

**BOROUGH OF GREENCASTLE
COUNCIL MEETING AGENDA**

September 3, 2019

7:00 P.M.

60 N. Washington Street

Call to Order..... Council President Miller

Invocation

Pledge of Allegiance to the FlagCouncil President Miller

Consider the approval of the proposed agenda for September 3, 2019 regular Council Meeting.

Conditional Use Hearing:

Applicant Testimony- Rescue Hose Company No. 1 and From Scratch Catering and Event Planning, LLC.

Zoning Officer Testimony

Community Testimony

Opportunity to be Heard:

Borough citizens may address Council at this time on specific issues of concern.

CONSENT AGENDA

The following is a list of routine items which do not appear to be controversial in nature and which likely do not require additional discussion. They can be acted on by one motion in their current form. If discussion is desired on any particular item, any member of Council, or the public, may request the item be removed from the Consent Agenda and that item will be considered separately.

Minutes of Previous Meeting:

Borough Council Meeting August 13, 2019

Resignation of Officer Shawn Tuthill effective September 1, 2019.

Authorization of the deployment of pink ribbons on parking meters, trees, and utility poles in the downtown of Greencastle from September 30th through October 31st for Breast Cancer Awareness month.

Acceptance of the Police Department and Non-Uniform 2020 Minimum Municipal Obligation Memorandum as prepared by the Chief Administrative Officer.

Authorize the Halloween Parade to take place on October 25th beginning at 6:00p.m. using the traditional route.

Accept the Act 44 Disclosure for the Borough's Non-Uniform and Police Department Pension Plans as presented.

Approve the Chamber of Commerce's Heritage Christmas request as follows:

Tree Lighting Ceremony and square closure
No Parking

November 22nd
November 22nd

Closure of Baltimore Street and square	November 22 nd from 6:00p.m. to 8:00p.m.
Moratorium of vendor sales on square	November 22 nd from 6:00pp.m. to 8:00p.m.
No parking on square from 3:00p.m. to 8:30p.m.	December 6 th and 13 th
Usage of square electricity and lights throughout heritage Christmas	

Authorize free parking downtown from November 27th through December 31st.

Recognize September as National Recovery Month in the Borough of Greencastle.

String purple lights around center square.
Greencastle Police Department provide information about recovery resources.

REGULAR AGENDA

Payment of bills

1. Approve disbursements listed on the August 2019 Disbursement Report in the amount of \$95,584.28.

Reports from Elected Officials

President's Report

Mayor's Report

Chief's Report

Manager's Report

Website Demonstration

Legal Update- Conrad Properties

1. Personnel:

1. Consider the resignation of Borough Manager Eden Ratliff.

2. Public Safety:

3. Community Development:

1. Consider the approval of Conditional Use application 2019-01 for a "Multi-Purpose Events Venue" as submitted by the Rescue Hose Company No. 1 and Blue Heron Events Center pursuant to reasonable conditions as determined by the Council.
2. Consider the approval of a land development plan as submitted by the Greencastle-Antrim Education Foundation.

4. Administration & Finance:

1. Consider the acceptance of a proposal from F&M Trust dated August 2019 to host the Borough of Greencastle's bank accounts as recommended by the Administration and Finance Committee.
2. Consider the authorization to prepare and advertise an ordinance to amend the non-uniform pension

plan document to increase benefits from 1.3% to 2.00% effective January 1, 2019 in accordance with an actuarial study prepared by RJ Hall as recommended by the Administration and Finance Committee.

3. Consider authorizing the Borough staff to obtain debt service proposals to fund the Eastern Area Stormwater Management Project as recommended by the Administration and Finance Committee.
4. Consider the authorization of a contract with Mr. Rehab in the amount of \$100,296.55 to reline 1,631' of sewer main on north and south Washington Street and a section of Apple Drive as recommended by the Administration and Finance and Public Facilities Committees.
5. Consider the acceptance of a quote from Kauffman Bros in the amount of \$13,600.00 to replace the Wastewater Treatment Plant office room as recommended by the Administration and Finance and Public Facilities Committees.
6. Authorize a budgeted donation of \$1,800.00 to the Chamber of Commerce to help with the deployment and removal of the town Christmas tree.

5. Public Facilities:

1. Consider the authorization of Frederick Seibert & Associates to complete the engineering and publicly bid the Eastern Area Stormwater Management project as recommended by the Public Facilities Committee.
2. Consider the approval of a leaf collection program executed by the Public Works Department from October 14th through leaf collection season. . All leaves placed curb side or in the alley will be collected in accordance with the attached map:

a. NE Quadrant	Monday
b. SE Quadrant	Tuesday
c. SW Quadrant	Wednesday
d. NW Quadrant	Thursday

6. Correspondence:

Executive Session

Adjourn

Respectfully submitted,
Eden R. Ratliff
Borough Manager



Case No.: 2019-01

Application to the Zoning Hearing Board/Greencastle Borough Council for a Hearing

(Check One) Conditional Use Hearing Zoning Hearing Zoning Map Amendment

Instructions:

- I. Please complete all questions in ink and in a legible form (print or type.)
- II. Submit the completed application to the Borough of Greencastle zoning Officer or Administrative Staff.
- III. All applications must be accompanied by five (5) plot plans or floor plans before the application will be accepted.
- IV. All applications must be paid in full upon filing of the applications.
- V. A separate application must be submitted for each property and/or plot.
- VI. Please refer to the Pennsylvania Municipalities Planning Code, the Borough of Greencastle Ordinance, and the Rules of Procedure and By-Laws of the Borough of Greencastle Zoning Hearing Board prior to submitting any application. The above-mentioned materials will be available for inspection at the Borough of Greencastle during regularly scheduled business hours and on line at www.greencastlepa.gov. Copies will be provided at cost. THE DOCUMENTS HEREIN REFERRED TO SHALL GOVERN THIS APPLICATION AND ARE CONSIDERED OT BE ADDITIONAL INSTRUCITONS HERETO.

Applicant Name: Rescue Hose Company #1 Inc.
 Applicant Address: 842 South Washington Street, Greencastle, PA
 Applicant Phone Number: 717-597-8489

Please state your interest in the subject property (owner, developer, agent, etc.):
Rescue Hose is the Owner.

Name, address and telephone number of Applicant's Attorney/Representative (if applicable):
J. Edgar Wine, Esquire
119 E. Baltimore Street
Greencastle, PA 17225 717-597-0200

Location of property and/or structure to which Application relates, including, among other information, the street address, deed reference, and zoning district (if known).
407 South Washington Street, Greencastle - Franklin County
Deed Book 728/999; Tax Parcel 08-2B44-.038A-000000.
R-2 Zoning District

Name, address and telephone number of all owners of any interest in the property and/or structure other than persons listed in Question One (1) above. (For each person listed, please define their respective interest):

From Scratch Catering and Event Planning LLC, dba
Blue Heron Events Greencastle, PA, 407 South Washington Street,
Greencastle, PA 17225; 717-830-2261; Tenant

Grounds for Application (please check all boxes that apply):

- A. Variance
- B. Special Exception Request
- C. Conditional Use
- D. Appeal from Decision of Zoning Officer
- E. Challenge to Validity of Zoning Ordinance

- a) If box A, B or C above is checked, please cite the section of the Borough of Greencastle Zoning Ordinance upon which the application is based and briefly state the relief sought and state facts or reasons in support of the grant of the application.
- b) If box D above is checked, please explain the action of the Zoning Officer which is being appealed, the justification and/or grounds for appeal, and the section of the Zoning Ordinance which was allegedly violated.
- c) If box E above is checked, please list off matters which are at issue and the grounds for the challenge. In addition, please attached the plans or other materials describing the use or development permitted by the challenged ordinance or map and attach the proper certification as required by Section 1004 of *The Pennsylvania Municipalities Planning Code*, as amended.

Describe the current use of this subject property.

See Attached

Describe the proposed use of the subject property.

See Attached

If a Unified Appeal is accompanying this Application, briefly describe the subject matter:

Not Applicable

I/We Rescue Hose Co. #1, Inc., verify that the statements made in the Application are true and correct. I understand that false statements herein are subject to the penalties of 18 PA C.S. Section 4904 relating to un-sworn falsification to authorities. I further understand and acknowledge that the documents referred to in Seciton VI of the Instrucion to the Application are considered additional instrucionts hereto.

Agreed to:
From Scratch Catering and
Event Planning LLC
By: Tom Hutchins
8-2-19
Date

Rescue Hose Co., #1, Inc.
By: Shelley D. Koons
Signature of Applicant
8.2.2019
Date

(For official use by the Zoning Officer or Borough Secretary)

Date Application Received: 8/2/19

Is Application accompanied by plot plan or floor plan: Yes No

Has applicant paid all application fees? Yes No

Date of Payment: 8/2/19 *Amount Paid: _____

Ed. R. V. W.
Signature of Borough Manager
8/2/19
Date

**ATTACHMENT
TO
RESCUE HOSE CO. NO. 1, INC. CONDITIONAL USE APPLICATION
TO
GREENCASTLE BOROUGH COUNCIL**

**PURSUANT TO
GREENCASTLE ZONING ORDINANCE
SECTIONS 205-7(C) AND 205-56**

“MULTI-PURPOSE VENUE – EVENTS CENTER”

Conditional Use Request to Borough Council:

Rescue Hose Co. No. 1, Inc., a Pennsylvania non-profit corporation, (“Rescue Hose”) applies for a Conditional Use approval from the Greencastle Borough Council for the real estate, generally known as 407 South Washington Street, Greencastle, PA 17224 (Franklin County Deed Book 728, Page 999 – copy attached; Tax Parcel No. 08-2B44-.038A-000000), now owned by Rescue Hose. This real estate is located in the R-2 Zoning District of the Borough.

From Scratch Catering and Event Planning LLC, dba Blue Heron Events Greencastle PA, (“Blue Heron”) joins in this Conditional Use Application as the current tenant and user of this subject real estate.

Rescue Hose requests that this subject real estate and its use be granted a Conditional Use as a “Multi-Purpose Venue – Events Center” under Sections 205-7(C) and 205-56 of the Greencastle Zoning Hearing Ordinance, so that this real estate may be used for any or all uses allowed under this “Multi-Purpose Venue – Events Center” definition. The Conditional Use approval is being requested on behalf of current owner Rescue Hose, current tenant/user Blue Heron, and their heirs, successors, and assigns as future owners and/or users of this real estate. In other words, the request is for the Conditional Use approval to “run with the land.” The approval, however, will be subject to the following conditions:

- 1. Sunday through Thursday: inside events must end by 11:30 pm, and outside events must end by 10 pm.**
- 2. Friday and Saturday: inside events must end by 12:30 am, and outside events must end by 11 pm.**

History of Subject Real Estate and Current Usage:

Rescue Hose purchased this subject real estate in 1976. In approximately 1981-82, Rescue Hose constructed the current special events building (which includes a commercial kitchen) located on this real estate ("SE Building"). In 2005, Rescue Hose also constructed on this real estate, but separate from the SE Building, a stage with storage features ("Stage").

The subject real estate is at least 2 acres in area.

Over the years, the Rescue Hose has used this real estate, with its SE Building and Stage, for bingo and outdoor carnivals and concerts, and Rescue Hose has rented out the SE Building for various banquets, meetings, and other similar events.

In August of 2016, Rescue Hose leased the subject real estate, with its SE Building and Stage, to Blue Heron which has since used the SE Building, along with related parking, for various meetings, assemblies, conferences, conventions, trade shows, banquets, and other similar food and non-food events.

Future Usage:

If this Conditional Use application is granted, Rescue Hose plans on selling this real estate to Blue Heron, or entering into a long-term lease for this real estate with Blue Heron, so that Blue Heron can use this real estate, both indoor and outdoor, to the fullest extent allowed, as a "Multi-Purpose Venue- Events Center" as defined under the Borough's Zoning Ordinance.

Conclusion:

Based on the information above, Rescue Hose and Blue Heron believe that the current use of this subject real estate meets the criteria in the Greencastle Zoning Ordinance for the granting of a Conditional Use to the subject real estate as a "Multi-Purpose Venue- Events Center". Therefore, the application should be granted subject to the conditions noted above.

This Deed,

MADE the ----- 10th ----- day of July
in the year nineteen hundred and seventy-six (1976);

Between Carrie A. Seistain, sole, of 301 South Washington Street, Green-
castle, Pennsylvania 17225, Grantor,

AND Rezone Here Co. No. 1, Inc., a nonprofit corporation of the Common-
wealth of Pennsylvania, with post office address at 48 South Carlisle
Street, Greencastle, Pennsylvania 17223, Grantee.

Witnesseth That in consideration of Forty thousand (\$40,000.00) - - -
Dollars, in hand paid, the receipt whereof is hereby acknowledged, the said
Grantor does hereby grant and convey in fee simple to said
Grantee,

All the following described real estate lying and being situate in the
Borough of Greencastle, County of Franklin and State of Pennsylvania,
bounded and described as follows:-

BEGINNING at an existing iron pin at or near the center
of Cedar Lane; thence by lands formerly of E. L. M.
Stores Company, now of E. L. M. Garage, Inc., South
seventy-one (71) degrees seventeen (17) minutes forty-
five (45) seconds East one hundred forty-seven and three
hundredths (147.03) feet to an existing iron pin; thence
by lands formerly of Harry A. Hooker, now of James H.
Craig, Jr. and Julie S. Craig, his wife, South eighteen
(18) degrees forty-six (46) minutes twenty-eight (28)
seconds West seventy-two (72) and thirty-one hundredths
(72.31) feet to an existing iron pin; thence by the same
South seventy-one (71) degrees thirteen (13) minutes
thirty-two (32) seconds East one hundred fifteen and
thirty-seven hundredths (115.37) feet to a railroad
spike (set) at or near the center line of South Washing-
ton Street; thence by South Washington Street South
nineteen (19) degrees six (6) minutes twenty-five (25)
seconds West four hundred fifty-five and seventy-eight
hundredths (455.78) feet to a railroad spike (set);
thence along Maple Avenue by lands of the Grantor North
seventy (70) degrees fifty (50) minutes thirty-five
(35) seconds West two hundred sixty-four and sixty hun-
dredths (264.60) feet to a railroad spike (set) at or
near the edge of a sewer manhole in Cedar Lane; thence
along Cedar Lane by lands of Grove Manufacturing
Company North nineteen (19) degrees thirty-one (31)
minutes twelve (12) seconds East one hundred twelve and
nine hundredths (112.09) feet to a railroad spike (set);
thence by the same North nineteen (19) degrees fourteen
(14) minutes thirty-four (34) seconds East four hundred
fourteen and seven hundredths (414.07) feet to the
existing iron pin, the place of beginning, containing
one hundred thirty thousand five hundred forty-six and
fourteen hundredths (130,546.14) square feet or two and
nine hundred ninety-seven thousandths (2.997) acres,
and being Tract 1 shown on draft of survey made May 11,
1976 by Gordon P. Lambert, Registered Professional
Engineer, which together with the necessary municipal
approvals is attached hereto and made a part hereof.

The above described real estate is a portion of that real estate
which Rezone Manufacturing Company, Inc., by its deed dated June 8,
1950 and recorded in the Recorder's Office of Franklin County, Pennsylv-

Legal Description - Page 2

was in Deed Book Volume 404, Page 637, conveyed to Brenton E. Holstein and Carrie A. Holstein, his wife, and the said Brenton E. Holstein having died November 8, 1955 full title to this real estate vested in Carrie A. Holstein, Grantor herein.

Grantee on behalf of itself, its successors and assigns accepts this deed under and subject to such easements and rights of way as are apparent by an inspection of the above described real estate or the deeds in the chain of title of said real estate and the records in the Franklin County, Pennsylvania Court House, including the right of way of the Commonwealth of Pennsylvania for storm drainage along South Washington Street and across said real estate pursuant to previous condemnation proceedings of the Commonwealth of Pennsylvania.

This deed is made and accepted subject to the following conditions, restrictions and reservations which are made part of the consideration for this conveyance, and as against the Grantee, its successors and assigns, it is agreed that said conditions, restrictions and reservations may be enforced by proceedings in equity as well as by other remedies at law:-

1. No manufacturing or industrial plant shall be erected on this real estate at any time.
2. During the lifetime of the Grantor, the Grantee, its successors and assigns, shall not permit any structures to be built on the land lying between the North side of Maple Avenue and the drainage ditch that runs through the above described real estate from South Washington Street to Cedar Lane, except for a fence around said land.

EVA 728 INC 1003

Legal Description - Page 3

<p>APPROVALS</p> <p>_____ TITLE: _____ OFFICE: _____</p> <p>_____ TITLE: _____ OFFICE: _____</p>	<p>APPROVED - RECEIVED</p> <p>_____ TITLE: _____ OFFICE: _____</p> <p>_____ TITLE: _____ OFFICE: _____</p> <p style="text-align: center;">N</p> <p style="text-align: center;">↑</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>LOCATION MAP</p> </div>
<p>NOTES:</p> <p>1. This is a preliminary sketch of the proposed site plan. It is not intended to be used for construction purposes.</p> <p>2. The site is located at the intersection of Lettersburg St. and _____.</p> <p>3. The site is currently vacant.</p> <p>4. The site is zoned _____.</p> <p>5. The site is owned by _____.</p> <p>6. The site is being proposed for _____.</p> <p>7. The site is being proposed for _____.</p> <p>8. The site is being proposed for _____.</p> <p>9. The site is being proposed for _____.</p> <p>10. The site is being proposed for _____.</p>	<p style="text-align: center;">LETTERSBURG ST</p> <p style="text-align: center;">TARGET 1</p> <p style="text-align: center;">TARGET 2</p>
<p>SAVANTY OF LAND FOR</p> <p>RESCUE HOSE COMPANY NO. 1</p> <p>FRANKLIN COL. MA. FIREARM CORP.</p> <p>MASSAUX - HENSLEY, INC.</p> <p>44 N. STATE ST. QUINCY, MA 01906</p> <p>1000</p> <p>1000</p> <p>1000</p>	<p>1000</p> <p>1000</p> <p>1000</p>

Legal Description - Page 4

And the said Grantor will warrant generally the property hereby conveyed subject to the foregoing easements or rights of way and conditions, covenants and restrictions. In witness whereof said Grantor has hereunto set her hand and seal, the day and year first above written.

Sealed and delivered in the presence of Carrie A. Holstein
Ruby M. Struffler _____ Carrie A. Holstein _____ (BBAL)
_____ (BBAL)

Commonwealth of Pennsylvania } SS:
County of Franklin

On this, the 10th day of July, 1976, before me, Ruby M. Struffler, Notary Public, the undersigned officer, personally appeared Carrie A. Holstein, sole

known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that she executed the same for the purposes therein contained.

Witness Whereof I hereunto set my hand and official seal.
Ruby M. Struffler
Notary Public



My commission expires December 19, 1977
I maintain my office in the Borough of Greensville, Franklin County, Pennsylvania

I do hereby certify that Grantee's precise residence is 38 South Carlisle Street, Greensville, Pennsylvania 17225.

Witness my hand this 10th day of July, 1976.
Ruby M. Struffler
Atty. for Grantee

sva 728 rev 1002

Legal Description - Page 5

Commonwealth of Pennsylvania }
County of Franklin } 881

Recorded in the office for Recording of Deeds, in and for the County
Franklin in Deed Book 728 Page 95

Witness my Hand and Seal of Office, this 12th
July Anno Domini, 1926.

Edwin T. Hartman



DEED

20-3799

Carroll L. Bolander, Esq.,
Recorder

Sumner Pipe Co. Inc. 1st Floor,
Franklin
174 Oxford Circle
Hummelst, PA
17225

ENTERED ON RECORD
DATE OF 12-29-26
RECORDED BY Edwin T. Hartman
RECORDED AT Franklin Co.

Hummelst 400.00

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF REVENUE
TAX
400.00

RECEIVED
HUMMELST 400.00
EDWIN T. HARTMAN
RECORDER OF DEEDS
FRANKLIN COUNTY, PA

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**BOROUGH OF GREENCASTLE
COUNCIL MEETING
MINUTES
August 13, 2019
60 N. Washington Street**

MEMBERS PRESENT: Mayor Ben Thomas Jr., Council President Steven Miller, Councilmembers: H. Duane Kinzer, Frank Webster Jr., Larry Faight, Joel Amsley, Matthew Smith, and Wade Burkholder. Also present was Assistant Borough Manager Lorraine Hohl, Billing & Program Coordinator Emilee Little, and Patrolman Keith Russell. Chief of Police John Phillippy was absent.

President Miller called the meeting to order at 7:00p.m.

Pastor Dave Rawley gave the invocation.

Boy Scout Troop #199 led the Council, staff and audience in reciting the pledge of allegiance.

President Miller noted that the meeting was being recorded by staff.

On a Faight/Burkholder motion the Council voted to approve the proposed agenda for August 13, 2019 council meeting.

Opportunity to be Heard:

President Miller invited Borough citizens to address Council with specific issues of concern reminding them of the public comment policy.

Eric Plum of 784 East Side Drive in Antrim Township, stated his desires to see the development of the vacant lot on Baltimore Street to further beautify the town of Greencastle. Councilmember Duane Kinzer requested Mr. Plum's information be forwarded to him as the Community Development Committee chairman and invited Mr. Plum to be involved with these initiatives.

John Henson of 680 Osbourne Avenue discussed concerns about weed control specifically in cracks of streets and curbing. Mr. Henson requested sealing or another type of preventive maintenance to be implemented.

CONSENT AGENDA

The following is a list of routine items which do not appear to be controversial in nature and which likely do not require additional discussion. They can be acted on by one motion in their current form. If discussion is desired on any particular item, any member of Council, or the public, may request the item be removed from the Consent Agenda and that item will be considered separately.

Minutes of Previous Meeting:

Borough Council Meeting June 3, 2019

Borough Council Meeting July 9, 2019

Approve Trick or Treat to be on Thursday October 31st from 6:00p.m. to 8:00p.m.

Accept the resignation of Leroy Cauffman, part-time wastewater operator trainee.

Approve a request from the Greencastle-Antrim School District High School Student Council to close streets along the historical route for the annual Homecoming Parade at 6:00p.m. on October 11, 2019.

Acceptance of the 2018 Audited Financial Statements as prepared by Boyer & Ritter LLC.

On a Faight/Burkholder motion the Council voted unanimously to approve the consent agenda.

REGULAR AGENDA

Payment of bills

On a Smith/Amsley motion the Council voted unanimously to approve disbursements listed on the July 2019 Disbursement Report in the amount of \$103,658.93.

Mayor Ben Thomas asked if all line items are within budgeted parameters for 2019. Hohl stated some accounts are over and other accounts are under budget; therefore, neutralizing.

Reports from Elected Officials

President's Report

President Miller gave a celebratory report relating to the success of Old Home Week, thanking staff and community for their involvement. Also reported that the Franklin County Tax Bureau will stay in its current location.

Mayor's Report

Mayor Thomas reiterated the success of Old Home Week. Thanked Police Department for presence at Old Home Week and the Jerome King Playground. The Mayor promoted the need for a single vendor trash hauler to be handled by the Public Facilities Committee.

At the request of the Mayor and on a Kinzer/Faight motion the Council voted unanimously to approve a letter to be mailed to the District Executive at PennDot requesting a truck traffic study to be conducted on S. Washington Street.

Chief's Report

Patrolman Keith Russell delivered Chief Phillipy's report in his absence. Officer Russell highlighted July service calls and the upcoming installation of the Blue Phone. He also emphasized gratitude to the Borough officers, local fire police, and the Franklin County Sherriff's department for their assistance with Old Home Week.

Manager's Report

Lorraine Hohl gave a comprehensive report including updates on community events, financial information, and administrative and public works developments. The report is attached to the minutes.

1. Personnel:

2. Public Safety:

3. Community Development:

4. Administration & Finance:

1. On a Smith/Faight motion the Council voted 7-1 to approve a delinquency schedule effective September 15, 2019 for the Stormwater Pollutant Impact Fees consistent with the water and sewer utilities. Kinzer voted in opposition.
2. On a Smith/Faight motion the Council voted 7-1 to approve a proposed Resolution 2019-03 establishing a partial payment allocation schedule for all utilities. Kinzer voted in opposition.

3. On a Kinzer/Faight motion the Council voted unanimously to approve a donation to the Rescue Hose Company No. 1 in the amount of \$2,500.00 to cover their costs for allowing the Borough to use their meeting room space during Borough Office construction.

5. Public Facilities:

1. On an Amsley/Kinzer motion the Council voted unanimously to authorize a request to be submitted to West Penn Power for the deployment of four additional LED street lights, as recommended by the Public Facilities Committee, in the following areas:
 - a. 29 N. Jefferson Street
 - b. Eastern side of Center Square
 - c. Intersection of Franklin Street and S. Carlisle Street
 - d. Current end of Teaberry Lane
2. On a Faight/Smith motion the Council voted unanimously to adopt of Resolution 2019-04 requesting the authorization from the Pennsylvania Department of Transportation to deploy a banner on State Rte. 16.

Correspondence: None

Miller invited Council and Mayor to make final comments.

Burkholder: None

Webster: Stated this was the best Old Home Week, the fireworks were wonderful.

Smith: None

Amsley: None

Kinzer: Expressed that all Old Home Weeks have been terrific. Mr. Kinzer also gave his thoughts on MS4 and the sidewalk program and related permitting.

Thomas: Communicated his concerns with MS4 fees. Mayor Thomas addressed the Scouts at the meeting, it is their generation's responsibility to carry on great traditions and activities such as Old Home Week.

Miller: Scouting will have a huge impact on the lives of the Scouts in attendance.

Faight: Fantastic job at this Old Home Week. Mr. Faight emphasized the great police presence and his enjoyment of the OHW parade experience.

On an Amsley/Faight motion the Council unanimously voted to adjourn the meeting at 8:10 p.m.

Respectfully submitted,
Lorraine K. Hohl,
Assistant Borough Manager



GREENCASTLE POLICE DEPARTMENT

60 North Washington Street ★ GREENCASTLE, PENNSYLVANIA 17225 ★ Telephone: (717) 597-2161 ★ FAX: (717) 597-1022

August 27, 2019

Chief J. Phillippy
Chief of Police
Greencastle Police Department
60 N. Washington Street
Greencastle, PA 17225

Chief Phillippy,

Please accept this letter as notice that I will be resigning from my position, Police Officer, at the Greencastle Police Department effective September 1, 2019.

The Greencastle Police Department has provided me many opportunities over the course of the last four years which I am grateful for. This decision has been difficult, but a collaborative decision between my fiancée and I.

Please let me know if you have any questions and thank you again for everything.

Sincerely,

Officer Shawn Tuthill



12916 Conamar Dr., Suite 201
Hagerstown, MD 21742
301-791-5843
FAX 301-797-4090
Email info@bcacv.org
Website www.bcacv.org

Breast Cancer Support Organization

BOARD OF DIRECTORS

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Dan Hall
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Tracy Starliper
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Terri Callamari
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Lorraine Olson

Administrative Assistant
Vicki Campbell

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July 22, 2019

Honorable Ben Thomas, Jr.
Mayor of Greencastle
60 N. Washington Street
Greencastle, PA 17225

Dear Mayor Thomas:

Breast Cancer Awareness-Cumberland Valley, Inc. (BCA-CV) is requesting permission to tie pink ribbons on the parking meters, utility poles and trees along the main thoroughfare in Greencastle. The *Park in the Pink Awareness Campaign* is held in conjunction with our pink ribbon events held in October during Breast Cancer Awareness Month. Our volunteers would like to place the ribbons Monday, September 30 and remove them Thursday, October 31.

BCA-CV is a local breast cancer support organization that offers FREE:

- ✂ Mammograms and ultrasounds
- ✂ Wigs, hats, turbans & wig care kits for all cancer patients
- ✂ Prosthesis and bras
- ✂ Special Needs Program
- ✂ Camp Hope for survivors
- ✂ Information/Support Groups
- ✂ Dinner's Ready — Meals During Chemo & Radiation
- ✂ Breast Cancer Treatment Handbook
- ✂ Moving Forward After Surgery Program
- ✂ And More!

Thank you for the consideration of our request. BCA-CV feels very fortunate to have the understanding and support from individuals and organizations in the community in the fight against this devastating disease. If you have any questions, please contact me at 301-791-5843.

Sincerely,

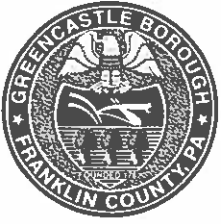
Vicki Campbell

Vicki Campbell
Administrative Assistant

No goods or services were provided for this gift. Your gift is deductible to the fullest extent of the law. Please consult your tax advisor regarding specific questions about your tax deductions.

Breast Cancer Awareness—Cumberland Valley, Inc. strives through total community involvement to decrease the impact of breast cancer and promote early detection in all individuals through information, empowerment, and peer support, so that no one faces breast cancer alone.

ADEN,
AGENDA ITEM...
MAY 2019



Borough of Greencastle

60 NORTH WASHINGTON STREET • GREENCASTLE, PENNSYLVANIA 17225-1230 • PHONE (717) 597-7143 • FAX (717) 597-1734

September 3, 2019

SUBJECT: 2020 Minimum Municipal Obligation, Non-Uniform Pension Plan

TO: Borough of Greencastle Council

FROM: Eden Ratliff- Chief Administrative Official

Act 205 of 1984 requires that the "chief administrative officer" of the pension plan inform the "governing board" of the municipality of the Minimum Municipal Obligation for the following year by the last business day in September. This memo, provided under the guidance of Beyer-Barber Company (our plan's actuary), is intended to satisfy this legal requirement. Questions on our pension costs can either be addressed to me or Robert J. Hall Company at 717-960-0752.

The calculation of the 2020 Minimum Municipal Obligation requires several assumptions relating to projected payroll. The attached 2020 Minimum Municipal Obligation certification details this determination.

**BOROUGH OF GREENCASTLE
EMPLOYEES NON-UNIFORMED PENSION PLAN
WORKSHEET FOR 2020 MMO**

1. TOTAL ANNUAL PAYROLL (W-2 payroll for 2019)	\$720,444.00
2. TOTAL NORMAL COST PERCENTAGE	8.72%
3. TOTAL NORMAL COST (Item 1 x Item 2)	\$ 62,822.72
4. TOTAL AMORTIZATION REQUIREMENT	\$ 11,149
5. TOTAL ADMINISTRATIVE EXPENSES (Estimated based on recent experience)	\$ 5,875
6. TOTAL FINANCIAL REQUIREMENTS (Item 3 + Item 4 + Item 5)	\$79,846.72
7. TOTAL MEMBER CONTRIBUTIONS (Member Contribution Rate x Item 1)	\$ 0.00
8. FUNDING ADJUSTMENT	\$ 0
9. MINIMUM MUNICIPAL OBLIGATION (Item 6 - Item 7 - Item 8)	\$ 79,846.72


Eden Ratliff- Chief Administrative Official

9/3/2019
Date Certified to Governing Body

Note: The 2020 Minimum Municipal Obligation is based on the most recent Actuarial Valuation Report on January 1, 2019



Borough of Greencastle

60 NORTH WASHINGTON STREET • GREENCASTLE, PENNSYLVANIA 17225-1230 • PHONE (717) 597-7143 • FAX (717) 597-1734

September 3, 2019

SUBJECT: 2020 Minimum Municipal Obligation, Non-Uniform Pension Plan

TO: Borough of Greencastle Council

FROM: Eden Ratliff- Chief Administrative Official

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The calculation of the 2020 Minimum Municipal Obligation requires several assumptions relating to projected payroll. The attached 2020 Minimum Municipal Obligation certification details this determination.

**BOROUGH OF GREENCASTLE
POLICE RETIREMENT PLAN
WORKSHEET FOR 2020 MMO**

1. TOTAL ANNUAL PAYROLL (W-2 payroll for 2019)	\$ 249,180.00
2. TOTAL NORMAL COST PERCENTAGE	12.90%
3. TOTAL NORMAL COST (Item 1 x Item 2)	\$ 32,144.18
4. TOTAL AMORTIZATION REQUIREMENT	\$ 0
5. TOTAL ADMINISTRATIVE EXPENSES (Estimated based on recent experience)	\$ 5,875
6. TOTAL FINANCIAL REQUIREMENTS (Item 3 + Item 4 + Item 5)	\$ 38,019.18
7. TOTAL MEMBER CONTRIBUTIONS (Member Contribution Rate x Item 1)	\$ 0.00
8. FUNDING ADJUSTMENT	\$ 39,817.00
9. MINIMUM MUNICIPAL OBLIGATION (Item 6 - Item 7 - Item 8)	\$ 0
10. SPECIAL LIMITATION UNDER 302(b)(1)	\$ 0
11. MINIMUM MUNICIPAL OBLIGATION (Lesser of Item 9 and Item 10)	\$ 0



Eden Ratliff- Chief Administrative Official

9/3/2019

Date Certified to Governing Body

Note: The 2020 Minimum Municipal Obligation is based on the most recent Actuarial Valuation Report on January 1, 2019.

Eden Ratliff

From: Basalik,Shaun <Shaun.Basalik@edwardjones.com>
Sent: Tuesday, August 27, 2019 2:28 PM
To: undisclosed.for.privacy
Subject: Exchange Club Halloween Parade

Good Afternoon,

I'm not exactly sure who I need to reach out to, but these are the two email addresses that were given to me. My name is Shaun Basalik and I am the new president of the Greencastle Exchange Club. We are beginning to plan for the 2019 Halloween Parade and am reaching out to you to get the approval of the Borough. The parade will be on 10/25 with registration beginning at 6pm and using the same route we have used in years past. If you have any other questions or need anything from me, please feel free to email me or call at 717-597-4395. Thank you.

Shaun Basalik, AAMS®
Financial Advisor
Edward Jones
145 E Baltimore Street Ste 1-A
Greencastle, PA 17225
(717) 597-4395
www.edwardjones.com

If you are not the intended recipient of this message (including attachments) or if you have received this message in error, immediately notify us and delete it and any attachments.

If you do not wish to receive any email messages from Edward Jones, excluding administrative communications, please email this request to Opt-Out@edwardjones.com from the email address you wish to unsubscribe.

For important additional information related to this email, visit www.edwardjones.com/disclosures/email.html. Edward D. Jones & Co., L.P. d/b/a Edward Jones, 12555 Manchester Road, St. Louis, MO 63131 © Edward Jones. All rights reserved.

**ACT 44 DISCLOSURE FORM FOR ENTITIES PROVIDING
PROFESSIONAL SERVICES TO THE
BOROUGH OF GREENCASTLE'S PENSION SYSTEM**

CHAPTER 7-A OF ACT 44 OF 2009 MANDATES the annual disclosure of certain information by every entity (hereinafter "**Contractor**") which is a party to a professional services contract with one of the pension funds of **BOROUGH OF GREENCASTLE** (hereinafter the "**Requesting Municipality**"). Act 44 disclosure requirements apply to *Contractors* who provide professional pension services and receive payment of any kind from the **Requesting Municipality's** pension fund. The **Requesting Municipality** has determined that your company falls under the requirements of Act 44 and must complete this disclosure form. You are expected to submit this completed form, to the Requesting Municipality below, by December 1, 2019. If, for any reason you believe that Act 44 does not require you to complete this disclosure form, please provide a written explanation of your reason(s) by November 15, 2019.

RETURN COMPLETED

DISCLOSURE TO:

**Borough of Greencastle
Attn: Eden Ratliff
60 North Washington Street, Greencastle, PA 17225
717-597-7143
eratliff@greencastlepa.gov**

REQUIRED UPDATES:

Where noted, information in this form must be updated in writing as changes occur.

DEFINITIONS FOR DISCLOSURE

TERM:	DEFINITION:
CONTRACTOR	Any person, company, or other entity that receives payments, fees, or any other form of compensation from a municipal pension fund in exchange for rendering professional services for the benefit of the municipal pension fund.
SUBCONTRACTOR OR ADVISOR	Anyone who is paid a fee or receives compensation from a municipal pension system – directly or indirectly from or through a contractor.
AFFILIATED ENTITY	Any of the following: <ol style="list-style-type: none"> 1. A subsidiary or holding company of a lobbying firm or other business entity owned in whole or in part by a lobbying firm. 2. An organization recognized by the Internal Revenue Service as a tax-exempt organization under section 501(c) of the Internal Revenue Code of 1986 (Public Law 99-514, 26 U.S.C. § 501 (c)) established by a lobbyist or lobbying firm or an affiliated entity.
CONTRIBUTIONS	As defined in section 1621 of the act of June 3 rd , 1937 (P.L. 1333, No. 320), known as the Pennsylvania Election Code
POLITICAL COMMITTEE	As defined in section 1621 of the act of June 3 rd , 1937 (P.L. 1333, No. 320), known as the Pennsylvania Election Code
EXECUTIVE LEVEL EMPLOYEE	Any employee or person or the person's affiliated entity who: <ol style="list-style-type: none"> 1. Can affect or influence the outcome of the person's or affiliated entity's actions, policies, or decisions relating to pensions and the conduct of business with a municipality or a municipal pension system; or 2. Is directly involved in the implementation or development policies relating to pensions, investments, contracts or procurement or the conduct of business with a municipality or municipal pension system.
MUNICIPAL PENSION SYSTEM	Any qualifying pension plan, under Pennsylvania state law, for any municipality within the Commonwealth of Pennsylvania; includes the Pennsylvania Municipal Retirement System. <i>Example: the Police Pension Plan for the Borough of Winchesterville</i>
MUNICIPAL PENSION SYSTEM OFFICIALS AND EMPLOYEES; MUNICIPAL OFFICIALS AND EMPLOYEES	Specifically , those listed in TABLE 2 titled: "List of Pension System and Municipal Officials and Employees" on the next page. Where applicable, includes any employee of the Requesting Municipality .
PROFESSIONAL SERVICES CONTRACT	A contract to which the municipal pension system is a party that is: (1) for the purchase of professional services including investment services, legal services, real estate services, and other consulting services; and, (2) not subject to a requirement that the lowest bid be accepted.

List of Municipal Officials for the Requesting Municipality

Certain requests for information in this form will refer to a “**List of Municipal Officials.**”

To assist you in preparing your answers, you should consider the following names to be a complete list of pension system and municipal officials and employees. Throughout this Disclosure Form, the below names will be referred to as the “*List of Municipal Officials.*”

Elected Officials

Benjamin Thomas, Jr.	Mayor
Steven Miller	Borough Council President
Lawrence Faight	Borough Council Vice President
Joel Amsley	Council Member
H. Duane Kinzer	Council Member
Matthew Smith	Council Member
Frank Webster	Council Member
Wade Burkholder	Council Member

Appointed Officials or Employees

Eden Ratliff	Borough Manager/CAO, Non-Uniform Plan/CAO, Police Pension Plan/Borough Secretary
Samuel Wisner, Jr., Esq.	Solicitor

IDENTIFICATION OF CONTRACTORS & RELATED PERSONNEL

CONTRACTORS: (See "Definitions" – page 2) Any entity who currently provides service(s) by means of a Professional Services Contract to the Municipal Pension System of the **Requesting Municipality**, please complete all of the following:

Identify the Municipal Pension System(s) for which you are providing information:

Indicate all that apply with an "X": Non- Uniform Plan Police Plan
 Fire Plan

****NOTE:** For all that follow, you may answer the questions / items on a separate sheet of paper and attach it to this Disclosure if the space provided is not sufficient. Please reference each question / item you are responding to by the appropriate number. (example: REF – Item #1.)

1. Please provide the names and titles of all individuals providing professional services to the **Requesting Municipality's** pension plan(s) identified above. Also include the names and titles of any advisors and subcontractors of the Contractor, identifying them as such. After each name provide a description of the responsibilities of that person with regard to the professional services being provided to each designated pension plan.

Robert Hall - President and Senior Pension Advisor for R. J. Hall Company, Inc.
Kevin Hall - Service Representative for R. J. Hall Company, Inc.
Rob Lutz – Service Representative for R. J. Hall Company, Inc.
Kristen Backenstoe – Subcontractor, Actuary for Beyer-Barber Company
Lawrence Brisman -- Subcontractor, Actuary for Beyer-Barber Company
Laura Prego -- Subcontractor, Actuary for Beyer-Barber Company
Randee Sekol -- Subcontractor, Senior Actuary for Beyer-Barber Company

Please list the name and title of any *Affiliated Entity* and their *Executive-level Employee(s)* that require disclosure; after each name, include a brief description of their duties. (See: Definitions)

No

2. Are any of the individuals named in **Item 1** or **Item 2** above, a current or former official or employee of the **Requesting Municipality**?
➔ IF "YES", provide the name and of the person employed, their position with the municipality, and dates of employment.

No

3. Are any of the individuals named in **Item 1** or **Item 2** above a current or former registered Federal or State lobbyist?
➔ IF "YES", provide the name of the individual, specify whether they are a state or federal lobbyist, and the date of their most recent registration /renewal.

No

NOTICE: All information provided for items 1- 4 above must be updated **as changes occur**.

4. Since December 17th 2009, has the *Contractor* or an *Affiliated Entity* paid compensation to or employed any third party intermediary, agent, or lobbyist that is to directly or indirectly communicate with an official or

employee of the *Municipal Pension System* of the **Requesting Municipality** (OR), any municipal official or employee of the **Requesting Municipality** in connection with any transaction or investment involving the *Contractor* and the *Municipal Pension System* of the **Requesting Municipality**?

This question does not apply to an officer or employee of the *Contractor* who is acting within the scope of the firm's standard professional duties on behalf of the firm, including the actual provision of legal, accounting, engineering, real estate, or other professional advice, services, or assistance pursuant to the professional services contact with municipality's pension system.

- ➔ **IF "YES"**, identify: (1) whom (the third party intermediary, agent, or lobbyist) was paid the compensation or employed by the *Contractor* or *Affiliated Entity*, (2) their specific duties to directly or indirectly communicate with an official or employee of the *Municipal Pension System* of the **Requesting Municipality** (OR), any municipal official or employee of the **Requesting Municipality**, (3) the official they communicated with, and (4) the dates of this service.

No

5. Since December 17th 2009, has the *Contractor*, or any agent, officer, director or employee of the *Contractor* solicited a contribution to any municipal officer or candidate for municipal office in the **Requesting Municipality**, or to the political party or political action committee of that official or candidate?

- ➔ **IF "YES"**, identify the agent, officer, director or employee who made the solicitation and the municipal officials, candidates, political party or political committee who were solicited (to whom the solicitation was made).

No

6. Since December 17th, 2009: Has the *Contractor* or an *Affiliated Entity* made any contributions to a municipal official or any candidate for municipal office in the **Requesting Municipality**?

- ➔ **IF "YES"**, provide the name and address of the person(s) making the contribution, the contributor's relationship to the Contractor, The name and office or position of the person receiving the contribution , the date of the contribution, and the amount of the contribution.

No

7. Does the *Contractor* or an *Affiliated Entity* have any direct financial, commercial or business relationship with any official identified on the *List of Municipal Officials*, of the **Requesting Municipality**?

- ➔ **IF "YES"**, identify the individual with whom the relationship exists and give a detailed description of that relationship.

****NOTE:** A written letter is required from the **Requesting Municipality** acknowledging the relationship and consenting to its existence. The letter must be attached to this disclosure. Contact the **Requesting Municipality** to obtain this letter and attach it to this disclosure before submission.

No

8. Has the *Contractor* or an *Affiliated Entity* given any gifts having more than a nominal value to any official, employee or fiduciary – specifically, those on the *List of Municipal Officials* of the **Requesting Municipality**?

➔ **IF “YES”**, Provide the name of the person conferring the gift, the person receiving the gift, the office or position of the person receiving the gift, specify what the gift was, and the date conferred.

No

9. Disclosure of contributions to any political entity in the Commonwealth of Pennsylvania

Applicability: A “yes” response is required and full disclosure is required **ONLY WHEN ALL** of the following applies:

- a) The contribution was made within the last 5 years (specifically since: December 18th 2004)
- b) The contribution was made by an officer, director, executive-level employee or owner of at least 5% of the *Contractor* or *Affiliated Entity*.
- c) The amount of the contribution was at least \$500 and in the form of:
 1. A single contribution by a person in (b.) above, **OR**
 2. The aggregate of all contributions all persons in (b.) above;
- d) The contribution was for
 1. Any candidate for any public office or any person who holds an office in the Commonwealth of Pennsylvania;
 2. The political committee of a candidate for public office or any person that holds an office in the Commonwealth of Pennsylvania.

➔ **IF “YES”**, provide the name and address of the person(s) making the contribution, the contributor’s relationship to the *Contractor*, The name and office or position of the person receiving the contribution (or the political entity / party receiving the contribution), the date of the contribution, and the amount of the contribution.

No

10. With respect to your provision of professional services to the Municipal Pension System of the **Requesting Municipality**:

Are you aware of any apparent, potential or actual conflicts of interest with respect to any officer, director or employee of the *Contractor* and officials or employees of the **Requesting Municipality**?

NOTE: If, in the future, you become aware of any apparent, potential, or actual conflict of interest, you are expected to update this **Disclosure Form** immediately in writing by:

- Providing a brief synopsis of the conflict of interest (and);
- An explanation of the steps taken to address this apparent, potential, or actual conflict of interest.

➔ **IF “YES”**, Provide a detailed explanation of the circumstances which provide you with a basis to conclude that an apparent, potential, or actual conflict of interest may exist.

No

11. To the extent that you believe that **Chapter 7-A of Act 44 of 2009** requires you to disclose any additional information beyond what has been requested above, please provide that information below or on a separate piece of paper.

No

Please provide the name(s) and position(s) of the person(s) participating in the completion of this Disclosure. One of the individuals identified by the *Contractor* in *Item #1* above must participate in completing this Disclosure and must sign the below verification attesting to the participation of those individuals named below.

Name: Robert Hall

Position: President

A handwritten signature in black ink, appearing to read "Robert Hall", written over a horizontal line.

SIGNATURE

PRESIDENT

TITLE

AUGUST 19, 2019

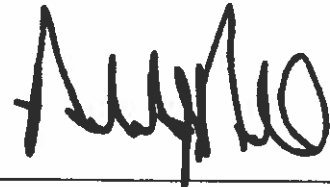
DATE

VERIFICATION

I, Robert J. Hall, hereby state that I am President for the R. J. Hall Company, Inc., and I am authorized to make this verification.

I hereby verify that the facts set forth in the foregoing Act 44 Disclosure Form for Entities Providing Professional Services to **Borough of Greencastle** Pension System are true and correct to the best of my knowledge, information and belief. I also understand that knowingly making material misstatements or omissions in this form could subject the responding Contractor to the penalties in Section 705-A(e) of Act 44.

I understand that false statements herein are made subject to the penalties of 18 P.A.C.S. § 4904 relating to unsworn falsification to authorities.



Signature

August 19, 2019
Date



August 23, 2019

Eden Ratliff, Borough Manager
60 North Washington Street
Greencastle, PA 17225

Re: Approval of Heritage Christmas items

Dear Eden:

The following is a request for approval of Heritage Christmas (hereafter referred to as HC) activities that will take place this year in Greencastle as part of the 29th(¹) anniversary of the event.

We would like to move the Holiday House on the northwest corner of the square by Monday, November 18th. The Holiday House serves as the information hub during HC and we want to be able to distribute pamphlets, sell ornaments and horse and buggy tickets. The house can be removed any time after Monday, December 16.

The tree lighting is set for Friday, November 22. The tree lighting stage area will be set up in the northwest corner of the square. I request No Parking signs to be put up on Friday, November 22 by 12 PM on that portion of the square. The signs can be removed after the tree lighting ceremony. The tree itself will be put up the week of November 18 with GW Electric coordinating. The tree lighting ceremony begins at 7 PM but many residents begin gathering in anticipation starting as early as 6 PM. Last year, the Borough Council approved road closure from 6PM to 8 PM and PennDot granted that request. However, the Fire Police felt they were better able to handle road closure internally and they diverted traffic from the intersection of Baltimore and Washington and the intersection of Route 11 and Route 16 from approximately 6:30 PM to approximately 7:45 PM. This allowed residents to remain in the square after the tree was lit (approximately 7:20) to take pictures and enjoy hot chocolate and cookies. If the Fire Police want to handle this year's tree lighting in the same manner, the Chamber is grateful for their assistance.

We request that any vendors are restricted from selling novelties on the evening of Tree Lighting on or near the square.

On December 6 and 13, there will be traditional Friday night activities which include horse/buggy rides and vendors on the square from 5:30 to 8:30 PM. The vendors end at 8:30 PM. Horse and buggy rides continue the balance of each evening. In case of foul weather, the horse and buggy may be cancelled the day of the event. In that case, we will need to pick an alternate date to offer rides. No parking signs will need to be put up around the square each Friday afternoon on the above dates by 3 PM. They can be removed at the end of each evening. If the Borough grounds crew will put up the no parking signs, the Chamber will remove them each evening. We request the help of the Fire-Police to control traffic as they have done in the past.

I also request your approval to keep the lights turned on in the square. I ask for approval to have Free Parking on the meter covers to be utilized again this year. I ask that these be placed on from November 27th until December 31. This will allow visitors to have free parking for Shop Small Saturday (November 30).

Lastly, I again ask the borough council to give a \$1800 donation toward the expense of putting up and taking down the Christmas tree. Last year the township also participated and matched your donation. We will ask the township to again match the borough donation. The money requested greatly helps to offset the cost of lighting the town square, purchasing additional lights for the tree, and other financial obligations that occur to maintain the ambience throughout the Christmas season. Heritage Christmas, the tree and all the activities associated with the season are traditions all the residents of the borough and the township enjoy.

It is with deep gratitude and thanks on behalf of the Chamber and myself for all your support.

Respectfully,

Georgina Cranston,
Executive Director
Greencastle-Antrim Chamber of Commerce

Eden Ratliff

From: Eden Ratliff
Sent: Monday, August 19, 2019 10:03 AM
To: bfthomas2529@comcast.net
Subject: RE: September - National Recovery Month (Time Sensitive)

Ben.

This will be on the September Council meeting agenda and our PW team is developing a plan to execute on our part listed below.

Thank you for putting this together.

Eden

From: bfthomas2529@comcast.net [mailto:bfthomas2529@comcast.net]
Sent: Saturday, August 17, 2019 4:06 PM
To: 'April Brown'; 'Georgina Cranston'; John Phillippy; 'Steve Miller'; Larry.Faight@tastykake.com; bgraham@twp.antrim.pa.us; Eden Ratliff; Lorraine Hohl; Ericka Faight; 'Rich Wertman'; 'Cheryl Mowen'
Cc: jbecknell@twp.antrim.pa.us
Subject: RE: September - National Recovery Month (Time Sensitive)

MEMORANDUM TO: G-A Chamber of Commerce; Antrim Township; Greencastle Police Department; Greencastle Council President and Staff; Rescue Hose Co. Franklin / Fulton Drug & Alcohol;

FROM: Mayor Ben

RE: NATIONAL RECOVERY MONTH

Greetings everyone. The Greencastle community has been requested to participate in NATIONAL RECOVERY MONTH for September (see e-mails below) in which I whole heartedly endorse. Here are my ACTION PLAN recommendations with a community wide team approach:

G-A CHAMBER OF COMMERCE: Place a notice in your weekly NEWSLETTER for businesses and homes to light PURPLE each weekend (Friday night thru Monday morning). This could be a single lamp in store front or porch windows in support of SEPTEMBER NATIONAL RECOVERY MONTH.

BOROUGH OF GREENCASTLE: Light up each corner of Center Square with purple string lights at the trees and benches where electricity is provided. These would also be lit Friday night thru Monday morning. I respectfully request this be an agenda approval item at our September, 3, 2019 Regular Meeting for Council to consider the month long activities.

ANTRIM TOWNSHIP: Consider placing purple spot lights on the ANTRIM TOWNSHIP sign along the Antrim Church Road municipal building and request Antrim Township Supervisors consider approving this TEAM Support for National Recovery Month at the August 27, 2019 Regular Meeting agenda.

GREENCASTLE POLICE DEPARTMENT: Chief Phillippy consider assigning Officer Kevin Creager to work with Franklin County Drug & Alcohol personnel and create a public / media information saturation campaign with a pamphlet for recovery resources available to citizens and visitors in the Greencastle-Antrim community. This could also include re-educating the public regarding the drug drop-off program at the Greencastle Police Station that is used by citizens of Greencastle and Antrim Township. Pamphlets would be made available to each police officer for public hand-outs while on routine patrol. Pamphlets may also be made available in the Borough and Township offices and at the Rescue Hose Company Fire Station.

FRANKLIN / FULTON DRUG & ALCOHOL: Provide the Borough of Greencastle with four purple string lights (if in stock) and work with Greencastle Police Department regarding a local resources (help) pamphlet. Work with the Mayor in creating a public information saturation campaign for media release after the September 3, 2019 Regular Meeting of the Mayor and Council.

So...where can one purchase "purple" light bulbs? I like folks to spend money in Greencastle. Both Lumber Direct and True Value can order purple light bulbs. They do not have any in stock, however.

I welcome your response, comments, and additional suggestions. – Best regards,

Ben Thomas, Jr. Mayor

BOROUGH OF GREENCASTLE, PENNSYLVANIA

Home: 302 South Washington Street

Greencastle, PA 17225

Phone: H – 717.597.2529; C/T – 240.469.9509

Member: American Planning Assn.

From: April Brown <asbrown@franklincountypa.gov>

Sent: Wednesday, August 14, 2019 3:18 PM

To: Ben Thomas <bfthomas2529@comcast.net>

Subject: Re: September - National Recovery Month (Time Sensitive)

Here is the funding application we spoke of just now in case you have an organization in the community that needs funding. We have had organizations apply for lights, t-shirts (for recovery walks), storefront postings, etc. as well as some that apply to host an event (picnic in a local park where all are welcome and there's free food, music, etc.). We offer these funding opportunities every year, so if you start small the first year, there's plenty of room to expand in years to come.

We issue the funds via a reimbursement methodology - the fiscal agency would purchase whatever's been approved and then submit those receipts/invoice to us to pay/reimburse the fiscal agent. We can't cut a check for the funding up front and allow a draw down (just because of the fund type we use from the state doesn't allow that). Hope that makes sense.

Most areas have started with the lighting scheme first since it's easy, low manpower, low need for resources, yet big impact throughout the month.

Let me know if we can be of any further assistance.

April

On Sun, Aug 11, 2019 at 4:07 PM <bfthomas2529@comcast.net> wrote:

Greetings April. May I give you a call this week (week of August 12) to discuss the below e-mail further? I know you're aware of the negative information presented to Greencastle Borough Council at their July Public Meeting. Unfortunately, I was on vacation that week in Vermont and not in attendance. Much of the information presented was unfounded. It is important that Greencastle partner with Franklin County D&A in supporting pro-active and support program information to our citizens. I was a Drug Abuse Resistance Education Police Officer for many years in my previous career and I know the value of public education. I look forward to our conversation.

Best regards,

Ben Thomas, Jr. Mayor

BOROUGH OF GREENCASTLE, PENNSYLVANIA

From: April Brown <asbrown@franklincountypa.gov>
Sent: Monday, August 5, 2019 8:55 PM
To: Ben Thomas <bfthomas2529@comcast.net>
Subject: September - National Recovery Month (Time Sensitive)

Hi Mayor Thomas -

We have built momentum in the past few years with September and National Recovery Month, which color theme is purple. I wanted to reach out to see if you had any feedback on getting any businesses/organizations in Greencastle to participate in National Recovery Month by lighting up their business (or an area of it) in the color purple for the entire month of September. Or if downtown Greencastle would be willing to do something in the square? Even something as simple as wrapping purple ribbons around the light posts.

Last year, Summit did so with their admin building and Waynesboro Hospital; Chambersburg lit up the fountain in the square; Waynesboro lit up their parklet downtown where they have the market. I'm wondering if you have any suggestions or connects that my team can link up with for Greencastle.

I'd really like to see Greencastle participate in some capacity this year. We tend to then take pics and post these purple areas on multiple social media platforms to make the community aware. We also include these areas in the Proclamation that the Commissioners issue out at the beginning of the month.

For more information on recovery month, please view the following link:

https://recoverymonth.gov/events/find-events-list?field_event_location_administrative_area=All&title=&field_event_location_country_code=All&field_event_type_taget_id=All&field_event_virtual_yesno_value=All&samhsa_calendar_reset=&page=11

Thoughts?

April

--

April Brown, Administrator

Franklin/Fulton Drug & Alcohol (Single County Authority)

425 Franklin Farm Lane

Chambersburg, PA 17202

P: 717-263-1256

Fax: 717-709-2300

"Each of us is a vital thread in another person's tapestry. Our lives are woven together for a reason."

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April Brown, Administrator
Franklin/Fulton Drug & Alcohol (Single County Authority)
425 Franklin Farm Lane
Chambersburg, PA 17202
P: 717-263-1256
Fax: 717-709-2300

Report Criteria:

Report type: GL detail
[Report] Invoice GL Account (2 Characters) = {<>} "06"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
08/19	08/07/2019	19463	147	American United Life Insurance Compan	Life Ins; AD/D; STD Policies: Adm	AUG PREM	01,400,158	68.76	68.76
08/19	08/07/2019	19463	147	American United Life Insurance Compan	Life Ins; AD/D; STD Policies: pd	AUG PREM	01,410,158	154.07	154.07
08/19	08/07/2019	19463	147	American United Life Insurance Compan	Life Ins; AD/D; STD Policies: St	AUG PREM	01,430,158	93.50	93.50
08/19	08/07/2019	19463	147	American United Life Insurance Compan	Life Ins; AD/D; STD Policies: swr	AUG PREM	08,400,158	63.43	63.43
Total 19463:									379.76
08/19	08/07/2019	19464	181	Antrim Fleet Services LLC	Inspection on 2017 F550	7425	01,430,375	488.26	488.26
08/19	08/07/2019	19464	181	Antrim Fleet Services LLC	mud flap for dump truck	7590	01,430,375	56.76	56.76
Total 19464:									545.02
08/19	08/07/2019	19465	189	Antrim Way Honda	Running boards on new vehicle	6027773	01,410,741	489.25	489.25
Total 19465:									489.25
08/19	08/07/2019	19467	239	BB&T	prime, wtr, pens, mounting putty, envelopes, ER eraser	060803844670	01,400,211	43.06	43.06
08/19	08/07/2019	19467	239	BB&T	copy paper	060803844670	01,407,211	39.47	39.47
08/19	08/07/2019	19467	239	BB&T	toilet bowl cleaner, cold towels, toilet paper	060803844670	01,409,226	38.54	38.54
08/19	08/07/2019	19467	239	BB&T	copy paper & water	060803844670	01,410,211	52.94	52.94
08/19	08/07/2019	19467	239	BB&T	traffic cones	060803844670	01,410,213	65.03	65.03
08/19	08/07/2019	19467	239	BB&T	tablet	060803844670	01,410,740	239.06	239.06
08/19	08/07/2019	19467	239	BB&T	cabinet locks for new vehicle	060803844670	01,410,741	76.55	76.55
08/19	08/07/2019	19467	239	BB&T	line paint for parking lots	060803844670	01,433,221	108.00	108.00
08/19	08/07/2019	19467	239	BB&T	copy paper, water, pens, envelopes	060803844670	08,400,211	61.85	61.85
08/19	08/07/2019	19467	239	BB&T	postage for bulk UB mailings	060803844670	08,400,325	4.45	4.45
08/19	08/07/2019	19467	239	BB&T	fold towels	060803844670	08,429,200	12.84	12.84
08/19	08/07/2019	19467	239	BB&T	lawn mower maintenance	060803844670	08,429,260	43.93	43.93
Total 19467:									785.72
08/19	08/07/2019	19469	295	Boyer & Ritter	Final Audit Progress Payment 2018 adm	245016	01,400,311	916.67	916.67
08/19	08/07/2019	19469	295	Boyer & Ritter	Final Audit Progress Payment 2018 Swr	245016	08,400,311	916.66	916.66

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total 19469:									
08/19	08/07/2019	19470	395	Comcast Cable	Internet & Cable TV, Adm	BOG12200371	01.400.321	114.37	1,833.33
08/19	08/07/2019	19470	395	Comcast Cable	Internet & Cable TV, PD	BOG12200371	01.410.321	171.55	114.37
08/19	08/07/2019	19470	395	Comcast Cable	Internet & Cable TV	PUBLICWOR	01.430.321	182.35	171.55
Total 19470:									
08/19	08/07/2019	19471	430	Copyquik Printing & Graphics	Farmer's Market Banner (Will be Rimbursed by Spons	399054	01.452.570	1,556.08	1,556.08
Total 19471:									
08/19	08/07/2019	19472	450	Crystal Springs	WWTP - Distilled Water	337271007261	08.429.222	43.28	1,556.08
Total 19472:									
08/19	08/07/2019	19473	565	Ehrlich	Bird Control Baiting	3743158	01.480.450	285.00	43.28
Total 19473:									
08/19	08/07/2019	19474	595	Envirep Inc.	air bubbler for wet well level	70684	08.429.740	574.85	285.00
Total 19474:									
08/19	08/07/2019	19476	730	Frederick, Seibert & Associates, Inc.	Borough Engineer: stormwater management credit pro	40374	01.436.313	600.00	574.85
08/19	08/07/2019	19476	730	Frederick, Seibert & Associates, Inc.	Borough Engineer: Orchard Drainage work for design	40375	01.436.313	1,816.00	600.00
08/19	08/07/2019	19476	730	Frederick, Seibert & Associates, Inc.	Borough Engineer: MS4 permit work for MCM #3.4.5 -	40376	01.436.313	1,381.00	1,816.00
08/19	08/07/2019	19476	730	Frederick, Seibert & Associates, Inc.	Borough Engineer: Start design of Chambers Lane rec	40373	01.439.313	189.00	1,381.00
08/19	08/07/2019	19476	730	Frederick, Seibert & Associates, Inc.	Borough Engineer: general services related to bank sla	40377	08.429.313	313.50	189.00
08/19	08/07/2019	19476	730	Frederick, Seibert & Associates, Inc.	Borough Engineer: meadow manhole permit prep work	40406	08.429.313	1,643.25	313.50
Total 19476:									
08/19	08/07/2019	19477	750	G W Electric Co., Inc.	Repair Electric on Sq. for prep work for OHW	26875	01.434.450	632.00	5,942.75
Total 19477:									
08/19	08/07/2019	19478	760	Ganoe Paving, Inc.	Road repair after sidewalk repairs at 35 N. Carlisle	5228	01.439.610	489.51	632.00
Total 19478:									

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
08/19	08/07/2019	19478	760	Ganoe Paving, Inc	Road repair after making sidewalk repairs at 11 N. Carl	5229	01 439 610	168.00	168.00
Total 19478									
08/19	08/07/2019	19479	776	Global Data Consultants, LLC	35 lic Microsoft Exchange Adm	712361037	01 407 450	400.66	400.66
08/19	08/07/2019	19479	776	Global Data Consultants, LLC	35 lic Microsoft Exchange PD	712361037	01 410 450	400.67	400.67
08/19	08/07/2019	19479	776	Global Data Consultants, LLC	35 lic Microsoft Exchange swr	712361037	08 400 450	400.66	400.66
Total 19479									
08/19	08/07/2019	19480	830	Greencastle True Value	light bulbs for Borough office	177281	01 409 250	35.97	35.97
08/19	08/07/2019	19480	830	Greencastle True Value	light bulbs for Borough office	177293	01 409 250	38.97	38.97
08/19	08/07/2019	19480	830	Greencastle True Value	hooks to hang banners for office for OHW	177397	01 409 250	15.48	15.48
08/19	08/07/2019	19480	830	Greencastle True Value	paint supplies for barricades for OHW	177344	01 430 250	81.94	81.94
08/19	08/07/2019	19480	830	Greencastle True Value	paint	177478	01 430 250	41.99	41.99
08/19	08/07/2019	19480	830	Greencastle True Value	paint scraper for curbs	177458	01 433 221	4.29	4.29
08/19	08/07/2019	19480	830	Greencastle True Value	dawn soap	176945	08 429 200	4.29	4.29
08/19	08/07/2019	19480	830	Greencastle True Value	toilet bowl cleaner & insulation	177289	08 429 200	13.47	13.47
08/19	08/07/2019	19480	830	Greencastle True Value	oil and furnace filter	176945	08 429 740	29.36	29.36
Total 19480									
08/19	08/07/2019	19481	835	Greencastle-Antrim Chamber of Commer	Chamber Breakfast SM	13461	01 400 220	15.00	15.00
Total 19481									
08/19	08/07/2019			Kendall, Daniel	CDL Renewal		01 430 157	38.92	38.92
08/19	08/07/2019						01 430 420	98.50	98.50
Total 19482									
08/19	08/07/2019	19483	1026	LEAF	OKI MPS 3537mc Copier&Printing	9681829	01 410 342	69.95	69.95
Total 19483									
08/19	08/07/2019	19484	1028	Lehman, Michael	Clothing Allowance Reimb		01 430 238	109.00	109.00
Total 19484									

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
08/19	08/07/2019	19485	1035	Lumber Direct	hook for banners for OHW	1907-031511	01.409.250	5.28	5.28
08/19	08/07/2019	19485	1035	Lumber Direct	bulbs for the square	1907-032768	01.409.250	11.99	11.99
08/19	08/07/2019	19485	1035	Lumber Direct	mortar m'x	1907-031057	01.430.250	5.69	5.69
08/19	08/07/2019	19485	1035	Lumber Direct	paint supplies	1907-031079	01.430.250	14.99	14.99
08/19	08/07/2019	19485	1035	Lumber Direct	weed eater string	1907-032467	01.430.250	23.98	23.98
Total 19485:									
08/19	08/07/2019	19487	1070	Maynard, Brian	Clothing Allowance	ALLOWANCE:	01.430.238	59.76	59.76
Total 19487:									
08/19	08/07/2019	19488	1117	Myers, Nancy	CPR/First Aid training for 4FT Police Officers	CPR	01.410.331	112.00	112.00
Total 19488:									
08/19	08/07/2019	19489	1431	Shenberger Technology	Website Development Adm	10124	01.407.740	1,880.00	1,880.00
08/19	08/07/2019	19489	1431	Shenberger Technology	Website Development Swr	10124	08.400.450	1,880.00	1,880.00
Total 19489:									
08/19	08/07/2019	19490	1437	Sherwin Williams Co.	Yellow Paint for curbs	0829.9	01.433.221	232.50	232.50
Total 19490:									
08/19	08/07/2019	19492	1526	Tele-Plus Corporation	Second phase of camera installation	203127F	01.410.740	4,977.00	4,977.00
Total 19492:									
08/19	08/07/2019	19494	1642	West Penn Power	Electricity	WWTP 86102	08.429.361	34.37	34.37
Total 19494:									
08/19	08/07/2019	19495	1641	WEX BANK	Gas: Police	60518561	01.410.231	1,223.35	1,223.35
08/19	08/07/2019	19495	1641	WEX BANK	Gas: Street	60518561	01.430.231	383.75	383.75
08/19	08/07/2019	19495	1641	WEX BANK	Gas: Swr	60518561	08.429.231	86.91	86.91
Total 19495:									

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
08/19	08/07/2019	19496	1652	Wm. F. Hill & Assoc., Inc.	Carlisle St. Engineering	2019-0737	08.429.313	917.86	917.86
08/19	08/07/2019	19496	1652	Wm. F. Hill & Assoc., Inc.	Capital Project Engineering - cost estimates	2019-0738	08.429.313	257.25	257.25
Total 19496:									
08/19	08/19/2019	19497	1180	PA Municipal Health Insurance Co-op.	EE- Insr. WH	11844-0	01.200213	3,893.06	3,893.06
08/19	08/19/2019	19497	1180	PA Municipal Health Insurance Co-op.	GF adm dental	11844-0	01.400.152	47.98	47.98
08/19	08/19/2019	19497	1180	PA Municipal Health Insurance Co-op.	GF adm CBC	11844-0	01.400.156	5,076.53	5,076.53
08/19	08/19/2019	19497	1180	PA Municipal Health Insurance Co-op.	police dental	11844-0	01.410.152	460.93	460.93
08/19	08/19/2019	19497	1180	PA Municipal Health Insurance Co-op.	Police CBC	11844-0	01.410.156	14,009.56	14,009.56
08/19	08/19/2019	19497	1180	PA Municipal Health Insurance Co-op.	street dental	11844-0	01.430.152	109.35	109.35
08/19	08/19/2019	19497	1180	PA Municipal Health Insurance Co-op.	Street CBC	11844-0	01.430.156	4,685.69	4,685.69
08/19	08/19/2019	19497	1180	PA Municipal Health Insurance Co-op.	swr adm dental	11844-0	08.400.152	84.66	84.66
08/19	08/19/2019	19497	1180	PA Municipal Health Insurance Co-op.	Swr adm CBC	11844-0	08.400.156	2,342.85	2,342.85
08/19	08/19/2019	19497	1180	PA Municipal Health Insurance Co-op.	swr oper dental	11844-0	08.429.152	96.43	96.43
08/19	08/19/2019	19497	1180	PA Municipal Health Insurance Co-op.	Swr oper CBC	11844-0	08.429.156	3,860.67	3,860.67
Total 19497:									
08/19	08/19/2019	19498	1405	Salzmann Hughes, P.C.	Legal Services: Adm	48521	01.400.314	1,138.50	1,138.50
08/19	08/19/2019	19498	1405	Salzmann Hughes, P.C.	Legal Services: Police	48521	01.410.314	1,849.25	1,849.25
08/19	08/19/2019	19498	1405	Salzmann Hughes, P.C.	Legal Services: P/Z	48521	01.414.314	454.75	454.75
08/19	08/19/2019	19498	1405	Salzmann Hughes, P.C.	Legal Services: Stormwater	48521	09.436.314	716.00	716.00
Total 19498:									
08/19	08/19/2019	19499	1607	Verizon Wireless	Pol - Cell Phone Service	9835129266	01.410.321	309.22	309.22
Total 19499:									
08/19	08/19/2019	19500	1642	West Penn Power	Electricity: Bldgs	95008110636	01.409.361	615.38	615.38
08/19	08/19/2019	19500	1642	West Penn Power	Electricity: Street Traffic	95008110636	01.433.361	98.44	98.44
08/19	08/19/2019	19500	1642	West Penn Power	Electricity: Street Lights	95008110636	01.434.361	133.11	133.11
08/19	08/19/2019	19500	1642	West Penn Power	Electricity	PW:577084	01.434.361	5,254.58	5,254.58
08/19	08/19/2019	19500	1642	West Penn Power	Electricity Sewer	95008110636	08.429.361	4,453.85	4,453.85
Total 19500:									
08/19	08/26/2019	19501	91	911 Rapid Response	Tablet	I-62444	01.410.740	2,112.67	2,112.67

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total 19501:									
08/19	08/26/2019	19502	181	Antrim Fleet Services LLC	2013 Tahoe: Oil Change - installed new belt on AC co	7669	01 410 375	216.96	216.96
08/19	08/26/2019	19502	181	Antrim Fleet Services LLC	2016 Interceptor oil change & new filter	7762	01 410 375	50.53	50.53
08/19	08/26/2019	19502	181	Antrim Fleet Services LLC	2013 Tahoe: all new brake pads and rotors	7768	01 410 375	727.31	727.31
08/19	08/26/2019	19502	181	Antrim Fleet Services LLC	2011 Ford Truck: Inspection	7733	01 430 375	115.71	115.71
Total 19502:									
08/19	08/26/2019	19505	395	Comcast Cable	Internet & Cable TV: Adm	86288963	01 400 321	109.54	109.54
08/19	08/26/2019	19505	395	Comcast Cable	Internet & Cable TV: Pol	86288963	01 410 321	164.30	164.30
Total 19505:									
08/19	08/26/2019	19506	535	E. L. M. Shoes	Clothing Allowance Purchases: Boots (EK & JP)	20190719	01 410 238	198.00	198.00
Total 19506:									
08/19	08/26/2019	19507	560	Echo Pilot	Public Works Ad	300349064	01 400 342	186.40	186.40
08/19	08/26/2019	19507	560	Echo Pilot	Newspaper Advertising: Adm/Finance	300353881	01 400 342	43.00	43.00
08/19	08/26/2019	19507	560	Echo Pilot	Newspaper Advertising: Public Facilities	300353880	01 414 340	43.00	43.00
08/19	08/26/2019	19507	560	Echo Pilot	Civil Service Testing	300349066	01 459 341	193.15	193.15
08/19	08/26/2019	19507	560	Echo Pilot	Public Works Ad	300349064	08 400 340	186.40	186.40
Total 19507:									
08/19	08/26/2019	19508	645	Fastenal Company	hand soap	71997	08 429 200	22.94	22.94
08/19	08/26/2019	19508	645	Fastenal Company	wipes	72102	08 429 200	107.78	107.78
Total 19508:									
08/19	08/26/2019	19509	652	FCADC	FCADC Industry Dinner: ER, LH, DK, SM, FW & WB	FCADC INDU	01 400 220	360.00	360.00
Total 19509:									
08/19	08/26/2019	19510	659	Fisher Auto Parts	philips light	131-174492/1	01 410 375	6.10	6.10
08/19	08/26/2019	19510	659	Fisher Auto Parts	philips light	131-174492/1	01 410 375	11.97	11.97

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total 19510:									
08/19	08/26/2019	19511	680	Franklin Analytical, Inc.	WWTP - Lab Testing	55577	08.429.450	390.00	390.00
08/19	08/26/2019	19511	680	Franklin Analytical, Inc	WWTP - Lab Testing	55603	08.429.450	268.00	268.00
Total 19511:									
08/19	08/26/2019	19512	744	Funk, Travis	weed spraying	850364	01.438.450	1,600.00	1,600.00
Total 19512:									
08/19	08/26/2019	19513	894	Hess, Jon	Brake Fluid Reimbursement	9423	08.429.375	33.06	33.06
Total 19513:									
08/19	08/26/2019	19514	965				01.410.157	15.89	15.89
Total 19514:									
08/19	08/26/2019	19515	1043	Mark's Lawn Care	munch for trees	3286	01.438.245	142.45	142.45
Total 19515:									
08/19	08/26/2019	19516	1060	Material Matters, Inc	biosolids support	20191163	08.429.450	202.50	202.50
Total 19516:									
08/19	08/26/2019	19517	1079	MEDIAOnePA	Public Opinion Newspaper Adv. Public Works	05312019	01.400.342	208.32	208.32
08/19	08/26/2019	19517	1079	MEDIAOnePA	Public Opinion Newspaper Adv. PT Swr Position	07312019	08.400.340	607.32	607.32
Total 19517:									
08/19	08/26/2019	19518	1146	Office Suppliers	Monthly Printing	10791	01.407.450	46.10	46.10
Total 19518:									
08/19	08/26/2019	19519	1210	Pennsylvania One Call System, Inc	PA-1 Call Monthly Activity Fee Swr	824192	08.429.450	37.88	37.88

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Invoice Number	Invoice GL Account	Invoice Amount	Check Amount
Total 19519									
08/19	08/26/2019	19520	1274	PMHIC 2019 JSSB	HRA Claims Proc by CBC: ADM	437	01.400.157	3,090.33	3,090.33
08/19	08/26/2019	19520	1274	PMHIC 2019 JSSB	HRA Claims Proc by CBC: Police	437	01.410.157	1,016.38	1,016.38
08/19	08/26/2019	19520	1274	PMHIC 2019 JSSB	HRA Claims Proc by CBC: Swr	437	08.400.157	707.53	707.53
Total 19520									
08/19	08/26/2019	19521	1380	Rescue Hose Co. No. 1 Inc.	Donation for use of space during office construction	DONATION	01.411.530	2,500.00	2,500.00
Total 19521									
08/19	08/26/2019	19522	1525	Talheim's Gas	Salt for making chlorine	82825	08.429.222	269.50	269.50
Total 19522									
08/19	08/26/2019	19523	1526	Tele-Plus Corporation	Repair to camera	202715	01.410.374	125.00	125.00
Total 19523									
08/19	08/26/2019	19525	1585	USA BlueBook	sewer jetter hose	970255	08.429.740	224.85	224.85
08/19	08/26/2019	19525	1585	USA BlueBook	sewer jetter hose and fittings	975369	08.429.740	1,400.00	1,400.00
Total 19525									
08/19	08/26/2019	19526	1138	Venzon Connect NWF, Inc	Police - GPS	1837556	01.410.321	54.00	54.00
Total 19526									
Grand Totals									
									95,584.28

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01.200213	3,893.06	.00	3,893.06
01.400.152	47.98	.00	47.98
01.400.156	5,076.53	.00	5,076.53
01.400.157	3,090.33	.00	3,090.33
01.400.158	68.76	.00	68.76
01.400.211	43.06	.00	43.06
01.400.220	375.00	.00	375.00
01.400.311	916.67	.00	916.67
01.400.314	1,138.50	.00	1,138.50
01.400.321	223.91	.00	223.91
01.400.342	437.72	.00	437.72
01.407.211	39.47	.00	39.47
01.407.450	446.76	.00	446.76
01.407.740	1,880.00	.00	1,880.00
01.409.226	38.54	.00	38.54
01.409.250	107.69	.00	107.69
01.409.361	615.38	.00	615.38
01.410.152	460.93	.00	460.93
01.410.156	14,009.56	.00	14,009.56
01.410.157	1,032.27	.00	1,032.27
01.410.158	154.07	.00	154.07
01.410.211	52.94	.00	52.94
01.410.213	65.03	.00	65.03
01.410.231	1,223.35	.00	1,223.35
01.410.238	198.00	.00	198.00
01.410.314	1,849.25	.00	1,849.25
01.410.321	699.07	.00	699.07
01.410.331	112.00	.00	112.00
01.410.342	69.95	.00	69.95
01.410.374	125.00	.00	125.00
01.410.375	1,012.87	.00	1,012.87
01.410.450	400.67	.00	400.67
01.410.740	7,328.73	.00	7,328.73
01.410.741	565.80	.00	565.80
01.411.530	2,500.00	.00	2,500.00
01.414.314	454.75	.00	454.75
01.414.340	43.00	.00	43.00
01.430.152	109.35	.00	109.35
01.430.156	4,685.69	.00	4,685.69
01.430.157	38.92	.00	38.92

GL Account	Debit	Credit	Proof
01-430.158	93.50	00	93.50
01-430.231	383.75	00	383.75
01-430.238	168.76	00	168.76
01-430.250	168.59	00	168.59
01-430.321	182.35	00	182.35
01-430.375	660.73	00	660.73
01-430.420	98.50	00	98.50
01-433.221	344.79	00	344.79
01-433.361	98.44	00	98.44
01-434.361	5,387.69	00	5,387.69
01-434.450	632.00	00	632.00
01-436.313	3,797.00	00	3,797.00
01-438.245	142.45	00	142.45
01-438.450	1,600.00	00	1,600.00
01-439.313	189.00	00	189.00
01-439.610	657.51	00	657.51
01-452.570	1,556.08	00	1,556.08
01-459.341	193.15	00	193.15
01-480.450	285.00	00	285.00
01-200200	00	72,269.85	72,269.85
08-400.152	84.66	00	84.66
08-400.156	2,342.85	00	2,342.85
08-400.157	707.53	00	707.53
08-400.158	63.43	00	63.43
08-400.211	61.85	00	61.85
08-400.311	916.66	00	916.66
08-400.325	4.45	00	4.45
08-400.340	793.72	00	793.72
08-400.450	2,280.66	00	2,280.66
08-429.152	96.43	00	96.43
08-429.156	3,860.67	00	3,860.67
08-429.200	161.32	00	161.32
08-429.222	312.78	00	312.78
08-429.231	86.91	00	86.91
08-429.260	43.93	00	43.93
08-429.313	3,131.86	00	3,131.86
08-429.361	4,488.22	00	4,488.22
08-429.375	33.06	00	33.06
08-429.450	898.38	00	898.38
08-429.740	2,229.06	00	2,229.06

GL Account	Debit	Credit	Proof
08-200200	.00	22,598.43-	22,598.43-
09-436 314	716.00	.00	716.00
09-200200	.00	716.00-	716.00-
Grand Totals:	95,584.28	95,584.28-	.00

Submitted by: Eden R. Raliff, Borough Manager

Dated: _____

Approved: _____ Denied: _____

President Borough Council: _____

Report Criteria:

Report type: GL detail

[Report] Invoice GL Account (2 Characters) = (<->) "06"

Distribution Summary

Category	Distribution	GL Account	Amount
Accounts Receivable	AR Payment	99.100700	2,588.59
Department Earnings	Sale of Copies, Supplies, Recyc	01.361.500	3.75
Department Earnings	Subdivision Fees	01.361.310	150.00
Fines	County Fines - Fr Co.	01.331.100	191.63
Fines	District Justice	01.331.120	658.15
Fines	Local Tickets	01.331.130	450.00
Licenses & Permits	Cable Franchise Fee	01.321.800	19,040.91
Misc	Manual G/L Allocation	01.200213	695.17
Misc	Miscellaneous/Reimbursements	01.383.100	210.00
Public Safety Services	Curb/Sidewalk Permit Fees	01.362.400	110.00
Public Safety Services	Police Services/Report Copies	01.362.110	60.00
Public Safety Services	Zoning Permit Fees	01.362.410	411.00
Taxes	R/E Taxes - Current Year	01.301.100	36,431.95
Taxes	R/E Taxes - Prior Year	01.301.200	748.65
Taxes	Real Estate Transfer Tax FrCo.	01.310.100	18,691.54
Utility	Utility Payment	99.100900	307,364.77
Grand Totals:			<u>387,806.11</u>

Account Number	Account Title	YTD Actual
GENERAL FUND		
01.100100	Cash in Combined Account	980,253.25
01.100108	Investments - PLGIT	1,978.80
01.100109	Investments - CD	.00
Total CASH & INVESTMENTS:		982,232.05
SEWER FUND		
08.100100	Cash in Combined Account	987,736.53
08.100108	Investments - PLGIT	752.01
08.100109	Investments - CD	.00
Total CASH & INVESTMENTS:		988,488.54
STORM WATER		
09.100100	Cash in Combined Account	272,420.94
Total CASH & INVESTMENTS:		272,420.94
CAPITAL RESERVE FUND		
30.100100	Cash in Combined Account	28,564.54
30.100108	Investments - PLGIT	241,745.91
30.100109	Investments - CD (Susquehanna)	.00
Total CASH & INVESTMENTS:		270,310.45
HIGHWAY AID FUND		
35.100000	Cash - Checking	133,057.99
35.100108	Investments - PLGIT	277,966.12
35.100109	Investments - CD	.00
Total CASH & INVESTMENTS:		411,024.11
POLICE PENSION FUND		
60.100108	Investments	1,153,333.16
Total CASH & INVESTMENTS:		1,153,333.16
NON UNIFORM PENSION FUND		
65.100000	Cash - Checking	1.00
65.100108	Investments	1,896,584.69
Total CASH & INVESTMENTS:		1,896,585.69
Grand Totals:		5,974,394.94

September 22, 2019

Council President Steve Miller
60 N. Washington Street
Greencastle, PA 17225

RE: Resignation

Dear President Miller,

I author this letter to offer my resignation as Borough Manager of the Borough of Greencastle and Authority Manager of the Greencastle Area, Franklin County, Water Authority. This resignation is with mixed emotions as it has been a great honor to serve this wonderful community. My experiences here will continue to mold my approach to municipal management. My last day will be September 21, 2019 which is 30 days' notice in accordance with my employment agreement.

Greencastle has gone through much change in a short period of time and the resilience of the community during times of transition has been admirable. I appreciate our work in creating a self-sustaining stormwater utility which lays the foundation for maintaining the extensive stormwater infrastructure and meeting the continual obligations of the Municipal Separate Storm Sewer System program. Additionally, I believe the Borough's Water Authority and the Water Authority of Antrim Township have improved their working relationship having put in place agreements to cooperatively serve local development. Inter-municipal cooperation can be beneficial to the at large community and I am proud to have played a role in bringing the two systems closer.

I am appreciative to have had the opportunity to serve Greencastle and will often reflect on the lifelong friendships I made here. Working with the Borough staff, Borough Council and Mayor along with the countless volunteers has been a great honor.

During my transition I will work to enable a smooth transition from myself to Assistant Manager, Lorraine Hohl. Lorraine will bring excellent leadership and uncompromising desire to serve to this community. She will be supported by an excellent staff of dedicated employees who are the backbone of Greencastle's government services.

Thank you to the Borough Council, Mayor, and community for our time together.

Sincerely,



Eden R. Ratliff

**Borough of Greencastle Employees
Non-Uniformed Pension Plan
4-44513**

Actuarial Cost Estimate
Prepared
July 2019



R.J. HALL

COMPANY, INC

July 12, 2019

GREENCASTLE BOROUGH
Attn: Eden Ratliff and Lorraine Hohl
60 N. Washington Street
Greencastle, PA 17225-1230

Re: Greencastle Borough Non-Uniformed Pension Plan
Actuarial Cost Study Estimate

Dear Eden and Lorraine,

Per our discussion regarding “potential changes” to the Non-Uniformed Pension Plan, enclosed are (2) Copies of an Actuarial Cost Study with the (4) requested scenarios:

1. To increase the benefit formula to 1.75% of average compensation times all years of service.
2. To increase the benefit formula 1.30% of average compensation times years of service through 12/31/2019, then 1.50% of average compensation times years of service earned after 1/1/2020.
3. To increase the benefit formula 1.30% of average compensation times years of service through 12/31/2019, then 2.00% of average compensation times years of service earned after 1/1/2020.
4. To increase the benefit formula 1.30% of average compensation times years of service through 12/31/2009, then 1.75% average compensation times years of service earned after 1/1/2010.

Page (4) indicates the changes in Unfunded Liability and the “estimated” effects on the MMOs based off the 1/1/2019 Actuarial Valuation Report.

Please review and contact our office so we can set up a conference call with Kevin Hall and myself to go over all the options.

Sincerely,



Rob Lutz, Jr.

Introduction

We were asked to analyze the cost impact of changing your pension plan provisions. This report provides you with cost estimates to help you make an informed decision.

Data and Assumptions

The data used to prepare this cost estimate is the most current data as of January 1, 2019. The assumptions used to prepare this report are shown on page 6. These are the same assumptions as those used to prepare the January 1, 2019 actuarial valuation report.

The deposit levels shown are estimates calculated as if the changes were effective on the first day of the 2019 plan year. They are for comparison only. Due to plan experience, actual deposits will change when we complete the next valuation.

Actuarial Certification

The actuarial computations have been performed under the supervision of and reviewed by the undersigned based on employee census and asset data from the Municipality, and the current Plan provisions.

This actuarial cost study is based in part on information provided by the Municipality. Such information may or may not be accurate or complete, but any inaccuracies or omissions are not material and are not too numerous or flagrant as to suggest that there may be substantial inconsistencies in the computations. Therefore, this actuarial study is substantially accurate and complete based on the available data and fairly discloses the actuarial position of the aforementioned possible improvements to the Plan.

In my opinion, each actuarial assumption used in combination in this actuarial cost study represents my best estimate of anticipated experience under the Plan based on the available data as of the date of the last actuarial valuation. Furthermore, each actuarial assumption used in this actuarial cost study is (a) reasonable, taking into account the past experience of the plan and reasonable expectations, and (b) would, in the aggregate, result in a total contribution equivalent to that which would have been determined if each assumption were reasonable.

7/1/2019

Date

Laura A. Prego

Laura A. Prego, EA, MAAA, MSPA
Enrolled Actuary 17-08067
Beyer-Barber Company
1136 Hamilton Street
Suite 103
Allentown, PA 18101

Proposed Changes

The proposed changes are:

- Proposal I: To increase the benefit formula to 1.75% of average compensation times all years of service.
- Proposal II: To increase the benefit formula to 1.30% of average compensation times years of service through 12/31/2019 plus 1.50% of average compensation times years of service earned after 1/1/2020.
- Proposal III: To increase the benefit formula to 1.30% of average compensation times years of service through 12/31/2019 plus 2.00% of average compensation times years of service earned after 1/1/2020.
- Proposal IV: To increase the benefit formula to 1.30% of average compensation times years of service through 12/31/2009 plus 1.75% of average compensation times years of service earned after 1/1/2010.

Results

The following page illustrates the development of the estimated Minimum Municipal Obligation (MMO) of Proposals I-IV based on assets determined under the actuarial smoothing method (five year smoothed value of assets with a 120% maximum value) used for the January 1, 2019 Actuarial Valuation Report.

The following page also lists for Proposals I-IV an **estimated** Distress Level classification under Act 44. The municipality's Distress Level classification is based on an aggregate Funded Percentage of its pension plans. The aggregate Funded Percentage is equal to the pension plan ratio of assets to liabilities of **all** of the pension plans sponsored by the municipality. When determining the **estimated** Funded Percentages and Distress Levels on the following page, we took into account the Police Plan which is also sponsored by the municipality.

To calculate estimated Minimum Municipal Obligation:

- If unfunded accrued liability is less than zero, then (1,+2,-4,-5)
- If unfunded accrued liability is greater than zero, then (1,+2,+3,-5)

To budget for future years, you can substitute estimated future compensation and estimated member contributions.

Current Deposits and Estimated Costs

	January 1, 2019 Valuation	Proposal I	Proposal II	Proposal III	Proposal IV
Normal Cost as a Percent Of Compensation	8.72%	11.74%	9.41%	11.11%	11.36%
Annual Compensation	575,878	575,878	575,878	575,878	575,878
Accrued Liability	2,163,441	2,419,869	2,203,881	2,304,980	2,343,909
Actuarial Value of Assets	2,099,844	2,099,844	2,099,844	2,099,844	2,099,844
Unfunded Accrued Liability (Accrued Liability - Assets)	63,597	320,025	104,037	205,136	244,065
Aggregate Funded Percentage	111%	102%	110%	106%	105%
Estimated Distress Level	0	0	0	0	0
Estimated MMO:					
1. Normal Cost	50,233	67,621	54,166	64,000	65,415
2. Administrative Expense	5,875	5,875	5,875	5,875	5,875
3. Amortization Charge	11,149	46,217 ¹	16,679 ¹	30,505 ¹	35,829 ¹
4. Funding Adjustment	0	0	0	0	0
5. Member Contributions	0	0	0	0	0
6. MMO Total	67,257	119,713	76,720	100,380	107,119

¹ Increase in the Amortization Charge is for a period of 10 years.

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MMO \$93,000
 New \$84,575

Other Cost Issues

The administrative expenses for all Proposals are based on an estimated administrative fee.

The proposed changes will affect the present value of benefits as follows:

- Proposal I will increase the present value of benefits approximately \$457,000.
- Proposal II will increase the present value of benefits approximately \$94,400.
- Proposal III will increase the present value of benefits approximately \$330,300.
- Proposal IV will increase the present value of benefits approximately \$362,000.

Actuarial Valuation Assumptions

	<u>1/1/2019 Valuation</u>	<u>Proposals I - IV</u>
Valuation Interest (net of investment expenses)		
Preretirement	7.75%	7.75%
Postretirement	7.75%	7.75%
Mortality		
Preretirement	None.	None.
Postretirement	RP-2000 Combined Mortality Table projected to 2017 using Scale AA.	RP-2000 Combined Mortality Table projected to 2017 using Scale AA.
Expenses	Estimated administrative and actuarial plan expenses.	Estimated administrative and actuarial plan expenses.
Salary Scale	4.75% increase each year until retirement.	4.75% increase each year until retirement.
Retirement Age	Normal retirement age as defined in Summary of Plan Provisions.	Normal retirement age as defined in Summary of Plan Provisions.
Disability	None.	None.
Marriage	75% married; male is 3 years older than the female.	75% married; male is 3 years older than the female.
Withdrawal	None.	None.

PRELIMINARY DRAINAGE CONSTRUCTION ESTIMATE

Project: *GLASTERA AREA STORMWATER MANAGEMENT PROJECT* Job No.: 20069.84
 Owner: Borough of Greenlastic
 Date: 8/27/2019 KDM
 Prepared By: Frederick, Seibert & Associates, Inc.
 Description: **ALT 4 Project Estimate for Phase 1 of Drainage Bypass**
Construct Library BMP & Storm Drain from S Linden Ave to S Ridge Ave

ITEM #	DESCRIPTION	UNIT	UNIT COST	QUANTITY	TOTAL COST
100	MOBILIZATION AND GENERAL CONDITIO	LS	\$45,000.00	1	\$45,000.00
200	MAINTENANCE OF TRAFFIC	LS	\$10,000.00	1	\$10,000.00
300	EROSION & SEDIMENT CONTROL	LS	\$10,000.00	1	\$10,000.00
400	STORM DRAINAGE				
401	Concrete Inlet/MH (Std. Box)	EA	\$3,000.00	1	\$3,000.00
402	Concrete Inlet/MH (Type 4 Box)	EA	\$4,200.00	2	\$8,400.00
403	Concrete Inlet/MH (Type 5 Box <10' Deep)	EA	\$5,800.00	4	\$23,200.00
404	Concrete Inlet/MH (Type 5 Box >10' Deep)	EA	\$8,400.00	0	\$0.00
405	Concrete Inlet/MH (Type 4 x 7 Box)	EA	\$6,000.00	1	\$6,000.00
406	Concrete Inlet/MH (Type 5 x 7 Box)	EA	\$8,000.00	1	\$8,000.00
407	Concrete Inlet/MH (Type 4 x 9 Box)	EA	\$8,000.00	1	\$8,000.00
408	Concrete Inlet/MH (Type 5 X 9 Box)	EA	\$9,000.00	1	\$9,000.00
409	5' Curb Opening Box	EA	\$4,500.00	1	\$4,500.00
410	14" x 23" RCP	LF	\$140.00	146	\$20,440.00
411	30" HDPE	LF	\$90.00	70	\$6,300.00
412	36" HDPE	LF	\$120.00	110	\$13,200.00
413	48" HDPE	LF	\$160.00	596	\$95,360.00
					STORM DRAINAGE \$205,400.00
500	PAVEMENT RESTORATION				
502	2" Overlay	SY	\$35.00	199	\$6,953.33
					PAVEMENT RESTORATION \$9,000.00
					PAVEMENT RESTORATION \$15,953.33
600	ROCK REMOVAL	CY	\$75.00	625	\$46,875.00
700	UTILITIES RESTORATION				
701	Utilities Lateral Restoration	EA	\$175.00	6	\$1,050.00
702	Water line Relocation	LF	\$120.00	250	\$30,000.00
					UTILITY \$31,050.00
800	CONCRETE				
801	Sidewalk	SF	\$15.00	165	\$2,475.00
802	6" Curb	LF	\$30.00	215	\$6,450.00
					CONCRETE \$8,925.00
900	STORMWATER MANAGEMENT				
901	Bioretention BMP	SF	\$12.00	3,430	\$41,160.00
902	As-Built BMP	LS	\$2,500.00	1	\$2,500.00
					SWM \$43,660.00
					Subtotal \$416,863.33
					15% Contingency \$62,529.50
					Construction Total \$479,392.83
1000	ENGINEERING				
1001	Prepare Construction documents, Specs and Bid package				\$10,700.00

PRELIMINARY DRAINAGE CONSTRUCTION ESTIMATE

Project: Grechards Drainage Study **EASTERN AREA** Job No.: 20069.84
 Owner: Borough of Greencastle **STORM WATER MANAGEMENT**
 Date: 8/27/2019 KDM **PROJECT**
 Prepared By: Frederick, Seibert & Associates, Inc.
 Description: **ALT 4 Project Estimate for Phase 1 of Drainage Bypass**
Construct Library BMP & Storm Drain from S Linden Ave to S Ridge Ave

ITEM #	DESCRIPTION	UNIT	UNIT COST	QUANTITY	TOTAL COST
100	MOBILIZATION AND GENERAL CONDITIO	LS	\$45,000.00	1	\$45,000.00
200	MAINTENANCE OF TRAFFIC	LS	\$10,000.00	1	\$10,000.00
300	EROSION & SEDIMENT CONTROL	LS	\$10,000.00	1	\$10,000.00
400	STORM DRAINAGE				
401	Concrete Inlet/MH (Std. Box)	EA	\$3,000.00	1	\$3,000.00
402	Concrete Inlet/MH (Type 4 Box)	EA	\$4,200.00	2	\$8,400.00
403	Concrete Inlet/MH (Type 5 Box <10' Deep)	EA	\$5,800.00	4	\$23,200.00
404	Concrete Inlet/MH (Type 5 Box >10' Deep)	EA	\$8,400.00	0	\$0.00
405	Concrete Inlet/MH (Type 4 x 7 Box)	EA	\$6,000.00	1	\$6,000.00
406	Concrete Inlet/MH (Type 5 x 7 Box)	EA	\$8,000.00	1	\$8,000.00
407	Concrete Inlet/MH (Type 4 x 9 Box)	EA	\$8,000.00	1	\$8,000.00
408	Concrete Inlet/MH (Type 5 X 9 Box)	EA	\$9,000.00	1	\$9,000.00
409	5' Curb Opening Box	EA	\$4,500.00	1	\$4,500.00
410	14" x 23" RCP	LF	\$140.00	146	\$20,440.00
411	30" HDPE	LF	\$90.00	70	\$6,300.00
412	36" HDPE	LF	\$120.00	110	\$13,200.00
413	48" HDPE	LF	\$160.00	596	\$95,360.00
					STORM DRAINAGE
					\$205,400.00
500	PAVEMENT RESTORATION				
502	2" Overlay	SY	\$35.00	199	\$6,953.33
					PAVEMENT RESTORATION
					\$15,953.33
600	ROCK REMOVAL	CY	\$75.00	625	\$46,875.00
700	UTILITIES RESTORATION				
701	Utilities Lateral Restoration	EA	\$175.00	6	\$1,050.00
702	Water line Relocation	LF	\$120.00	250	\$30,000.00
					UTILITY
					\$31,050.00
800	CONCRETE				
801	Sidewalk	SF	\$15.00	165	\$2,475.00
802	6" Curb	LF	\$30.00	215	\$6,450.00
					CONCRETE
					\$8,925.00
900	STORMWATER MANAGEMENT				
901	Bioretention BMP	SF	\$12.00	3,430	\$41,160.00
902	As-Built BMP	LS	\$2,500.00	1	\$2,500.00
					SWM
					\$43,660.00
					Subtotal
					\$416,863.33
					15% Contingency
					\$62,529.50
					Construction Total
					\$479,392.83
1000	ENGINEERING				
1001	Prepare Construction documents, Specs and Bid package				\$10,700.00

Memo

To: Eden Ratliff
From: Kevin Hunsberger
cc: Lorraine Hohl
Date: 8/16/19
Re: Sewer Rehabilitation

As you may recall we had Mr. Rehab come in earlier this year and clean and televise 4,422' of our sewer mains on North and South Washington Streets and one section on Apple Drive. I reviewed the DVD and accompanying report and determined that we should do a combination of things to address the deficiencies discovered in these lines. Some of the lines were in sufficiently poor conditions to warrant relining from one manhole to the next. Other lines had a few problems that can be corrected by doing point repairs to segments of the line. We also had one line that does not require any attention at this time. The good news in that none of the lines were in such poor shape that they require digging and replacing of entire runs as was the case on Tyrone and North Carlisle Streets a few years back.

The work I proposed to be done is the removal of one protruding tap, 1,631' of manhole to manhole relining, twelve point repairs totaling 70.5', and the reinstatement of 36 laterals. I then asked for costars pricing from Mr. Rehab, National Water Main Cleaning Company, and Utility Services Group to have the work done. Here are the prices I received back:

- Mr. Rehab \$100,296.55
- National Water Main Cleaning Company \$ 111,512.00
- Utility Services Group \$ 209,015.00

This work is budgeted for in the 08429600 construction category. I had \$120,000 set aside. So far I've spent \$9,961.90 for the cleaning and televising work. I also committed to spending \$13,175.00 to replace the meadow manhole. Please note there was also an expense of \$63,991.75 in February that was for work budgeted for and awarded back in August of 2018 but the work wasn't completed until 2019. The bottom line is if we go with Mr. Rehab's price we will be over the amount I budgeted for by \$8,633.45. However there is more than sufficient funding in the 08429740 machinery and equipment category to cover this overage.

It is my recommendation that Council award Mr. Rehab the job under the costars contract in the amount of \$100,296.55.

MR. REHAB, LLC.

Your Sewer System Rehabilitation Expert
 Three Long Lane, Mechanicsburg PA 17050
 Telephone: (717) 697-1242
 Fax: (717) 697-1028

Quotation for Sewer Rehab Products & Installation Services Contract # COSTARS-016 037

DATE 7/22/19

Client: Borough of Greencastle 60 North Washington St Greencastle, PA 17225	Project Location: Various locations Greencastle, PA
Contact: Kevin Hunsberger Phone: 717-597-7143 ext. 501	Mr. Rehab Contact Bob Checchia Ext: 110

Description of Approved Products to be Provided:

Cured-in-place Pipe (CIPP) (M-Tube as manufactured by MTC) to be provided at the quantities and sizes listed below:

1631 LF, Pipe, CIPP, 8-inch @ 4.5mm on South Washington St – m/h # 120 – 120-4 – 120-5 = 425 LF @ 7 Lats; m/h # 120-2 – 120-1 = 259 LF @ 7 Lats; m/h # 221 – 220 = 198 LF @ 4 Lats; North Washington St – m/h # 153-6 – 153-5 = 266 LF @ 8 Lats; m/h # 153-4 – 153-2 = 266 LF @ 5 Lats; Apple Dr. – m/h # 130-8 – 130 = 217 LF @ 1 Lat

Cured-in-place Pipe (CIP Sectional Spot Repairs) (EPROS as manufactured by Trelleborg) to be provided at the quantities and sizes listed below:

71 LF, pipe, CIP, 8-inch, Sectional Spot repairs @ 12/ each- 10 repairs @ 5 LF; 1 @ 7 LF; 1 @ 14 LF

Installation Services: (All installation services to be performed in accordance with the manufacturers' specifications)

Installation, Pipe, 1631 LF of 8-inch CIPP ~~4.5mm~~; *Actually 6 mm per Costars Contract*

Installation, Pipe, 71 LF of 8-inch CIP Sectional Spot Repairs

Installation, Lateral Reinstatement

Includes: Labor, equipment, traffic cones and signage for traffic control, Pre and Post Lining DVD and Reports

Excluded: Bonds, permits, specialty insurances, traffic control beyond that described, access to all manholes, water, prevailing wage rates

Schedule for delivery and installation

Barring any unforeseen circumstances, Contractor is prepared to begin installations within **65** business day(s) of Client's acceptance and authorization to proceed.

Compensation

Compensation for the described products & installation will be on the basis of following rates/unit prices:

Pipe, CIPP, 8-inch @ 4.5mm	@ 1631/ LF @ \$ 19.15/ LF	\$ 31,233.65
Installation, CIPP, 8-inch @ 4.5mm Includes cleaning, equipment, labor,	@ 1631/ LF @ \$ 20.90/ LF	\$ 34,087.90
Pipe, CIP Repairs, 8-inch @ 12/ each	@ 71 / LF @ \$ 175/ LF	\$ 12,425.00
Installation, CIP Repairs, 8-inch @ 12/ each	@ 71/ LF @ \$ 140/ LF	\$ 9,940.00
Installation, Lateral Reinstatement	@ 36 @ \$ 185/ each	\$ 6,660.00
Installation, Protruding tap removal	@ 1 @ \$ 350/ each	\$ 350.00
Mobilization	@ \$ 800/ Lump Sum	\$ 800.00
Traffic Control	@ \$ 1600/ Day @ 3 Days	\$ 4,800.00

TOTAL \$ 100,296.55

Note: Actual billings on unit based projects will be based upon actual units authorized and expended; Therefore, actual billings may be higher or lower than the estimated billings. Related invoice(s) will be due and payable upon receipt. Invoices outstanding more than 30 days are subject to interest charges at the rate of 1.5% per month (18% annually) beginning from the original invoice date.

Client Responsibilities

This quotation is based on Client providing the following and bearing all related costs:

Vehicular access to manholes and other access structures as required.

Potable water from a hydrant or other suitable source.

A suitable location to store equipment and materials at night and/or on the weekends.

Disposal of any waste generated as part of this project.

Additional Terms and Conditions

The installation of COSTARS approved products may be subject to prevailing wage, bonding, and other regulatory requirements. It is the sole responsibility of the client to determine and inform the contractor if any such requirements apply and; if so determined, pricing is subject to revision. As with any public works project, you should consult with your solicitor and/or legal team for assistance in determination of proper procurement requirements.

Acceptance and Authorization to Proceed

If the terms and conditions of this quotation are acceptable to Client, a suitable PO in compliance with COSTARS requirements must be issued and acknowledged by Contractor.

All purchase order agreements issued under COSTARS shall bind both parties to the following DGS documents:

- Instruction to Bidders for COSTARS Contracts**
- COSTARS Contract standard terms & conditions**
- COSTARS Contract special terms & conditions**
- Contractors Bid Item Workbook & Checklist**

MR. REHAB, LLC.

By:

Robert B Checchia

Title:

Project Manager

This quotation may be withdrawn by Contractor if not accepted within **60** days.

BOROUGH OF GREENCASTLE PURCHASING MEMORANDA

In conformance with Chapter 14 of the Pennsylvania Borough Code,
all Borough staff will follow this memoranda for all Borough purchases.

All budgeted and non-budgeted items in excess of \$7,000.00 will be required to have three electronic or written quotes and documented on this Memoranda. The Borough Manager will sign off on budgeted items as approval of the purchase. All non-budgeted items will be reviewed by the Manager and Finance Committee for approval before purchase.

Co-STARS purchases do not require three quotes.

Date: 7-29-19

Project or reason for purchase:

It is time to replace our office building roof at the wastewater plant. It is leaking along the digester-wall and at the Heat Pump Area.

- ✓ In lieu of price quotations, a memorandum shall be kept on file showing that fewer than three qualified contractors exist in the market area within which it is practicable to obtain quotations.
- ✓ All purchases or projects in excess of \$20,100.00 will be subject to Pa. Borough Code bidding procedures. In advance of the purchase or project being put out to bid, it will be approved by the applicable Council Committee. Bids will be reviewed by the Finance Committee and a recommendation made to Council for award.
- ✓ All contracts will be presented by the Manager/Police Chief to the Finance Committee for approval.
- ✓ This record shall be retained for a period of three years for the purpose of audit and kept with the final invoice and payment record.

ATTACH ALL WRITTEN QUOTES:

VENDOR # 1: (Date: June 24th 2019)

Contractor: <i>Banded Applicators Inc</i>		Phone #: <i>717 762-1155</i>
Contractor's representative: <i>Stewart L. Hickok</i>		
Material:	Quantity:	Cost: <i>\$18,751.00</i>
<i>Roofing for the office building at the WWTP</i>	<i>one roof</i>	<i>15 year warranty</i>
<i>PVC/TPO</i>		<i>27,641.00</i>
		<i>20 year warranty</i>

VENDOR # 2: (Date: July 9th 2019)

Contractor: <u>Kouffman Bros</u>		Phone #: <u>717-423-0105</u>
Contractor's representative: <u>Emanuel Kouffman</u>		
Material:	Quantity:	Cost: <u>\$13,600</u>
<u>Roofing for the office building at the WWTP</u>	<u>one roof</u>	<u>20 year warranty</u>
<u>Conklin Singleply mod.fed PVC</u>		<u>Price requires us to dispose of old roofing material</u>

VENDOR # 3: (Date: June 7th 2019)

Contractor: <u>Zeiset Painting</u>		Phone #: <u>717 263-0066</u>
Contractor's representative: <u>Danton</u>		
Material:	Quantity:	Cost: <u>\$20,575.00</u>
<u>Roofing for the office building at the WWTP</u>	<u>one roof</u>	<u>20 year warranty</u>
<u>Fleeceback PVC</u>		

Additional notes (Include GL Number) 08429600
 I recommend we go with Kouffman Bros. in the amount of \$13,600. I had budgeted \$12,000. So this will be \$1,600 more plus disposal cost for the old roof.

Circle One: Approved (Vendor # Total) Denied

 Manager

 Date

 Finance Committee Chair

 Date



Borough of Greencastle

60 NORTH WASHINGTON STREET · GREENCASTLE, PENNSYLVANIA 17225-1230 · PHONE (717) 597-7143 · FAX (717) 597-1022

Issued by:

For Immediate Release

Eden Ratliff, Borough Manager

LEAF COLLECTION TO BEGIN OCTOBER 14

New Program Designed to Provide Better Leaf Clean-Up for Residents

(Greencastle, PA) Beginning October 14, the Borough of Greencastle Public Works Department will be collecting leaves. Public Works staff will collect leaves Monday through Thursday using a quadrant system to reach all areas of the Borough. Collections will be done throughout the season.

Said Borough Manager Eden Ratliff, "our new leaf collection program should provide a greater opportunity for residents to remove leaves from their properties and to keep leaves off our streets and alleyways and out of storm drains. We've divided the Borough into quadrants and our staff will collect leaves in one of four areas each week based on specific days. If you happen to miss a pick-up, residents will have subsequent weeks to put their leaves out for collection."

Guidelines for the program are as follows: Leaves must be piled on the curb and away from light poles, mail boxes or anything that would prevent access. If the collection truck cannot reach the leaf pile they will not be taken. Children should not play in or scatter any leaves once they've been collected. No tree limbs, logs or other yard waste will be accepted. All vehicles, bicycles or other impediments must be removed from the street on collection day. Leaves must not block any gutters or storm drains.

The collection schedule is Monday, Northeast Greencastle via N. Washington Street and E. Baltimore Street; Tuesday, Southeast Greencastle via E. Baltimore Street and S. Washington Street; Wednesday, Southwest Greencastle via S. Washington Street and W. Baltimore Street; and, Thursday, Northwest Greencastle via N. Washington Street and W. Baltimore Street.

For all residents residing on E. Baltimore Street where there is access to Pine Lane, residents must place all leaves to the rear of their property. Similarly, for all residents residing on S. Washington Street where there is access to Cedar Lane, residents must place all leaves to the rear of their property. This is to ensure the safety of our Public Works Department and to mitigate the volume of leaves on high traffic roadways.

The leaf collection program will end once its determined leaves are no longer falling.

Anyone with questions can contact the Borough at 717-597-1743, visit www.greencastlepa.gov, or go to Facebook (Borough of Greencastle) for more details.

N. Wash. Monday
E. Walter Ave Monday
& Washington - Tues

W. Balt. - Wed.
E. Balt. Monday

