the submitted bids at their August Borough Council meeting and if a bid proposal is accepted, an intent to award letter will be issued to the appropriate contractor.
- Tentative Project Timeline:
  - Early August – award the project to the lowest qualified bidder
  - August – pre-construction meeting & construction occurs
  - September 30<sup>th</sup> – substantial construction completion date
  - October 15<sup>th</sup> – project finalized

## **Administration and Finance**

### Reporting Fund Balances

- Using July unreconciled numbers and including investments

<b>Fund</b>	<b>Balance</b>
General Fund (01)	\$ 1,542,942.89
Sewer Fund (08)	\$ 929,330.82
Stormwater Fund (09)	\$ 126,913.49
Capital Reserve Fund (30)	\$ 176,456.53
Highway Aid Fund (35)	\$ 653,082.71

### 2020 Audit Finalization

- Staff has been working to finalize the 2020 audit and coordinate a review presentation by auditors Boyer & Ritter for the Admin & Finance committee.

### FY 2022 Budget Meeting Schedule

Meeting Date	Subject	Jurisdiction
Wednesday, September 29	Capital Project Proposals	Finance & Mayor
Wednesday, October 6	Admin & Operations Total Expenditures & Revenues	Finance & Mayor
Wednesday, October 13	Review & Wrap Up	Finance & Mayor
Monday, October 25	Council Budget Workshop	Council & Mayor
Monday, November 1	Preliminarily Adopt Budget	Council & Mayor
Monday, December 6	Adopt Budget Tax Ordinance/Resolution	Council & Mayor

**Note: All meetings will be held at 6:30 pm and will be open to the public.**

#### **Public Facilities**

##### Current Construction Projects throughout the Borough

- Route 16 – New Enterprise will be completing PennDOT roadwork from July to September.
- North Carlisle Street – The Borough’s streetscape project will occur from August to November.
- Columbia Gas Repairs
  - Columbia Gas is currently working to replace gas lines along S. Washington, S. Allison, and Addison Avenue.
  - Replacement work is also scheduled to be completed along N. Allison, Grant, N. Church, and Ridge Avenue in the coming months.

##### One-Way Streets: Ordinance 2021-03

- As advertised and upon Council enactment, Ordinance 2021-03 will update one-way streets in the Borough to include directional designations as well as the addition of N. Church Lane going north from E. Baltimore Street to E. Madison Street and Chambers Lane from N. Carlisle Street heading east to N. Washington Street.

### Single Trash Hauler

- The Borough Council has approved staff to work with Salzmann Hughes to begin the process of establishing a single trash hauler based on concerns raised about roadway and pedestrian safety, deterioration of Borough streets, and noise issues.
- Salzmann Hughes will draft an ordinance change to Chapter 162: Solid Waste and Recycling to allow for a single trash hauler as well as assist staff in developing an RFP the Borough would advertise to solicit bids from area contractors.
- The submitted RFP would include specifications such as:
  - Weekly trash and bi-weekly recycling pickup
  - Residents ability to opt-out of the program
    - Waste collection will not be mandatory but residents desiring trash collection within the Borough will be required to use the named contractor.
  - Contractor-maintained accounts, customer service, and invoicing
  - Additional services would consist of bulky items, yard waste, and senior discounts
- Prior to submitting for proposals, staff will be scheduling public forums and posting a survey on the Borough's website and Facebook page to assess community support of the single waste hauler initiative.

### Speed Study for Truck Restrictions on N. Carlisle Street

- As a means of ensuring the longevity of the soon to be improved streetscape on N. Carlisle Street, the Public Facilities committee is recommending to the Borough Council the installation of gross weight vehicle restrictions.
- In order to enforce weight restrictions an engineered traffic study must be conducted.
  - If approved ARRO Consulting would set up automatic traffic recording equipment to determine daily direction, traffic volume and speed data, as well as vehicle classification data along N. Carlisle Street south of Chambers Lane.
  - Additionally the Borough Public Works staff would complete manual traffic counts.
- The collected data would be analyzed by ARRO to develop a comprehensive traffic study review document that would substantiate the need for the increased weight restrictions.

### **Public Safety**

#### Collaboration with the Shade Tree Commission

- As a means of determining right-of-way relative to the STC designation, staff acquired quotes for property surveying services to be performed at 168 & 196 S. Washington Street.
- Council approved Shelly, Witter & Fox to complete deed research, field survey, and stakeout of the lot corners for the identified properties on S. Washington Street for a cost of \$1,400.
- These surveying services will be completed in the first 2 weeks of August for Council review.

## Public Works

### Bollard Removal at the Route 16 and Washington Street Intersection

- The bollard on the SE corner of E. Baltimore Street and Washington Street has been hit several times by motorist causing damage to the sidewalk, curbing, and the bollard itself.
- Upon review of the PennDOT permit and under PennDOT recommendation it was determined that the best course of action was the removal of the bollard.
- With the progression of the PennDOT repaving project on Baltimore Street, the Public Works staff quickly scheduled and executed the bollard removal.
- Staff will work with ARRO Consulting to review the signal timings for compliance with current standards and practices, assess additional intersection safety measures, and then submit an updated permit to PennDOT for approval.



Daniel Kendall & Michael Lehman of the Borough's Public Works staff removing the bollard at Rt 16 & Washington St.

### Repainting of Crosswalks

- The Public Works staff has begun the repainting of crosswalk striping.
- Striping improvements have been completed for crosswalks on Madison Street and will continue in identified areas throughout the Borough.

### Part-Time Employee Wanted

- The main function of this part-time position will be to complete minor residential sidewalk maintenance repairs as well as assist with seasonal mowing.
- The ideal candidate will be a team player with good communication skills, a solid work ethic, and a strong commitment to safety. All interested individuals are encouraged to apply.

## **Administrative Office & Personnel**

### Resignation from the Planning Commission

- Mr. Ralph Burdick has submitted his resignation from the Borough's Planning Commission. The Borough would like to thank Mr. Burdick for his over 10 years of service to the Greencastle community.
- Mr. Joseph DeGrange has been appointed to fill Mr. Burdick's remaining term effective August 1, 2021 to expire on December 31, 2023.

### Part-Time Administrative Receptionist Position

- The Borough is currently hiring for a part-time receptionist. This position completes typical office/secretarial tasks, serves as the first point of contact for all customers conducting business in the Borough office, receipts payments for Borough services, and serves as an office assistant for other Borough staff.
- A well-qualified applicant for this position must have excellent oral and written communication skills, knowledge of computers and a variety of computer software programs, and organizational abilities. A working knowledge of and familiarity with accounting practices and procedures is preferred.
- Applications will be accepted until the position has been filled. Applications can be obtained on the Borough website or at the Borough of Greencastle administrative office, 60 N. Washington Street, Greencastle, PA 17225.

### Volunteers Needed

- The following positions are currently unfilled for the 2021 calendar year.
  - Shade Tree Commission – 2 volunteers needed
  - Sidewalk Appeals Board – 1 volunteer needed
  - Water/Sewer Authority – 1 volunteer needed
  - Zoning Hearing Board – 1 volunteer needed
- If you know anyone interested in volunteering for any of these vacancies, please have him or her contact the Borough office at 717-597-7143 or email at [office@greencastlepa.gov](mailto:office@greencastlepa.gov).

## **Wastewater**

### Carlisle Street Pumping Station Reconstruction

- Based on a PADEP corrective action plan, PSI Pumping Solutions has been reconstructing the Carlisle Street Pumping Station for the initial contract price of \$353,900.00.
- PSI has submitted for substantial completion but the following items remain to be completed:
  - Gutter & spouting work, door & driveway repairs, and ground surface grading
- Finalization of this project is planned for late Fall when the grading can be fully executed.

## Aeration Tank Cleanout and Diffuser Installation



Beginning July 6<sup>th</sup>, contractors were on site to remove grit from the aeration tank & digester.



Grit removed from aeration tank dewatering in the bio solids building, organized into windrows.



WWTP & WTP staff worked to complete the installation of 490 total new Sanitaire diffusers.



Completed aeration tank cleanout project with the blower on and the diffusers in operation.

- Waste Water Treatment Plant staff Kevin Hunsberger, Jon Hess, and Skye Fisher along with the help of Daniel Teegarden of the Water Treatment Plant worked together to install all 490 of the new diffusers and complete this comprehensive project in house with minimal contractor costs expensed.

## Sewer Line Rehabilitation

- Based on Mr. Rehab's cleaning and televising inspection report, Chief Wastewater Operator Kevin Hunsberger is in the process of determining lines in need of rehabilitation and the nature of all necessary repairs.