

May 6, 2019 Council Meeting Manager's Report

Below are a listing of activities and updates for the Borough Council, Mayor, and community's review. The report is not intended to be an all-inclusive report but an overview of selected activities of interest.

April Manager's Report	
Issue	Report
Police Department & Office Construction Project	The Police Department and Borough Office construction project is completed. Staff is moved into their permanent work spaces and work flow has returned to normal rhythm. Thank you to the Mayor and Council for supporting these needed security upgrades. The overwhelming majority of comments from the public have been supportive of the changes and complementary of the craftsmanship.
Re-Zoning Request from the Rescue Hose Company No. 1	See attached Policy Briefing Summary.
Hiring of Police Officer	Staff recommends a special meeting in the month of May to formally conclude the hiring process for the position of Police Officer so that all hiring requirements as set forth by the Personnel Committee can be met.
Stormwater Pollutant Impact Fee- Mapping	The Council voted to have the Borough Solicitor and Borough Engineer to review the methodologies and definitions used in the mapping process and how the final bill would be calculated. Those reviews are near completion. Additional, per the Public Facilities Committee, the Borough Engineer is performing an audit of the mapping data to give confidence to the accuracy of the data. This will be completed in mid-May and staff recommends the execution of a Special Council Meeting to approve and announce rates publicly.
Stormwater Pollutant Impact Fee- Public Education	The Manager and Assistant Manager have been tirelessly executing the public education framework for the Stormwater Utility and Stormwater Pollutant Impact Fee. We have hosted two town hall meetings that have generated empirical discussions about stormwater, MS4, and the need for a fee. Additionally, we have recorded a commercial on WRGG advertising the town hall meetings and were part of the "Morning Show" with Dr. Greg Hoover discussing the same. Lorraine has also developed and released a pamphlet discussing these topics which citizens have described as "very informative." Over the past two weeks we have also met with large business owners in the Borough going over the same. They have appreciated the personal contact from their government about issues facing them. The public education campaign is ongoing.

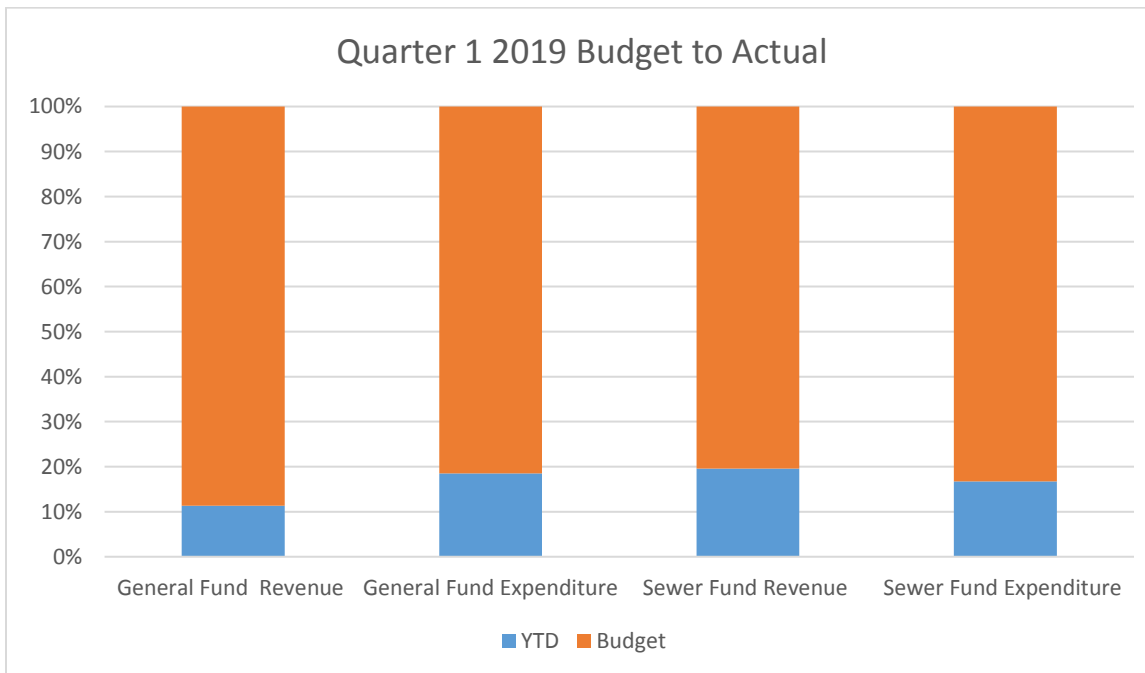
Stormwater Pollutant Impact Fee- Budget	Staff is awaiting the completion of the mapping audit at which time Council will be prepared to finalize the Stormwater Pollutant Impact Fee rates. This action will finalize the creation and implementation of the Stormwater Utility. The stormwater utility bills are on target to be released at the end of June 2019.
Clock Tower Painting	The Borough Council approved a contract with E.E. Mills and Son LLC. To scrape and paint the town clock tower. The contractor has executed the contract and provided all necessary bond paperwork. Execution on the project is expected in June 2019 weather dependent.
Green Light Go Grant	The Borough Council awarded the Green Light Go bid to Wyoming Electric & Signal conditional upon the Greencastle-Antrim School District agreeing to split the excess funding. The School District agreed to the additional funding and executing the project at their May 2nd meeting. Staff is presently working with the contractor to collect all necessary bonds and insurances and schedule a construction date.
New Website Launch	Staff has enjoyed working with Shenberger Technology to build the new website that is going into a soft lunch the beginning of May. Many borough documents, forms, history, contacts, and more are on display with more to come. We encourage all citizens to use the "search" function on the website which allows you to keyword search making document and information location much easier and more efficient. Also explore the home pages for tons information about the happenings of your government.
Code Enforcement	The Borough Code Enforcement Department, following a complaint driven model, has issued 10 notice of violations for junk, trash, Nonroadworthy vehicles, debris, burn barrels, and building code violations. Those in violation were informed about Bulk Day as an opportunity to off load unwanted materials. The Police Department is actively pursuing Borough residents in violation of the grass/weed ordinance. Borough residents with code enforcement complaints are encouraged to contact the Borough Office of Police Department.
Billing and Program Coordinator	The search for a Billing and Program Coordinator in the Borough Office has concluded. We are thrilled to welcome Emilee Little to the Borough. Emilee hails from the Borough of Chambersburg where she is a lifelong resident. Please be encouraged to call or stop into the office and welcome her.

Congressmen Joyce	I had the opportunity to meet with Congressman John Joyce through a Chamber of Commerce invitation only event. I echoed the concerns of many in regards to the impact of stormwater on all who live, work, and play in our community. I further emphasized the need for a comprehensive transportation infrastructure bill as our community continues to experience growth with deteriorating infrastructure creating unwanted consequences. Lastly, I heard about the Congressmen's "defining trip" to the southern border which served to reinforce the national emergency we are living through.
Sen. Ward	The Borough welcomes a staffer from the office of State Senator Judy Ward into the Borough Office each third Tuesday of the month. Constituents with questions, concerns, needs from the state, or simply seeking a pleasant conversation are encouraged to stop into Council Chambers to meet Kathleen Gunnell from 10:00a.m. to 3:00p.m.
Incognito Annual Event	Incognito Tattoo, located at 15 Center Square, has asked to hold their annual fundraiser for Antietam Humane Society on the southeast corner of the square. There will be no parking on this corner as there will be food trucks and other vendors for the fundraiser. The fundraiser will be on June 22nd beginning at 10:00a.m.
GAFCWA Resignation	Greg Rock, a 20+ year serving member of the Greencastle Area, Franklin County, Water Authority, has elected cease his faithful service to the Authority. Greg has overseen many changes with the Authority including the construction of the current plant and countless upgrades and improvements. Thank you, Greg Rock, for your wonderful service. The Authority is currently seeking an interested GAFCWA customer to serve the balance of his five year term.
Curb and Sidewalk Maintenance Program	The execution of the 2018 curb and sidewalk maintenance program is underway now that spring has sprung. The Public Works Manager has over a dozen on site meetings reviewing needed repairs with Borough residents and 8 permits have been issued. A total of 74 property owners must make improvements this summer of 2019.
N. Linden Stormwater Project	The 2019 budget allows for a stormwater infrastructure upgrade on N. Linden Avenue where a cross lateral will be installed to mitigate flooding and connect to the existing infrastructure. The project has been approved by the Public Facilities Committee. Pricing is currently being obtained. Total costs of the project is estimated to be \$15,000 allowing us to narrowly avoid the state's prevailing wage requirements.

March 2019 Fund Balances

General Fund		Capital Reserve Fund	
Fund Balance	\$ 929,595.89	Fund Balance	\$ 268,464.50
Revenues	\$ 148,661.23	Revenues	\$ 483.36
Expenditures	\$ 179,271.08	Expenditures	\$ -
Net	\$ (30,609.85)	Net	\$ 483.36
Investments	\$ 1,966.30	Investments	\$ 239,966.75

Highway Aid Fund		Sewer Fund	
Fund Balance	\$ 408,858.23	Fund Balance	\$ 757,571.45
Revenues	\$ 133,081.22	Revenue	\$ 8,350.70
Expenditures	\$ -	Expenditures	\$ 118,954.15
Net	\$ 133,081.22	Net	\$ (110,603.45)
Investments	\$ 275,915.25	Investments	\$ 746.50



Office Construction Project- After







Policy Briefing Summary

Borough Council and Mayor

RE: Adding a Conditional Use to the General Residential District

Date Prepared: 1 May 2019

Prepared By: Eden R. Ratliff

Proposed Meeting Date: Council Meeting 6 May 2019

Deadline for Action: Open

I. Action Forcing Event

The Rescue Hose Company No. 1 has requested a re-zoning to fix an issue at their property at 407 S. Washington Street. At the property currently is special events center serving the general public. The Rescue Hose Company desires to sell the property to the special events center but the special events center would not be in compliance with the Chapter 205-7 (General Residential District Permitted Uses) as it is not a permitted use. The Rescue Hose Company would like to see action taken that would allow the Special Events Center to be a permitted use.

Mayor Ben Thomas previously gave a recommendation to the Commission that is the following:

§ 205-7 (R-2 General Residential District.) ADD THE FOLLOWING SUB-SECTION AS A CONDITIONAL USE: "MULTI-PURPOSE VENUE – EVENTS CENTER" An area or structure involving indoor or outdoor seating or space for meetings, conferences, conventions, trade shows, entertainment and performances, sporting events, assembly hall, including food service facilities. An additional CONDITIONAL USE HEARING shall be required if a facility desires to obtain a license to serve alcoholic beverages.

II. Background Information

There does not exist documentation that explains how the property at 407 S. Washington Street came to have a Special Events Center without previous challenge. The best path forward to clear up any confusion around this specific situation would be to modify the Chapter 205 Zoning to allow for a "multi-purpose events center" to exist. The Borough Council discharged the matter to the Planning Commission who provided recommendation to the Council. Council and the Community Development Committee reviewed those recommendations, made changes, and finalized a draft ordinance that has been reviewed by staff, the Borough Planning Commission, and the Franklin County Planning Commission. All have recommended that the draft ordinance be approved. The draft ordinance has been legally advertised and a public hearing is scheduled for Monday 6 May 2019 at 7:00p.m. during the Council meeting.

III. Analysis

The present ordinance allows for a "multi-purpose events center" to exist as a conditional use in the General Residential Zone (R2). Within the ordinance are two mandatory conditions that would need to be met in before an application for a conditional use could be submitted. 1. All applications would need to be for a parcel within the designated zone of a least 2.0 acres or larger. 2. If the sale of alcohol were desired the applicant would need to go through an additional conditional use hearing.

If/when an application for a conditional use is submitted the application will be reviewed by the Zoning Department against the two above listed requirements along with any other requirements listed in the Chapter 205 Zoning. Once satisfied the applicant will be part of a conditional use hearing in front of the Borough Council where the applicant will explain the business, nature of its services, intent, and also suggest any conditions they feel should be placed on them that will allow for the business to exist well with the surrounding neighborhood. Council will hear the applicant's testimony, have an opportunity to ask questions, and do the same with anyone else in the community who may desire to offer testimony. Council at the conclusion of the hearing will then decide whether to place mandatory conditions on the applicant and if so, name the conditions. The conditions must be reasonable as affirmed by the Borough Solicitor and existing case law. Conditional use hearings are designed to be very thorough in their review and very inclusive of all of those impacted by the application.

When the Planning Commission first reviewed the request to add this conditional use they aired on the side of being very regulatory in their recommendation. They desired for the ordinance to regulate things such as hours of operations, number of public events, size of the parcel, lighting, screening, and frequency of circuses or fairs. The Council upon review determined that they preferred a more laissez faire approach determining that any conditions that would be needed could be sorted out in the conditional use hearing process. As is required, the Planning Commission reviewed the comments from the Council and put together a draft ordinance that is less regulatory which they have recommended be approved. They did include in that draft ordinance, which is the subject of this briefing, a lot size requirement of 2.0 acres. The general residential zone is one of the largest zoning districts in the Borough and the Planning Commission wanted to reduce the likelihood that an application could be received for one of the more residential neighborhoods. The current special events center borders the Industrial Zone though it sits in the R2 Zone. This requirement would not hinder an application for the current special events center as it sits on a parcel that is greater than 2.0 acres.

The Council's desire for a less regulatory ordinance is legally permitted and with the lot size requirement the ordinance strikes a balance between lacking regulation and being restrictive enough that an abundance of multi-purpose events centers likely not pop up in the Borough. This is also true because of the built out nature of the Borough and that such centers are not overwhelmingly enticing to developers from a finance perspective.

IV. Recommendation

In accordance with the above analysis I recommend the Borough Council and Mayor adopt the draft ordinance that is the subject of this briefing.

Respectfully Submitted,
Eden R. Ratliff
Borough Manager