



DATE: JUNE 16, 2021
TO: BOROUGH COUNCIL
FROM: NAN DUNFORD, BOROUGH MANAGER
RE: MID-YEAR BOROUGH COUNCIL ASSESSMENT

REQUESTED ACTION: ASSESS PROGRESS BY BOROUGH COUNCIL AND STAFF TOWARD BOROUGH PRIORITIES; SUGGEST ANY NEW DIRECTIONS

SUMMARY OF 2020 – 2021 BOROUGH ACTIONS AND PROJECTS:

BOROUGH COUNCIL ACTIONS:

1. Approved the 2020 – 2021 work plan for Borough Council’s Committees, in alignment with the requirements of the Hanover Borough Code and Borough Council’s goals and priorities.
2. Revised structure of meeting agendas and required staff agenda memos to provide Council with relevant facts to make important decisions.
3. Adopted Borough Council / staff goals and initiated quarterly progress reporting.
4. Established meetings between Department Heads and Borough Council.
5. Adoption of new Zoning Ordinance is scheduled for June 2021.
6. Adopted an Ordinance to prohibit the feeding of wild animals to reduce the deer population.
7. Adopted an Ordinance issuing police guidelines for warrantless arrests.
8. Adopted revisions to the Stormwater Ordinance.
9. Adopted a Transient Retail Ordinance
10. Revised permit fees to recoup the true cost of permitting to Borough.
11. Adopted comprehensive financial management policies.
12. Approved an Ordinance to update to the 2015 edition of the International Property Maintenance Code.
13. Approved a license agreement with PNC Bank for public parking.
14. Approved a cable franchise agreement with Shentel, which will result in high-speed internet service for Borough buildings at no cost to the taxpayer.
15. Heard, but denied a request from Woda Cooper to allow Senior Housing in the Limited Manufacturing Zoning District.
16. Heard, but denied a request to establish a Human Relations Commission.
17. Approved a conceptual strategy for parking for the Hanover State Theater.
18. Approved a Downtown Traffic Study in preparation for downtown signaling improvements.
19. Authorized next steps to improve the water meter program, including: 1) Assignment of a temporary supervisor to assess and supervise the department, 2) Contracted with Gannett Fleming to develop a multi-year plan to upgrade to remotely read meters, 3) Allocated additional funds toward ongoing meter replacement program to meet PUC standards.
20. Formed the Hanover Economic Development Corporation and named four of five members.

21. Established new cost control measures including Council authorization to fill vacant positions and Council authorization to move forward on capital projects.
22. Borough Manager evaluation completed.
23. Adopted new policies for Borough Council include:
 - a. Rules of Public Meetings
 - b. Legal Affairs and Employment of Legal Counsel
 - c. Social Media Policy
 - d. Market House Rules

COMMUNICATIONS

1. New website was launched.
2. New Facebook page was launched.
3. Monthly press releases on the work of Borough Council are issued.
4. Community Media streams and records for later viewing, all Finance / Workshop and Borough Council meetings.

RE-ORGANIZATION OF BOROUGH DEPARTMENTS

1. Established the Department of Planning and Engineering
2. Now recruiting for position of Director of Water Resources to establish a unified water / sewer business unit.
3. Established Human Resources unit.
4. The organization of the Finance Department is under review.
5. Proposed Inter-Board Library Work Group / RFP for Consultant / Recruiting Library Director.
6. Established a partnership and contract with the YMCA and YWCA to develop and supervise a Summer Recreation program at 4 playgrounds.

HUMAN RESOURCES

1. Established centralized hiring process.
2. A project to develop a non-union classification and compensation plan and non-union job descriptions is underway, funded by an STMP grant.
3. A project to analyze the staffing of General Fund departments is under development.
4. Evaluation of senior staff by Manager is complete.
5. Review of Civil Service regulations and practices is upcoming.
6. Managed personnel and organization through COVID
7. Contract negotiation
 - a. Police Arbitration
 - b. AFSCME – white
8. Personnel policies adopted by Council include:
 - a. Progressive Discipline
 - b. Prevention of Harassment
 - c. Family Medical Leave Act
 - d. Americans with Disabilities
 - e. Use of Borough Vehicles

FINANCE:

1. Refinanced debt to save \$1.8 million over life of issuance.
2. Budget presentations were re-designed to provide greater strategic focus within long-term view.
3. A budget directive to department heads was adopted by Council in light of budget realities.
4. Council will consider a proposal to employ the Borough's financial advisor to complete a financial plan for strategic funding of capital projects while addressing deficit and using available non-Borough resources such as the American Rescue Act. Project costs to be offset with a 50% STMP grant,

5. The final 2022 budget plan will include narrative detail for each department as a first step toward better communication with the public on the Borough budget.
6. A PUC case to increase non-Borough water rates is ready for filing.
7. Developing a framework for Council to work toward a strategic plan for use of \$7.5 million in American Rescue Act Funds from 2021 – 2026.
8. Completed 2020 audit with no material findings.

PUBLIC WORKS

1. New refuse hauling contract will save \$83,000 in 2021- 2022.
2. Demolished 229 Carlisle under County program.
3. The Eisenhower Bridge repair project, a \$92,000 project was completed and is expected to last 20 years.
4. Received grant for \$40,000 to develop Open Space and Recreation plan which will increase public funding for recreational projects.
5. Awarded grant for \$9,000 and installed an electronic vehicle charging station at the Railroad Street Parking Lot.
6. Entered an agreement with Met-Ed to begin LED streetlight conversion which will significantly reduce electricity costs.
7. Park projects including upgrade to Good Field, West Hanover Street Playground. and Kiwanis project to build pavilion at Moul Field.
8. Future grants procured for upgrades to Wirt Ave Playground and Baer Ave Playground
9. Transfer Station awarded 10-year operating permit from DEP.
10. Upgraded storm water and sanitary sewer systems at the Transfer Station and expanded the public unloading area.
11. Completed LED lighting conversion at the Transfer Station
12. Continued negotiations with Columbia Gas, over \$700,000 of paving at no cost to the Borough in 2020, that number is expected double in 2021. This work is negotiated to include curb to curb or full lane restoration when they are only required to pave patches.
13. Negotiated with CSX to update all of their rail crossings in the Borough to be completed in 2021
14. Awarded a \$362,000 grant for recycling equipment in 2021/2022.
15. Started the bio-char street tree planting project
16. Managed building layouts and constructed protection to provide social distancing during COVID.

PLANNING, ENGINEERING, BUILDING CODES, AND ZONING

1. Established processes to manage planning and zoning applications to provide systematic planning and engineering reviews and ensure compliance with the Municipalities Planning Code.
2. Worked with contractor to create a parking study to provide baseline information for development planning.
3. Launched iWorks, on-line permitting portal for the public.
4. Analyzing models for development of a rental inspection program.
5. Collaborated with School District on Stormwater bio-char demonstration project under a \$300K grant.
6. Capital Plan for major, non-utility facility projects is ready for Borough Council adoption

WATER

1. Adopted Forest Management Plan
2. Presented to Council engineering memos on Water System Capacity and Sources Alternatives.
3. Contracted for the rehabilitation of the Shephard Myers dam.
4. Contracted for the development of a multi-year program to transition to remotely read water meters.