

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

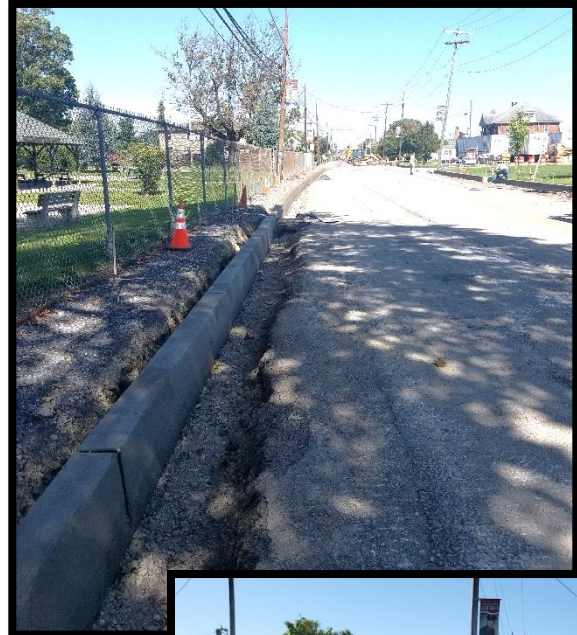
**By: Emilee Little**

**Construction Updates**

North Carlisle Street Rehabilitation Project

Progress Completed to Date:

- Under the initial contract price of \$964,973.25, DOLI Construction has been contracted to complete stormwater, curbing, sidewalks, ADA ramps, bump outs, milling, and repaving work for the N. Carlisle Street Rehabilitation Project.
- Updated stormwater infrastructure including reengineered piping and new inlet boxes have been installed throughout N. Carlisle Street.
- Extensive demolition of sidewalks and curbing has occurred from Center Square to Walter Avenue as the majority of sidewalks and curbs to be replaced have been removed.
- New curbing has been installed through the majority of the project with all curbing expected to be completed the first week of October and sidewalk installation to follow.
- Columbia Gas's restoration team will be working to mill the roadway from Center Square to Mifflin Lane the first week of October. After milling is completed the roadway will be inspected by the Borough staff & the engineering team to identify areas that may be in need of additional base repair.



Tentative Project Timeline:

- October – Curbing & sidewalks finalized, complete milling and base repairs
  - Paving to be completed no later than October 31<sup>st</sup>
- Early November – Project finalization & completion

**Besore Library BMP**

- The Borough of Greencastle and the Lilian S. Besore Memorial Library collaborated on the construction of a bioswale at the library as funded by a \$50,000 DCED grant.
- Kinsley Construction was the lowest qualified bidder with a contract price of \$45,800.
- Kinsley’s crew mobilizing the week of August 30<sup>th</sup>. The contractor quickly excavated the area implementing all required erosion and sediment controls.
- The new inlet on S. Linden Avenue was installed with the required piping to the designed bio-swale outflow area. Consistent berming has been installed and graded, with amended soils placed and a bio-swale plant mix hydro seeded over the entire area.
- The project is substantially complete with minor finalization tasks remaining. The inlet on S. Linden Avenue will remain blocked until the vegetation has had adequate time to establish.



September 14<sup>th</sup>



September 21<sup>st</sup>



October 1<sup>st</sup>

**Administration and Finance**

**Reporting Fund Balances**

- Using September unreconciled numbers and including investments

<b>Fund</b>	<b>Balance</b>
General Fund (01)	\$ 1,465,595.14
Sewer Fund (08)	\$ 976,755.07
Stormwater Fund (09)	\$ 129,907.99
Capital Reserve Fund (30)	\$ 176,492.41
Highway Aid Fund (35)	\$ 653,100.85

## 2022 Budget Preparations

- The Admin & Finance committee held its first budget meeting on September 29<sup>th</sup>. Department heads Chief Phillippy, Bob Manahan, and Kevin Hunsberger meet with the committee to review their department's capital project requests for the 2022 budget.
- Meetings will proceed as outlined below with the public encouraged to attend.

<b>FY 2022 Budget Meeting Schedule</b>		
<b>Meeting Date</b>	<b>Subject</b>	<b>Jurisdiction</b>
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.**

## **Community Development**

### Proposed Sheetz Development – Request to Vacate N. Carl Ave

- A sketch plan application was reviewed by the Borough's Planning Commission on August 9<sup>th</sup> for potential development on the northeast corner of the intersection of Rt. 11 & Rt. 16.
- The plan proposes 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, the developer has submitted a formal request to the Borough Council to vacate N. Carl Avenue from Rt. 16 to W. Madison Avenue.
- The Borough is permitted to negotiate with the developer regarding financial compensation. To that end, the Borough Council has 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 parcel.

## **Public Facilities**

### Current Construction Projects throughout the Borough

- North Carlisle Street Rehabilitation Project
  - The Borough’s streetscape project will occur now through early November. No parking will be allowed as signed, and significant traffic delays should be expected as street closing will occur daily during construction hours.
- Sewer Line Restoration
  - Beginning September 28, Mr. Rehab will be working around the Borough to complete relining and point repair work on sections of S. Carlisle St, S. Jefferson St, N. Allison St, S. Cedar Lane, and Maple Avenue.
  - Motorists should use caution in and around these areas during construction.
- Columbia Gas Repairs
  - Columbia Gas is finalizing the replacement of gas lines along S. Washington, S. Allison, and Addison Avenue. Sidewalk repairs will be completed in this area in Fall 2021.
  - Replacement work has begun along N. Allison, Grant, N. Church, and Ridge Avenue.

### 2016 CDBG Project – ADA Ramps

- The intention of the Borough is to improve all of its sidewalks and ramps to promote connectivity and walkability within Greencastle Borough for all of its residents and visitors alike. Although ADA ramps focus on the accessibility of those who are impaired and/or disabled, the installation of these ramps would benefit the entire Borough of Greencastle.
- The current condition of some sidewalk ramps create hazards for the general public. This sidewalk ramp replacement project will address an urgent health and safety hazard.
- The Borough has been approved for CDBG funding to install 14 ADA compliant ramps along S. Ridge Avenue to Leitersburg Street. These sidewalk ramps would ensure ADA compliance between the GASD High School and Middle School.
- Total approved funding for this project is \$51,800 which will include engineering, construction, and inspection.
- Upon approval from Borough Council, the Borough will solicit bids for the project by October 16, 2021. The project is required to be substantially completed by May 31, 2022.

### Single Trash Hauler

- The Borough Council approved staff to work with Salzmann Hughes to begin the process of establishing a single trash hauler based on safety, infrastructure, and noise concerns.
- Staff is working to create an online survey which will be available to the public to allow for feedback and to determine community support of the single waste hauler initiative.

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

- The Public Facilities committee has recommended gross weight vehicle restrictions on N. Carlisle Street to ensuring the longevity of the improved streetscape.
- An engineered traffic study will be completed determining traffic volume as well as collect vehicle and speed data on N. Carlisle St south of Chambers Lane.
- The data collected will be analyzed to develop a comprehensive traffic study review document to validate the need for increased weight restrictions.
- Additional engineering quotes are being compiled for review. After Council approval and the completion of the N. Carlisle Street Rehabilitation project in November, the traffic study will be conducted and weight restrictions will be enforceable.

### **Public Safety**

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

- At the request of the Public Safety Committee, Borough staff has measured the roadway at various areas on E. Madison Street and found the street to be generally 30 ft. wide.
- Accepted engineering standards identify that a roadway with 2 lanes of traffic and parking on both sides be 40 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 N. Linden Avenue.
- Additionally the Public Safety committee has recommended no parking designations be reviewed on the west side of S. Jefferson Street between W. Franklin Street and Dahlgren Street.
- The proposed increased restrictions on S. Jefferson St is due to the turn in the road at Dahlgren Street and a concern raised about sight distance and safe travel lanes in this area.

### **Administrative Office & Personnel**

#### Part-Time Administrative Receptionist Position

- The Borough is hiring for a part-time receptionist. This position completes office/secretarial tasks, serves as the first point of contact for all customers, receipts payments, and serves as an office assistant for other Borough staff.
- A well-qualified applicant for this position must have excellent communication skills, knowledge of computers and organizational abilities. A working knowledge of and familiarity with accounting practices and procedures is preferred.
- Applications are available online and will be accepted until the position has been filled.

### Curb and Sidewalk Maintenance Reminder Mailing

- Letters for the this year's Curb and Sidewalk Maintenance cycle were originally sent to approximately 250 property owners on April 20, 2021 identifying areas of necessary repairs.
- With about 70 residents having not responded, the Borough staff has sent out reminder letters to residents that have not yet submitted permits for curb and sidewalk repairs for this year's maintenance cycle.
- With the new option of the Borough's Public Works staff completing minor repairs for \$10, there has been a substantial increase in responsiveness from the public with most residents electing to have the minor repair work completed by the Borough.

### 2022 Safety Grant Award

- On August 12<sup>th</sup> Borough staff submitted an application for the Susquehanna Municipal Trust 2022 Safety Grant. The grant application requested funding for a magnetic manhole lift dolly that would be used by the Borough's Public Works staff to safely lift manhole covers during necessary maintenance work.
- Upon review and recommendation by the Trust's Safety & Loss Control Committee, the Borough has been awarded \$800.00 for the purchase of this equipment.
- The safety grant does require a match of the awarded grant funds, so \$800.00 has been budgeted in 2022 for the purchase of the magnetic manhole lift dolly.

### **Upcoming Community Events**

<b>Event</b>	<b>Organizer</b>	<b>Date</b>	<b>Time</b>
<b>Homecoming Parade</b>	Greencastle-Antrim SD	October 8	6:00 pm
<b>Trick or Treat</b>	Borough of Greencastle	October 28	6:00 pm to 8:00 pm
<b>Halloween Parade</b>	Greencastle Exchange Club	October 29	7:00 pm
<b>Christmas Tree Lighting</b>	Chamber of Commerce	November 19	7:00 pm
<b>Christmas Parade</b>	VerStandig Media	November 20	9:21 am
<b>Heritage Christmas</b>	Chamber of Commerce	December 3 & 10	N/A

## Public Works

### Mifflin Lane Stormwater Pipe

- The Borough Public Works crew completed exploratory excavation of the stormwater pipe on Mifflin Lane.
- Given the improved stormwater infrastructure on N. Carlisle Street, the Mifflin Lane piping has been identified as a 2022 stormwater capital project.
- This piping conveys all the stormwater from N. Carlisle Street as well as the full current of Moss Spring as it flows down Chambers Lane, through this piping, and then connects to Madison Street.
- The 18" piping is in poor condition and will be replaced in 2022 with two 18" HDPE pipes to allow for additional conveyance capacity.



### Coordination with West Penn Power

- West Penn Power completed routine tree work through the Borough beginning the week of September 20<sup>th</sup>. Tree trimming and necessary removals occurred along Linden Avenue, Spring Grove Avenue, and Baltimore Street.
- The Public Works staff coordinated with the WPP arborists and posted no parking signs as they completed their work. Additionally for the larger trees that were removed, the Public Works team disposed of the wood for the contractor.

## Wastewater

### Sewer Line Maintenance & Rehabilitation

- Utilizing Mr. Rehab's cleaning and televising inspection report, Chief Wastewater Operator Kevin Hunsberger identified sewer mains in need of rehabilitation in 2021.
- Council has approved a Mr. Rehab COSTARS quote for the pipeline maintenance required at S. Jefferson St, N. Allison St, Maple Ave, and S. Carlisle St.
- Based on the condition of the sewer main and severity of the deterioration, the most substantial and urgent repairs needed to be completed on S. Jefferson and S. Carlisle Street.
  - S. Jefferson St – Due to a substantial crack in the main, 42' of 10" sewer main replaced immediately.
  - S. Carlisle St – 5' of 8" sewer main replaced near the Carlisle pumping station.
- These more critically damaged areas have been replaced by T. Byers Contracting as approved by Council in September.